



PROCEDURE 32:

ENTERING A DIRECT INVOICE WITH GRANT AND AWARD IDENTIFIERS

Job Aid AP01-32

AP01

The purpose of this job aid is to explain how to enter a direct invoice with grant and award identifiers in NCAS.

After completing the *CDE* screen for the control group header information and accessing the *IWS-1T* screen.

1. Type the **invoice number** in the INVOICE NUMBER field.
2. Type the **invoice date** in the DATE field.
3. Type the **vendor number and group** in the VENDOR NUMBER field.
4. Press **ENTER** to verify invoice and vendor number.
5. Verify that the appropriate payment terms have defaulted into the TERMS CODE field. Update this field if necessary.
6. At the 0001 line, type the **amount** in the AMOUNT/PERCENT field to indicate the amount of the first line of the invoice.
7. Type **your company number** in the CO field.
8. Type the **account number** in the ACCOUNT field.
9. Type the **center number** in the CENTER field.
10. Type the **four-digit BID identifier** in the BID field.
11. Type the **four-digit NCG identifier** in the NCG field, if a NC Grant account is used.
12. Type the **four-digit statewide FED identifier or an agency-specific NON-ARRA FED identifier** in the FED field. **(If company/fund entered on the invoice is for ARRA funds, the FED identifier will default automatically)**
13. Type the **total invoice amount** in the GROSS AMOUNT field.
14. Press **ENTER** to display defaults.
15. Type **NEXT** in the NEXT FUNCTION field to process the invoice.

If an invoice line is keyed to an NC Grant account, NCAS will not allow navigating to the *GBL* screen to lookup a NCG identifier. Navigating to the *GBL* screen while processing an invoice is allowed for all other accounts.