City of Holyoke
One Time Payment Process

"One Time Payment" definition: Employee reimbursements, service vendors paid less than $600 per year, scholarships paid to recipients for educational expenses, and payment refunds. These types of payment will no longer be processed by generating requisitions or purchase orders.

In order to process a one time payment to vendors, staff must complete and have authorized by their department head the attached "One Time Payment" form.

How to complete the form:

Name of Payee: one time vendor name
Payee Address: one time vendor address
Date of Request: the date that you fill out and have the form authorized (do not predate forms)
Amount of Payment: payment required in dollars and cents
Reason for Payment: reimbursement requested, services/supplies provided, scholarships given, refunds needed
GL Account for Payment: this is the org and object code found in the budget book, Tyler ERP/Munis, or grant documentation provided by the Auditor's Office to grant managers

One Time Pay Category:
99999 Accounts Payable Vendors: employee reimbursements
99998 Revenue Refunds: payments received by the city that need to be refunded from revenues received
99997 Retirement Refunds: payments that need to be refunded from health insurance or other accounts
99996 Scholarships: Scholarship awards for educational expenses only
Other: If your payment does not fall into one of the above categories please check this box and Purchasing/Auditor's can make a recommendation on how to proceed
Requestor: Employee requesting this payment (signature and printed name)
Date: Date form is filled out
Approved By: Department head (signature and printed name)
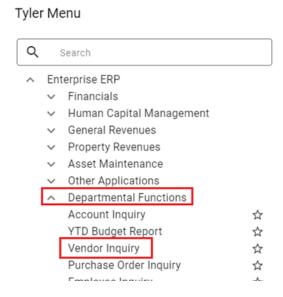**Date:** Date department head approves the payment

Please attach supporting documentation for payment with this form. Examples of appropriate documentation would be, but not limited to, business voucher/travel reimbursement forms, receipts for expenditures (itemized), departmental requests for allowances for employees, and invoices.

QUESTIONS?: Contact Ted Sweeney @ x5650 or purchasing@holyoke.org

How to Track One Time Payments in Tyler ERP/Munis:

Munis offers the ability to run a vendor report and include all vendors paid as one time pay using their respective "9999#". Names, addresses, payment amounts, checks and invoice numbers will be shown by selecting the appropriate checkbox for the name of your vendor.
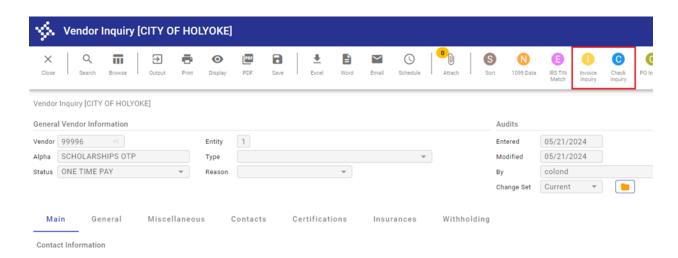
1. DEPARTMENTAL FUNCTIONS >VENDOR INQUIRY

2. SEARCH on menu bar> STATUS on page of form > select "One Time Pay" from the drop down menu > ACCEPT
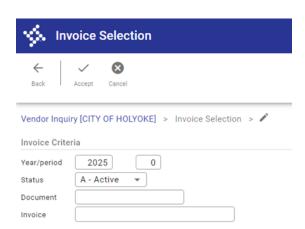
TYLER ERP/MUNIS will bring up all the OTP vendor account codes (99999, 99998, 99997, etc)

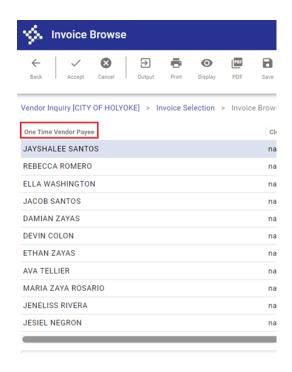Use the arrows at the bottom of the page to select the code for your inquiry

3. Click on the "Invoice" or "Check" skittle on the menu to bring up a list of invoices or checks processed against that account
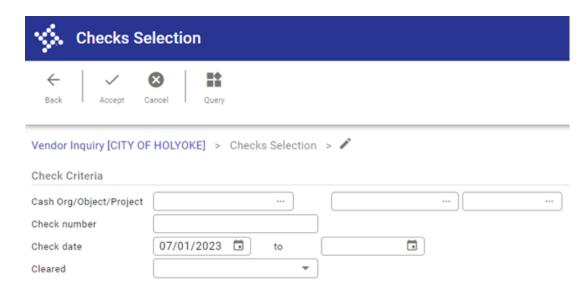

4. If selecting the **Invoice** skittle, the following options will be available:

> a. **Year/period**. The fiscal year and month that the invoice was in - for the financial system the year is the "fiscal" and for months July is considered period 1, August period 2, and so on to June which is period 12, to search for the whole year populate "0" in the period.
> b. **Status**: Choose the status of the invoice/check from the dropdown or blank for ALL status'
> c. **Document & Invoice**: If the document number and/or invoice number is available, populate the fields. If not, a search can be performed without this information

5. Double click on the vendor and it will bring up the invoice information that vendor

1. If selecting the **Check** skittle, the following options will be available:

> a. **Cash/Org/Object/Project** – If this is available, it can be populated. If not, these fields can be blank
> b. **Check number** – If this is available it can be populated. If not, this can be left blank.
> c. **Check Date** – A "Start Date" to search for can be chosen, "End Date" is not required.
> d. **Cleared** – Choose if only to show Cleared or Un-Cleared checks. Leave blank to see all.

2. Double click on the vendor and it will bring up the check information for chosen Vendor

Checks Browse

Back | Accept | Cancel | Output | Print | Display | PDF | Save

Vendor Inquiry [CITY OF HOLYOKE] > Checks Browse

One Time Vendor Payee	Cash Acc
YATZIE SANTANA RIVERA	0010 10
NATANAEL PEREZ COSME	0010 10
NATALIA TRINIDA	0010 10
KEYLA PAGAN FIGUEROA	0010 10
JOSE DEL VALLE CASTRO	0010 10
JHESMARIE BELTRAN ACEVEDO	0010 10
JACQUELINE RIVERA BURGOS	0010 10
ELIJAH QUINN	0010 10
CHRISTIAN CLAUDIO	0010 10
YARIALIS RAMOS	0010 10
YARELIS CRUZ ROJAS	0010 10