



## *Statewide Accounting Policy & Procedure*

**Accounting Manual Reference:**

Section: Vendor Management  
Sub-section: Vouchers using SINGLEPAY1 vendor ID

**Effective Date:** 10/01/2015**Revision Date:** 10/01/2015**Index:**[Policy Summary](#)[Business Process Policy Requirements](#)[Accounting Treatment](#)[Authority](#)[Applicability](#)[Forms and Attachments](#)**Policy Summary:**

Establishing a permanent vendor record in the TeamWorks vendor master file ensures accurate information for payments, tax compliance, reporting, and management purposes. However, there are occasions where it may not be practical to set up a permanent vendor record, e.g., one-time payments, or transactions having no tax implications.

This policy is intended to provide agencies with guidance relative to processing a voucher using the SINGLEPAY1 vendor ID in TeamWorks.

**Business Process Policy Requirements:**

When agencies make a payment to a one-time vendor without wanting to create and store the vendor in TeamWorks financials—such as when you want to pay a rebate or refund—agency personnel can create a voucher using the SINGLEPAY1 vendor ID. All information including vendor name and address is manually entered on the voucher and payment will be made via check to the name and address entered.

Appropriate uses of SINGLEPAY1 vendor ID are limited to:

- Refunds (original payment received via cash or check)
- Rebates
- One time transactions which are not 1099 applicable and less than \$500

SINGLEPAY1 should not be used for the following types of payment:

- Refunds for payment made via credit card
- Vendors that already exist in the TeamWorks vendor master file
- Payments to other state agencies
- Payments to vendors that could be 1099 reportable
- Payments that required a purchase order
- Payments for goods and services originally encumbered on a purchase order
- Payments for reimbursements to employees

**Accounting Treatment:**

Vouchers entered using SINGLEPAY1 vendor ID are recorded to the applicable chartfield distributions on the voucher and do not link back to any applicable purchase orders. Expenses will be debited and liabilities credited when the voucher is posted. These vouchers utilize budget dollars associated with the budget date entered on the voucher.

**Authority:**

Section 50-5B-3 O.C.G.A. provides that the state accounting officer shall:

- Prescribe state-wide accounting policies, procedures, and practices;
- Prescribe the manner in which disbursements shall be made by state government organizations;
- Determine the proper classification for accounting and reporting purposes of all assets, liabilities, revenues, expenditures, fund balances, funds, and accounts in compliance with legal requirements and generally accepted accounting principles and prescribe a uniform classification of accounts and other accounting identifiers which shall be used by all state organizations;
- Develop processes and systems to improve accountability and enhance efficiency for disbursement of funds and management of accounts payable.

**Applicability:**

Any agency, authority, department, institution, board, bureau, commission, committee, office, or instrumentality of the State of Georgia utilizing TeamWorks financials is subject to this policy.

**Forms and Attachments:**

<http://sao.georgia.gov/vendor-payment-management>