

Creating a Single Pay Voucher

Single Pay vouchers can be used for payments that satisfy a specific set of business conditions. These vouchers do not require that the recipient be in the CUNYfirst vendor file.

Criteria for Single Pay Vouchers:

1. Non-employee reimbursements
 - Non-employees may include consultants, independent contractors, individuals for employment interviews, etc.
 - The payee **must not** be a CUNY employee and **must** be a U.S. Citizen, a U.S. Permanent Resident, or a U.S. resident for tax purposes.
 - Single pay vouchers can be used to reimburse travel including meals, lodging and transportation.
2. Student Stipends that are non-1099 reportable
 - The payee must be a CUNY student
 - The payee must be a U.S. Citizen, a U.S. Permanent Resident, or a U.S. resident for tax purposes.
 - Single Pay vouchers may **not** be used to pay students for services that have been provided or will be provided to CUNY by the student. If the student provides services, the payment should be reported as wages on a Form W-2.

NOTE: Payments to students where the total amount paid to the individual student will be \$600 or greater, must be processed as a non-PO voucher and the recipient must be in the vendor file. This excludes non-service stipends.

Single pay vouchers should be used judiciously and should never be used to bypass CUNY's procurement policies.

Creation of a Single Pay voucher is similar to creating a non-PO voucher. However, the Voucher Style is Single Payment Voucher. This differs from non-PO vouchers where the Voucher Style is Regular Voucher.

The following vendor IDs should be used for these vouchers

SetID	Vendor ID	Persistence	Short Vendor Name	Our Customer Number	Name 1	State Vendor ID	City Vendor ID
NTL99	9000000001	Single Pay	STUDENT-ST-001	(blank)	Student Stipends Non-1099 Reportable	(blank)	(blank)
NTL99	9000000002	Single Pay	STUDENT PA-001	(blank)	Student Payments Non-1099 & Exc Stipends	(blank)	(blank)
NTL99	9000000003	Single Pay	NON-EMPLOY-001	(blank)	Non-Employee Reimbursements	(blank)	(blank)
NTL99	9000000004	Single Pay	OUC APPROV-001	(blank)	OUC Approved Special Payments	(blank)	(blank)

Step 1: Navigate to Accounts Payable > Vouchers > Add/Update > Regular Entry

On this first page, select the correct business unit and be sure to select the correct Voucher Style – Single Payment Voucher Select the correct Vendor ID from the drop down list available, enter the Invoice ID, Invoice Date and Gross Amount.

Voucher

Find an Existing Value

Add a New Value

Business Unit:	<input type="text" value="LAG03"/>
Voucher ID:	<input type="text" value="NEXT"/>
Voucher Style:	<input type="text" value="Single Payment Voucher"/>
Short Vendor Name:	<input type="text" value="STUDENT ST-001"/>
Vendor ID:	<input type="text" value="9000000001"/>
Vendor Location:	<input type="text" value="1"/>
Address Sequence Number:	<input type="text" value="1"/>
Invoice Number:	<input type="text" value="LAG test"/>
Invoice Date:	<input type="text" value="t"/>
Gross Invoice Amount:	<input type="text" value="100.00"/>
Freight Amount:	<input type="text" value="0.00"/>
Misc Charge Amount:	<input type="text" value="0.00"/>
Estimated No. of Invoice Lines:	<input type="text" value="1"/>



Add

Step 2: On the following page, enter the Name and address information for the person to be paid.

Vendor Information

[Vendor Bank](#) |
 [Vendor Bank Address](#) |
 Transfer to EFT options

Business Unit: LAG03 **Voucher ID:** NEXT **Payment Method:** CHK

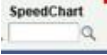
Name:	<input type="text" value="Jane Jones"/>		
Country:	<input type="text" value="USA"/> <input type="text" value="United States"/>		
Address 1:	<input type="text" value="1234 Main Street"/>		
Address 2:	<input type="text"/>		
Address 3:	<input type="text"/>		
City:	<input type="text" value="East Northport"/>		
County:	<input type="text"/>	Postal:	<input type="text"/>
State:	<input type="text" value="NY"/> <input type="text" value="New York"/>		

Email ID:

Save |
 Notify |
 Refresh |
 Add |
 Update/Display

[Invoice Information](#) |
 [Payments](#) |
 [City/State Payment](#) |
 [Voucher Attributes](#) |
 [CUNY Voucher Attributes](#) |
 [Attachments](#) |
 [Single Payment](#)

Step 3: The voucher requires the entry of the appropriate chartfields. Ensure that the chartfields accurately represent the appropriate department, fund code, major purpose, program code and funding source for this payment. Be sure you select the correct GL account code for this payment.

If a speedchart has been created for your use, click on the  to select the speedchart relevant to the voucher being entered. Once a speedchart is selected it will populate the chartfields required. Changes can be made to the information. If you require a speedchart to be created, contact your AP approver.

Invoice Information | Payments | City/State Payment | Voucher Attributes | CUNY Voucher Attributes | Attachments | Single Payment Vendor

Business Unit: LAG03
 Voucher ID: NEXT
 Voucher Style: SinglePay

Invoice Number: LAG test
 Invoice Date: 05/21/2020
 Action:

Vendor: 9000000001
 Name: STUDENT ST-001
 Location: 1
 *Address: 1
 Student Stipends Non-1099 Reportable

*Pay Terms: 000 Pay Now
 Control Group:
 Accounting Date: 05/21/2020
 *Currency: USD
 Total: 100.00
 Difference: 0.00
 Lease Number:
 Packing Slip:

Basis Dt Type Inv Date
[Comments\(0\)](#)
[Non Merchandise Summary](#)
[Session Defaults](#)

Invoice Lines

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		student stipend	1.0000	EA	100.00000	100.00

Ship To: M-M-B98C
 SpeedChart:
 Use One Asset ID

Distribution Lines
 Personalize | Find | View All | First 1 of 1 Last

Copy Down	Amount	Quantity	*GL Unit	Account	OpenItem	Oper Unit	Fund	Dept	P
<input type="checkbox"/>	100.00	1.0000	LAG03	51001		9999	12	10075	99

Step 4: Enter the invoice received date on the CUNY Voucher Attributes tab and click Save. The voucher will be assigned a voucher ID. Click on the button.

Invoice Information | Payments | City/State Payment | Voucher Attributes | **CUNY Voucher Attributes**

Business Unit: LAG03
 Voucher ID: 00000007
 Voucher Style: SinglePay

Invoice Number: LAG test
 Invoice Date: 05/21/2020
 Action:

Total: 100.00

Common Attributes

*Invoice Received Date: 05/21/2020
 Goods Receipt Date: