

# Accounting Core: Accounts Payable – Single Payment Vendor

## Introduction

In the Accounts Payment module, the Single Payment vendor feature is designed for situations where a vendor is being paid only once. This helps avoid cluttering the vendor list with one-time use vendors. The following steps outline how to set up the Single Payment Vendor (a one-time process) and create an invoice using this vendor.

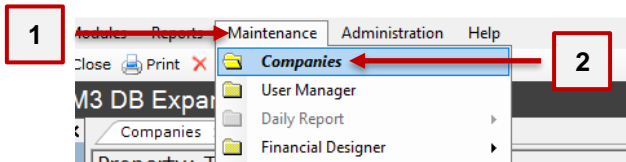
## Objective

Identify the steps involved in setting up a Single Payment Vendor. Learn how to create a single payment invoice.

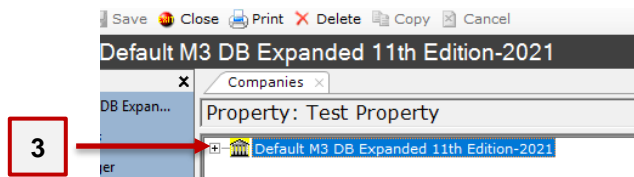
## Steps

Follow the steps below to setup the Single Payment vendor.

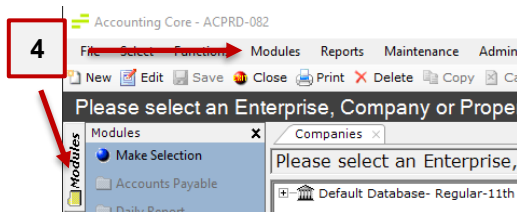
1. From the top menu bar, click on **Maintenance**.
2. Click on **Companies**.



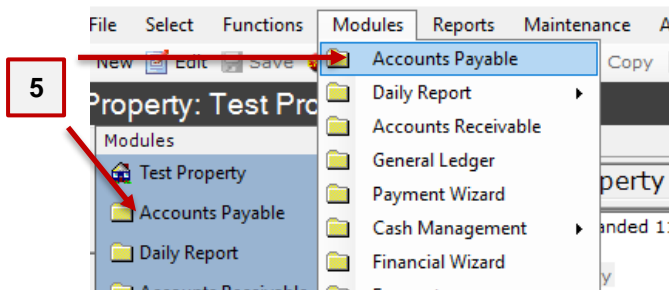
3. Click on **Enterprise Level**.



4. Click on **Modules**.

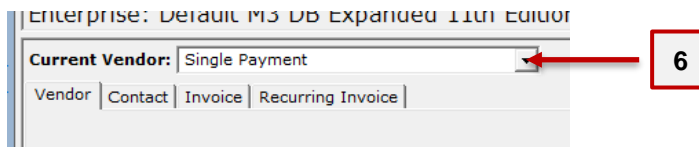


5. Click on **Accounts Payable**.

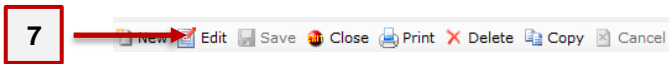


## Accounting Core: Accounts Payable – Single Payment Vendor

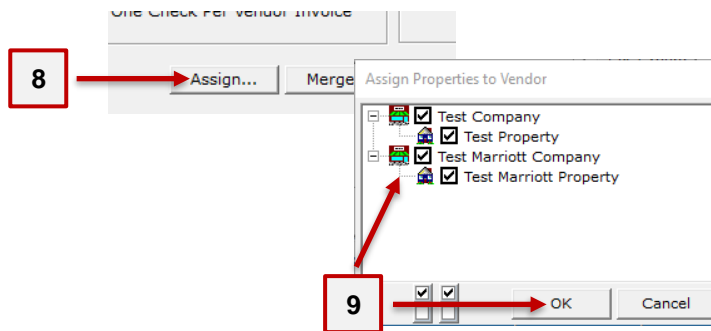
- From the **Current Vendor** drop down, select **Single Payment**.



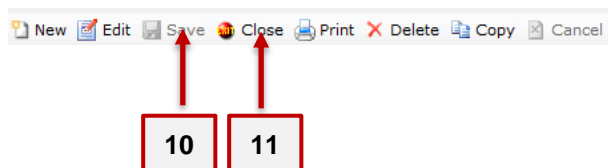
- Click **Edit**.



- Click the **Assign** box.
- Check the locations to allow Single Payment vendor to be used; click **OK**.

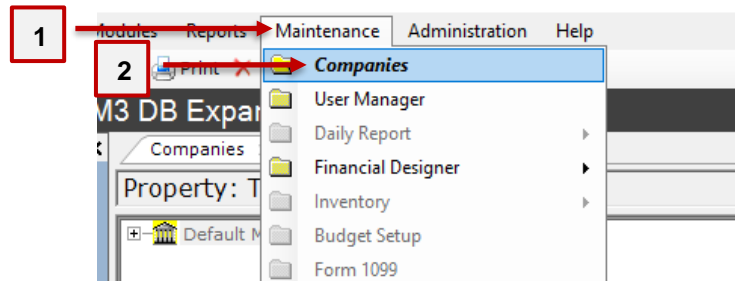


- Click on **Save**.
- Click **Close**.



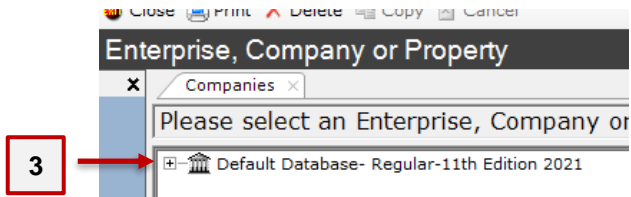
Follow the steps below to create an invoice with the Single Payment vendor.

- From the top menu bar, click on **Maintenance**.
- Click on **Companies**. Note: if preferred to complete on property level, continue the next two steps. If not, click on desired Company level.

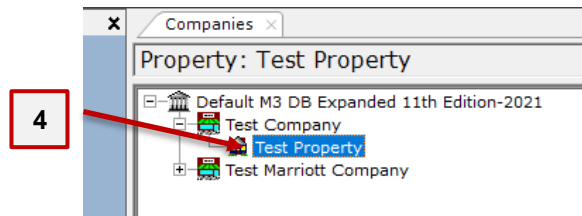


## Accounting Core: Accounts Payable – Single Payment Vendor

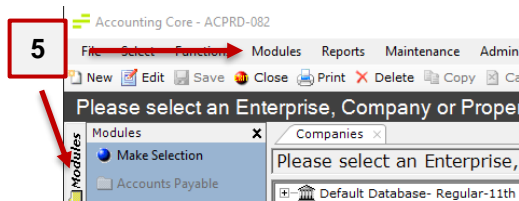
- Expand the company / property tree by clicking on the (+) symbol.



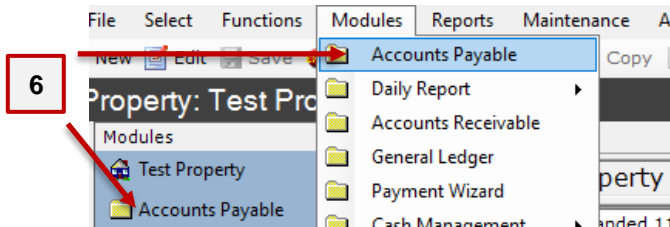
- Click on the desired **property**.



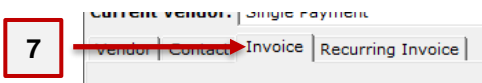
- Click **Modules**.



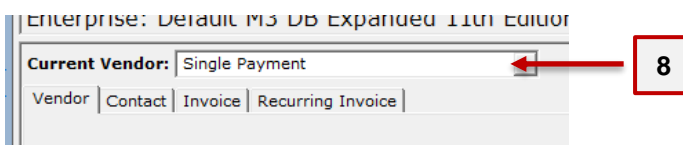
- Click **Accounts Payable**.



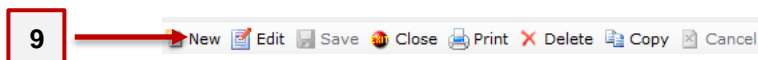
- Select the **Invoice** tab.



- Select **Single Payment** from the vendor drop-down.



- Click **New**.



## Accounting Core: Accounts Payable – Single Payment Vendor

- a. Enter details in dialog box that appears, such as vendor number (only if required for new vendors), name, address, contact information, tax ID and 1099 information. Note: The only required field is the Name. All remaining fields are optional.
- b. Click **OK**.

10. Enter **invoice details** as usual, enter the invoice number, invoice amount, Accounting Period date, Invoice Date, Due Date, PO Number (if applicable), payment method, and code the invoice.

11. Click on **Save**.