



# Process

# Documentation

*Department:*

Customer Support

*Last Updated:*

8/12/2025 9:42 AM

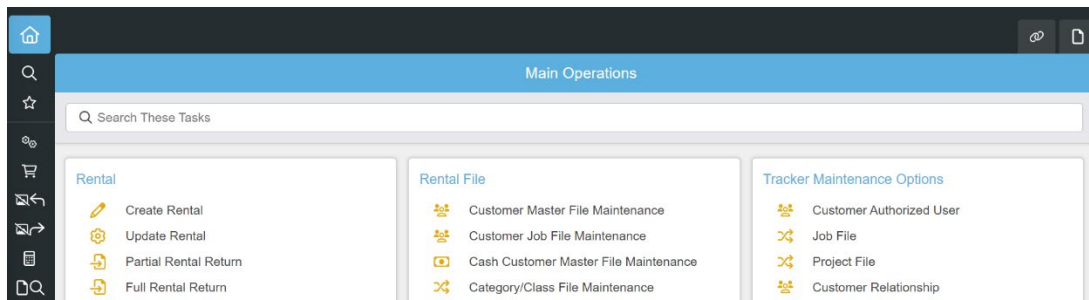
***NAME OF PROCESS*****One-Time AP Vendor Payments [RolePlay]*****Use Case / Objectives***

From time to time, you may make a one-time purchase from a vendor who you do not intend to buy from again in the future. This guide shows you how to pay for a one-time expense without creating a permanent vendor record in the master file.

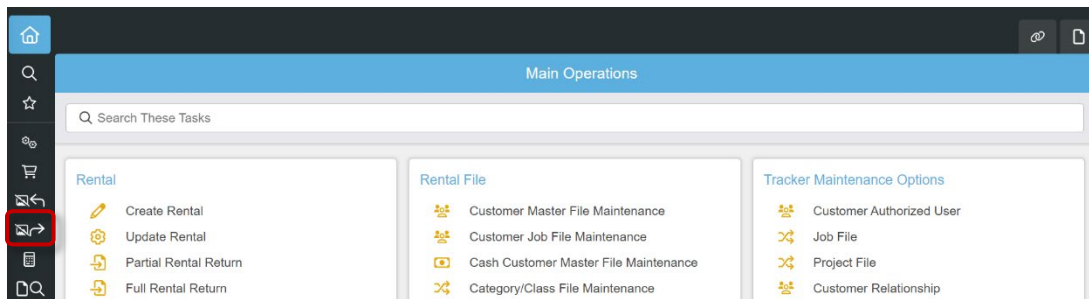
## One-Time AP Vendor Payments [RolePlay]

### Process Steps

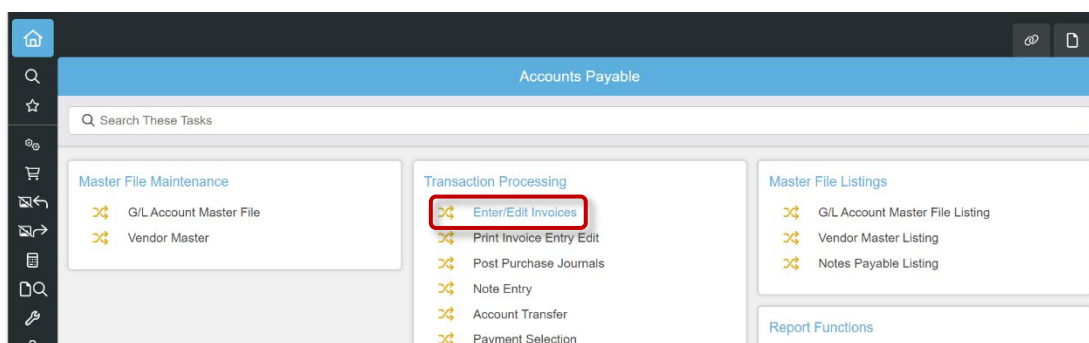
1. Log into the [Roleplay Environment](#) using your browser.
2. The **Main Operations** menu will open.



3. Navigate to the **Accounts Payable**  menu.



- a. In the **Accounts Payable** menu, under the **Transaction Processing** section, click on Enter/Edit Invoices.



4. The Invoice Entry screen opens and multiple fields are populated to create a batch.

Enter/Edit Invoices

9/26/24 14:11:30 Invoice Entry

Batch Number :  Date:

Description :

Control Total :

Recurring Batch:  Due Date:

Batch Total : .00

No. of Invoices:

Currency code : USD

Journal code :

- To assign a batch number, click in the *Batch Number* field and press F6 or click on F06 in the **Display Functions** menu.
- The *Date* will automatically populate once the batch number is assigned.
- Type out a *Description* for the batch (example: *batch for one-time vendor*)
- Enter the total amount of the invoice in the *Control Total* field.
- Keep the *Recurring Batch* at *N* since this is a one-time payment.
- Due Date* is not required but can be typed in depending on your company's standards.
- The *Journal code* is *APY* for Accounts Payable.
- Press enter to continue.

Enter/Edit Invoices

9/26/24 14:55:30 Invoice Entry

Sys: DEMO V12  
Cmp: RM Loc: BRM  
Mode: Enter Data

Batch Number : 0000061875 Date: 9/26/24

Description : BATCH FOR ONE TIME VEN

Control Total : 100.00

Recurring Batch: N Due Date:

Batch Total : .00

No. of Invoices:

Currency code : USD

Journal code : APY

Display Functions

F03 Exit

F06 Auto-Assign Number

5. The next screen will populate to enter invoice and purchase order details.

9/26/24 14:57:02 Invoice Entry Sys: DEMO V12  
 Cmp: RM Loc: BRM  
 Mode INVOICE

Assignee No. :  Name:  
 Vendor No. :  Name:  
 Invoice Number:  Currency: USD  
 Invoice Amount:  Frght :  Tax :   
 P.O. Number :  Receiver #:   
 P.O. Reference:  Account:   
 Sequence No. :  Invoice code:   
 Type (I/C/N/D):  Delete Seq.#:   
 Payment Method:   
 Mult. Invoices:  (Y/N)

Name :   
 Address :   
 City/State/Zip:

Batch Total : .00 # of Invoices:  
 Control Total: 100.00

- a. In the *Name*, *Address*, and *City/State/Zip* fields, fill out the one-time vendor information.
- b. Enter the *Invoice Number* and *Invoice Amount*.
- c. Press enter once.

9/26/24 14:57:02 Invoice Entry Sys: DEMO V12  
 Cmp: RM Loc: BRM  
 Mode INVOICE

Assignee No. :  Name:  
 Vendor No. :  Name:  
 Invoice Number:  Currency: USD  
 Invoice Amount:  Frght :  Tax :   
 P.O. Number :  Receiver #:   
 P.O. Reference:  Account:   
 Sequence No. :  Invoice code:   
 Type (I/C/N/D):  Delete Seq.#:   
 Payment Method:   
 Mult. Invoices:  (Y/N)

Name :   
 Address :   
 City/State/Zip:

Batch Total : .00 # of Invoices:  
 Control Total: 100.00

- d. In the *Payment Method* field, press F4 to search. The **Vendor Pay Methods** will populate. To select a method, type 1 in the *O column* (options) and press enter.

9/26/24 15:22:27 Invoice Entry Sys: DEMO V12  
 Cmp: RM Loc: BRM  
 Mode INVOICE

Assignee No. : \_\_\_\_\_ Name:  
 Vendor No. : \_\_\_\_\_ Name: ONE TIME VENDOR NAME  
 Invoice Number: 001122 Currency: USD  
 Invoice Amount: 100.00 Frght : \_\_\_\_\_ Tax : \_\_\_\_\_  
 P.O. Number : \_\_\_\_\_ Receiver #: \_\_\_\_\_  
 P.O. Reference: \_\_\_\_\_ Account: \_\_\_\_\_  
 Sequence No. : \_\_\_\_\_ Invoice code: \_\_\_\_\_  
 Type (I/C/N/D): I Delete Seq.#: \_\_\_\_\_  
 Mult. Invoices: N (Y/N)  
 Name : ONE TIME VENDOR NAME  
 Address : 123 STREET ROAD  
 City/State/Zip: SOMEWHERE IL 55555

Payment Method: \_\_\_\_\_

Batch Total : .00 # of Invoices:  
 Control Total: 100.00

Bottom

While your cursor is in the payment method field, press F4 the vendor pay method box will populate.

VENDOR PAY METHODS

1-Select

O	Cd	Description
1	K	CHECK
	E	EFT
	V	VISA

{{FKY:P21020 }}  
 Review and press Enter to continue.

- e. The payment method code will be populated in the *Payment Method* field.
- f. Press enter to continue.

9/26/24 15:37:39 Invoice Entry

Assignee No. : \_\_\_\_\_ Name:  
 Vendor No. : \_\_\_\_\_ Name: ONE TIME VENDOR NAME  
 Invoice Number: 001122 Currency: USD  
 Invoice Amount: 100.00 Frght : \_\_\_\_\_ Tax : \_\_\_\_\_  
 P.O. Number : \_\_\_\_\_ Receiver #: \_\_\_\_\_  
 P.O. Reference: \_\_\_\_\_ Account: \_\_\_\_\_  
 Sequence No. : \_\_\_\_\_ Invoice code: \_\_\_\_\_  
 Type (I/C/N/D): I Delete Seq.#: \_\_\_\_\_  
 Mult. Invoices: N (Y/N)  
 Name : ONE TIME VENDOR NAME  
 Address : 123 STREET ROAD  
 City/State/Zip: SOMEWHERE IL 55555

Payment Method: K CHECK

Batch Total : .00 # of Invoices:  
 Control Total: 100.00

6. The next screen will populate.

9/26/24 15:40:41 Invoice Entry

Recurring Qty: Posted: Mult. Invoices: N  
 1099 Income :  (Y/N) Prepaid Code :  (Y/N) Due Date   
 Check Number :  Check date :    
 Disc. Percent:  Disc. Date :  Halt Code:   
 Invoice Date :    
 Invoice Desc.:  Employee: WG553LD  
 Batch number.: 0000061875 Close batch:  (Y/N) Date : 9/26/24  
 AP Reference number:

Type option, press Enter.  
 2=Cost update 8=Detail Description

----- Disbursements -----

Account Number	Amount	D/C	Description	Equip#	Type	I	Tax Cd
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="text"/>		<input checked="" type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="text"/>		<input checked="" type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="text"/>		<input checked="" type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="text"/>		<input checked="" type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="text"/>		<input checked="" type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="text"/>		<input checked="" type="checkbox"/>	<input type="text"/>
2120000001000	100.00		A/P Account				

----- Messages -----  
 +

a. While your cursor in the *Invoice Date* field, press enter. The *Invoice Date*, and *Invoice Desc* (Description) will populate.

9/26/24 15:43:08 Invoice Entry

Recurring Qty: Posted: Mult. Invoices: N  
 1099 Income :  (Y/N) Prepaid Code :  (Y/N) Due Date   
 Check Number :  Check date :    
 Disc. Percent:  Disc. Date :  Halt Code:   
 Invoice Date : 9/26/24 18:43:08  
 Invoice Desc.: 001122 Employee: WG553LD  
 Batch number.: 0000061875 Close batch:  (Y/N) Date : 9/26/24  
 AP Reference number:

Type option, press Enter.  
 2=Cost update 8=Detail Description

----- Disbursements -----

Account Number	Amount	D/C	Description	Equip#	Type	I	Tax Cd
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="text"/>		<input checked="" type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="text"/>		<input checked="" type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="text"/>		<input checked="" type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="text"/>		<input checked="" type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="text"/>		<input checked="" type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="text"/>		<input checked="" type="checkbox"/>	<input type="text"/>
2120000001000	100.00		A/P Account				

----- Messages -----  
 +

- b. Next, click in the *Account Number* field and press F4 to search for the GL (General Ledger) account that this invoice will be charged to.
- c. Either scroll down using your mouse or press page down on your keyboard to search through the G/L Accounts.
- d. Type 1 in the *O Column* (options) to select the account.
- e. Press enter.

9/26/24 15:43:08 Invoice Entry

Recurring Qty: Posted: Mult. Invoices: N  
 1099 Income : (Y/N) Prepaid Code : N (Y/N) Due Date \_\_\_\_\_  
 Check Number : Check date : \_\_\_\_\_  
 Disc. Percent: \_\_\_\_\_  
 Invoice Date : \_\_\_\_\_  
 Invoice Desc.: \_\_\_\_\_  
 Batch number.: \_\_\_\_\_  
 AP Reference nu \_\_\_\_\_  
 Type option, press \_\_\_\_\_  
 2=Cost update 8=De \_\_\_\_\_  
 ----- Disbursemen \_\_\_\_\_  
 O Account Number \_\_\_\_\_

G/L Account Number Look-Up  
 Opt: 1=Select Filter

Account description	Account #
<input type="checkbox"/> PREPAID EXPENSES (DMO)	1260-0777-0001-00
<input type="checkbox"/> PREPAID EXPENSES (DMO)	1260-0930-0001-00
<input type="checkbox"/> PREPAID EXPENSES (HTB)	1260-0999-0001-00
<input type="checkbox"/> PREPAID EXPENSES (DMO)	1260-1111-0001-00
<input type="checkbox"/> PREPAID EXPENSES (DMO)	1260-2373-0001-00
<input type="checkbox"/> PREPAID EXPENSES (DMO)	1260-5953-0001-00
<input checked="" type="checkbox"/> SUPPLIES	1261-0000-0000-00
<input type="checkbox"/> FUEL INVENTORY- (DMO)	1261-0001-0001-00
<input type="checkbox"/> FUEL INVENTORY- (HTB)	1261-0002-0001-00

More...

21200000001000 +

- f. The GL account number will then be populated in the field.
- g. Type in the *Due Date* for the invoice and press enter. The *Amount* will then be populated in the column.
- h. Press enter.

9/26/24 16:20:41 Invoice Entry

Recurring Qty: Posted: Mult. Invoices: N  
 1099 Income : (Y/N) Prepaid Code : N (Y/N) Due Date 9/27/24  
 Check Number : Check date : \_\_\_\_\_  
 Disc. Percent: Disc. Date : \_\_\_\_\_ Halt Code: \_\_\_\_\_  
 Invoice Date : 9/26/24 19:20:08  
 Invoice Desc.: 001122 Employee: WG553LD  
 Batch number.: 0000061875 Close batch: (Y/N) Date : 9/26/24  
 AP Reference number: \_\_\_\_\_

Type option, press Enter.  
 2=Cost update 8=Detail Description

----- Disbursements -----

Account Number	Amount	D/C	Description	Equip#	Type	I	Tax Cd
12610000000000	100.00	D	SUPPLIES			Y	
						Y	
						Y	
						Y	
						Y	
						Y	
						Y	
21200000001000	100.00		A/P Account				

----- Messages -----

7. It will then take you back to the screen to enter more invoices.


9/26/24 14:57:02 Invoice Entry Sys: DEMO V12  
 Cmp: RM Loc: BRM  
 Mode INVOICE

Assignee No. :   Name:  
 Vendor No. :   Name:  
 Invoice Number:  Currency: USD  
 Invoice Amount:  Frght :  Tax :   
 P.O. Number :  Receiver #:   
 P.O. Reference:  Account:   
 Sequence No. :  Invoice code:   
 Type (I/C/N/D):  Delete Seq.#:   
 Payment Method:   
 Mult. Invoices:  (Y/N)

Name :   
 Address :   
 City/State/Zip:

Batch Total : .00 # of Invoices:  
 Control Total: 100.00

- a. You can enter more invoices or you can post the batch if no more invoices need to be added to this batch.
- b. If you are posting the batch, proceed to number 8.

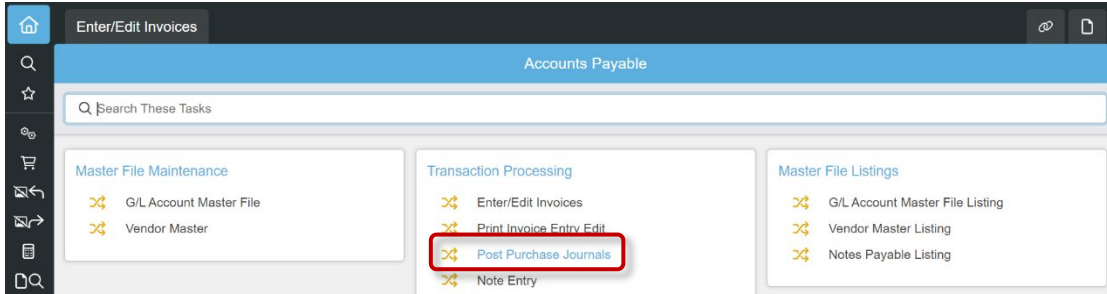
8. While still in the **Enter/Edit Invoices** screen, click on the **Accounts Payable**  button.

Enter/Edit Invoices

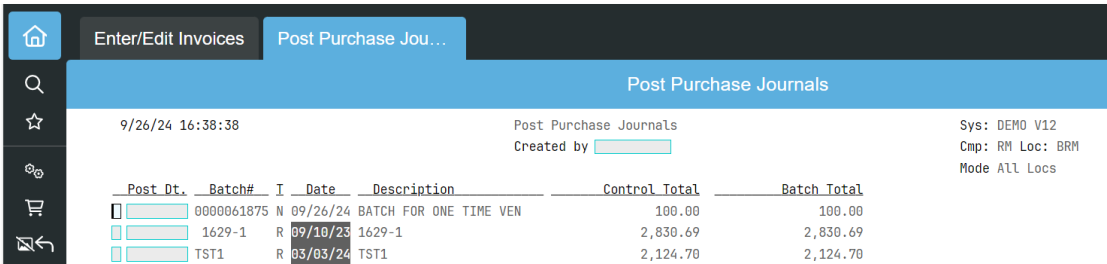
9/26/24 16:30:57 Invoice Entry

Assignee No. :   Name:  
 Vendor No. :   Name:  
 Invoice Number:  Currency: USD  
 Invoice Amount:  Frght :  Tax :   
 P.O. Number :  Receiver #:   
 P.O. Reference:  Account:   
 Sequence No. :  Invoice code:

9. In the Transaction Processing section, click on Post Purchase Journals.



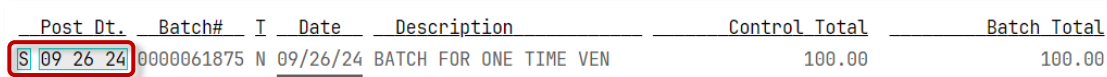
a. The Batches to be posted will populate.



b. To select the batch for the one-time vendor, click in the left-most field and type S (for Submitted) and the *Post Date* in the next field.

NOTE: The post date must be on or after the invoice date.

c. Press enter to post.



- d. Press enter again to confirm. Press enter a third time and the print screen will populate. Nothing needs to be done in this screen. Press enter to continue.

9/26/24 16:45:17 Post Purchase Journals Created by \_\_\_\_\_ Sys: DEMO V12  
 Cmp: RM Loc: BRM  
 Mode ALL Locs

Post Dt.	Batch#	I	Date	Description	Control Total	Batch Total
S 9/26/24	0000061875	N	09/26/24	BATCH FOR ONE TIME VEN	100.00	100.00
					69	2,830.69
					70	2,124.70
					00	100.00
					00	15.25
					00	12.50
					00	50,000.00
					00	.00
					00	.00
					00	3,300.00
					00	.00
					00	100.00
					00	.00
					00	880.00
					1.00	.00
					1.00	.00

Printer/Outq: W6553LD Copies: 1 Hold: N Save: N  
 Submit job. . . : Y  
 Schedule date . . : Time. :

{{FKY:P23010 }}  
 Verify batches to be posted and press Enter to continue.

- e. The batch description will now display **BATCH SELECTED** to confirm that it is posted.

Post Dt.	Batch#	I	Date	Description	Control Total	Batch Total
	0000061875	N	09/26/24	BATCH SELECTED	100.00	100.00