

# Entering a One-Time AP Vendor

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As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. All knowledge content has moved to the new [Veracross Community](#). Please update your bookmarks.

[Here is the new version of this article in the Veracross Community.](#)

## Overview

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Sometimes you will have an invoice for a vendor that you do not plan on using again. In cases such as this, you can use our One-Time Vendor functionality. Instead of setting up a Vendor record, for one you will not use again, you should set up or use an existing, One-Time Vendor Vendor record. The advantage of using a one-time vendor is that you have fewer separate vendors, while allowing individual invoices for this vendor to each have their own name and address. You should only have one One-Time Vendor vendor record at a time and it must be set up prior to an invoice being entered for that one-time vendor.

An exception is if you choose to set up a One-Time Vendor record for each cost center, or for each AP administrator.

When you are ready to print and post AP checks, remember that when payments are made to the invoices of a one-time vendor, each invoice generates its own check. [How to Add an AP Invoice for a One-Time Vendor](#)

## Step-by-Step to Create a "Reusable" One-Time Vendor

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1. On the Accounts Payable home page, click **Add a Vendor**.

# Accounts Payable

Homepage

Shared Workspace

Unposted AP Item Report

43

Unpaid AP Invoice Report

42

Scheduled Payments Report

11

## General

Vendor List

Find a Vendor  
Add a Vendor

Find Organizations

AP Invoice Header Listing  
AP Invoice Item Listing

Check Register Listing

Void Check Report

Listing of checks that were entered as or subsequently marked as "Void"

AP Documentation List

AP Invoice and Payment Cycle

## Workflow

### AP Invoice Cycle

Add an AP Invoice

Unposted AP Invoice Report (60)

Post AP Invoices...

### Payment Scheduling

Unpaid AP Invoice Report (42)

Listing of all AP Invoices which are Posted but not Fully Paid.

Schedule Payments...

Use this function to schedule groups of invoices for payment.

Scheduled Payments Report (11)

Listing of AP invoices tentatively scheduled for payment.

### Check Printing

Print / Post AP Payments

Function that prints and posts invoices that have been scheduled for payment.

AP Check Posting/Printing Log

### Other

Deferred/Prepaid AP Items (0)

Prepaid AP Items awaiting Transfer to actual Expense Account.

Transfer Prepaid Items

## Other

AP Invoice Journal  
AP Payment Journal

AP Invoice Aging Report  
AP Aging Reference Date (2013-12-31)

AP Expense Distribution Report  
AP item listing, sorted and totaled by GL account. Use for GL reconciliation.

Enter Void Checks  
Function to enter non-issued checks as void.

Find Vendors linked to People  
Find People linked to Vendors  
Find Possible Person Vendors

### 1099 Vendor Processing

Vendors Requiring 1099

Vendors whose Disbursement Items marked as "Reportable on 1099s" total greater than \$600.

Disbursement Items - 1099

Disbursement Items marked as reportable for 1099s

### Vendor Maintenance Processing

Function to prepare 1099's for printing

AP Vendor 1099 Amounts

Print 1099 Report  
Print Form 1096

2. The only required field is the Organization's name. There is no need to enter a Vendor Address for a "One-Time Vendor".

3. Toggle the "One-Time Vendor" field to "Yes".

Accounts Payable Vendor

ADD VENDOR

GENERAL

ORGANIZATION: One-Time Vendor

ADDRESS 1, ADDRESS 2, ADDRESS 3, CITY, STATE, POSTAL CODE, COUNTRY: United States

PHONE, FAX, EMAIL, WEB SITE

ROLES

ACCOUNT NUMBER, VENDOR CATEGORY: \*\* none \*\*, ORGANIZATION TYPE: <None Specified>, VERTICAL MARKET: <None Specified>, STANDARD DAYS TO PAY: 30, PAY SCHEDULE CODE: 0, DEFAULT EXPENSE GL ACCT

IS 1099 REQUIRED?: NO, FEDERAL TAX ID, FEDERAL TAX ID TYPE: <None Specified>, DEFAULT 1099 CODE: \*\* none \*\*, 1099 VENDOR NAME

PRIMARY CONTACT, SORT KEY, INACTIVE?: NO

ONE TIME VENDOR?: YES

NEW AP INVOICE, NEW PURCHASE ORDER

Audit Log

4. Click Add Vendor.

ADD VENDOR



One-Time Vendor

ROLES

ACCOUNT NUMBER

VENDOR CATEGORY

\*\* none \*\*

ORGANIZATION TYPE

<None Specified>

VERTICAL MARKET

<None Specified>

STANDARD DAYS TO PAY

30

PRIMARY CONTACT

SORT KEY

INACTIVE?

NO

ONE TIME VENDOR?

YES