July 3, 2017

Accounts Payable Overview

Training Course

State of North Carolina

NC Accounting System

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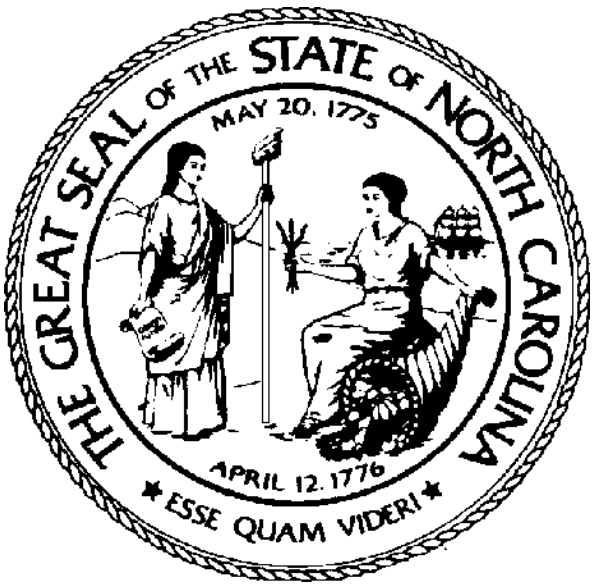
North Carolina Accounting System

Accounts Payable Processing

Training Course



Office of the State Controller

July 3, 2017

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Introduction

Overview

This course provides an agency's Accounts Payable staff the policies and procedures within the North Carolina Accounting System (NCAS) to process and maintain direct and matching invoices, employee transactions, and payments.

Audience

Accounts payable processor
Accounts payable management

Length

2 days

Objectives

Upon successful completion of this course, participants will be able to:

- Add and change vendors
- Create control groups
- Process direct invoices
- Process matching invoices
- Process employee transactions
- Process invoices with grants and awards
- Request payment cycles
- Cancel checks and remaining payments
- Handle special accounts payable processes
- Maintain documents
- Review accounts payable information

Quick Reference Guides (QRGs)

Reference materials that will help participants complete the tasks involved with their jobs. They are referenced throughout the walkthroughs and activities.

Procedures

This section includes detailed process steps that describe how to complete the tasks. These can be used after the training as a reference on how to use the North Carolina Accounting System to perform job functions.

Section Overview

The basic activities of an agency's accounts payable department are making payments and maintaining accounting records. The responsibility for these activities rests largely on the accounts payable (AP) processor.

Adding and Changing Vendors

A vendor record must exist in the NCAS before documents can be entered. Vendors are defined as either trade vendors, employees, or non-trade vendors.

- The Office of the State Controller maintains a Statewide Trade Vendor File. This allows agencies to share trade vendors and eliminates duplication of vendor records.
- In order to pay employee reimbursements and travel advances, agencies set up and maintain their own employee vendor files.
- An agency may also need to establish a non-trade vendor file in order to handle non-trade transactions, such as scholarships.
- Agencies may need to setup vendors to be paid direct deposit.

Creating Control Groups

Batching documents is the first step in the payment cycle. A set of batched documents is referred to as a **control group**. This process creates an audit trail and allows you to identify keying errors. It also ensures that the total of batched documents equals the system total.

After documents are batched, they are entered into the NCAS.

Because documents are treated differently, the NCAS is tailored according to document type:

- Direct invoices
- Matching invoices
- Employee advances
- Employee expense reimbursements

Processing Direct Invoices

A direct invoice does not reference a purchase order. A telephone bill is an example of a **direct invoice**. Direct invoices are processed on the *Invoice Worksheet 1 (IWS-1T)* screen.

Processing Matching Invoices

A **matching invoice** references a purchase order that was issued to the vendor at the time the order was placed. The information on the invoice is matched to the information on the purchase order online. Matching invoices are processed on the *Invoice Matching (IMP)* and the *Invoice Line Audit (ILA)* screens.

Processing Employee Transactions

Employee transactions are entered into the NCAS as employee travel advances and employee reimbursements. The employee travel advance process should be used in conjunction with the employee reimbursement process to automate the accounting and tracking of amounts due to and from individual employees.

Processing Grants and Awards

The NCAS has the capability to flag grants and awards to direct invoices, matching invoices, employee transactions, and procurement card transactions. This course will only discuss flagging direct invoices, matching invoices, and employee transactions with grant and award identifiers.

Requesting Payment Cycles

In order to pay invoices and employee transactions entered into the NCAS, a payment or check cycle must be requested in the NCAS.

Canceling Checks and Remaining Payments

The NCAS has the capability to cancel payments for AP transactions. Also, there may be certain situations where remaining payments from multi-payment invoices may need to be cancelled in the NCAS.

Handling Special AP Processes

Some functions and processes involving accounts payable require special attention. They are 1099 processing, backup withholding, factoring vendor payments, fixed assets reporting, year-end accruals, non-resident alien processing, sales tax, refund of expenditures, recording manual checks, escheating checks, and inter/intra governmental payments.

Maintaining Documents

The NCAS allows the AP processor to maintain documents if information changes or was entered incorrectly.

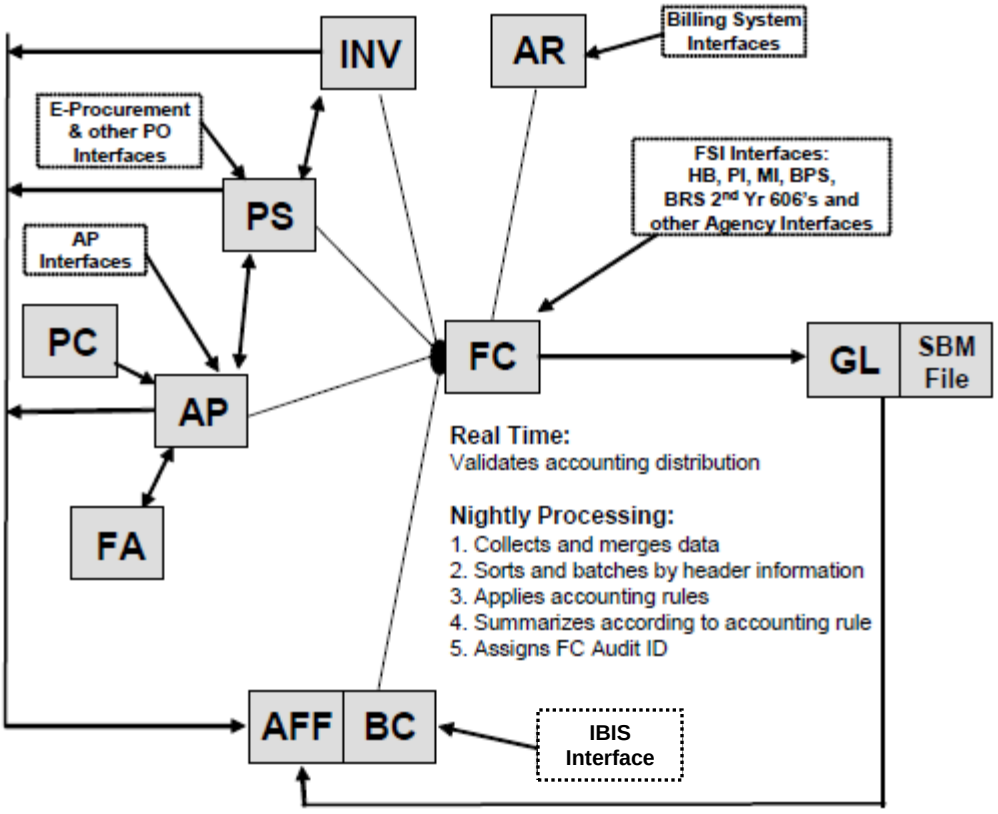
Reviewing AP Information

The NCAS provides easy access to information. Using its information access tools, you can either view data online or generate a printed report. In addition, you can specify the report's level of detail.

Integration Tools

The North Carolina Accounting System (NCAS) provides an integrated set of financial and materials management modules for managing business functions. The Accounts Payable (AP) module of the NCAS is related to several modules as follows:

- As documents are entered, the system automatically checks the Budgetary Control module to see if funds are available.
- Purchase order information (e.g., item, quantity, unit price, accounting distribution) from the Purchasing module is used when matching invoices, which minimizes data entry.
- Journal entries (e.g., payments, encumbrances) are automatically generated by the system and are posted to the General Ledger.
- All financial information is passed to the general ledger through the financial controller. All financial entries are posted in the general ledger
- Information is passed to the Fixed Assets module when invoices reference a fixed asset account.

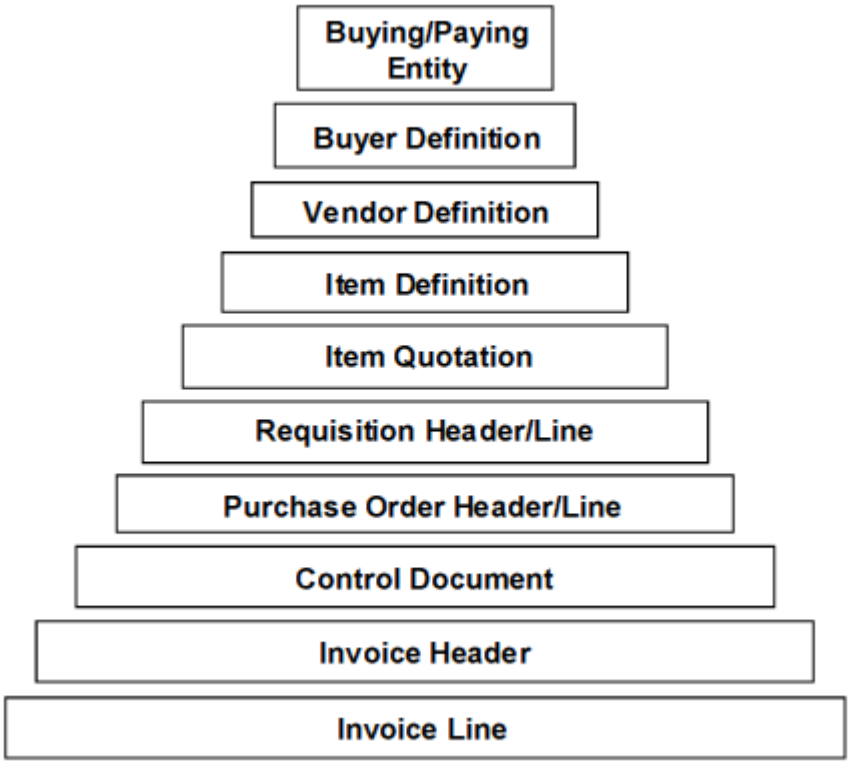

INV
AR
Billing System Interfaces
E-Procurement & other PO Interfaces
PS
FSI Interfaces: HB, PI, MI, BPS, BRS 2nd Yr 606's and other Agency Interfaces
AP Interfaces
PC
FC
GL
SBM File
AP
Real Time:
Validates accounting distribution
Nightly Processing:
1. Collects and merges data
2. Sorts and batches by header information
3. Applies accounting rules
4. Summarizes according to accounting rule
5. Assigns FC Audit ID
FA
AFF
BC
IBIS Interface

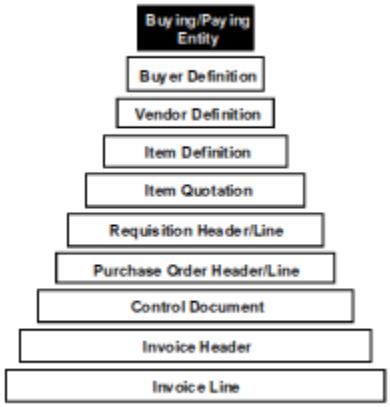
Policy Overview

Policy Hierarchy

A primary benefit of the NCAS is that it allows the state to maintain consistent financial information while simultaneously meeting the needs of individual agencies. To accomplish this, the Office of the State Controller (OSC) has entered standard information in the NCAS that is either general to the state or specific to an agency. Because the system uses this information as a standard, it is considered **policy**. Before an agency can begin to enter information in the NCAS Accounts Payable module, certain policies must be established for the agency.

The NCAS policy carries forward—or **defaults**—information from one screen to the next. This default information conforms to a hierarchy in the NCAS. The **policy hierarchy**, illustrated by the following diagram, represents the levels at which accounts payable policies (including purchasing policies that impact accounts payable) are established and maintained. As you review the policy hierarchy, bear in mind that overall state and agency policies are established at the top of the hierarchy. At the highest level, the buying and paying entities act as an umbrella under which general accounts payable policies are established and maintained. As you progress down the hierarchy, each layer represents an opportunity to override previously established policies with data that is specific to the transaction on which you are working.





Buying Entity

A **buying entity** supplies a set of defaults that will govern the purchasing transactions generated within the entity. The values will default for all transactions created within that buying entity.

The buying entity is a unique code that establishes the agency's address and phone number within NCAS. Buying entities have been established for each agency. XXBG has defaults oriented to the purchase of goods; XXBS has defaults established for purchasing services.

Each agency has at least four buying entities. They have the following structure:

XXEG (XXBG) and XXES (XXBS)

XX	=	Agency identification number
B	=	Buying - - - **OR** - - - (E = E-Procurement Buying)
G	=	Purchases of goods
S	=	Purchases of services
I	=	Inventory

For example,

- DPI uses 08EG for purchases of goods.
- OSA uses 06ES for purchases of services.

> Your agency may use additional buying entities if it has unique business requirements. For example, the Department of Correction established a third buying entity, 42BI, for the purchase of inventory. Additional buying entities must be reviewed and approved by the OSC to ensure compliance with the NCAS business model.

Paying Entity

An agency establishes a paying entity to achieve default values for processing invoices, credit memos, employee advances and payment transactions. A paying entity defines the set of rules that will govern the purchasing and accounts payable transactions generated within the entity. The rules default from the policy established for the entity.

A paying entity is a unique code that contains the agency name and address and the type of vendor that will be processed.

Each agency has at least two paying entities. They have the following structure:

XXPT and XXPE

XX = Agency identification number

P = Paying

T = Trade vendor transactions

E = Employee vendor transactions

N = Non-Trade

An agency is responsible for maintaining vendor information for its employees.

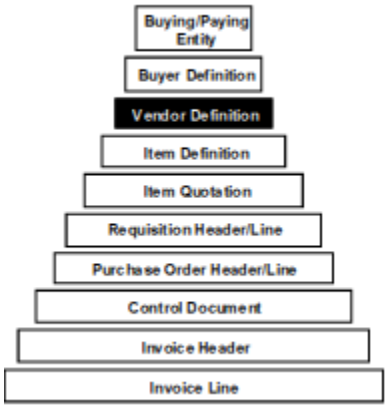
For example,

- DOI uses 12PT to pay a trade vendor.
- The OSC uses 14PE to pay employee advances.

> Your agency may use additional paying entities if it has unique business requirements. For example, Department of Revenue established a third paying entity, 45PN, to pay non-trade vendors. Additional paying entities must be reviewed and approved by the OSC to ensure compliance with the NCAS business model.

Buyer Definition

Policies established at the buyer definition level default to PO screens for transactions created by a specific buyer. For example, a buyer who purchases mostly tax-exempt goods might set the tax allowed indicator to “no.”



Vendor Definition

Although your agency establishes general vendor policy at the paying entity level, it may be overridden at the vendor definition level. After a vendor is initially added to the Statewide Trade Vendor File, the OSC sends a questionnaire to the vendor. The questionnaire asks the vendor to verify all information. For example, the vendor identifies his or her payment terms, which may be different from the default. This is where a vendor would establish payment terms if different from the entity default. The OSC then makes any changes or additions to the file, ensuring that all information is accurate and current. This process demonstrates how policy established at a higher level—in this case, the paying entity—is more general than the specific information entered at a lower level—in this case, the vendor definition level.

The policies set up in the Purchasing module also impact the accounts payable functions. For example, the controls governing an invoice (such as the allowable variance in the unit price of an item) are established in the Purchasing module. Purchasing policies are generally established at the buying entity level and overridden at the following levels by the buyer.

Item Definition

Policies established at the item definition level default to all transactions for a specific item. For example, a specific amount of days is allowed for early or late delivery of an item. This policy, which is also established at the buying entity level, can be overridden at the item definition level for such items as perishable goods.

Item Quotation

Policies established at the item quotation level default to any transaction that references a specific quotation. For example, if no price is entered by the buyer (i.e., he or she erases the requisition amount), the price defaults to the last price paid for the item. If a quote is referenced, however, the quote price is used.

Requisition Header and Line

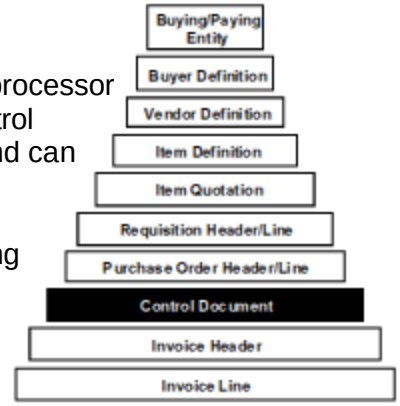
The requisition header and line represent an opportunity to establish item and ship-to information before it is passed to a buyer for processing. These levels represent a requisitioner's last opportunity to override default values before the requisition is sent to the buyer for processing.

Purchase Order Header and Line

These levels represent the buyer's last opportunity to override default values before the purchase order is sent to a vendor. The information at these levels contains the greatest level of detail. For example, if no freight is to be charged for a particular transaction, the buyer can set the freight indicator to "no" for that particular PO or PO line.

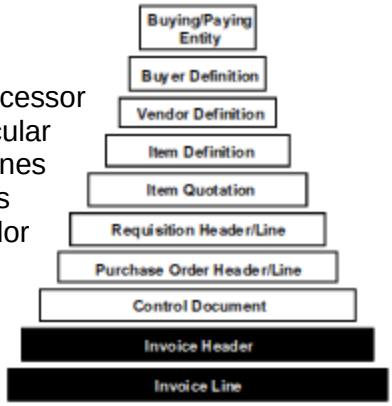
Control Document

The control document level represents an opportunity for an AP processor to establish default values for all the documents in a particular control group. Some policies are established at the paying entity level and can be overridden at the control document level for a particular set of invoices. Other policies are established at the control document level. For example, the AP processor can enter a payment routing code to instruct the system that all the payments for a particular control group should be hand delivered.



Invoice Header

The invoice header level represents an opportunity for the AP processor to establish or override previously established defaults for a particular invoice. The defaults established at this level will apply to all the lines on an invoice. For example, you could override the payment terms code that defaults from a higher policy level (paying entity or vendor definition levels). This terms code would then apply to the entire invoice.



Invoice Line

The invoice line level represents the last opportunity for the AP processor to establish or override defaults. The defaults established at this level apply only to that invoice line. For example, a vendor's 1099 code defaults from the vendor definition level. If a particular invoice line requires a different 1099 code, the AP processor can override the 1099 default at the invoice line level.

For example, your agency may have established payment terms of net 30 for a particular paying entity. These payment terms will default to all transactions associated with this paying entity unless overridden at a lower level. For example, a buyer may negotiate better payment terms with a specific vendor—for example, net 45. In this case, the buyer will override the net 30 default with net 45 on the appropriate PO screen (PO header or PO line). The net 45 will then default to all AP screens related to this PO.

The AP processor can also override payment terms. For example, the vendor's invoice may arrive with the more favorable payment terms of net 60. The AP processor can override the net 45 default on the Invoice Worksheet (IWS) screen when entering the matching invoice. Remember that, when matching, the IWS screen is used to record additional information or change certain information entered on the PO.

Benefits of the Policy Hierarchy

Having a policy hierarchy provides many benefits to the state and agencies. Because information defaults to all related transactions, less information needs to be entered during data entry and, therefore, fewer mistakes will be made. More importantly, the policy hierarchy helps maintain consistent business processes. Other benefits of the policy hierarchy include:

- Your agency can automatically and consistently apply general business policies to all transactions.
- Your agency has access to statewide vendor and item files, which contain statewide policies and defaults.
- The Accounts Payable department can control invoice processing options.
- Accounts Payable processors can override policy when needed.
- Accounts Payable processors save time because policy decisions are entered once.

Vendor Processing

Overview

In the NCAS, a vendor record must exist before documents can be entered. During the payment process, it may be necessary to add and change vendors. There are three types of vendors that may be added or modified:

- Trade vendors
- Employee vendors
- Non-trade vendors

> Vendor processing is not covered in detail in this class. **VN01- Vendor Processing** class is available for more in depth knowledge of vendor processing

> Never include the following symbols in the VENDOR NAME field in NCAS. These symbols will create errors within the check printing software.
>
> Symbols: **| , ", [], {}, !, $, %, #, ~, *, @, &**

Trade Vendors

Trade vendors are people and companies outside of your agency who provide goods and services to your agency.

Before entering a document in the NCAS, a trade vendor must exist in the Statewide Trade Vendor File. This file is established and maintained by the Office of the State Controller (OSC). The current process of establishing a trade vendor is using the vendor's federal identification number or social security number as the vendor number.

> In the future for security purposes, OSC will be using a different number for the vendor number. However, the federal identification number or social security number will still have to be known for 1099 purposes.

The following are Statewide Trade Vendor File characteristics:

- Acts as a master file that is shared by all agencies
- Contains essential information about vendors (such as a vendor's remit-to address)

After the OSC has added a vendor to the Statewide Trade Vendor File, it sends a ***Payment Verification Form*** to the vendor. The form asks the vendor to verify all information. If any information is incorrect or missing, the vendor is asked to correct or supply it. The OSC then makes any changes or additions to the file. This process ensures that all information in the Statewide Trade Vendor File is accurate and up-to-date.

Three screens are used to request the addition of a trade vendor:

- The *Vendor Short Name Lookup (VSL)* screen is an inquiry screen that is used to search the Statewide Trade Vendor File for a specific vendor.

A maximum of 15 characters can be used in the SHORT NAME field on the VSL screen. When searching for a vendor using the short name, note that these abbreviations are used for the following words:

Full Name	Short Name
America/American	AMER
Associates/Associated	ASSOC
Association	ASSN
International	INTRNTL
National	NATL
Northeast/Northeastern	NE
Northwest/Northwestern	NW
Southeast/Southeastern	SE
Southwest/Southwestern	SW
United States	US
University	UNIV

Additional abbreviations are listed on **QRG 1: NCAS Standard Vendor Short Name Abbreviations**.

- The *Remit to Vendor Setup (VRS)* screen is an inquiry screen that displays detailed information about the vendor's remit-to address. Your agency's accounts payable section will want to verify that this address is set up correctly in the system to ensure that vendor payments are being sent to the correct address.

- The *Vendor Setup (VSU)* screen is a setup screen that is used to request the addition of a vendor to the Statewide Trade Vendor File.

Trade Vendor Pay Entity

VADD This is the pay entity utilized for address changes and name changes.

Adding a trade vendor is covered in detail in the **VN01 – Vendor Processing** class. Please refer to **Procedure 1: Requesting the Addition of a Trade Vendor** for step by step instructions.

Employee Vendors

An **employee vendor** is an employee to whom your agency pays expense reimbursements or travel advances. Each agency is responsible for establishing and maintaining employee vendors. The employee vendors are added in the system using the employee's **Beacon ID** number for the vendor number.

Employee vendors are established under the following paying entity:

XXPE

XX = agency identification number
PE = employee payable

Short names for employee vendors should be set up on the *Vendor Setup (VSU)* screen with the last name first (e.g., Smithjohn). Remember that spaces and punctuation are *not* typed in the SHORT NAME field.

The date the vendor is to be added to the system should be entered on the *Vendor General Information (VGN)* screen in the VEND ADD field. The date for this field must be entered as 8 digits (for example, September 15, 2008 would be entered as 09152008).

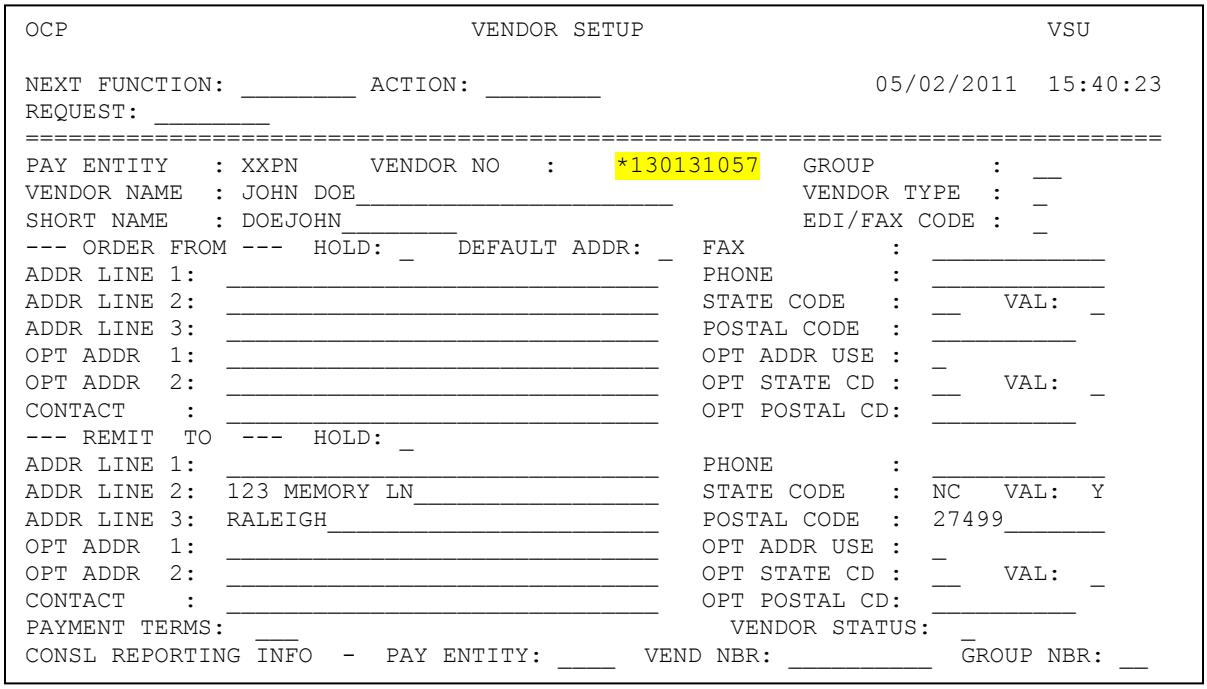
After keying in the employee information on the *VSU* screen, the federal tax ID number needs to be entered on the *Vendor Payable Information (VPN)* screen. The FEDERAL TAX ID field must be completed on the *VPN* screen to avoid inadvertent backup tax withholding.

Adding an employee vendor is covered in detail in the **VN01 – Vendor Processing** class. Please refer to **Procedure 4: Adding an Employee Vendor** for step by step instructions.

Non-Trade Vendors

Non-trade vendors are vendors to whom payments are made for transactions other than purchased goods and services. Your agency may need to pay vendors for non-trade transactions. Each agency decides what is classified as a non-trade transaction. For example, some agencies classify scholarships as non-trade transactions.

An agency can choose to use a different vendor number other than the social security number or tax id number for the non-trade vendors. There is an auto-generate feature in NCAS for the vendor number if they do not want to use an agency specific numbering scheme. To use this auto generate feature in NCAS the agency would first need to notify OSC so that this feature can be activated. Once the feature is activated the agency would type an asterisk (*) in the vendor number field along with the remaining name and address information for the vendor on the VSU screen when adding a vendor. Once all information is entered press ENTER and the system will assign a vendor number that includes the asterisk as the first character. See example below:



A non-trade transaction is handled in a non-trade paying entity. Unlike trade vendors, non-trade vendors are not shared with other agencies.

Short names for non-trade vendors should be set up on the *Vendor Setup (VSU)* screen. You should set up vendors who are individuals with the last name first (e.g., Smithjohn). Remember that spaces and punctuation are *not* typed in the SHORT NAME field.

Adding a non-trade vendor requires the same three screens as employee vendors the *Vendor Setup (VSU)* screen*, Vendor General Information (VGN)* screen*,* and the *Vendor Payable Information (VPN)* screen:

If an individual or company is doing business under another name, you will want to enter both names into the NCAS. On the *VSU* screen, enter the name that should display on the checks in the VENDOR NAME field. On the *VPN* screen, enter the other vendor name in the 1099 PAYEE NAME field for 1099 reporting purposes. This will ensure that any applicable 1099 reporting is done with the correct name. This will be covered in more detail in the *Processing 1099 Transactions* section.

For example, you want to add vendor XYZ Incorporated DBA (doing business as) ABC Company. On the *VSU* screen, type **ABC Company** in the VENDOR NAME field and on the *VPN* screen, type **XYZ Inc** in the 1099 PAYEE NAME field.

WALKTHROUGH 1: Adding a Non-Trade Vendor

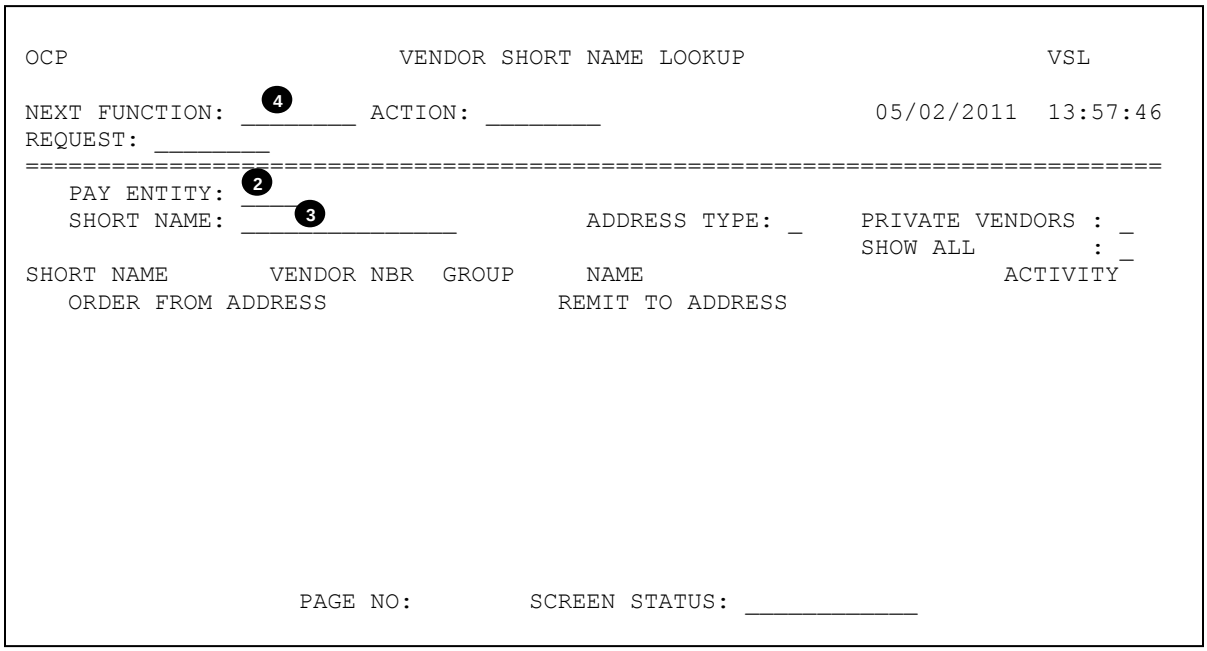
SCENARIO

Add the following vendor to your non-trade paying entity.

Jill Martin
190 Basswood Road
Cary, NC 27513-6235

Her social security number is 033-04-0555.

1. Type **VSL** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Short Name Lookup (VSL)* screen.



2. Type **your non-trade paying entity (XXPN)** in the PAY ENTITY field.

> For the purpose of the training, use the two digit number assigned to your terminal for any walkthroughs that contain **XX**.

3. Type **martin**@ in the SHORT NAME field and press **ENTER** to view the *VSL* screen. The symbol "@" allows you to type part of a vendor name to access all vendors beginning with the letters "martin."

Note that **Jill Martin** is not listed on the *VSL* screen.

4. Type **VSU** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Setup (VSU)* screen.

```
OCP                              VENDOR SETUP                              VSU

NEXT FUNCTION: 18_______ ACTION: ________                  05/02/2011  15:40:23
REQUEST: ________
================================================================================
PAY ENTITY    : 5____     VENDOR NO    :    6_________    GROUP         : 7__
VENDOR NAME   : 8______________________________          VENDOR TYPE   : 9
SHORT NAME    : 10_____________                          EDI/FAX CODE  : _
--- ORDER FROM ---  HOLD: _   DEFAULT ADDR: _  FAX           :  ____________
ADDR LINE 1:  ________________________________  PHONE         :  ____________
ADDR LINE 2:  ________________________________  STATE CODE    :  __   VAL:  _
ADDR LINE 3:  ________________________________  POSTAL CODE   :  __________
OPT ADDR  1:  ________________________________  OPT ADDR USE  :  _
OPT ADDR  2:  ________________________________  OPT STATE CD  :  __   VAL:  _
CONTACT     :  ________________________________  OPT POSTAL CD:  __________
--- REMIT  TO  ---  HOLD: _
ADDR LINE 1:  ________________________________  PHONE         :  11__________
ADDR LINE 2:  12______________________________  STATE CODE    :  13   VAL:  _
ADDR LINE 3:  14______________________________  POSTAL CODE   :  15________
OPT ADDR  1:  ________________________________  OPT ADDR USE  :  _
OPT ADDR  2:  ________________________________  OPT STATE CD  :  __   VAL:  _
CONTACT     :  ________________________________  OPT POSTAL CD:  __________
PAYMENT TERMS:  16__                                VENDOR STATUS:  _
CONSL REPORTING INFO  -  PAY ENTITY: ____  VEND NBR: __________  GROUP NBR: __
```

5. Type **the non-trade paying entity (XXPN)** in the PAY ENTITY field.

6. Type **033040555** in the VENDOR NO field.

7. Type **01** in the GROUP field. The number indicates the vendor's location.

8. Type **jill martin** in the VENDOR NAME field.

9. Type **D** in the VENDOR TYPE field to indicate that this is a *direct* vendor.

10. Type **martinjill** in the SHORT NAME field.

    🗁 Because non-trade vendors are not added by the OSC, use a name in the SHORT NAME field that can be used to search for and retrieve this non-trade vendor.

11. Type **919-380-9995** in the PHONE field of the REMIT TO section.

12. Type **190 Basswood Road** in the ADDR LINE 2 field.

13. Type **NC** in the STATE CODE field.

14. Type **Cary** in the ADDR LINE 3 field.

15. Type **27513-6235** in the POSTAL CODE field.

> Always include the additional four digits in the zip code. Complete zip code numbers can be located on the United States Postal Services' web site: https://tools.usps.com/go/ZipLookupAction!input.action

16. Type **N30** in the PAYMENT TERMS field.

17. Press **ENTER** to add this vendor to your non-trade paying entity and to clear the screen.

18. Type **VGN** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor General Information (VGN)* screen.

```
OCP                        VENDOR GENERAL INFORMATION                      VGN
218 - PLEASE ENTER DESIRED REQUEST
NEXT FUNCTION: ___(23)___ ACTION: ________                  05/03/2011  14:47:11
REQUEST: ________
================================================================================

PAY ENTITY    : ____
SHORT NAME    : ________________
VENDOR NUMBER: __________ GROUP: __

              CATEGORY CODES      1: ___(19)   2: ___  3: ___  4: ___  5: ___(20)
              DUNS NUMBER           : _________
              VENDOR FILING DATE    : _________
              D & B RATING          : __
              D & B APPRAISAL       : _
              QUESTIONNAIRE CODE    : ____
              NEXT QUEST. MAIL DATE: _________
              EST EXPENDITURE       : ___________________
              NC CORPORATE ID NBR   : ____________________  VEND ADD: ___(21)_____
              ORDER FROM EMAIL      : ____________________________________
              REMIT TO EMAIL        : ____________________________________
```

19. Type **IND** in the CATEGORY CODE 1 field to indicate that Jill is an individual.

> The codes entered in the CATEGORY CODES fields are used to generate reports about vendors used by NC state agencies. The **first three** CATEGORY CODES fields are used to input one or more **vendor characteristics** such as individual, non-profit organization, etc. The codes that you need to enter in these first three fields can be found on the *Description Table (DTL)* screen.
>
> An abbreviated list of the most used Category Codes can be found in **QRG 3: DTL Most Used Codes List**.
>
> An example of an often used Category Code is **TAX**. This code is used to describe a "Tax Exempt, Non-Profit Vendor."

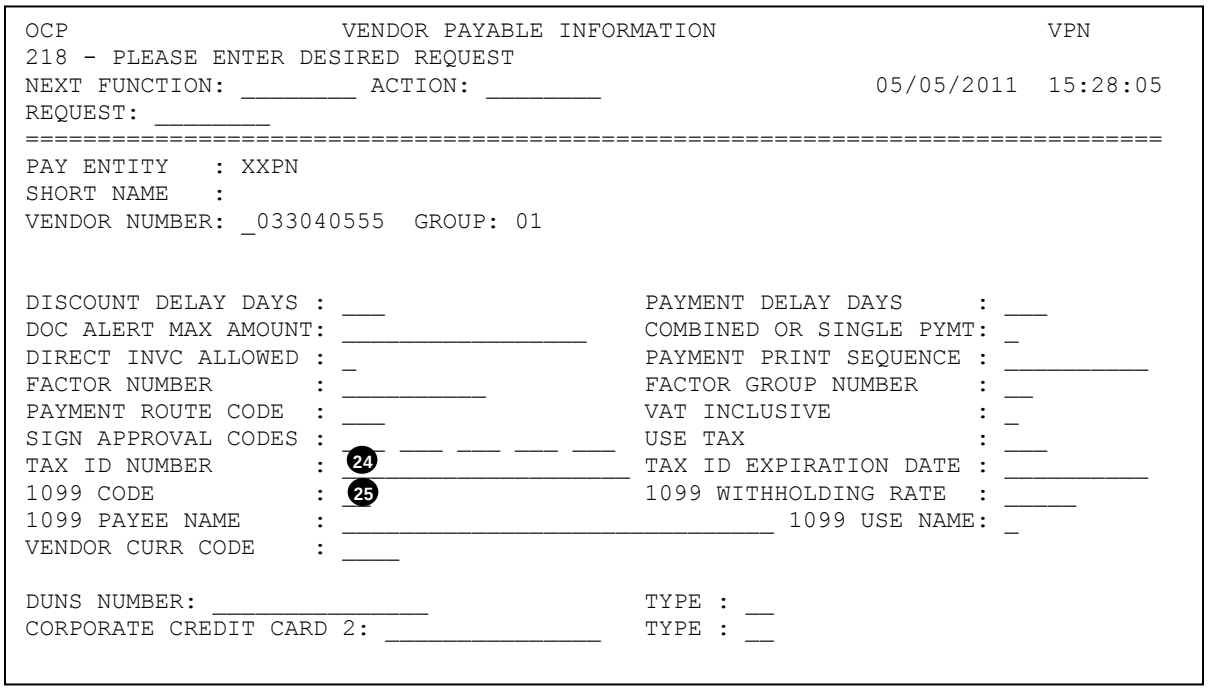
20. Type **092** in the CATEGORY CODE 5 field to indicate Jill's remit-to county is Wake County.

> If you know the city in the REMIT TO address on the *VSU* screen, you can identify the county code using **QRG 2: Post Offices and Incorporated Cities or Towns**.
>
> If you know the county name, you can find the corresponding code on the *Description Table (DTL)* screen.
>
> - Type **DTL** in the NEXT FUNCTION field and press **ENTER** to access the *Description Table (DTL)* screen.
> - Type your **paying entity (XXPN)** in the ENTITY field.
> - Type **pay** in the ENTITY TYPE field and press **ENTER**.
> - Once you have located the appropriate code, access the *VGN* screen to add the code.
>
> 🗁 An example of an often used Category Code is **TAX**. This code is used to describe a "Tax Exempt, Non-Profit Vendor."
>
> If a vendor is an out-of-state vendor, type **999** in the CATEGORY CODE 5 field.

21. Type **today's date** in the VEND ADD field to indicate the date you are adding the vendor to your agency's non-trade vendor file. Be sure to type the date as an 8-digit number. (For example, September 15, 2008 would be typed 09152008.)

22. Press **ENTER** to add the vendor add date and clear the screen.

23. Type **VPN** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Payable Information (VPN)* screen.



24. Type **033040555** in the TAX ID NUMBER field.

    🗁 If there is not a tax ID number in this field, transactions to this vendor may be put on 1099 hold if a 1099 code is entered on an invoice line for this vendor. This would require the AP processor to release payments.

25. Type **NO** in the 1099 CODE field.

    🗁 By typing **NO** in the 1099 CODE field on the *VPN* screen, you have flagged the vendor as a possible 1099 vendor. This means that whenever a transaction for this vendor is entered in the NCAS, the system displays the following warning message: **076 – VENDOR MAY BE 1099 ELIGIBLE**. We will review 1099 processing later in the course.

26. Press **ENTER** to process the information and clear the screen.

Foreign Vendors

Foreign vendors do not have standard tax identification numbers as vendors in the United States. When adding a foreign vendor to the statewide trade vendor file, the **VADD** pay entity should be used, just as when adding trade vendors. For the vendor number the word "**FOREIGN**" should be typed in the VENDOR NO field as the tax id number. The OSC Support Services Center assigns a vendor number after receiving the added file from the agency.

Be sure to type **N** in the VAL field for the state code. State codes are only for the United States.

In the Opt Addr 2 field include the contact information at the agency such as; name, phone number, and agency for the person requesting the addition of the vendor.

```
OSP                              VENDOR SETUP                              VSU

NEXT FUNCTION: ________ ACTION: ________                  05/09/2011  11:08:32
REQUEST: G_______
=============================================================================
PAY ENTITY   : VADD     VENDOR NO   :  __ FOREIGN __  GROUP        :  __
VENDOR NAME  : 49TH WEST GAMES INCORPORATED           VENDOR TYPE  :  D
SHORT NAME   : 49THWESTGAMESINCOR                     EDI/FAX CODE :  _
--- ORDER FROM ---  HOLD: _   DEFAULT ADDR: N    FAX          :  ____________
ADDR LINE 1:  ____________________________   PHONE        :  ____________
ADDR LINE 2:  ____________________________   STATE CODE   :  __   VAL:  _
ADDR LINE 3:  ____________________________   POSTAL CODE  :  __________
OPT ADDR  1:  ____________________________   OPT ADDR USE :  _
OPT ADDR  2:  ____________________________   OPT STATE CD :  __   VAL:  _
CONTACT    :  ____________________________   OPT POSTAL CD:  __________
--- REMIT  TO  ---  HOLD: _
ADDR LINE 1:  18156 69TH AVE                  PHONE        :  ____________
ADDR LINE 2:  SURREY CANADA VES 9C7           STATE CODE   :  __   VAL:  N
ADDR LINE 3:  ____________________________   POSTAL CODE  :  __________
OPT ADDR  1:  ____________________________   OPT ADDR USE :  _
OPT ADDR  2:  REQ: CAROLYN@DCR 807.1234       OPT STATE CD :  __   VAL:  _
CONTACT    :  ____________________________   OPT POSTAL CD:  __________
PAYMENT TERMS:  ___                             VENDOR STATUS:  _
CONSL REPORTING INFO  -  PAY ENTITY: ____  VEND NBR: __________  GROUP NBR: __
```

Contact the OSC Support Services Center at (919) 707-0795 if you have any questions regarding the addition of a foreign vendor.

Electronic Payment Setup for Vendors

The electronic payment (E-payment) process allows agencies to use the North Carolina Accounting System (NCAS) to deposit money directly into a vendor's or employee's bank account. As part of the E-payment process, an electronic remittance message is either e-mailed or faxed to the payee that a deposit has been made to their bank account.

E-payments are generated based on information keyed on the *Vendor Payment (VPY)* screen in the NCAS. Information, such as bank account number, bank routing number, and e-mail address, are required to complete this screen. When the *VPY* screen is completed, the vendor/employee payment is processed electronically.

E-payment setup for shared trade entities (XXPT) is handled by the OSC. Non-shared entities (e.g. PN, PM, PR, etc.), as well as employees (PE), are setup by the agency. It is absolutely critical that this screen be completed accurately so that payments can be deposited correctly.

See the following link for an example of OSC's electronic payment form;
http://osc.nc.gov/vendor-resources/electronic-payment-form

> In the event that E-payments are not sent to the bank due to lack of cash or other reasons, a batch cancel job is available that automatically cancels all of the agency's E-payments for a particular day. If this is ever necessary, call the **OSC Support Services Center (919) 707-0795**.
>
> The OSC helps the agency with this process whenever E-payments must be cancelled. An e-payment should never be cancelled without consulting with the OSC first. The CMCS transfer that was created has to be deleted.

The *VPY* screen should be carefully secured within your agency. Only one person and one backup person should have access to this screen. The OSC requires a security form completed for each person that has access to this screen. The individuals that have access to this screen are responsible for having money deposited into an employee's or non-trade vendor's bank account. For security purposes, the OSC has developed audit reports that record all additions and changes to this screen and the operator ID that made them.

WALKTHROUGH 2: Entering Bank Account Payment Information on the *VPY Screen*

SCENARIO

You have received documentation (by means of a Vendor Electronic Payment Form) to set up Mike Abrams as an e-pay vendor. Mike has elected to have his electronic payment deposited to his savings account. He has provided all the necessary information to complete this exercise. You need to add Mike as a non-trade vendor and complete the *VPY (Vendor Bank Account Payment Method)* screen.

Office of the State Controller
Return to: OSC Support Services Center
Address: 1410 Mail Service Center
Raleigh, NC 27699-1410

Vendor Electronic Payment Form
Email: osc.support.services@osc.nc.gov
Telephone: 919-707-0795
☑ New Add Request Fax: 919-981-5561
☐ Change Existing ePay Account

For your convenience and benefit, the State of North Carolina offers payees the opportunity to receive future payments electronically, rather than by check. Your payments will be deposited into the checking or savings account of your choice. In addition to having the money deposited electronically, you also will be notified of the deposit either by fax or by e-mail. The fax or e-mail will provide you with all the information that would normally be on your check stub. To receive payments electronically, you must print, complete this form, attach a voided check and return both to the address above.

PRINT the following information.		**FAX or E-MAIL ADDRESS for payment notification.** (Place a check mark in front of the method that you prefer.)	
Payee Name:	Michael R Abrams	Required E-mail Address:	mikeabrams@nomail.com
Federal ID #/SSN #:	678912345	If you would like to receive remittances via fax, please check the box below. Otherwise remittances will be sent via E-mail. ☐ FAX Number:	
Payee Address for Applicable Accounts:	902 Dunwoody Dr Raleigh NC 27678		
Bank Name:	Training Bank	Print Name and Title:	Michael R Abrams, Landscape Designer
Bank Routing Number:	053000219	Contact Phone Number:	
☐ Checking Acct #:		☑ Savings Acct #:	123045607890

ATTACH VOIDED CHECK OR PROVIDE A BANK LETTER WITH ACH ROUTING/ACCOUNT INFO

I acknowledge that electronic payments to the designated account must comply with the provisions of U.S. law, as well as the requirements of the Office of Foreign Assets Control (OFAC). Check one of the following:

☐ I affirm that, regarding electronic payments the State of North Carolina may remit to the financial institution for credit to the account that I have designated, the entire payment amount is not subject to being transferred to a foreign bank account.

☑ I affirm that, regarding electronic payments the State of North Carolina may remit to the financial institution for credit to the account that I have designated, the entire payment amount is subject to being transferred to a foreign bank account. I understand that any electronic payments that may be remitted to me may be labeled with "IAT" as the standard entry class. I acknowledge that availability of funds credited to the account will be subject to my receiving financial institution's policies and procedures. I also understand that the remitting agency may elect to remit future payments to me via paper check instead of electronically.

I authorize the Office of the State Controller to initiate direct deposit entries each pay period, and if necessary, adjustments for any direct deposit entries in error, to the financial institution and account identified on the attached certification document. I understand and accept the conditions of participation in the direct deposit program. This authority will remain in effect until I cancel it in writing.

SIGNATURE: Michael R Abrams DATE: 5/24/2013

1. Type **VSU** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Setup (VSU)* screen.

```
OCP                              VENDOR SETUP                              VSU

NEXT FUNCTION: ___15_____ ACTION: ________                  06/09/2011  10:47:49
REQUEST: ___14_____
=================================================================================
PAY ENTITY    : ___2___     VENDOR NO    :    ___3_____    GROUP         :  __
VENDOR NAME   : ___4_____________________________          VENDOR TYPE   :  ___5
SHORT NAME    : ___6_____________                          EDI/FAX CODE  :  _
--- ORDER FROM ---  HOLD: _   DEFAULT ADDR: _    FAX          :  ____________
ADDR LINE 1:  ______________________________   PHONE         :  ____________
ADDR LINE 2:  ______________________________   STATE CODE    :  __   VAL:  _
ADDR LINE 3:  ______________________________   POSTAL CODE   :  __________
OPT ADDR  1:  ______________________________   OPT ADDR USE  :  _
OPT ADDR  2:  ______________________________   OPT STATE CD  :  __   VAL:  _
CONTACT    :  ______________________________   OPT POSTAL CD:  __________
--- REMIT  TO  ---  HOLD: _
ADDR LINE 1:  ______________________________   PHONE         :  ___7_____
ADDR LINE 2:  ___8_____________________________   STATE CODE    :  ___9   VAL:  _
ADDR LINE 3:  ___10_____________________________   POSTAL CODE   :  ___11_____
OPT ADDR  1:  ______________________________   OPT ADDR USE  :  _
OPT ADDR  2:  ______________________________   OPT STATE CD  :  __   VAL:  _
CONTACT    :  ______________________________   OPT POSTAL CD:  __________
PAYMENT TERMS:  ___12                                VENDOR STATUS:  _
CONSL REPORTING INFO  -  PAY ENTITY: ____  VEND NBR: __________  GROUP NBR: __
```

2. Type **XXPN** in the PAY ENTITY field.
3. Type **678912345 01** in the VENDOR NO and GROUP fields.
4. Type **Michael R Abrams** in the VENDOR NAME field.
5. Type **D** in the VENDOR TYPE field.
6. Type **abramsmichaelr** in the SHORT NAME field.
7. Type **919-785-5555** in the PHONE field.
8. Type **902 Dunwoody Dr** in the ADDR LINE 2 field.
9. Type **NC** in the STATE CODE field.m
10. Type **Raleigh** in the ADDR LINE 3 field.
11. Type **27678-2040** in the POSTAL CODE field.
12. Type **NET** in the PAYMENT TERMS field.
13. Press **ENTER** to process the *VSU* screen.

At this point, you would normally complete the *VGN* screen with the vendor add date and the *VPN* screen with the tax id number. For the sake of time in this class, we will assume we have completed those screens at this point in the exercise.

14. Type **VPY** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Bank Account Payment Method (VPY)* screen.

```
OCP                  VENDOR BANK ACCOUNT PAYMENT METHOD                VPY

NEXT FUNCTION: ________ ACTION: ________                  06/09/2011  11:03:50
REQUEST: (23)_____
================================================================================
PAY ENTITY         : XXPN
SHORT NAME         : ABRAMSMICHAELR
VENDOR NUMBER      : 678912345   GROUP: __
PAYMENT METHOD     :(15)___(24)     BAP CODE: ___

         -------  DESTINATION BANK INFORMATION OVERRIDE  -------

              ACCOUNT NUMBER       : (16)_____________________________________
              ACCOUNT NAME         : (17)_____________________________________
              BANK ROUTING NUMBER  : (18)_____________________
              NAME LINE 1          : (19)_____________________________________
              NAME LINE 2          : _____________________________________
              ADDRESS LINE 1       : _____________________________________
              ADDRESS LINE 2       : _____________________________________
              ADDRESS LINE 3       : _____________________________________
              POSTAL CODE          : __________     SAVINGS ACCT:  (20)
              PRENOTE              : _
              STANDARD ENTRY CLASS : ___
E PAY INFO: (21)_ (22)_____________________________________________________________
```

15. Type **USCK** in the PAYMENT METHOD field.

> The BAP CODE field must be left blank when setting up an electronic payment.

16. Type **123045607890** in the ACCOUNT NUMBER field.

17. Type **Michael R Abrams** in the ACCOUNT NAME field.

18. Type **053000219** in the BANK ROUTING NUMBER field.

19. Type **Training Bank** (the name of the bank) in the NAME LINE 1 field.

20. Type **Y** (yes) in the SAVINGS ACCT field to indicate the electronic deposit is to go to Mikes's savings account.

    🗁 The default for the SAVINGS ACCT field is **N** (no), indicating the checking account should be credited with the electronic deposit.

21. Type **E** in the first blank of the E PAY INFO field to indicate how Mike requests to receive his confirmation of the deposit.
22. Type mikeabrams@nomail.com in the second blank of the E PAY INFO field and press **ENTER** to set Mike Abrams up to receive electronic payments.

23. Type a **G** in the REQUEST field.

24. Type **USCK** in the PAYMENT METHOD field and press **ENTER** to display the *VPY* screen and verify that all data has been correctly entered.

NCAS Enhancement

The OSC has added a security feature to the NCAS. During nightly processing the bank account number is blanked out from on-line viewing and from the data frames used for IE reporting. The day after the transaction is entered the phrase BANK ACCOUNT MOVED TO SECURE FILE is placed in the account number field.

```
OCP                  VENDOR BANK ACCOUNT PAYMENT METHOD                VPY

NEXT FUNCTION: ________ ACTION: ________                  06/09/2011  11:28:55
REQUEST: ________
================================================================================
PAY ENTITY        : XXPE                      ROBERT SMITH
SHORT NAME        : SMITHROBERT               5555 FIFTH AVE N
VENDOR NUMBER     :  333333333    GROUP: __   RALEIGH
PAYMENT METHOD    : USCK      BAP CODE: ___

        -------  DESTINATION BANK INFORMATION OVERRIDE  -------

             ACCOUNT NUMBER       : BANK ACCOUNT MOVED TO SECURE FILE
             ACCOUNT NAME         : BOB'S CHECKING ACCOUNT
             BANK ROUTING NUMBER  : 050505050
             NAME LINE 1          : XYZ NATIONAL BANK
             NAME LINE 2          : _____________________________
             ADDRESS LINE 1       : 100 MAIN STREET
             ADDRESS LINE 2       : _____________________________
             ADDRESS LINE 3       : RALEIGH, NC
             POSTAL CODE          : 27613-1234    SAVINGS ACCT:   N
             PRENOTE              : _
             STANDARD ENTRY CLASS : ___
E PAY INFO: E RSMITH@OSC.NC.GOV
```

Inactivating Vendors

NCAS will not allow a vendor to be deleted. To prevent a vendor from being used you will have to inactivate the vendor. This will prevent any future invoices to be processed for that vendor. To inactivate a **trade vendor**, you will need to send support documentation to the OSC Support Services to request that inactivation. Please call **OSC Support Services at (919) 707-0795** for any questions on inactivating a trade vendor.

To inactivate an **employee** or **non-trade vendor** following these steps:

- On the *VSU* screen, type a **C** in the REQUEST field.
- Type the vendor number and group in the VENDOR NO and GROUP fields and press **ENTER.**
- Type an **I** in the VENDOR STATUS field and press **ENTER**.

> Once a vendor is inactive, it is ineligible to be used for any future invoices.

Eventually the vendor will be purged off of NCAS once it meets all of the necessary purge criteria.

Creating Control Groups

Batching Documents into Control Groups

The first step in the payment cycle is batching documents. This process includes:

- Receiving documents
- Categorizing documents
- Batching documents into groups

Depending on your agency's policies, documents may be received and categorized differently.

Document entry is easier if documents are categorized according to type within a paying entity. The types are as follows:

- A **direct invoice** is an invoice that does not require a purchase order (e.g., utility and phone bills).
- A **matching invoice** indicates that a purchase order was issued prior to the purchase (e.g., office supply invoices). The invoice is matched to the purchase order online.
- An **employee advance** is a form that an employee fills out in anticipation of travel expenses. *This document is not entered within a control group.*
- An **employee expense reimbursement** is a form that an employee completes after he or she has incurred an expense.

After documents are categorized, several steps are taken before they are entered into the system.

- First, documents are grouped into a set of 15 to 40 documents for data entry. This set of documents is called a **control group**. *The only documents that are not entered into the NCAS by control group are employee advances.* They are entered individually.

A control group is:

  - — Helpful to the data entry person in balancing and tracking entered documents.
  - — Identified by control number, control date (the date the documents are batched) and paying entity.
  - — Used to assist in document tracking, specification of default information, processing instructions, balancing, and external filing of documents.

- A control number is then assigned to identify each control group. Some agencies may assign a range of control numbers to each AP processor. Control numbers cannot be repeated on the same day.

Depending on the size of your agency, you may want to keep a log of your control groups. A log will help you track the control groups that you have entered on the NCAS.

- Once control numbers have been assigned, all documents in the control group are totaled. The total is determined by running a calculator tape.
- A sheet is then completed for each control group. This Control Group Header sheet identifies:
  - The paying entity
  - Entry method (documents type)
  - Control date (the date that the control group is created)
  - Control number
  - Your operator ID
  - The control group total

  (Please refer to **QRG 6: Accounts Payable Control Group Header** for a sample Control Group Header Sheet.)
- The Control Group Header sheet is then attached to the control group and placed in a file folder. The file folder is marked with the control number and current date.

After all the documents in a control group have been processed, the documents should be filed by control group number and date. The system makes it easy to find all documents because it stores the control group number and date with all transactions.

The control group is then ready for entry into the system by the assigned AP processor. In the NCAS environment, invoices must be entered as soon as possible.

Entering Control Groups

Entering control groups is the first online step in payment processing. The control group header must be completed on the *Control Document Entry (CDE)* screen before documents can be entered into the online control group. The *CDE* screen is used to record the following information from the Control Group Header sheet:

- Paying entity
- Control number
- Control amount (the total from the calculator tape)
- Control date (will default to the current date if left blank)
- Entry method
    - Direct invoice (D)
    - Matched invoice (M)
    - Employee payable (E)

The following walkthrough demonstrates how to complete the *Control Document Entry (CDE)* screen.

WALKTHROUGH 3: Entering a Control Group

SCENARIO

You have received a control group of direct invoices. The control group is attached to the following Control Group Header Sheet. You need to enter the control group header into the *Control Document Entry (CDE)* screen.

Agency Name

Accounts Payable Control Group Header

PAYING ENTITY [X] **XXPT** [ ] _____
[ ] _____ **Other** _____

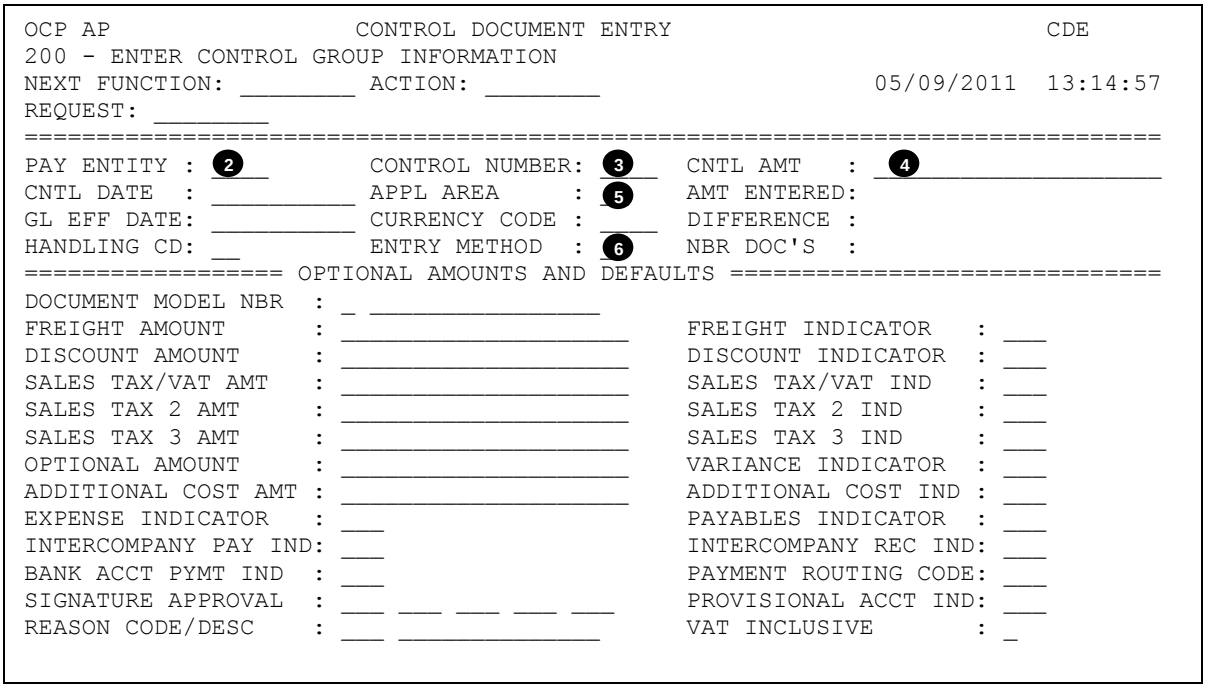
ENTRY METHOD [X] DIRECT INVOICES
[ ] MATCHING INVOICES
[ ] EMPLOYEE INVOICES

CONTROL GROUP DATE: TODAY'S DATE
CONTROL GROUP NUMBER: 120

OPERATOR ID: _____ **YOUR INITIALS** _____
DBS # Initials

	INVOICE NUMBER	NUMBER OF DOCUMENTS	AMOUNT
PER TAPE		**20**	**2,345.78**
ADJUSTMENTS			
AMOUNT ENTERED		**20**	**2,345.78**

1. Type **CDE** in the NEXT FUNCTION field and press **ENTER** to access the *Control Document Entry (CDE)* screen.



2. Type **your paying entity (XXPT)** in the PAY ENTITY field.

3. Type **120** in the CONTROL NUMBER field. This number corresponds with the Control Group Header sheet.

4. Type **2345.78** in the CNTL AMT field. This field reflects the total of all documents contained in the control group.

> The current date defaults into the CNTL DATE field.

5. Type **your first and last initials** in the APPL AREA field. For tracking purposes, this field identifies the individual who entered the control group.

   🗁 The initials "*PS*" cannot be used in the APPL AREA field. They conflict with the Purchasing (PS) module.

6. Type **D** in the ENTRY METHOD field to indicate *direct* entry.

> The following codes can be entered in the ENTRY METHOD field:
>
> - **D** - accesses the *Invoice Worksheet 1 (IWS-1T)* screen to enter *direct* invoices.
> - **M** - accesses the *Invoice Matching (IMP)* screen to enter *matching* invoices
> - **E** - accesses the *Employee Expense Worksheet 1 (EWS-1T)* screen to enter *employee* reimbursements.

7. Press **ENTER** to process the control header information and to access the screen that is associated with the entry method. In this case, you access a blank *Invoice Worksheet 1 (IWS-1T)* screen, which is used to enter direct invoices.

You have now completed a control group header for direct invoices. Once control groups have been entered, the documents within each control group must be entered in the system. Control groups have three different documents that can be entered:

- Direct Invoices
- Matching Invoices
- Employee Reimbursements

Modifying the Control Document Entry (CDE) screen

Sometimes data is inadvertently omitted or entered incorrectly during entry of the *Control Document Entry (CDE)* screen. By using a series of **"hot keys"** (numbers entered into the REQUEST field at the top of the screen), the *CDE* screen can be re-assessed and corrections can be made.

After selecting a specific control group on the *CGS* screen, you can access the following screens within that control group by typing:

1	The *Control Document Entry (CDE)* screen to view the control group header information for the specific control group
3	The *Invoice Worksheet (IWS-1T)* screen to process direct Invoices
4	The *Invoice Matching (IMP)* screen to process matching invoices
5	The *Employee Worksheet (EWS-1T)* screen to process employee transactions
6	The *Document Level Comments (DLC)* screen to add comments to a document
8	The *Control Entry Status (CES)* screen to view a list of the documents already entered in the control group

WALKTHROUGH 4: Modifying the *CDE* Screen and Using Hot Keys for Navigation

SCENARIO

As a new accounts payable processor, you want to practice navigating within different screens within a control group. Practice navigating through all different allowable screens within a control group. Then navigate back to the CDE screen to correct the control group amount and entry method on the control group from direct to matching.

Agency Name

Accounts Payable Control Group Header

PAYING ENTITY [X] **XXPT** [ ] ____

[ ] ____ **Other** _____

ENTRY METHOD

[ ] DIRECT INVOICES

[X] MATCHING INVOICES

[ ] EMPLOYEE INVOICES

CONTROL GROUP DATE: TODAY'S DATE

CONTROL GROUP NUMBER: 121

OPERATOR ID: _____ DBS # **YOUR INITIALS** Initials

	INVOICE NUMBER	NUMBER OF DOCUMENTS	AMOUNT
PER TAPE		5	7,896.11
ADJUSTMENTS			
AMOUNT ENTERED		5	7,896.11

1. Type **CDE** in the NEXT FUNCTION field and press **ENTER** to access the *Control Document Entry (CDE)* screen.

```
OCP AP                  CONTROL DOCUMENT ENTRY                          CDE
200 - ENTER CONTROL GROUP INFORMATION
NEXT FUNCTION: _________ ACTION: _________                 05/09/2011  13:14:57
REQUEST: _________
================================================================================
PAY ENTITY : (2)___      CONTROL NUMBER: (3)___  CNTL AMT   : (4)_________________
CNTL DATE  : __________  APPL AREA     : (5)__  AMT ENTERED:
GL EFF DATE: __________  CURRENCY CODE : _____  DIFFERENCE :
HANDLING CD: __          ENTRY METHOD  : (6)_   NBR DOC'S  :
================== OPTIONAL AMOUNTS AND DEFAULTS ==============================
DOCUMENT MODEL NBR  : _ _________________
FREIGHT AMOUNT      : _____________________   FREIGHT INDICATOR   : ___
DISCOUNT AMOUNT     : _____________________   DISCOUNT INDICATOR  : ___
SALES TAX/VAT AMT   : _____________________   SALES TAX/VAT IND   : ___
SALES TAX 2 AMT     : _____________________   SALES TAX 2 IND     : ___
SALES TAX 3 AMT     : _____________________   SALES TAX 3 IND     : ___
OPTIONAL AMOUNT     : _____________________   VARIANCE INDICATOR  : ___
ADDITIONAL COST AMT : _____________________   ADDITIONAL COST IND : ___
EXPENSE INDICATOR   : ___                     PAYABLES INDICATOR  : ___
INTERCOMPANY PAY IND: ___                     INTERCOMPANY REC IND: ___
BANK ACCT PYMT IND  : ___                     PAYMENT ROUTING CODE: ___
SIGNATURE APPROVAL  : ___ ___ ___ ___ ___     PROVISIONAL ACCT IND: ___
REASON CODE/DESC    : ___ _______________     VAT INCLUSIVE       : _
```

2. Type **your paying entity (XXPT)** in the PAY ENTITY field.

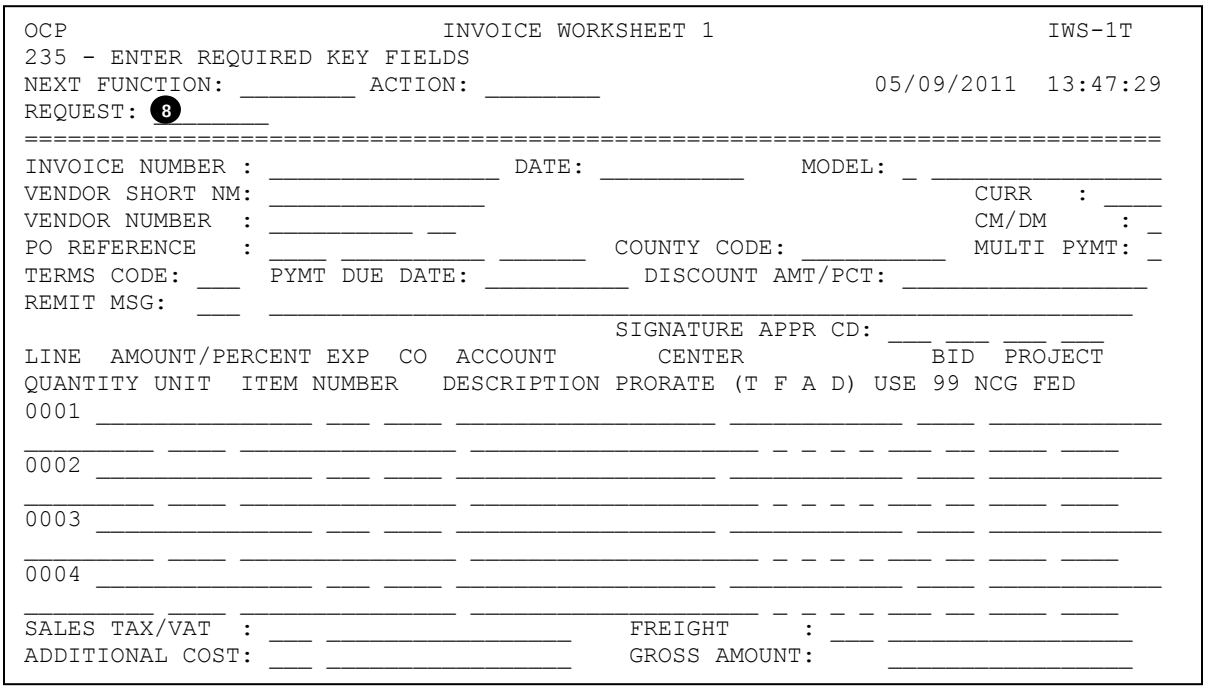
3. Type **121** in the CONTROL NUMBER field. This number corresponds with the Control Group Header sheet.

4. Type **7866.11** in the CNTL AMT field. This field reflects the total of all documents contained in the control group*. (We are intentionally typing the incorrect amount at this point to demonstrate later in this walkthrough how to change the control group amount.)*

5. Type **your first and last initials** in the APPL AREA field.

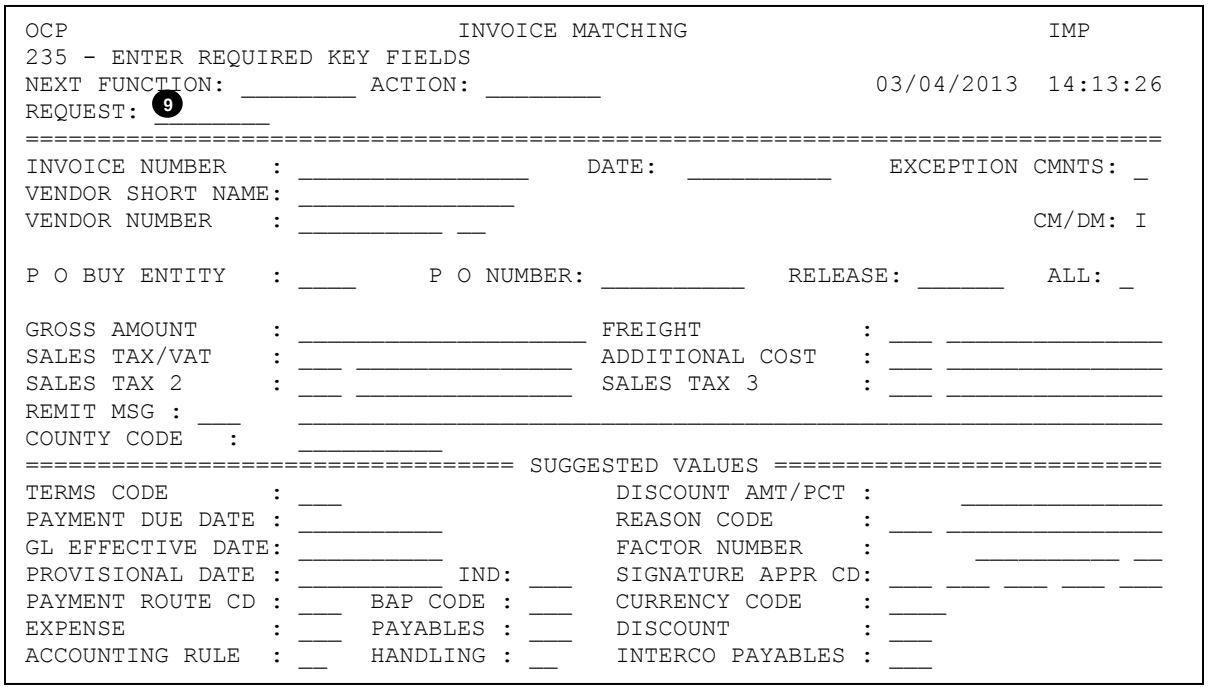
6. Type **D** in the ENTRY METHOD field.

7. Press **ENTER**. The *IWS-1T* screen is displayed.



The **IWS-1T** screen is displayed for the entering of *direct invoices*.

8. Type **4** in the REQUEST field and press **ENTER**. This hotkey takes you to the Invoice Matching *(IMP)* screen.



The **IMP** screen is displayed for the entering of *matching invoices*.

9. Type **5** in the REQUEST field and press **ENTER**. This hotkey takes you to the *Employee Worksheet (EWS-1T)* screen.

```
OCP                        EMPLOYEE EXPENSE WORKSHEET 1                 EWS-1T
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________                  03/04/2013  14:19:59
REQUEST: ___10_____
================================================================================
EMP VOUCHER NBR: _______________ DATE: __________    MODEL: _ _______________
EMP SHORT NAME : _______________                                CURR:     ____
EMPLOYEE NUMBER: __________ __                                   CM/DM     : _
PO REFERENCE   : ____ __________ ______  TRAV REQST : __________  MULTI PYMT: _
TERMS CODE: ___  PYMT DUE DATE: __________ DISCOUNT AMT/PCT: _______________
REMIT MSG:  ___  ____________________________________________________________
                                         SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT         CENTER          BID  PROJ NBR
QUANTITY   UNIT ITEM NUMBER     DESCRIPTION PRORATE(T F A D) USE 99 NCG  FED
0001 _______________ ___ ____ _________________ ____________ ____ ____________
 _________ ____ _______________ _____________________ _ _ _ _ ___ __ ____ ____
0002 _______________ ___ ____ _________________ ____________ ____ ____________
 _________ ____ _______________ _____________________ _ _ _ _ ___ __ ____ ____
0003 _______________ ___ ____ _________________ ____________ ____ ____________
 _________ ____ _______________ _____________________ _ _ _ _ ___ __ ____ ____
0004 _______________ ___ ____ _________________ ____________ ____ ____________
 _________ ____ _______________ _____________________ _ _ _ _ ___ __ ____ ____
SALES TAX/VAT  : ___ _________________    FREIGHT     : ___ _________________
ADDITIONAL COST: ___ _________________    GROSS AMOUNT:     _________________
```

The **EWS-1T** screen is displayed for the entering of *employee reimbursements*.

10. Type **8** in the REQUEST field and press **ENTER**. This hotkey takes you to the *Control Entry Status (CES)* screen which displays a list of the documents entered in the control group.

```
OCP AP                      CONTROL ENTRY STATUS                         CES

NEXT FUNCTION: ________ ACTION: ________                  05/09/2011  13:53:43
REQUEST: ___11_____
================================================================================
PAY ENTITY  : XXPT       CNTL NBR : 0121
CNTL DATE   : 12/18/2008 CURRENCY :       CONTROL AMT  :             7,866.11
GL EFF DATE :            APPL AREA: CC    GROSS DOC AMT:                  .00
NBR OF DOC'S:          0                  DIFFERENCE   :             7,866.11
================================================================================
VENDOR/EMPLOYEE  DOCUMENT NUMBER      GROSS AMOUNT   DOC DATE   STATUS      SEL
```

11. Type **1** in the REQUEST field and press **ENTER**. This hotkey takes you to the *Control Document Entry (CDE)* screen that displays the header information for this control group.

```
OCP AP                  CONTROL DOCUMENT ENTRY                          CDE

NEXT FUNCTION: ________ ACTION: ________                  05/09/2011  13:56:27
REQUEST: ________
================================================================================
PAY ENTITY : XXPT       CONTROL NUMBER: 0121  CNTL AMT   :          12 7,896.11
CNTL DATE  : 12/18/2008 APPL AREA     : CC    AMT ENTERED:                .00
GL EFF DATE: __________ CURRENCY CODE : ___   DIFFERENCE :            7,896.11
HANDLING CD: __         ENTRY METHOD  : D 13  NBR DOC'S  :                   0
================== OPTIONAL AMOUNTS AND DEFAULTS ===============================
DOCUMENT MODEL NBR  : _ ________________
FREIGHT AMOUNT      : _____________________    FREIGHT INDICATOR   : ___
DISCOUNT AMOUNT     : _____________________    DISCOUNT INDICATOR  : ___
SALES TAX/VAT AMT   : _____________________    SALES TAX/VAT IND   : ___
SALES TAX 2 AMT     : _____________________    SALES TAX 2 IND     : ___
SALES TAX 3 AMT     : _____________________    SALES TAX 3 IND     : ___
OPTIONAL AMOUNT     : _____________________    VARIANCE INDICATOR  : ___
ADDITIONAL COST AMT : _____________________    ADDITIONAL COST IND : ___
EXPENSE INDICATOR   : ___                      PAYABLES INDICATOR  : ___
INTERCOMPANY PAY IND: ___                      INTERCOMPANY REC IND: ___
BANK ACCT PYMT IND  : ___                      PAYMENT ROUTING CODE: ___
SIGNATURE APPROVAL  : ___ ___ ___ ___ ___      PROVISIONAL ACCT IND: ___
REASON CODE/DESC    : ___ ______________       VAT INCLUSIVE       : _
```

12. Type **7896.11** in the CNTL AMT field to correct the control amount that was entered incorrectly.

13. Type **M** over the D in the ENTRY METHOD field and press **ENTER** to display the *Invoice Matching (IMP)* screen.

This walkthrough demonstrated how you can correct your control batch header screen and how the hotkeys can be used for navigation within a control group.

Processing Direct Invoices

Overview

A **direct invoice** does not reference a purchase order. A telephone bill is an example of a direct invoice.

This section explains the processing of direct invoices in the NCAS. The *Direct Invoices* section is divided into the following two subsections.

- Entering Direct Invoices
- Using Document Models

Entering Direct Invoices

Direct invoices are entered on the *Invoice Worksheet 1 (IWS-1T)* screen. The *IWS-1T* screen is similar to an actual invoice. The top portion of the screen resembles the top portion of an invoice. It includes:

- Vendor information
- Payment terms
- Invoice number
- Invoice date

The bottom portion of the IWS-1T screen resembles the bottom portion of an invoice. It includes the detail lines, such as:

- Unit of measure
- Quantity
- Item description

The IWS-1T screen also has many features. It allows you to:

- Enter multiple detail lines per invoice (up to 9,999)
- Separate sales tax, freight, additional costs, and discounts from the net amount of the invoice
- Select the detail lines to which tax, freight, additional costs, and discounts are applied
- Reference 1099 information on selected detail lines
- Add a message to the vendor that will appear on the remittance part of the check
- Schedule multiple, recurring, and variable payments

The *Invoice Worksheet 2 (IWS-2T) and Invoice Worksheet 3 (IWS-3T)* screens are for invoice information that is entered less frequently.

🗁 To move from the *IWS-1T* screen to *the IWS-2T* or *IWS-3T* screens, type **R** (right) or **R2** in the REQUEST field and press **ENTER**. To return to the *IWS-1T* screen from the *IWS-2T* or *IWS-3T* screens, type **L** (left) or **L2** in the REQUEST field and press **ENTER**.

Payment Due Date

The payment due date is determined by the information contained in the TERMS CODE or the PYMT DUE DATE fields. On the *IWS-1T* screen, the value in the TERMS CODE field defaults from the vendor definition level of the policy hierarchy. You can override the TERMS CODE field if you want to change the payment due date. To understand what each terms code represents, you need to be familiar with the indicators listed on the *Payment Terms List (PTL)* screen. Each three-character indicator represents different payment terms. The terms code can only be changed during invoice entry. You cannot edit this field after completing the invoice.

If you are unsure of the terms code indicators for invoice entry, type **PTL** in the NEXT FUNCTION field and press **ENTER** to access the *Payment Terms Code List (PTL)* screen. To return to the *Invoice Worksheet 1 (IWS-1T)* screen, type **BACK** in the NEXT FUNCTION field and press **ENTER**.

```
OCP                    PAYMENT TERMS CODE LIST                          PTL

NEXT FUNCTION: ________ ACTION: ________                  05/16/2011  09:05:07
REQUEST: ________
================================================================================
PAY ENTITY: XXPT

PYMT TERMS DISC   DISC  FINAL TERMS   DISC   DISC   RETURN ON
   CODE     PCT   DAYS  DAYS  INDIC   PCT 2  DAYS 2  INVEST     DESCRIPTION

   H10      .50    10    30  STND      .00     0      .00    1/2%/10, NET 30
   H20      .50    20    30  STND      .00     0      .00    1/2%/20, NET 30
   NET      .00     0     0  STND      .00     0      .00    PAY IMMEDIATELY
   N05      .00     0     5  STND      .00     0      .00    PAY IN 5 DAYS
   N07      .00     0     7  STND      .00     0      .00    PAY IN 7 DAYS
   N10      .00     0    10  STND      .00     0      .00    PAY IN 10 DAYS
   N14      .00     0    14  STND      .00     0      .00    PAY IN 14 DAYS
   N15      .00     0    15  STND      .00     0      .00    PAY IN 15 DAYS
   N20      .00     0    20  STND      .00     0      .00    PAY IN 20 DAYS
   N25      .00     0    25  STND      .00     0      .00    PAY IN 25 DAYS
   N30      .00     0    30  STND      .00     0      .00    PAY IN 30 DAYS
   N31      .00     0    31  STND      .00     0      .00    PAY IN 31 DAYS
```

You can also enter a specific date in the PYMT DUE DATE field and this date will override the terms code. If a completed, unpaid invoice has an incorrect terms code, then you must use the PYMT DUE DATE field to override this value and ensure the document pays on time.

Sales Tax

Effective July 1, 2004, State agencies are exempt from paying sales and use tax on direct purchases of items, except electricity and telecommunications services, subject to specific conditions.

To be eligible for the exemption, your agency must have obtained a sales and use tax exemption number from the Department of Revenue. The exemption number must be used for direct purchases within the scope of the exemption.

WALKTHROUGH 5: Entering a Direct Invoice with a Remit Message

SCENARIO

You have received an invoice attached to the following Control Group Header sheet. You need to enter the direct invoice using a remit message that you would like to print on the check.

Agency Name

Accounts Payable Control Group Header

PAYING ENTITY [X] XXPT [ ] _____
[ ] _____ Other _____

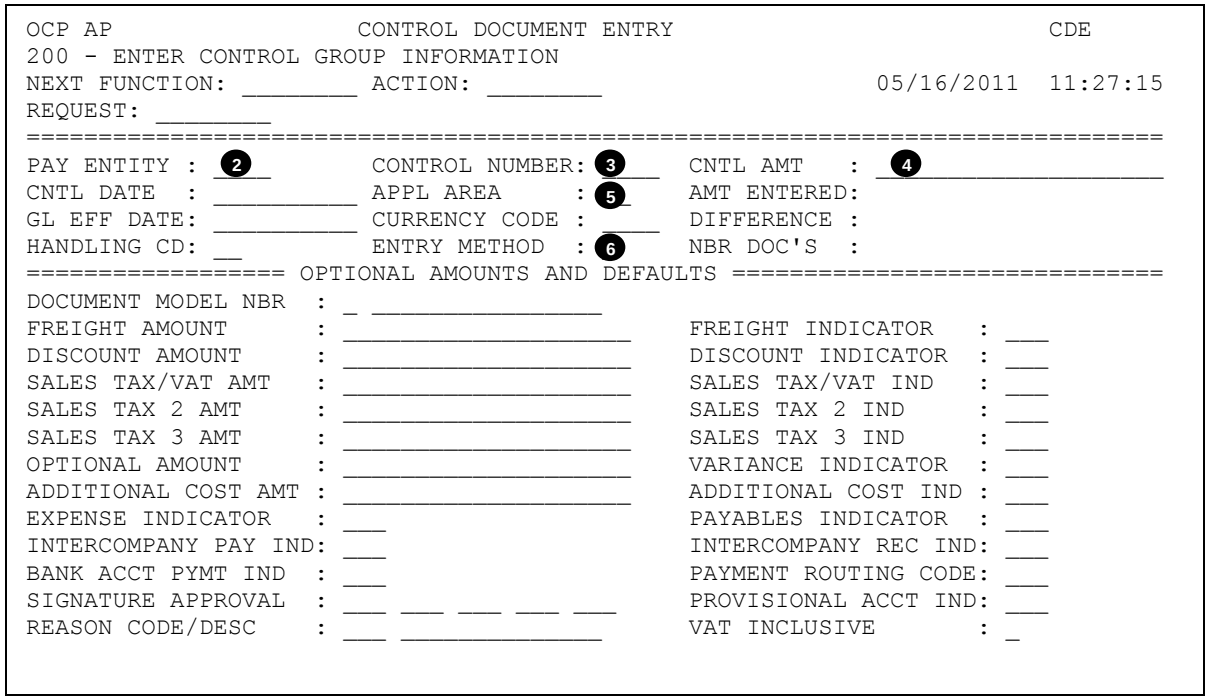
ENTRY METHOD [X] DIRECT INVOICES
[ ] MATCHING INVOICES
[ ] EMPLOYEE INVOICES

CONTROL GROUP DATE: TODAY'S DATE
CONTROL GROUP NUMBER: 122

OPERATOR ID: _____ YOUR INITIALS
DBS # Initials

	INVOICE NUMBER	NUMBER OF DOCUMENTS	AMOUNT
PER TAPE		5	6,312.81
ADJUSTMENTS			
AMOUNT ENTERED		5	6,312.81

1. Type **CDE** in the NEXT FUNCTION field and press **ENTER** to access the *Control Document Entry (CDE)* screen.



2. Type **your paying entity (XXPT)** in the PAY ENTITY field.

3. Type **122** in the CONTROL NUMBER field.

4. Type **6312.81** in the CNTL AMT field.

5. Type **your first and last initials** in the APPL AREA field since you will be entering this control group.

6. Type **D** in the ENTRY METHOD field.

7. Press **ENTER** to process the control header information and access the *Invoice Worksheet 1 (IWS-1T)* screen.

You are now ready to enter the first invoice.

Invoice: Bancrop Incorporated PO Box 2910 Wyman, NC 27890-2910		Invoice Number: 5063471284 Invoice Date: 01/08/2008 Terms: Net 30	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Repairs to Propane Tank			100.00
Propane	220 GL		141.31
		Freight:	
		Tax:	
		Total:	241.31

- The accounting distribution for line 1 is XX01 532390 10001000.
- The accounting distribution for line 2 is XX01 533900 10001000.

```
OCP                              INVOICE WORKSHEET 1                              IWS-1T
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: _(12)_____ ACTION: ________                    05/16/2011  11:43:03
REQUEST: ________
================================================================================
INVOICE NUMBER : _(8)_______________ DATE: _(9)_______    MODEL: _ _______________
VENDOR SHORT NM: _______________                                   CURR   : ____
VENDOR NUMBER  : _(10)_______ __                                   CM/DM     : _
PO REFERENCE   : _____ __________ ______  COUNTY CODE: __________  MULTI PYMT: _
TERMS CODE: (11)___  PYMT DUE DATE: __________ DISCOUNT AMT/PCT: _________________
REMIT MSG:  ___  ____________________________________________________________
                                        SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT       CENTER            BID  PROJECT
QUANTITY UNIT  ITEM NUMBER   DESCRIPTION PRORATE (T F A D) USE 99 NCG FED
0001 _______________ ___ ____ _________________ ____________ ____ ___________
_________ ____ _____________ _____________________ _ _ _ _ ___ __ ____ ____
0002 _______________ ___ ____ _________________ ____________ ____ ___________
_________ ____ _____________ _____________________ _ _ _ _ ___ __ ____ ____
0003 _______________ ___ ____ _________________ ____________ ____ ___________
_________ ____ _____________ _____________________ _ _ _ _ ___ __ ____ ____
0004 _______________ ___ ____ _________________ ____________ ____ ___________
_________ ____ _____________ _____________________ _ _ _ _ ___ __ ____ ____
SALES TAX/VAT  : ___ _________________    FREIGHT     : ___ _________________
ADDITIONAL COST: ___ _________________    GROSS AMOUNT:     _________________
```

On the *IWS-1T* screen, the first detail line (0001) corresponds to the AMOUNT/PERCENT, EXPENSE, COMPANY, ACCOUNT and CENTER fields.
The second line corresponds to the QUANTITY, UNIT, ITEM NUMBER, DESCRIPTION, PRORATE (TFAD) and 1099 fields.

8. Type **5063471284** in the INVOICE NUMBER field.

9. Type **010808** in the DATE field to display the invoice date. This date is used to determine the payment due date based on the payment terms code.

10. Type **951104040 C** in the VENDOR NUMBER and GROUP fields and press **ENTER** to display the vendor, invoice defaults, and check to ensure there are no other invoices that exist in the system.

> If you do not know the vendor number, you may also search for the vendor by using the VENDOR SHORT NM field. Type a portion of the vendor name followed by @ and press **ENTER**. If the short name is unique to one vendor, the vendor information (name, number, and address) will default to the *IWS-1T* screen.
>
> If the short name is not unique to one vendor, the system displays the *Vendor Short Name Lookup (VSL)* screen with all the vendors that match the specified short name. Press **ENTER** to scroll through the list until you find the required vendor. Type **R** in the ACTIVITY field and press **ENTER** to *return* the vendor number and address to the *IWS-1T* screen.

11. Press **ENTER** to scroll through the informational message: **476 – VENDOR IS NORMALLY A MATCHING VENDOR**. Verify that the correct terms code indicator (which represents the payment due date) has defaulted to the TERMS CODE field. Type **N30** over whatever is in the TERMS CODE field.

    🗁 The TERMS CODE field can be overridden or deleted or a date can be entered in the PYMT DUE DATE field.

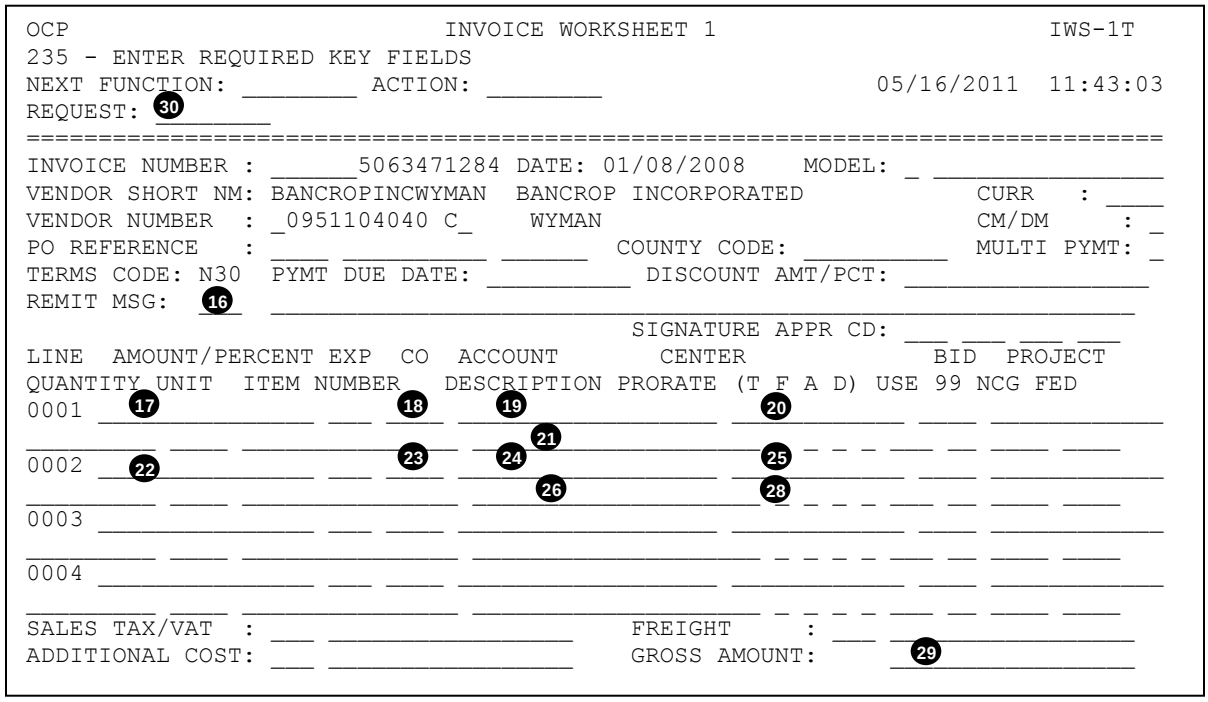
12. Type **RML** in the NEXT FUNCTION field and press **ENTER** to access the *Remit Message List (RML*) screen. The *RML* screen lists standard remit messages and their corresponding three-character codes

```
OCP                      REMITTANCE MESSAGES CODES LIST                 RML
479 - ENTER REQUIRED FIELDS
NEXT FUNCTION: (15)_______ ACTION: ________                  03/05/2013  10:53:42

================================================================================
PAY ENTITY : (13)          REMITTANCE CODE : ___

REMITTANCE    REMITTANCE MESSAGE
   CODE
   LA         LOANS AND ADVANCES
   OT         OPERATING TRANSFERS
   QE         QUASI-EXTERNAL TRANSACTIONS
   RB         REIMBURSEMENTS
   RE         RESIDUAL EQUITY TRANSFERS
  CMO         CREDIT MEMO HAS BEEN APPLIED TO THIS PAYMENT.
  DOC         DOCUMENT ENCLOSED
  ENC         ENCLOSURE
  RMT         REMITTANCE ENCLOSED
  RTN         RETURN S DAVIS RETURN CHECK TO SARAH DAVIS
  TAX         6% NC SALES TAX HAS BEEN ADDED TO THIS INVOICE TOTAL.
```

13. Type **your paying entity (XXPT)** in the PAY ENTITY field.

14. Press **ENTER** to view a list of the remit messages and find the code and message for "ENCLOSURE".

15. Type **R** in the NEXT FUNCTION field and press **ENTER** to return to *IWS-1T* screen.



16. Type the **three character code (ENC)** that corresponds to the message in the first blank of the REMIT MSG field.

> If you would like to add a message that is not on the *RML* screen, you can type it in the second REMIT MSG field. You can also add a custom remittance code and message on the *Remit Message Code (RMC)* screen that displays on the *RML* screen and can be used just like the other codes on the *RML* screen.

17. At the 0001 line, type **100.00** in the AMOUNT/PERCENT field to indicate the amount of the first line of the invoice.

18. Type **your company number (XX01)** in the CO field.

19. Type **532390** (account number) in the ACCOUNT field.

20. Type **10001000** (center number) in the CENTER field.

21. Type **Propane Tank Repairs** in the DESCRIPTION field.

The following fields are optional but will help in identifying the goods and services that have been invoiced.

- QUANTITY (must be a whole number): If the Quantity is not a whole number, the unit must be converted. Units of measure conversions will be explained in the *Converting Units of Measure* subsection within the *Processing Matching Invoices* section.
- UNIT (must be listed on the *Units of Measure List (UML)* screen): Units of measure will be discussed in detail in the *Matching Invoices* section).
- DESCRIPTION : Provide a short description of the items being purchased.

22. At the 0002 line, type **141.31** in the AMOUNT/PERCENT field to indicate the amount for the second line of the invoice.

23. Type " in the CO field. (The symbol " duplicates the company number from line 0001.)

24. Type **533900** in the ACCOUNT field. (The symbol " duplicates the account number from line 0001.)

25. Type **"** in the CENTER field. (The symbol " duplicates the company number from line 0001.)

26. Type **Propane** in the DESCRIPTION field.

27. Press **ENTER** to process the entered information and to display defaults.

    🗁 Note the defaults in the T, F, A, and D fields for both lines.

28. Type **N** in the T field to the "repair" line to indicate that no tax is to be applied to this line.

Note the defaults for the *T (tax), F (freight), A (additional cost)* and *D (discount)* fields. These defaults vary by paying entity. The possible default values are:

- **Y** *Yes*. This default indicates that any sales tax/VAT, freight, additional costs and discount applied to this invoice will be prorated to this detail line.
- **N** *No*. This default indicates that any sales tax/VAT, freight, additional costs and discount applied to this invoice will *not* be prorated to this detail line.

The defaults in these fields *must always* be checked if you have invoice lines with items such as sales tax, additional cost, freight and discount. If necessary, a Y default should be overridden to N and vice versa. If amounts are in these fields and a N is user in the default field, that amount will post to suspense and have to be cleared out by the budget personnel. If these defaults need to be overridden, it must be done before the invoice is balanced. **The values in these fields cannot be changed after the invoice has been balanced.**

29. Type **241.31** in the GROSS AMOUNT field to identify the total amount of the invoice. Press the spacebar to delete the zeros at the end of the field.

If you do not want to complete an invoice, type **reject** in the REQUEST field. The data you have entered on the *IWS-1T* screen will then be deleted.

30. Type **NEXT** or **N** in the REQUEST field to balance the document. Press **ENTER** to access a blank *Invoice Worksheet 1 (IWS-1T)* screen to enter the second invoice.

After a direct invoice has been entered into the NCAS, it should be marked on the hardcopy invoice with “processed” to prevent duplicate processing.

If your invoice has more than four detail lines, type **D** or **DOWN** in the REQUEST field to access additional lines on the *IWS-1T* screen. Remember that the *IWS-1T* screen allows you to enter up to 9,999 lines.

The system displays a blank *IWS-1T* screen, indicating that your invoice balanced successfully.

For all document entry screens *(IWS-1T, EWS-1T, EAR),* the following message indicates that funds are not available for expenses being charged to the accounting distribution: **A10-INVOICE ADDED WITH BC EXCEP, ENTER REQUIRED KEY FOR NEXT INVOICE.** The document will not be released for payment until the budget officer processes the budget exception.

Applying a Debit or Credit Memo to a Direct Invoice

If an error occurs in a direct invoice, the error must be corrected to ensure that the vendor is paid an accurate amount. The payment total to the vendor is adjusted by issuing a debit or credit memo against the invoice.

A **debit memo** is an internal document issued by your agency to record an adjustment to an existing invoice. A **credit memo** is issued by the vendor to record an adjustment against an invoice.

In the NCAS, a debit or credit memo against a direct invoice is also processed on the *Invoice Worksheet (IWS-1T)* screen. However, you *must* type a **C** (for *credit* memo) or **D** (for *debit* memo) in the CM/DM field (after obtaining the vendor number and before pressing **ENTER** to verify that there are no duplicate invoices).

A debit or credit memo is a negative total because it offsets a payment to the vendor. Once you have designated the document as a debit or credit memo by typing **C** or **D** in the CM/DM field, the NCAS automatically handles the amount as a negative. You, therefore, do *not* have to enter the debit/ credit memo total as a negative amount.

Debit and credit memos must also be entered in control groups. Remember to *subtract* debit or credit memo totals from the control total on the control group header sheet and the CONTROL AMOUNT on the *CDE* screen.

Payment terms are very important for debit and credit memos. If the debit or credit memo is not included in the same payment cycle as the invoice, the vendor will be overpaid. In addition, the debit or credit memo will not be applied if you have no more invoices from this vendor.

To ensure that the invoice is in the same payment cycle as the debit or credit memo, verify the date the invoice is due. You can verify the payment due date by:

- Checking the payment date on the invoice.
- Calculating the payment due date using the invoice due date and the terms code.

You may also choose to use the payment term of **NET** with a debit or credit memo to ensure it is paid in the earliest possible payment cycle.

If all balanced invoices, debit memos, and credit memos net to a negative amount, ie a credit balance, then invoices will stay in “balanced” status until the negative amount has been met. Any invoice amount over the credit balance will pay.

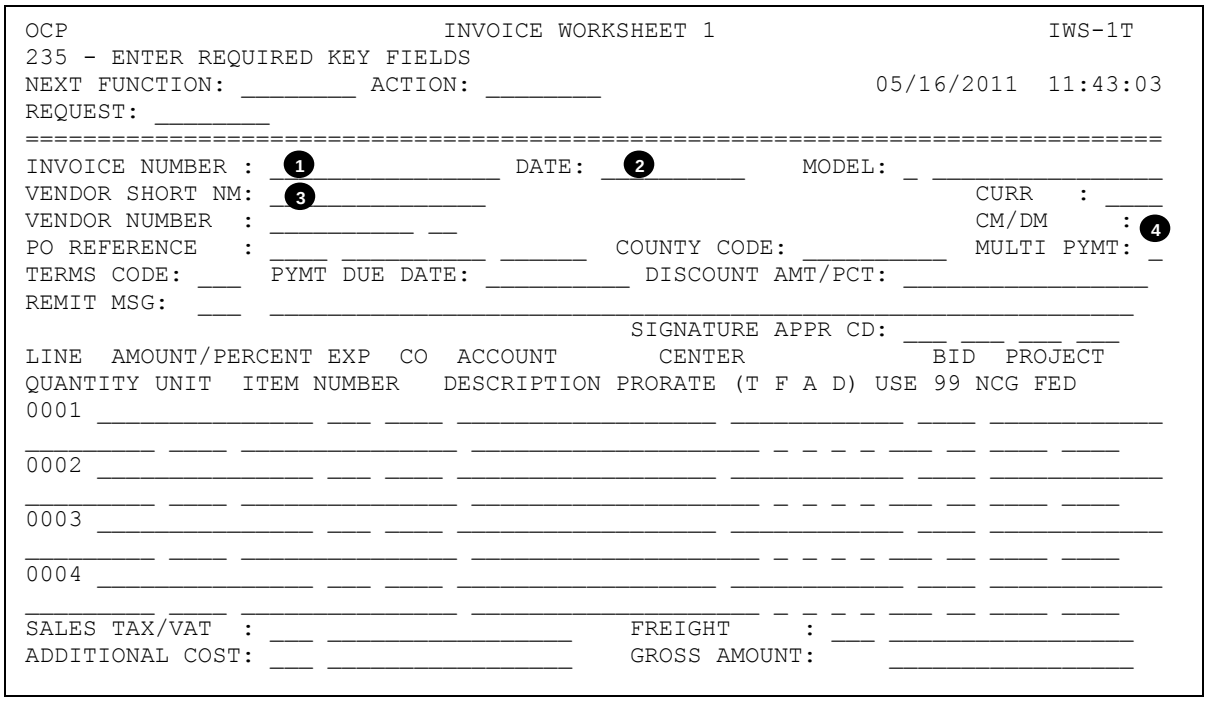
WALKTHROUGH 6: Applying a Credit Memo Against a Direct Invoice

SCENARIO

Bancrop overcharged you for repairing the propane tank. The vendor has sent you a credit memo for $10.00. The accounting distribution for this line is XX01 532390 10001000.

Process this credit memo in the NCAS. This credit memo was batched with the other invoices in the current control group 122 and the negative effect has been accounted for in your control total.

Invoice: Bancrop Incorporated PO Box 2910 Wyman, NC 27890-2910		Invoice Number: 5063471284CM Invoice Date: 01/10/2008 Terms: Net 30	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Repairs to Propane Tank			(10.00)
		Freight:	
		Tax:	
		TOTAL:	(10.00)



1. Type **5063471284CM** in the INVOICE NUMBER field.

> For a credit memo, use the number given to the document by the vendor. For a debit memo, use your agency's numbering standard for debit memos.

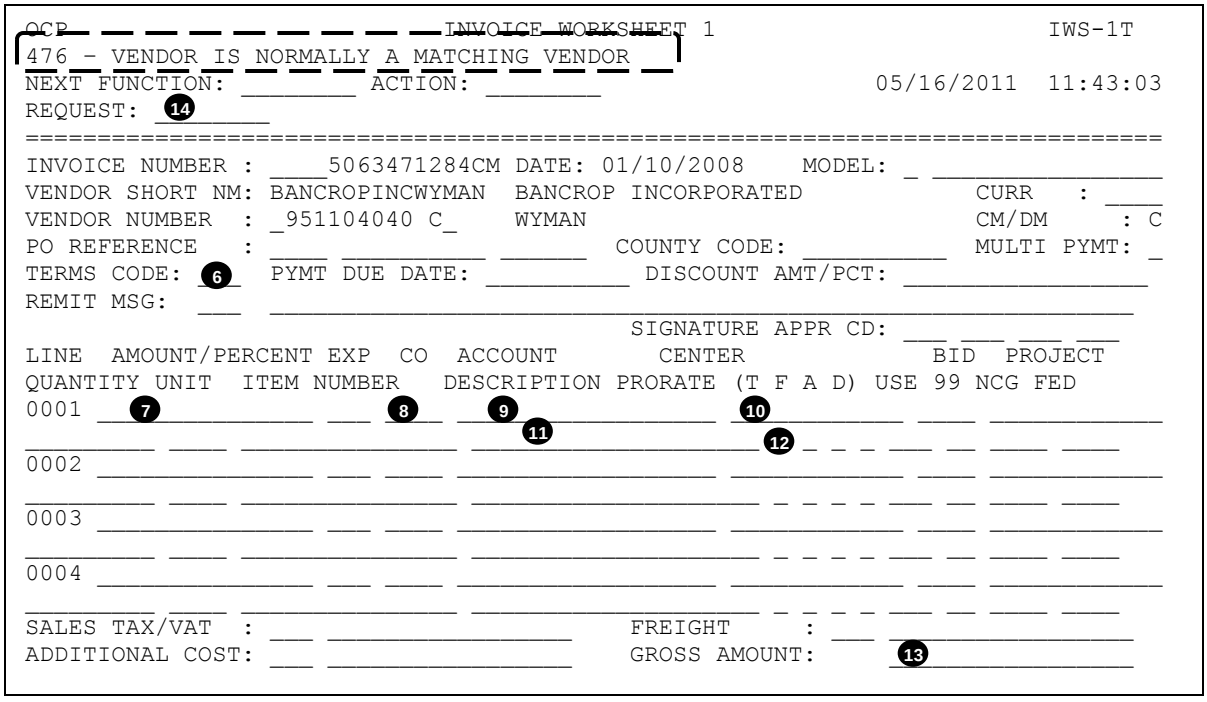
2. Type **011008** in the DATE field.

3. Type **951104040 C** in the VENDOR NUMBER and VENDOR GROUP fields.

> If you do not know the vendor number, you may also search for the vendor by using the VENDOR SHORT NM field.

4. Type **C** in the CM/DM field and press **ENTER**.

> Type **D** in the CM/DM field if you are processing a debit memo.



5. The following message is displayed: **476 – VENDOR IS NORMALLY A MATCHING VENDOR**. This message is informational only. Press **ENTER** to clear the message and allow further processing.

6. Type **NET** in the TERMS CODE field so that this credit memo will apply against the next invoice from this vendor.

7. At the 0001 line, type **10.00** in the AMOUNT/PERCENT field.

> Remember that you do not have to enter the debit or credit memo amount as a negative amount. Because you have already identified the document as a credit memo (by typing **C** in the CM/DM field), the NCAS automatically handles the $10.00 as a negative amount.

8. Type your **company number (XX01)** in the CO field.

9. Type **532390** in the ACCOUNT field.

10. Type **10001000** in the CENTER field.

11. Type **Propane Tank Repairs** in the DESCRIPTION field.3

12. Press **ENTER** to process the entered information and to display defaults.

🗁 Note the defaults in the T, F, A, and D fields for both lines. Because this credit memo does not involve tax, freight, additional cost or discount, you do not have to change the defaults in these fields.

13. Type **10.00** in the GROSS AMOUNT field. Delete the zeros at the end of the field.

14. Type **N** in the REQUEST field to balance the document and press **ENTER** to access a blank *Invoice Worksheet 1 (IWS-1T)* screen.

You have finished processing the credit memo.

> The NEGATIVE BALANCE REPORT (by vendor) is available for your use to expedite the cleanup of credits still in the system. It is located in X/PTR in MM-122-6, AP-I0004.

Payment Options

When entering an invoice in the NCAS, the AP processor can dictate particular payment options for that invoice. An example is entering an invoice with multiple payments. The processor can also establish a handling code to determine how the payment and associated general ledger entries will be processed upon payment.

Multiple Payments

There are some situations where the AP processor may wish to modify the payment options for an invoice so that the entire invoice does not pay all at once. For example, the AP processor may wish to enter one invoice for monthly rental payments. A processor can set up recurring, variable, or multiple payments during invoice entry**.**

- **Recurring Payments**: Recurring payments are regularly scheduled payments for a fixed amount, such as rent. Up to 999 recurring payments can be entered. These payments can be weekly, monthly, quarterly, semiannually, or annually.

- **Variable Payments**: Variable payments are payments with different amounts, different due dates for each, and no regular interval between these payments. Up to four variable payments can be entered.

- **Multiple Payments**: Multiple payments are a combination of recurring and variable payments. Variable payments must be scheduled to follow recurring payments.

All three types of payments are set up on the *Multiple Payments (MPY)* screen. To access this screen, type **Y** in the MULTI PYMT field on the *Invoice Worksheet (IWS-1T)* screen and press **ENTER**. The multiple payment screen cannot be accessed directly.

All multiple payments must be scheduled on the *MPY* screen at the same time and the money is encumbered immediately. Therefore, if payments cross fiscal years, it is recommended that you enter them on separate invoices. Otherwise, the funds for all of the payments will be encumbered in the current fiscal year. The multiple payment indicator cannot be changed after the invoice has been balanced.

- If the invoice has a budgetary exception, multiple payments cannot be scheduled until the exception has been resolved.

- In some cases, you will have a contract instead of an invoice. Your individual agency will have to establish a numbering scheme for these documents.

The AP processor can schedule the due dates for each of the multiple payments. It is recommended that the first payment due date be equal to the General Ledger Effective Date for the invoice. This aids in the balancing process.

The AP processor can also indicate whether the last payment will be held or not. If the last payment is designated to be held, the AP processor will have to release it on the *Held Document (HDR*) screen before it can be paid. Type **R** in the ACT field on *HDR* screen and press **ENTER** to release the last payment.

> 🗁 Some agencies hold the last payment as a reminder that a new agreement may need to be negotiated and/or entered in the NCAS.

The following procedures demonstrate how to set up the different types of multiple payments:

- **Procedure 10 A/B: Entering Recurring Payments**
- **Procedure 11 A/B: Entering Variable Payments**
- **Procedure 12 A/B: Entering Multiple Payments**

Handling Code

If the HANDLING CODE field is left blank, the system will pay the invoice when it is due and extract the information for the General Ledger. The AP processor can use this field to suspend, hold, force, and prepare separate payments.

- **Suspend:** This option will hold the payment until the agency chooses to release it. The accounting data will not be extracted to the General Ledger. To suspend a payment, type **S** in the HANDLING CODE field.
- **Hold:** This option will hold the payment until the agency chooses to release it, but the accounting data is extracted to the General Ledger. To hold a payment, type **H** in the HANDLING CODE field.
- **Force:** This will cause the invoice to be paid in the next check cycle, regardless of the Payment Due Date or Payment Terms. To force a payment, type **F** in the HANDLING CODE field.
- **Prepare separate payments:** Normally, the NCAS generates one total payment for all invoices from the same vendor that are due in the current cycle. To have the system generate a separate check for the invoice, type **1** in the HANDLING CODE field.

  > 🗁 This option can be used in conjunction with suspend, hold, or force. For example, if you type **H1** in the HANDLING CODE field the system will hold the invoice until you release it and then generate a separate check for this invoice.

The handling code can be used for all types of documents. For direct invoices, the desired handling code is entered in the HANDLING CODE field on the *Invoice Worksheet 2 (IWS-2T)* screen. For matching invoices, the desired handling code is entered in the HANDLING field on the *Invoice Matching (IMP)* screen. For employee advances, the desired handling code is entered in the HANDLING CODE field on the *Employee Advance Request (EAR)* screen. For employee reimbursements, the desired handling code is entered in the HND field on the *Employee Worksheet 2 (EWS-2T)* screen.

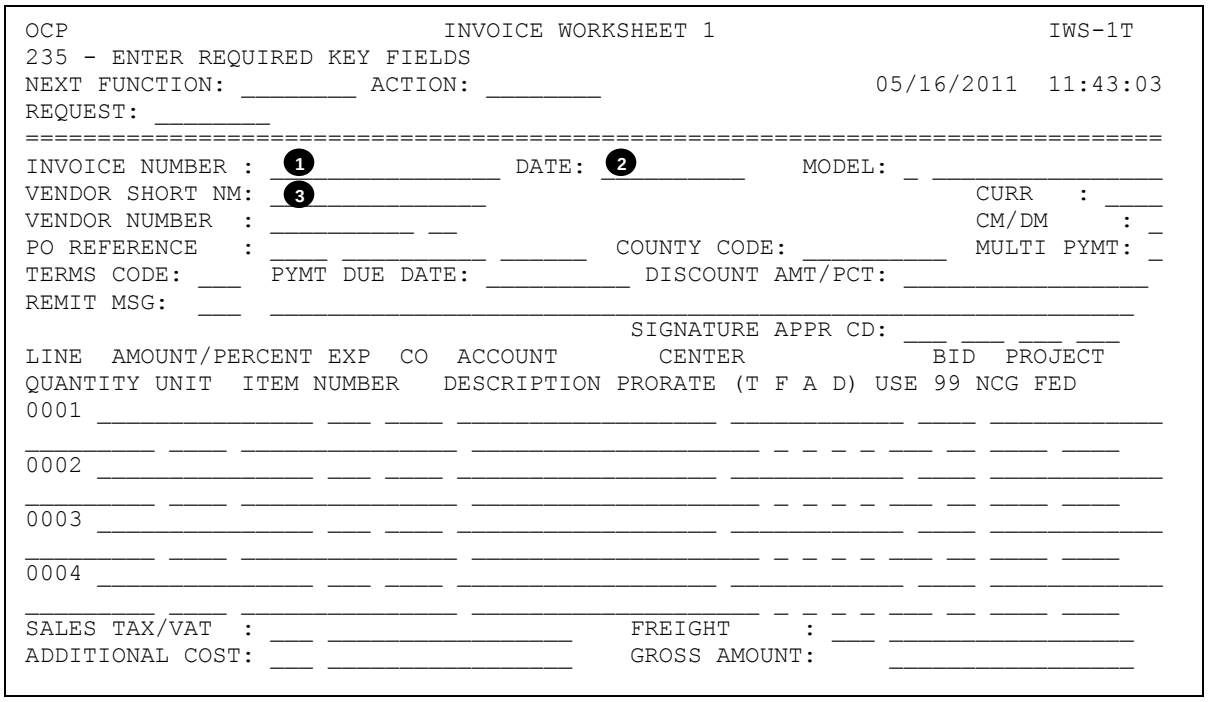
WALKTHROUGH 7: Setting Up an Invoice for Multiple Payments

SCENARIO

Your agency has an annual rental agreement with Dexson Realty. You are to make equal payments on the fifth of each month during the calendar year of 2009. You want to make sure that this payment prints out separately from any other payment for this vendor. The accounting distribution for this line is XX01-532512-10001000.

Your agency's internal policy is to set up a multiple payment invoice for rent payments. You need to set up an invoice in the NCAS to pay the first six months of this invoice since the fiscal year ends in June. You also want to put the last payment on hold to remind yourself to set up a multiple payment invoice for the second six months in fiscal year 2010.

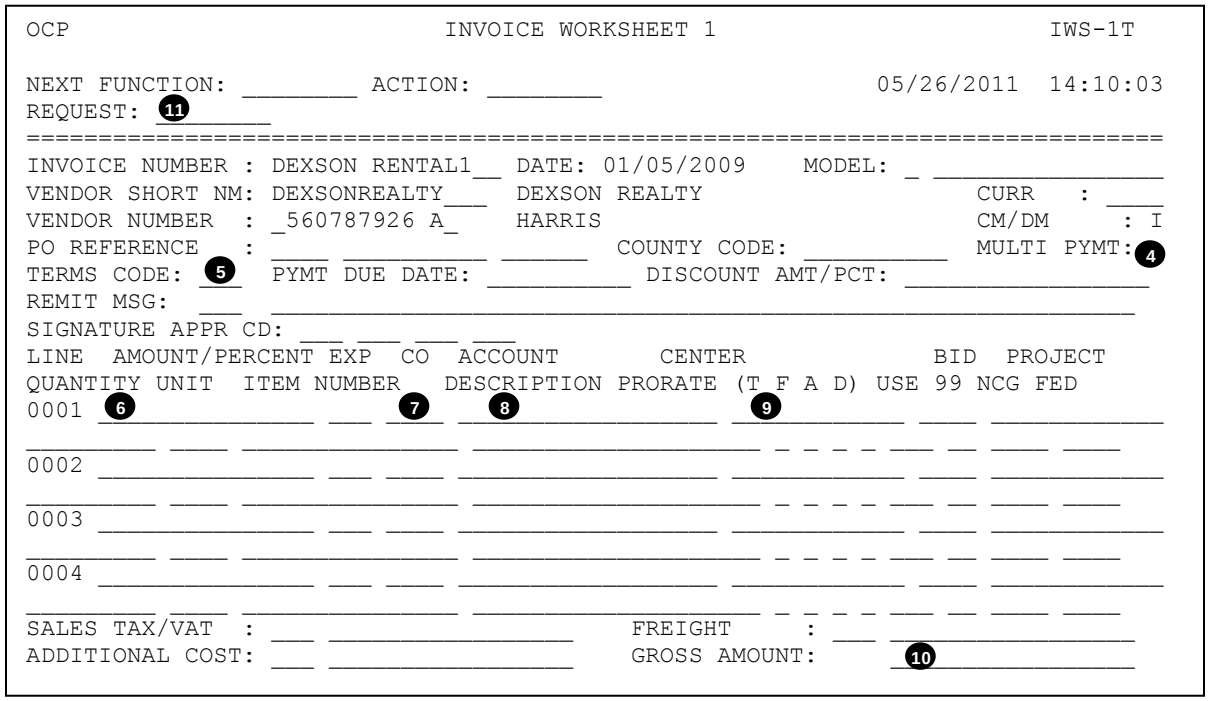
Invoice: Dexson Realty PO Box 1728 Harris, NC 27916-1728		Invoice Number: Dexson Rental1 Invoice Date: 01/05/2008 Terms: Fifth of each month	
Description:	Quantity:	Unit Price:	Total Price:
Rental Agreement for 2009		1,000.00 TOTAL:	12,000.00 12,000.00



1. Type **Dexson Rental1** in the INVOICE NUMBER field.

2. Type **010509** in the DATE field.

3. Type **560787926 A** in the VENDOR NUMBER and VENDOR GROUP fields and press **ENTER**. The message **476: VENDOR IS NORMALLY A MATCHING VENDOR** is displayed. Press **ENTER** to override message and continue processing the document.



4. Type **Y** in the MULTI PYMT field to indicate that the recurring payments will be set up for this invoice.

5. Delete the terms code from the TERMS CODE field.

6. At the 0001 line, type **6000.00** in the AMOUNT/PERCENT field to indicate the amount of the first line of the invoice.

   🗁 Enter the total of all payments on the invoice line. You only want to encumber funds for the payments in this fiscal year so you can enter the payments for January through June.

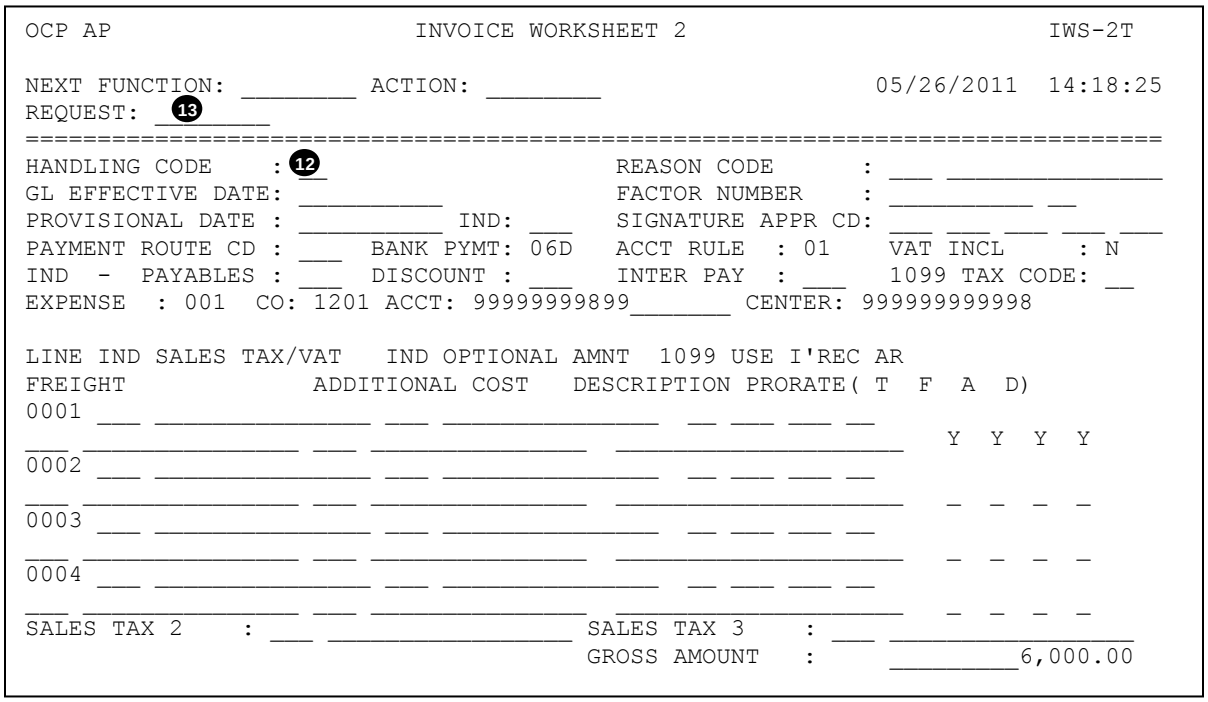
7. Type **XX01** in the CO field.

8. Type **532512** in the ACCOUNT field.

9. Type **10001000** in the CENTER field.

10. Type **6000.00** in the GROSS AMOUNT field.

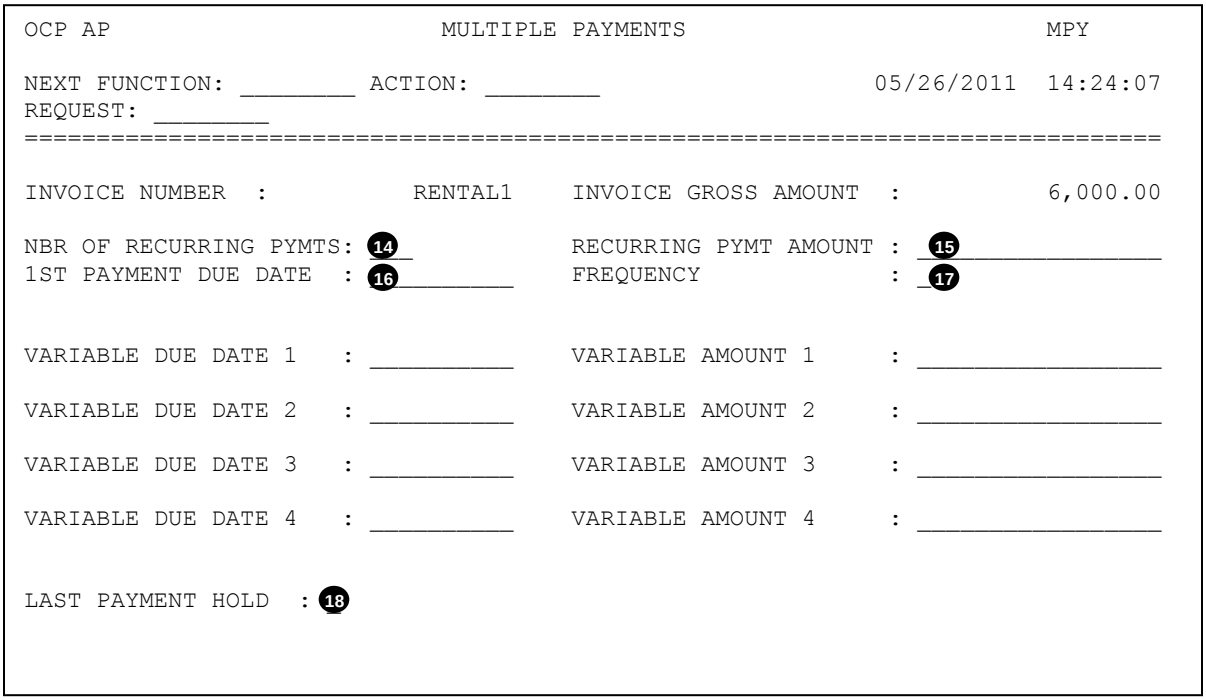
11. Type **R** in the REQUEST field and press **ENTER** to access the *Invoice Worksheet 2 (IWS-2T*) screen.



12. Type **1** in the HANDLING CODE field to indicate that you want this payment to print on a separate check from any other payment to this vendor.

    🗁 By entering a 1 in the HANDLING CODE field, you ensure a separate check will be generated for this invoice. Usually the NCAS groups all invoices due for payment to the same vendor during the check cycle for your paying entity onto one check.

13. Type **NEXT** or **N** in the REQUEST field and press **ENTER** to balance the document and access the *Multiple Payments (MPY)* screen.



14. On the *MPY* screen, type **6** in the NBR OF RECURRING PYMTS field.

15. Type **1000.00** in the RECURRING PYMT AMOUNT field.

16. Type **010509** in the 1ST PAYMENT DUE DATE field.

    🗁 This date should correspond to the General Ledger effective date for this invoice.

17. Type **M** in the FREQUENCY field to indicate that the payments will be made monthly.

18. Type **H** in the LAST PAYMENT HOLD field to indicate that the last payment will be held.

    🗁 Putting the last payment on hold requires the AP processor to release the payment. This means the check will not automatically print in June. You may do this to remind yourself that a contract has ended and a new one may need to be agreed upon and entered in the NCAS. Or in the case of this scenario, you want to remind yourself to set up a new invoice for multiple payments to complete this contract in the next year fiscal year (i.e., 2010).

19. Press **ENTER** to complete the document.

Canceling Remaining Payments

As demonstrated in the previous section, during invoice entry an AP processor can set up multiple, recurring, and variable payments for an invoice. There are times when the remaining payments for an invoice need to be canceled. This is the responsibility of the AP manager.

Multiple and partial payments are canceled on the *Invoice Remaining Payment Cancel (IPC)* screen. On the *IPC* screen, you can cancel a payment and any remaining payments that follow it. You can cancel payments even if the invoice is partially paid (status of PRTL-PD).

```
OCP AP                INVOICE REMAINING PAYMENT CANCEL                IPC
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________                  06/08/2011  10:01:19

================================================================================
PAY ENTITY       : ____                     VENDOR NUMBER : __________ __
VENDOR SHORT NAME: _______________          INVOICE NUMBER: _________________
INVOICE DATE     : __________

PAY     VENDOR       INVOICE NUMBER    INVOICE     PYMT PRTL  REM    GL EFF    C
ENTITY   NUMBER                          DATE        NBR  NBR PYMTS    DATE




                              PAGE:      STATUS:
```

To cancel a payment, type **C** in the C (CANCEL) field to the right of the payment. If the invoice is balanced and no payments have been made, you will cancel that payment and any future payments. The invoice then displays a status of canceled (CANCELL) in the system. If the invoice has been partially paid, you need to cancel the remaining payments individually.

Payments are not displayed on the *IPC* screen if the **F** (force payments) handling code has been set. To cancel payments with a handling code of **F**, delete the handling code first. Then the payments display on the *IPC* screen and are eligible for cancellation.

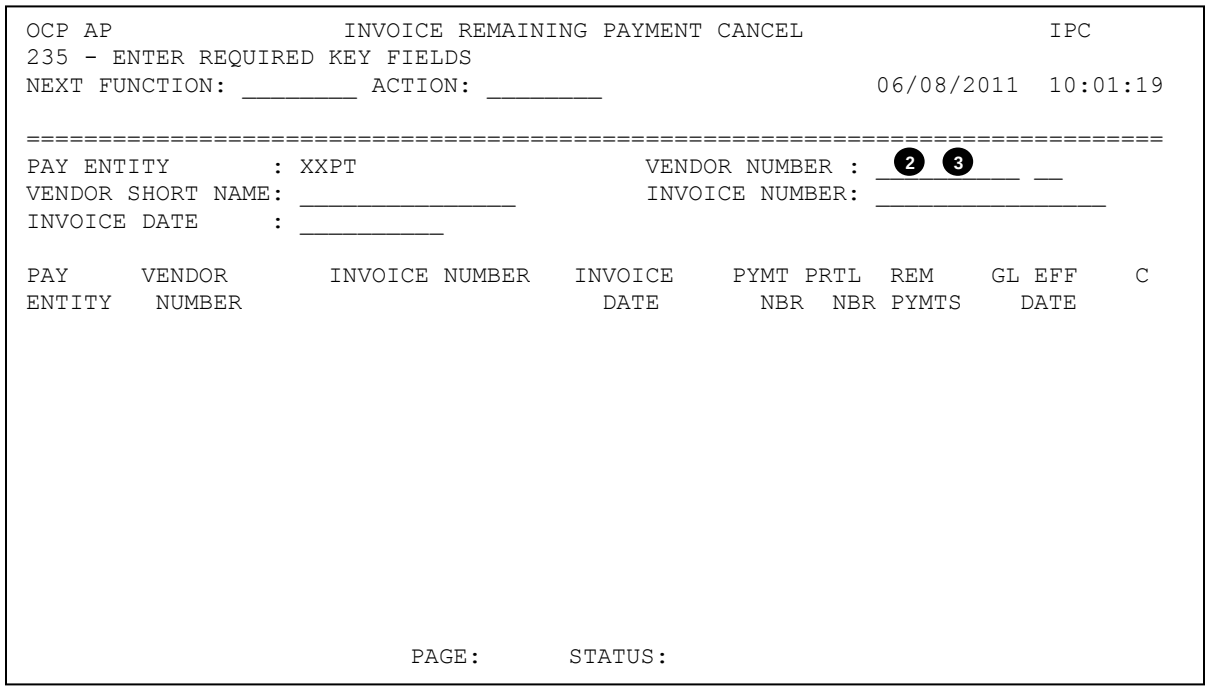
Payments are also not displayed on the *IPC* screen if the payment has been put on hold. The payment must first be released using the *Held Document Release (HDR)* screen. After releasing the document, the payment is then displayed on the *IPC* screen and eligible for cancellation. Refer to **Procedure 38: Releasing A Held Document**.

WALKTHROUGH 8: Canceling Remaining Payments for a Balanced Invoice

SCENARIO

You entered a rental agreement for Dexson Realty, RENTAL#1, into the system and set up 12 monthly payments. None of the payments have been made yet. You want to cancel all of the payments.

1. Type **IPC** in the NEXT FUNCTION field and press **ENTER** to access the *Invoice Remaining Payments Cancel (IPC)* screen.



2. Delete any data displayed in the VENDOR NUMBER field. (Don't forget to delete the vendor group number if necessary.

3. Type **560787926 A** in the VENDOR NUMBER and GROUP fields and press **ENTER** to access multiple payments established for this vendor.

```
OCP AP                INVOICE REMAINING PAYMENT CANCEL                  IPC

NEXT FUNCTION: ________ ACTION: ________                    06/08/2011  10:10:39

================================================================================
PAY ENTITY       : XXPT                    VENDOR NUMBER :  560787926 A
VENDOR SHORT NAME: DEXSONREALTY            INVOICE NUMBER:
INVOICE DATE     :

PAY     VENDOR       INVOICE NUMBER   INVOICE    PYMT PRTL  REM    GL EFF    C
ENTITY   NUMBER                         DATE       NBR  NBR PYMTS    DATE

XXPT   560787926 A          RENTAL #1 05/11/2007 001   000   000 __________ _
PAYMENT AMOUNT :          1,000.00   PYMT DUE DATE: 05/11/2007
XXPT   560787926 A          RENTAL #1 05/11/2007 002   000   000 __________ _
PAYMENT AMOUNT :          1,000.00   PYMT DUE DATE: 06/11/2007
XXPT   560787926 A          RENTAL #1 05/11/2007 003   000   000 __________ _
PAYMENT AMOUNT:           1,000.00   PYMT DUE DATE: 07/11/2007
XXPT   560787926 A          RENTAL #1 05/11/2007 004   000   000 __________ _
PAYMENT AMOUNT:           1,000.00   PYMT DUE DATE: 08/11/2007
XXPT   560787926 A          RENTAL #1 05/11/2007 005   000   000 __________ _
PAYMENT AMOUNT :          1,000.00   PYMT DUE DATE: 09/11/2007

                          PAGE: 0001 STATUS: MORE
```

Find the first payment for invoice number RENTAL#1.

4. Type **C** in the C (CANCEL) field to the right of the first payment for invoice number RENTAL # 1.

5. Press **ENTER** to cancel all of the payments for RENTAL#1.

```
OCP AP                INVOICE REMAINING PAYMENT CANCEL                  IPC

NEXT FUNCTION: _7______ ACTION: ________                    06/08/2011  10:14:08

================================================================================
PAY ENTITY       : XXPT                    VENDOR NUMBER :  560787926 A
VENDOR SHORT NAME: DEXSON@                 INVOICE NUMBER:
INVOICE DATE     :

PAY     VENDOR       INVOICE NUMBER   INVOICE    PYMT PRTL  REM    GL EFF    C
ENTITY   NUMBER                         DATE       NBR  NBR PYMTS    DATE

XXPT   560787926 A          RENTAL #2 03/11/2007 003   000   000 __________ _
PAYMENT AMOUNT :            500.00   PYMT DUE DATE: 05/11/2007
XXPT   560787926 A          RENTAL #2 03/11/2007 004   000   000 __________ _
PAYMENT AMOUNT :            500.00   PYMT DUE DATE: 06/11/2007
XXPT   560787926 A          RENTAL #2 03/11/2007 005   000   000 __________ _
PAYMENT AMOUNT:             500.00   PYMT DUE DATE: 07/11/2007
XXPT   560787926 A          RENTAL #2 03/11/2007 006   000   000 __________ _
PAYMENT AMOUNT:             500.00   PYMT DUE DATE: 08/11/2007
XXPT   560787926 A          RENTAL #2 03/11/2007 007   000   000 __________ _
PAYMENT AMOUNT :            500.00   PYMT DUE DATE: 09/11/2007

                          PAGE: 0002 STATUS: MORE
```

6. All RENTAL # 1 payments have been cancelled. Scroll through the *IPC* screen to verify this.

   🗁 Since none of the multiple payments had been paid for this invoice, canceling the first payment also canceled all subsequent payments.

7. Type **DCL** in the NEXT FUNCTION field and press **ENTER** to access the *Document List (DCL)* screen. Note that the status of the document is CANCELL, since all of the payments have been canceled.

```
OCP AP                          DOCUMENT LIST                          DCL

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _        06/08/2011  10:19:41
REQUEST: ________
================================================================================
PAY ENTITY  : XXPT                  CONTROL DATE : __________ CONTROL NBR: ____
SHORT NAME  : DEXSONREALTY          VEND/EMP NBR :  560787926 A
DOCUMENT DTE: __________ __________ DOCUMENT STAT: _____________
DOCUMENT NBR: ________________      DOCUMENT AMT : ________________ CURR: ____
LIST MRQ INV: _                     DOCUMENT AMT2: ________________ - SELECT -
VEN/EMP NBR  DOCUMENT NUMBER  DOCUMENT     GROSS AMOUNT   CURR STATUS DGI DCI
DATE                       CODE          DPA DLL
560787926 A         RENTAL #1 05/11/07         12,000.00     CANCELL _ _ _ _
560787926 A         RENTAL #2 03/11/07          6,000.00      PRTL-PD _ _ _ _
560787926 A     DEXSONRENTAL1 01/05/09          6,000.00      BALANCD _ _ _ _









                    PAGE:    1 STATUS: END OF LIST
```

Walkthrough 9: Canceling Remaining Payments for a Partially Paid Invoice

SCENARIO

You entered a second rental agreement for Dexson Realty, RENTAL # 2, into the system and set up 12 monthly payments. Two payments have been made. You want to cancel the remaining payments.

1. Type **IPC** in the NEXT FUNCTION field and press **ENTER** to access the *Invoice Remaining Payment Cancel (IPC)* screen.

   🗁 The information from Dexson Realty has defaulted since this is the vendor used on the *Document List (DCL)* inquiry in the prior walkthrough.

```
OCP AP                INVOICE REMAINING PAYMENT CANCEL                  IPC

NEXT FUNCTION: ________ ACTION: ________                  06/08/2011  10:14:08

================================================================================
PAY ENTITY       : XXPT                    VENDOR NUMBER :  560787926 A
VENDOR SHORT NAME: DEXSONREALTY            INVOICE NUMBER:
INVOICE DATE     :

PAY     VENDOR       INVOICE NUMBER   INVOICE    PYMT PRTL  REM    GL EFF    C
ENTITY   NUMBER                         DATE       NBR  NBR PYMTS    DATE

XXPT   560787926 A          RENTAL #2 03/11/2007 003   000   000 __________ _ (2)
PAYMENT AMOUNT :            500.00   PYMT DUE DATE: 05/11/2007
XXPT   560787926 A          RENTAL #2 03/11/2007 004   000   000 __________ _
PAYMENT AMOUNT :            500.00   PYMT DUE DATE: 06/11/2007
XXPT   560787926 A          RENTAL #2 03/11/2007 005   000   000 __________ _
PAYMENT AMOUNT:             500.00   PYMT DUE DATE: 07/11/2007
XXPT   560787926 A          RENTAL #2 03/11/2007 006   000   000 __________ _
PAYMENT AMOUNT:             500.00   PYMT DUE DATE: 08/11/2007
XXPT   560787926 A          RENTAL #2 03/11/2007 007   000   000 __________ _
PAYMENT AMOUNT :            500.00   PYMT DUE DATE: 09/11/2007

                          PAGE: 0002 STATUS: MORE
```

Find payment number 003 for invoice number **RENTAL # 2.**

   🗁 Since two payments have already been made for this invoice, the first payment Eligible for cancellation is payment number 003.

2. Type **C** in the C (CANCEL) field to the right of payment number 003 and press **ENTER**.

```
OCP AP                INVOICE REMAINING PAYMENT CANCEL                IPC

NEXT FUNCTION: ________ ACTION: ________                  06/08/2011  10:57:38

================================================================================
PAY ENTITY       : XXPT                    VENDOR NUMBER :  560787926 A
VENDOR SHORT NAME: DEXSONREALTY            INVOICE NUMBER:
INVOICE DATE     :

PAY     VENDOR       INVOICE NUMBER   INVOICE    PYMT PRTL  REM    GL EFF    C
ENTITY   NUMBER                          DATE      NBR  NBR PYMTS    DATE

XXPT   560787926 A          RENTAL #2 03/11/2007 008   000   000 __________  _
PAYMENT AMOUNT :            500.00   PYMT DUE DATE: 10/11/2007
XXPT   560787926 A          RENTAL #2 03/11/2007 009   000   000 __________  _
PAYMENT AMOUNT :            500.00   PYMT DUE DATE: 11/11/2007
XXPT   560787926 A          RENTAL #2 03/11/2007 010   000   000 __________  _
PAYMENT AMOUNT:             500.00   PYMT DUE DATE: 12/11/2007
XXPT   560787926 A          RENTAL #2 03/11/2007 011   000   000 __________  _
PAYMENT AMOUNT:             500.00   PYMT DUE DATE: 01/11/2007



                          PAGE: 0002 STATUS: END OF LIST
```

Note that the remaining payments are still shown on the IPC screen. Since this invoice is partially paid, canceling one payment does not cancel future payments.

3. Press **ENTER** to return to the first page listing payments for this invoice.

```
OCP AP                INVOICE REMAINING PAYMENT CANCEL                IPC

NEXT FUNCTION: ________ ACTION: ________                  06/08/2011  11:01:16

================================================================================
PAY ENTITY       : XXPT                    VENDOR NUMBER :  560787926 A
VENDOR SHORT NAME: DEXSONREALTY            INVOICE NUMBER:
INVOICE DATE     :

PAY     VENDOR       INVOICE NUMBER   INVOICE    PYMT PRTL  REM    GL EFF    C
ENTITY   NUMBER                          DATE      NBR  NBR PYMTS    DATE

XXPT   560787926 A          RENTAL #2 03/11/2007 004   000   000 __________  _ (4)
PAYMENT AMOUNT :            500.00   PYMT DUE DATE: 06/11/2007
XXPT   560787926 A          RENTAL #2 03/11/2007 005   000   000 __________  _
PAYMENT AMOUNT :            500.00   PYMT DUE DATE: 07/11/2007
XXPT   560787926 A          RENTAL #2 03/11/2007 006   000   000 __________  _
PAYMENT AMOUNT:             500.00   PYMT DUE DATE: 08/11/2007
XXPT   560787926 A          RENTAL #2 03/11/2007 007   000   000 __________  _
PAYMENT AMOUNT:             500.00   PYMT DUE DATE: 09/11/2007
XXPT   560787926 A          RENTAL #2 03/11/2007 008   000   000 __________  _
PAYMENT AMOUNT :            500.00   PYMT DUE DATE: 10/11/2007

                          PAGE: 0001 STATUS: MORE
```

4. Type **C** in the C (CANCEL) field to the right of each payment for RENTAL # 2 and press **ENTER**.

```
OCP AP                INVOICE REMAINING PAYMENT CANCEL                IPC

NEXT FUNCTION: ________ ACTION: ________                  06/08/2011  11:03:35

================================================================================
PAY ENTITY       : XXPT                    VENDOR NUMBER :  560787926 A
VENDOR SHORT NAME: DEXSONREALTY            INVOICE NUMBER:
INVOICE DATE     :

PAY     VENDOR       INVOICE NUMBER   INVOICE    PYMT PRTL  REM    GL EFF    C
ENTITY   NUMBER                         DATE       NBR  NBR PYMTS    DATE

XXPT   560787926 A          RENTAL #2 03/11/2007 009   000   000 __________ 5
PAYMENT AMOUNT :            500.00   PYMT DUE DATE: 11/11/2007
XXPT   560787926 A          RENTAL #2 03/11/2007 010   000   000 __________ _
PAYMENT AMOUNT :            500.00   PYMT DUE DATE: 12/11/2007
XXPT   560787926 A          RENTAL #2 03/11/2007 011   000   000 __________ _
PAYMENT AMOUNT:             500.00   PYMT DUE DATE: 01/11/2007




                          PAGE: 0002 STATUS: END OF LIST
```

5. Type **C** in the C (CANCEL) field to the right of the remaining payments for RENTAL # 2 and press **ENTER**.

```
OCP AP                INVOICE REMAINING PAYMENT CANCEL                IPC
741 - NO MULTIPLE/PARTIAL PAYMENTS FOUND FOR THIS SELECTION
NEXT FUNCTION: 6_______ ACTION: ________                  06/08/2011  11:06:03

================================================================================
PAY ENTITY       : XXPT                    VENDOR NUMBER :  560787926 A
VENDOR SHORT NAME: DEXSONREALTY            INVOICE NUMBER:
INVOICE DATE     :

PAY     VENDOR       INVOICE NUMBER   INVOICE    PYMT PRTL  REM    GL EFF    C
ENTITY   NUMBER                         DATE       NBR  NBR PYMTS    DATE









                          PAGE: 0001 STATUS: END OF LIST
```

6. Type **DCL** in the NEXT FUNCTION field and press **ENTER** to access the *Document List (DCL)* screen.

NOTE: The status of the document is PRTL-PD since some of the payments have already been paid.

```
OCP AP                          DOCUMENT LIST                            DCL

NEXT FUNCTION: _________ ACTION: _________ HISTORY: _        06/08/2011  11:09:15
REQUEST: _________
================================================================================
PAY ENTITY  : XXPT                  CONTROL DATE : __________ CONTROL NBR: ____
SHORT NAME  : DEXSONREALTY          VEND/EMP NBR :  560787926 A
DOCUMENT DTE: __________ __________ DOCUMENT STAT: ____________
DOCUMENT NBR: ________________      DOCUMENT AMT : ____________________ CURR: ____
LIST MRQ INV: _                     DOCUMENT AMT2: ____________________ - SELECT -
VEN/EMP NBR  DOCUMENT NUMBER  DOCUMENT     GROSS AMOUNT   CURR STATUS DGI DCI
DATE                          CODE          DPA DLL
560787926 A         RENTAL #1 05/11/07         12,000.00      CANCELL _ _ _ _
560787926 A         RENTAL #2 03/11/07          6,000.00      PRTL-PD _ _ _ _
560787926 A     DEXSONRENTAL1 01/05/09          6,000.00      BALANCD _ _ _ _




                          PAGE:    1 STATUS: END OF LIST
```

Using Document Models

When entering direct invoices, you can save keystrokes by using a document model. A **document model** is a template — or skeleton of a document — that can be stored and retrieved. Models save time and reduce typing errors for regularly processed invoices with repetitive information.

Document models can be created for an invoice or an employee expense.
The *Model Invoice Worksheet 1 (MWS-1T*) screen is:

- Used to enter and maintain document models
- Used to create models for invoices or employee expenses paid on a regular basis
- Almost identical to the *Invoice Worksheet 1 (IWS-1T)* screen except that the *MWS-1T* screen is used for future invoices

- Divided into six screens (like the *IWS-1T* screen) consisting of three windows with top and bottom views. Type **R** (right), **L** (left), **U** (up), **D** (down) in the REQUEST field and press **ENTER** to navigate through the screens.

```
OCP AP                      MODEL INVOICE WORKSHEET 1                  MWS-1T
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________                 05/26/2011  14:35:48
REQUEST: ________
================================================================================
PAY ENTITY       : ____              MODEL INV NUMBER : _ ________________
VENDOR SHORT NAME: ________________
VENDOR NUMBER    : __________ __                                      CM/DM: _
CURRENCY CODE    : ____
TERMS CODE       : ___      DISCOUNT PERCENT: ______      MULTIPLE PAYMENTS: _
REMIT MESSAGE: ___ ____________________________________________________________

LINE    EXPENSE      EXP   COMP  ACCOUNT             CENTER        1099
AMOUNT/PERCENT  NCG   BID   PROJ NUM      FED      DESCRIPTION
0001 ________________  ___   ____  ____________________  ____________   __
                       ____  ____  ____________  ____  ____________________
0002 ________________  ___   ____  ____________________  ____________   __
                       ____  ____  ____________  ____  ____________________
0003 ________________  ___   ____  ____________________  ____________   __
                       ____  ____  ____________  ____  ____________________
0004 ________________  ___   ____  ____________________  ____________   __
                       ____  ____  ____________  ____  ____________________
SALES TAX/VAT IND  : ___                                FREIGHT IND: ___
ADDITIONAL COST IND: ___
```

There are four types of models:

- A **vendor model** is used only for a specific vendor or employee (e.g., utility bills). Required fields are VENDOR SHORT NAME or VENDOR NUMBER, PAY ENTITY, and MODEL INV NUMBER.
- A **paying entity model** is used for an invoice or employee expense through a given paying entity. Required fields are PAY ENTITY and MODEL INV NUMBER.
- A **global model** is used to create an invoice or employee reimbursement for all paying entities. (Note that this type of model will probably not be used in the NCAS.)
- A **copy document model** is used to create an invoice or employee expense by copying an existing one. This feature can be used when an AP processor wants to avoid reentering a document that needs to be canceled and processed again. The paying entity, vendor number, and invoice date *must* be the same on the new document, but the invoice number *must* be different.

In order to inquire on models, type **DCL** in the NEXT FUNCTION field and press **ENTER** to access the *Document List (DCL)* screen. To indicate that a document is a model, the word " MODEL" is displayed in the STATUS field on the *DCL* screen. (Note that global models are not listed on the DCL screen.)

The following procedures demonstrate how to use each of the four model types correctly:

- **Procedure 13: Establishing a Vendor Model**
- **Procedure 14: Establishing a Paying Entity Model**
- **Procedure 15: Retrieving a Model**
- **Procedure 16: Copying a Document**
- **Procedure 17: Changing a Model**
- **Procedure 18: Deleting a Model**

WALKTHROUGH 10: Establishing a Vendor Model

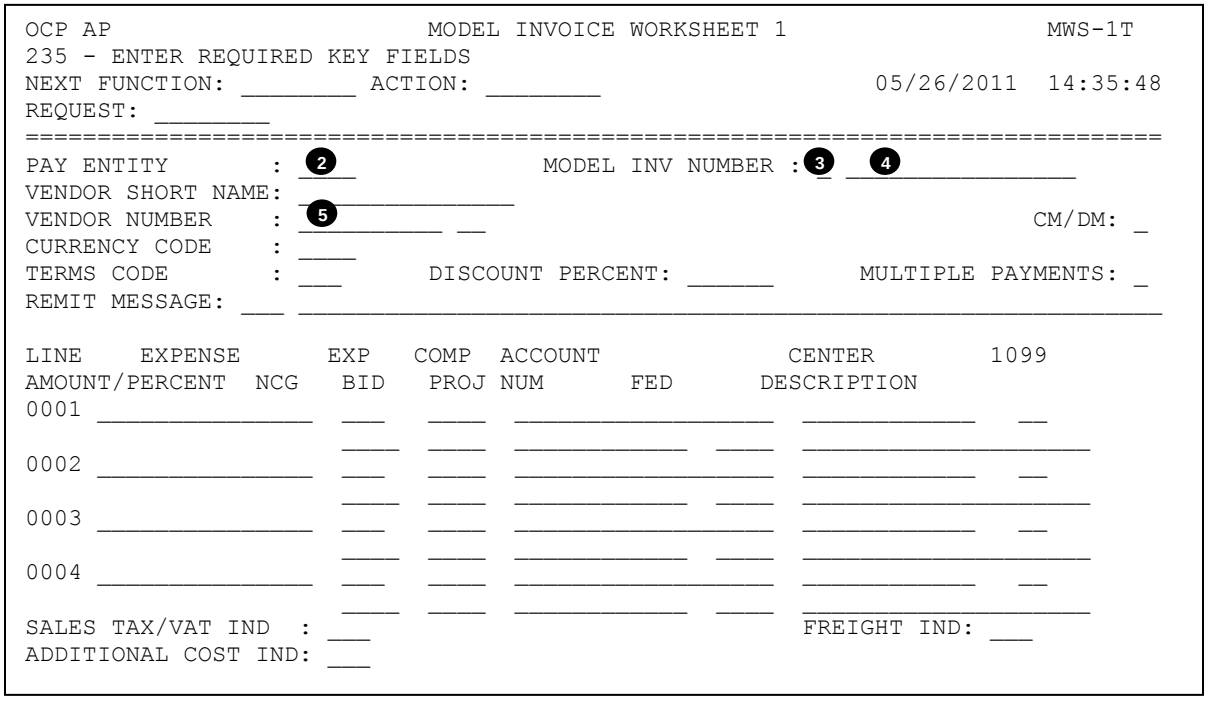
SCENARIO

Your agency has repeated dealings with Carrington Cleaners. The terms code for this vendor is net 30. The descriptions and accounting distributions for the three most repeated invoice lines are:

1 - XX01 533510 10002000 Shirts
2 - XX01 533510 10001000 Pants
3 - XX01 533510 10001005 Overalls

Establish a vendor model for Carrington Cleaners.

1. Type **MWS** in the NEXT FUNCTION field and press **ENTER** to access the *Model Invoice Worksheet 1 (MWS-1T)* screen.



2. Type **your paying entity (XXPT**) in the PAY ENTITY field.

3. Type **V** for vendor model in the first blank of the MODEL INV NUMBER field.

4. Type **122model** (the model number) in the second blank of the MODEL INV NUMBER field.

5. Type **560903735 B** in the VENDOR NUMBER and VENDOR GROUP fields.

6. Press **ENTER** to verify the information.

```
OCP AP                      MODEL INVOICE WORKSHEET 1                  MWS-1T

NEXT FUNCTION: ________ ACTION: ________                  05/31/2011  09:54:26
REQUEST: 20_______
================================================================================
PAY ENTITY       : XXPT             MODEL INV NUMBER : V ________122MODEL
VENDOR SHORT NAME: CARRINGTONCLEAN  CARRINGTON CLEANERS
VENDOR NUMBER    : _560903735 B_    CARVELLI                          CM/DM: _
CURRENCY CODE    : ____             NC  27000-1234
TERMS CODE       : 7___      DISCOUNT PERCENT: ______      MULTIPLE PAYMENTS: _
REMIT MESSAGE: ___ ____________________________________________________________

LINE    EXPENSE      EXP   COMP  ACCOUNT            CENTER        1099
AMOUNT/PERCENT  NCG   BID   PROJ NUM      FED      DESCRIPTION
0001 ______________  ___   8___  9______________  10__________   __
                     ____  ____  ____________  ____  11______________
0002 ______________  ___   12__  13______________  14__________   __
                     ____  ____  ____________  ____  15______________
0003 ______________  ___   16__  17______________  18__________   __
                     ____  ____  ____________  ____  19______________
0004 ______________  ___   ____  ______________  ____________   __
                     ____  ____  ____________  ____  ______________
SALES TAX/VAT IND  : ___                            FREIGHT IND: ___
ADDITIONAL COST IND: ___
```

Depending on the purpose of the model, you may wish to enter more or less information. In this scenario, you will enter the terms code, the item descriptions and the accounting distributions.

7. Type **N30** in the TERMS CODE field.

   If you do not know the code for the applicable payment terms, you can look it up on the *Payment Terms Code List (PTL)* screen. Look up the code before you create the model.

8. At the 0001 line, type **XX01** in the CO field.

9. Type **533510** in the ACCOUNT field.

10. Type **10002000** in the CENTER field.

11. Type **Shirts** in the DESCRIPTION field.

12. At the 0002 line, type **XX01** in the CO field.

    🗁 The symbol " can be used to duplicate the field from the preceding line of the model. This can be used in any field except the AMOUNT/PERCENT field.

13. Type **533510** in the ACCOUNT field.

14. Type **10001000** in the CENTER field.

15. Type **Pants** in the DESCRIPTION field.

16. At the 0003 line, type **XX01** in the CO field.

17. Type **533510** in the ACCOUNT field.

18. Type **10001005** in the CENTER field.

19. Type **Overalls** in the DESCRIPTION field.

20. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to establish this model in the NCAS for your paying entity. A blank *MWS-1T* screen is displayed.

WALKTHROUGH 11: Retrieving a Vendor Model

SCENARIO

You have received the following invoice from Carrington Cleaners. Use the vendor model you established in the previous scenario to process this invoice.

The vendor model number is **122model**.

Invoice: Carrington Cleaners 1234 Carr Rd Carvelli, NC 27000-1234		Invoice Number: 532100965 Invoice Date: 01/11/2008 Terms: Net 30	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Shirts	10	1.00	10.00
Pants	10	3.00	30.00
Overalls	5	5.00	25.00
		Freight:	
		Tax:	
		TOTAL:	65.00

You are currently on the *MWS* screen. To process a direct invoice, you must access the *IWS-1T* screen. The *IWS-1T* screen can only be accessed through a control group.

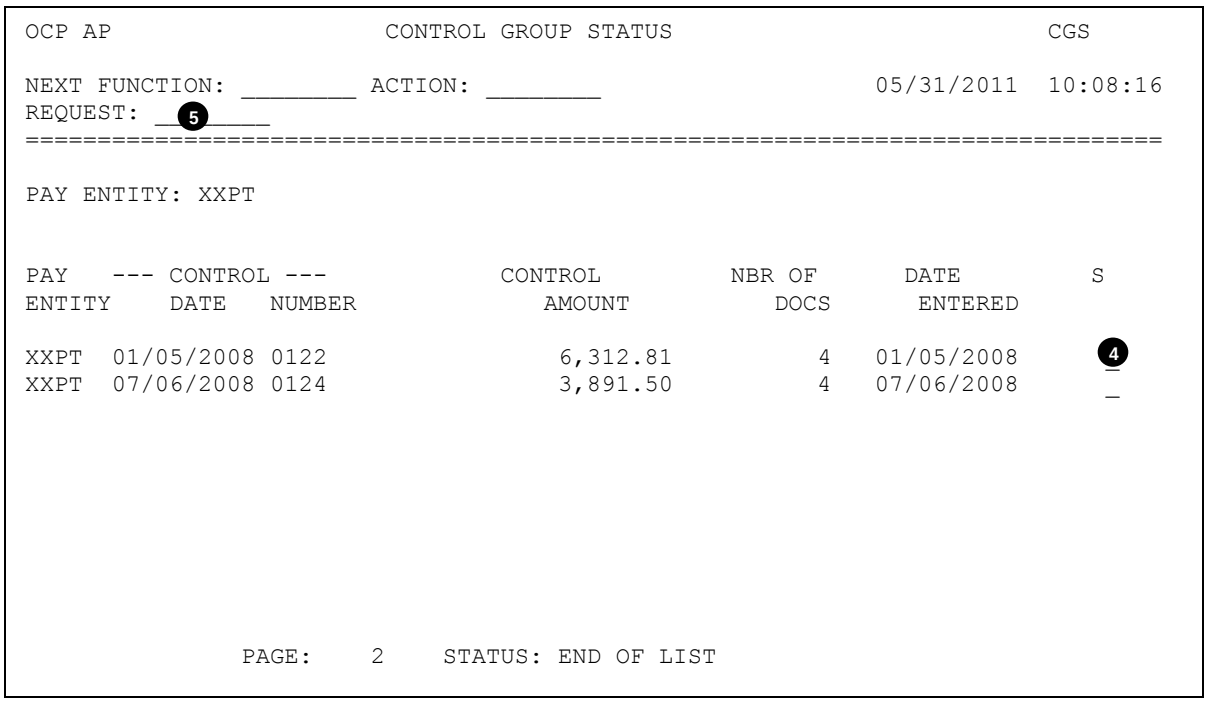
1. Type **CGS** in the NEXT FUNCTION field and press **ENTER** to access the *Control Group Status (CGS)* screen. The *CGS* screen lists outstanding control groups (i.e., control groups that have not been balanced) created for a particular paying entity.

```
OCP AP                    CONTROL GROUP STATUS                          CGS

NEXT FUNCTION: _________ ACTION: ________                  05/31/2011  10:08:16
REQUEST: ________
================================================================================

PAY ENTITY: ❷


PAY    --- CONTROL ---            CONTROL         NBR OF      DATE         S
ENTITY     DATE   NUMBER             AMOUNT          DOCS      ENTERED

XXPT  04/10/2001 0001              195,000.00          3   04/10/2001      _
XXPT  04/12/2001 0001                  400.00         15   04/12/2001      _
XXPT  04/26/2002 0001                    4.56          1   04/26/2002      _
XXPT  04/27/2002 0002                1,000.00          1   04/27/2002      _
XXPT  04/30/2002 0003                3,196.50          4   04/30/2002      _
XXPT  02/16/2004 0001                   16.00          1   02/16/2004      _
XXPT  02/16/2004 1001                   16.90          1   02/16/2004      _
XXPT  02/19/2004 1001                  750.00          1   02/19/2004      _
XXPT  07/27/2004 0001                18,000.00          2   07/27/2004      _
XXPT  07/06/2008 0124                 3,891.50          4   07/06/2008      _

               PAGE:    1    STATUS: MORE
```

2. If your pay entity did not default, type your paying entity **(XXPT)** in the PAY ENTITY field and press **ENTER** to access a list of control groups for this paying entity.

```
OCP AP                    CONTROL GROUP STATUS                          CGS

NEXT FUNCTION: _________ ACTION: ________                  05/31/2011  10:08:16
REQUEST: ________
================================================================================

PAY ENTITY: XXPT


PAY    --- CONTROL ---            CONTROL         NBR OF      DATE         S
ENTITY     DATE   NUMBER             AMOUNT          DOCS      ENTERED

XXPT  04/10/2001 0001              195,000.00          3   04/10/2001      _
XXPT  04/12/2001 0001                  400.00         15   04/12/2001      _
XXPT  04/26/2002 0001                    4.56          1   04/26/2002      _
XXPT  04/27/2002 0002                1,000.00          1   04/27/2002      _
XXPT  04/30/2002 0003                3,196.50          4   04/30/2002      _
XXPT  02/16/2004 0001                   16.00          1   02/16/2004      _
XXPT  02/16/2004 1001                   16.90          1   02/16/2004      _
XXPT  02/19/2004 1001                  750.00          1   02/19/2004      _
XXPT  07/27/2004 0001                18,000.00          2   07/27/2004      _
XXPT  07/06/2008 0124                 3,891.50          4   07/06/2008      _

               PAGE:    1    STATUS: MORE
```

3. Press **ENTER** to scroll to the next page if necessary.

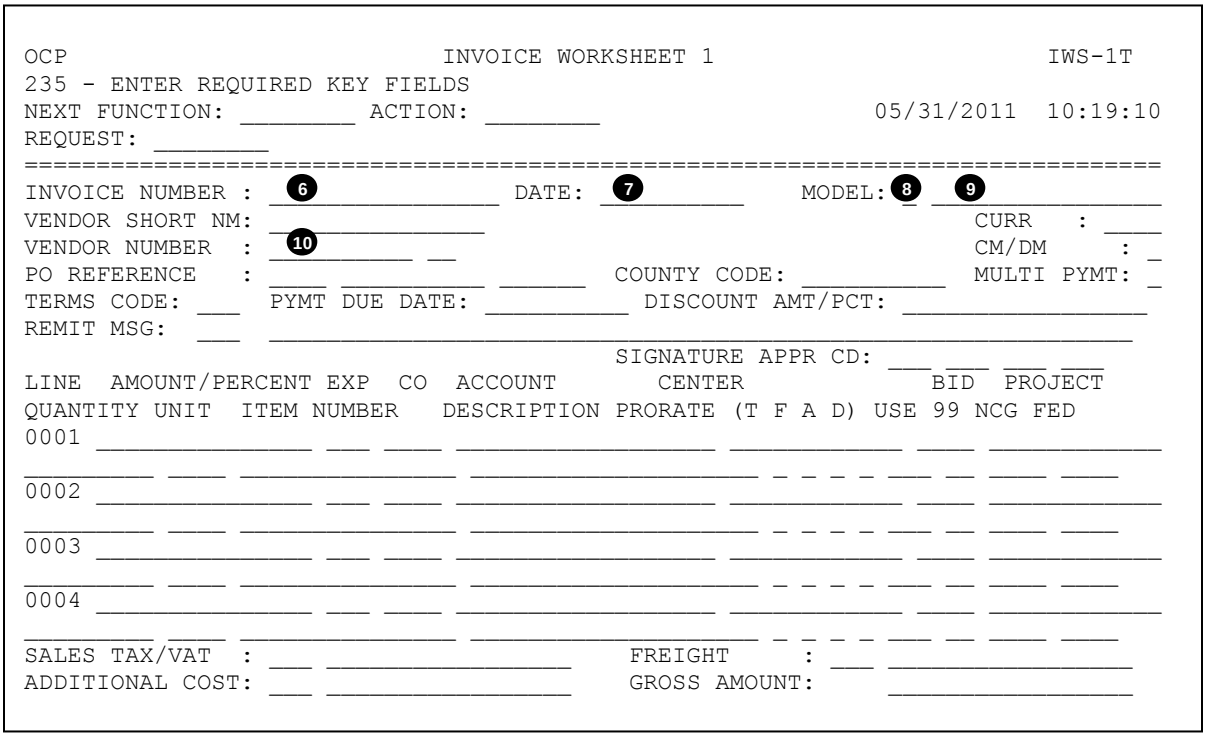


4. Type **S** in the S (SELECT) field to select **control group 122**.

5. Type **3** in the REQUEST field and press **ENTER** to access a blank *Invoice Worksheet (IWS-1T)* screen in control group 122.

After selecting a specific control group on the *CGS* screen, you can access the following screens within that control group by typing:

1	The *Control Document Entry (CDE)* screen to view the control group header information for the specific control group
3	The *Invoice Worksheet (IWS-1T)* screen to process direct Invoices
4	The *Invoice Matching (IMP)* screen to process matching Invoices
5	The *Employee Worksheet (EWS-1T)* screen to process employee transactions
6	The *Document Level Comments (DLC)* screen to add comments to a document
8	The *Control Entry Status (CES)* screen to view a list of the documents already entered in the control group



To retrieve your vendor model for Carrington Cleaners, do the following:

6. Type **532100965** in the INVOICE NUMBER field.

7. Type **011108** in the DATE field.

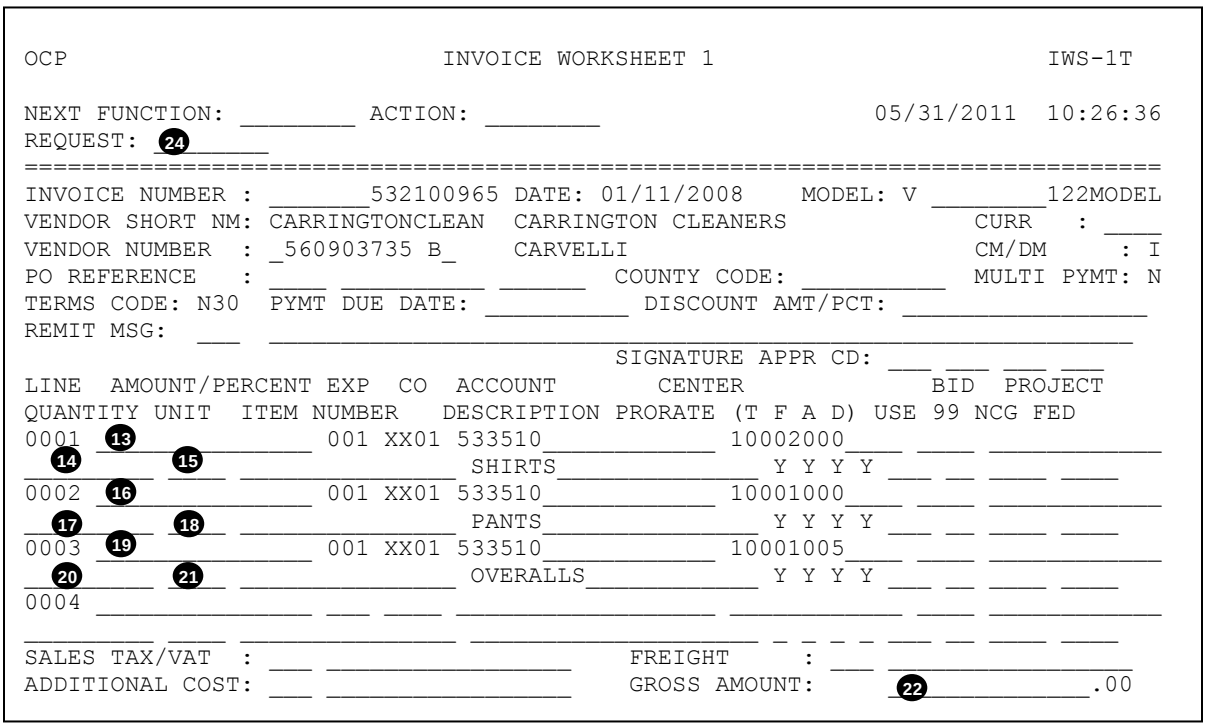
8. Type **V** for *vendor entity* in the first blank of the MODEL field.

9. Type **122model** in the second blank of the MODEL field.

10. Type **560903735 B** in the VENDOR SHORT NM and VENDOR GROUP fields.

11. Press **ENTER** to retrieve the model information.

    🗁 The vendor number defaults to the VENDOR NUMBER field.



- The terms code indicator (which represents the payment due date) has defaulted to the TERMS CODE field. The TERMS CODE field can be overridden or deleted and a date can be entered in the PYMT DUE DATE field.
- The accounting distributions and descriptions have defaulted to the invoice.

12. Verify that the correct payment terms have defaulted into the TERMS CODE field.

13. At the 0001 line, type **10.00** in the AMOUNT/PERCENT field to indicate the amount of the first line of the invoice.

14. Type **10** in the QUANTITY field.

15. Type **EA** (eaches) in the UNIT field.

    The code used for the UNIT field can be found on the *Unit of Measure List (UML)* screen. “Eaches” is a unit of measure unique to North Carolina and is used to measure items that are purchased individually.

16. At the 0002 line, type **30.00** in the AMOUNT/PERCENT field to indicate the amount of the second line of the invoice.

17. Type **10** in the QUANTITY field.

18. Type **EA** (eaches) in the UNIT field.

19. At the 0003 line, type **25.00** in the AMOUNT/PERCENT field to indicate the amount of the third line of the invoice.

20. Type **5** in the QUANTITY field.

21. Type **EA** (eaches) in the UNIT field.

22. Type **65.00** in the GROSS AMOUNT field to identify the total amount of the invoice. Delete the zeros at the end of the field.

23. Press **ENTER** to display all the defaults on the *IWS-1T* screen.

    🗁 Note the defaults in the T, F, A and D fields for both lines. Because this invoice does not involve tax, freight, additional cost or discount, you do not have to change the defaults in these fields.

24. Type **NEXT** or **N** in the REQUEST field and press **ENTER** to balance the document. A blank *Invoice Worksheet 1 (IWS-1T)* screen is displayed.

Processing Matching Invoices

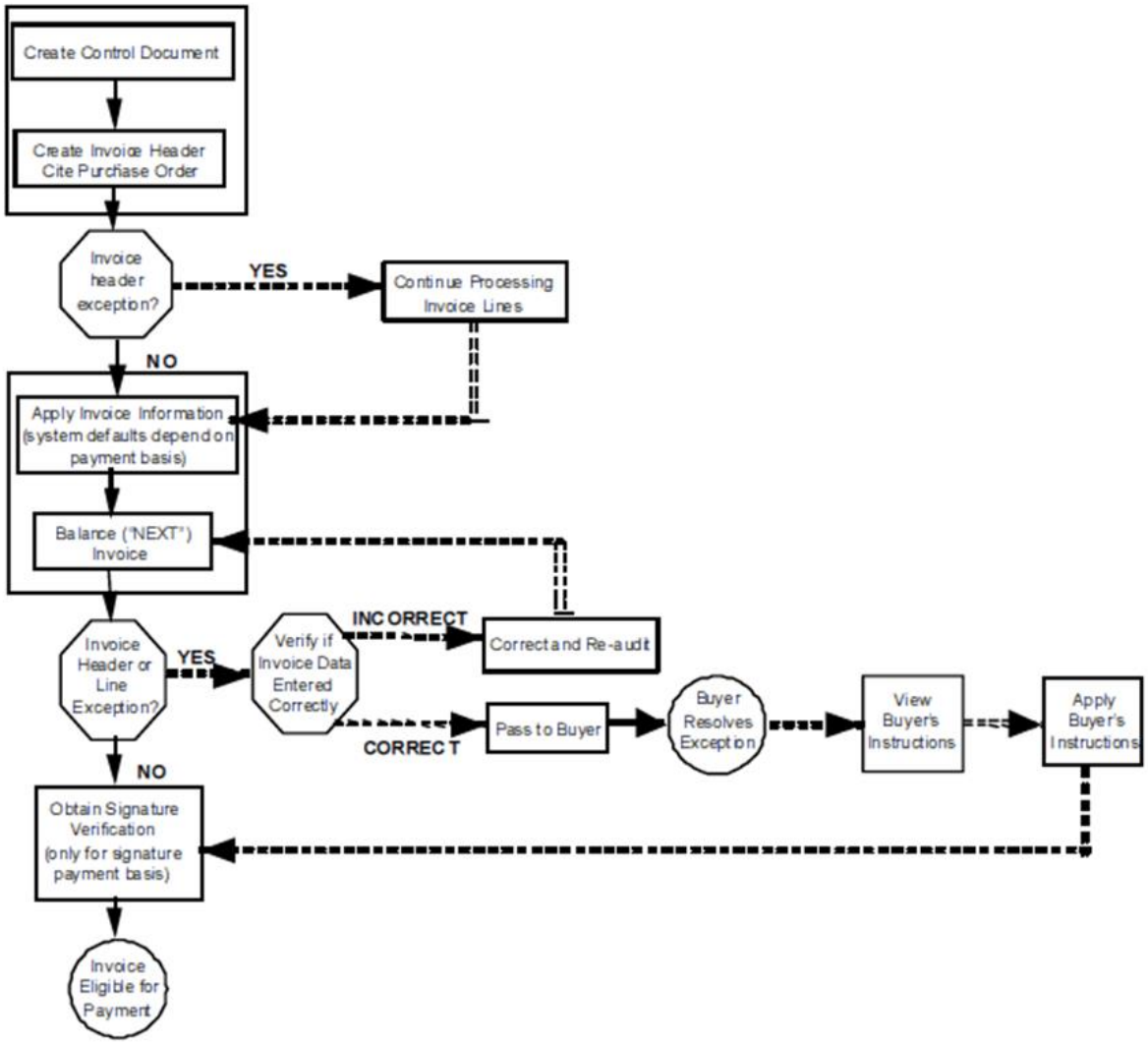
Business Process Overview

The objective of matching an invoice to a purchase order (PO) and a receipt is to make the invoice eligible for payment by verifying that all the information is accurate. In the NCAS, an AP clerk no longer needs to manually compare invoices to purchase orders and receipts. The system performs the comparison and informs the AP clerk if the invoice information does not match the PO and/or receipt information.

In order to match invoices, an AP clerk must be able to:

- Apply key matching concepts
- Identify the PO that corresponds to the invoice
- Identify the PO line(s) that corresponds to the invoice line(s)
- Process exceptions, if any occur
- Obtain signature verification of the invoice, if necessary
- Convert one unit of measure to another
- Process matching invoices with grant and award identifiers, if applicable
- Adjust payment after goods have been returned
- Manually close the PO line to invoicing, if necessary

The following diagram illustrates the process of matching an invoice to a purchase order.



Processing Matching Invoices

Matching invoices are entered on the Invoice Matching (IMP) screen. The top portion of the screen resembles the top portion of an invoice. It includes:

- Invoice number
- Invoice date
- Vendor information
- Purchase order number
- Amount totals

After the top portion is completed, you will access the Invoice Line Audit (ILA) screen. The ILA screen displays the purchase order information that was issued in the purchasing system at the time the order was placed. The PO information online must be matched to the information on the invoice. The following information about the invoice must be verified and corrected if there are any discrepancies:

- **AP ATTN Field**
  It is vital that you check the AP ATTN field to determine if the buyer has sent any comments. If buyer comments exist, the AP ATTN field for the line displays "**YES**". To access these notes, type **C** (comments) in the SELECT field for the PO line. The *PO Comment Inquiry (PCI)* screen is displayed. Press **ENTER** to list the comments for this PO line. Type **Back** in the NEXT FUNCTION field to return back to the *ILA* screen. The list begins with the first comment for the PO line. In addition to AP attention notes, comments may also include instructions to be printed on the PO. Make it a practice in your organization to begin all AP attention notes with a standard comment sequence number (such as 001 or 100). This will assist in easy location and review of instructions.

- **Vendor's Remit-to Address**
  It is important to validate that the vendor's remit-to address is correct. The *Remit to Vendor Setup (VRS)* screen displays detailed information about the vendor, including the vendor's remit-to address.

- **Quantity**
  The *Invoice Line Audit (ILA)* screen displays the purchase order quantity. This quantity must match the invoice quantity and any discrepancies must be corrected. Discrepancies can cause funds to be unencumbered or PO lines to be closed to invoicing.

- **Amount**
  The *Invoice Line Audit (ILA)* screen also displays the purchase order amount. This amount must match the invoice amount. Discrepancies must be corrected in order to ensure accurate payment to the vendor.

- **Unit of Measure**
  The *Invoice Line Audit (ILA)* screen displays the purchase order unit of measure. This unit must match the invoice unit. It is important to convert the PO unit to the invoice unit because these discrepancies impact requisitioning and the Available Funds File.

- **Accounting Distribution**
  It is also important to verify that the accounting distribution is valid for the invoice. The *Invoice Line Audit (ILA)* screen displays the accounting distribution from the purchase order in the CO, ACCOUNT, and CENTER fields.

  🗁 If the account has 2 numbers at the end of the field in positions 17 and 18 (ex. 532199_ _ _ _ _ _ _10), the system prevents the processing of matching invoices with a multi-year indicator. The multi-year indicator is not a part of a valid 11-digit account in NCAS, so any data in that field will stop processing.

When processing matching invoices on the *ILA* screen, AP processors encounters the error message: **U12:INVOICE CONTAINS A FUTURE YEAR IND. – MUST REMOVE IND. ON PO FIRST**. Once the error message displays, no further processing can be performed on the tagged line until the account number is corrected on the purchase order by Purchasing.

- **Prorate Flags**
  It is extremely important that the prorate flags (Y or N) for each line be verified as to allowable or not allowable. An incorrect flag in these fields can lead to funds being sent to suspense, requiring a journal voucher entry to correct the error.

Prorate flag fields, located on the *Invoice Line Audit (ILA)* screen, include:
- **T** Tax
- **F** Freight
- **A** Additional Cost
- **D** Discount

Inquiries

During matching, the AP processor should use purchasing inquiry screens to obtain detailed information about a particular PO or PO line.

The *PO Line Inquiry Selection (PLI)* screen is the primary screen used by the AP processor to access purchasing information. The *PLI* screen provides detailed PO line information. This screen is accessed during invoice processing by typing **P** in the S (SELECT) field on the *Invoice Line Audit (ILA)* screen. After reviewing the detailed PO line information, type **BACK** in the NEXT FUNCTION field and press **ENTER** to return to the *ILA* screen.

The *PLI* screen can also be accessed directly by typing *PLI* in the NEXT FUNCTION field of any screen.

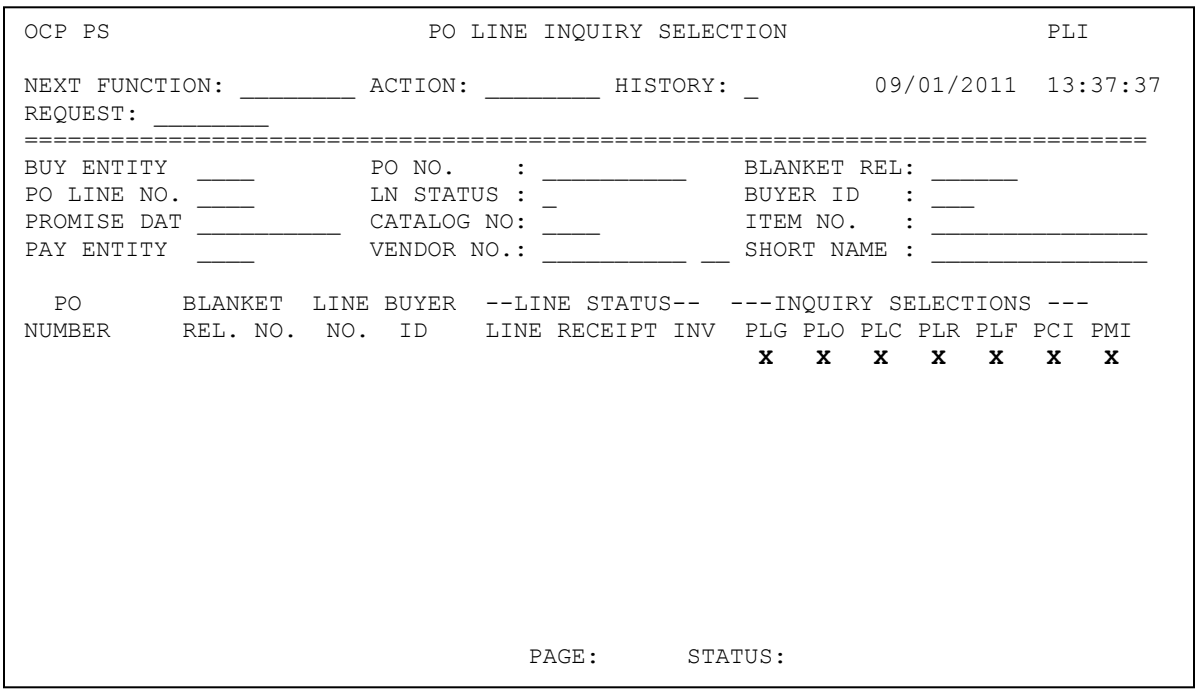
The *PLI* screen displays a list of purchase order lines based upon the following search criteria:

- Buying entity
- Paying entity
- Vendor number or short name
- PO number (if known)
- PO line number (if known)

It also allows you to access several other inquiry screens:

- *PO Line General Information (PLG)*
- *PO Line Ordered Item Information (PLO)*
- *PO Line Receipt/Invoice Controls (PLC)*

- *PO Line Receipt/Invoice Information (PLR)*
- *PO Line Financial Information (PLF)*
- *PO Comment Inquiry (PCI)*
- *PO Invoice Matching Information (PMI)*



You select the inquiry screen you would like to view by typing an **X** in the INQUIRY SELECTION field next to the purchase order line to be reviewed. Each inquiry screen selected is displayed in succession when **ENTER** is pressed.

In Accounts Payable, the *Purchase Order to Invoice List (PIL)* screen lists all the documents that are matched to a purchase order. This allows the AP processor to view information about previously matched invoices, debit memos, and credit memos. This screen is accessed directly by typing *PIL* in the NEXT FUNCTION field.

On the *PIL* screen, type the buying entity and purchase order number in the BUY ENTITY and PO NUMBER fields, respectively, and press **ENTER** to obtain the list. If there are no documents matched to the specified purchase order, the following message is displayed: **482 - NO INVOICE LINES ASSOCIATED WITH THIS PURCHASE ORDER**.

WALKTHROUGH 12: Entering a Matching Invoice

SCENARIO

Process the following matching invoice within control group 123. You will need to first setup the new control group.

Agency Name

Accounts Payable Control Group Header

PAYING ENTITY [X] XXPT [ ] _____
[ ] _____ Other _____

ENTRY METHOD [ ] DIRECT INVOICES
[X] MATCHING INVOICES
[ ] EMPLOYEE INVOICES

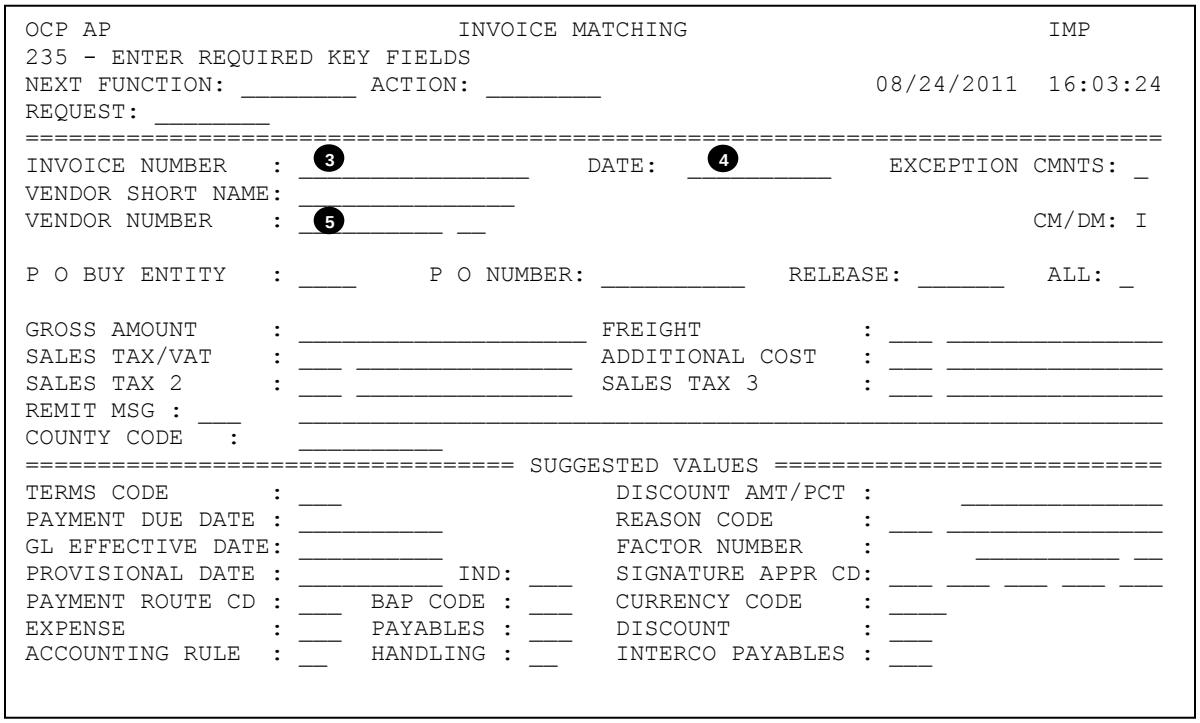
CONTROL GROUP DATE: TODAY'S DATE
CONTROL GROUP NUMBER: 123

OPERATOR ID: _____ YOUR INITIALS
DBS # Initials

	INVOICE NUMBER	NUMBER OF DOCUMENTS	AMOUNT
PER TAPE		11	8,875.23
ADJUSTMENTS			
AMOUNT ENTERED		11	8,875.23

1. Type the **control group header information** on the *Control Document Entry (CDE)* screen. (Refer to **Procedure 7: Entering a Control Group**) Because the invoices in this control group are *matching* invoices, type **M** in the ENTRY METHOD field.

2. Press **ENTER** to process the control group header information and to access the *Invoice Matching (IMP)* screen.



Invoice: Dakota Office Supplies 6020 Olde Eure Rd Raleigh, NC 27600-5337		Invoice Number: 3527819735 Invoice Date: 02/02/2008 Terms: 10M	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Diskettes	30 boxes		150.00
PO# XX40000204		Freight: Tax: Total:	150.00

3. Type **3527819735** in the INVOICE NUMBER field.

4. Type **020208** in the DATE field.

5. Type **560746125 A** in the VENDOR NUMBER and GROUP fields and press **ENTER** to verify the invoice number and vendor number.

```
OCP AP                          INVOICE MATCHING                          IMP

NEXT FUNCTION: ❻_______ ACTION: ________                    08/24/2011  16:03:24
REQUEST: ________
================================================================================
INVOICE NUMBER    : _______3527819735    DATE:  02/02/2008    EXCEPTION CMNTS: _
VENDOR SHORT NAME: DAKOTAOFFICESUP       DAKOTA OFFICE SUPPLIES
VENDOR NUMBER     :  560746125 A         RALEIGH                         CM/DM: I
                                         NC    27602
P O BUY ENTITY    : ____      P O NUMBER: __________   RELEASE: ______   ALL: _

GROSS AMOUNT      : ____________________ FREIGHT            : ___ ______________
SALES TAX/VAT     : ___ ______________  ADDITIONAL COST    : ___ ______________
SALES TAX 2       : ___ ______________  SALES TAX 3        : ___ ______________
REMIT MSG : ___     ____________________________________________________________
COUNTY CODE    :    __________
================================== SUGGESTED VALUES ===========================
TERMS CODE        : ___                   DISCOUNT AMT/PCT :      ______________
PAYMENT DUE DATE : __________             REASON CODE      : ___ ______________
GL EFFECTIVE DATE: __________             FACTOR NUMBER    :       __________ __
PROVISIONAL DATE : __________ IND: ___    SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BAP CODE : XXD    CURRENCY CODE    : ____
EXPENSE           : 001  PAYABLES : ___    DISCOUNT         : 001
ACCOUNTING RULE   : 01   HANDLING : __     INTERCO PAYABLES : ___
```

6. To verify that the correct vendor name and address have been returned to the *IMP* screen, type **VRS** in the NEXT FUNCTION field and press **ENTER** to access the *Remit to Vendor Setup (VRS)* screen. The *VRS* screen displays detailed information about the vendor.

```
OCP                          REMIT TO VENDOR SETUP                        VRS

NEXT FUNCTION: ❼_______ ACTION: ________                    08/25/2011  08:54:26

================================================================================
PAY ENTITY     : XXPT
VENDOR NUMBER :  560746125
GROUP NUMBER   : A
SHORT NAME     : DAKOTAOFFICESUP
VENDOR TYPE    : M
REMIT TO VENDOR NAME: DAKOTA OFFICE SUPPLIES
ADDR LINE 1:                                  PHONE        :  800-266-5337
ADDR LINE 2:  6020 OLDE EURE RD               STATE CODE   :  NC
ADDR LINE 3:  RALEIGH                         POSTAL CODE  :  27600-5337
OPT ADDR  1:  PHONE #:  919-348-5531          OPT ADDR USE :
OPT ADDR  2:                                  OPT STATE CD :
CONTACT     :  LOUIS CARL                     OPT POSTAL CD:
1099 PAYEE :  WESTERN OFFICE EQUIPMENT CO
PAYMENT TERMS : N30   STATUS:     REMIT HOLD:
NET 10, EOM
--- CONSOLIDATED REPORTING INFORMATION ---
PAY ENTITY     :                          CATEGORY CODE 1:
VENDOR NUMBER :                           CATEGORY CODE 2:
GROUP NUMBER   :                          CATEGORY CODE 3:
```

Note that the vendor's remit to address is correct.

7. Type **R** in the NEXT FUNCTION field and press **ENTER** to return to the *Invoice Matching (IMP)* screen.

```
OCP AP                          INVOICE MATCHING                              IMP

NEXT FUNCTION: _________ ACTION: _________                    08/24/2011  16:03:24
REQUEST: _________
================================================================================
INVOICE NUMBER   : _______3527819735    DATE:  02/02/2008    EXCEPTION CMNTS: _
VENDOR SHORT NAME: DAKOTAOFFICESUP      DAKOTA OFFICE SUPPLIES
VENDOR NUMBER    :  560746125 A         RALEIGH                       CM/DM: I
                                        NC    27602
P O BUY ENTITY   : (8)____     P O NUMBER: (9)_________   RELEASE: ______   ALL: _

GROSS AMOUNT     : (10)_____________________ FREIGHT          : ___ _______________
SALES TAX/VAT    : ___ _______________  ADDITIONAL COST   : ___ _______________
SALES TAX 2      : ___ _______________  SALES TAX 3       : ___ _______________
REMIT MSG : ___    ____________________________________________________________
COUNTY CODE   :    __________
================================== SUGGESTED VALUES ============================
TERMS CODE       : (11)___                DISCOUNT AMT/PCT :      _______________
PAYMENT DUE DATE : __________             REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________             FACTOR NUMBER    :       __________ __
PROVISIONAL DATE : __________ IND: ___    SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BAP CODE : XXD    CURRENCY CODE    : ____
EXPENSE          : 001  PAYABLES : ___    DISCOUNT         : 001
ACCOUNTING RULE  : 01   HANDLING : __     INTERCO PAYABLES : ___
```

8. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.

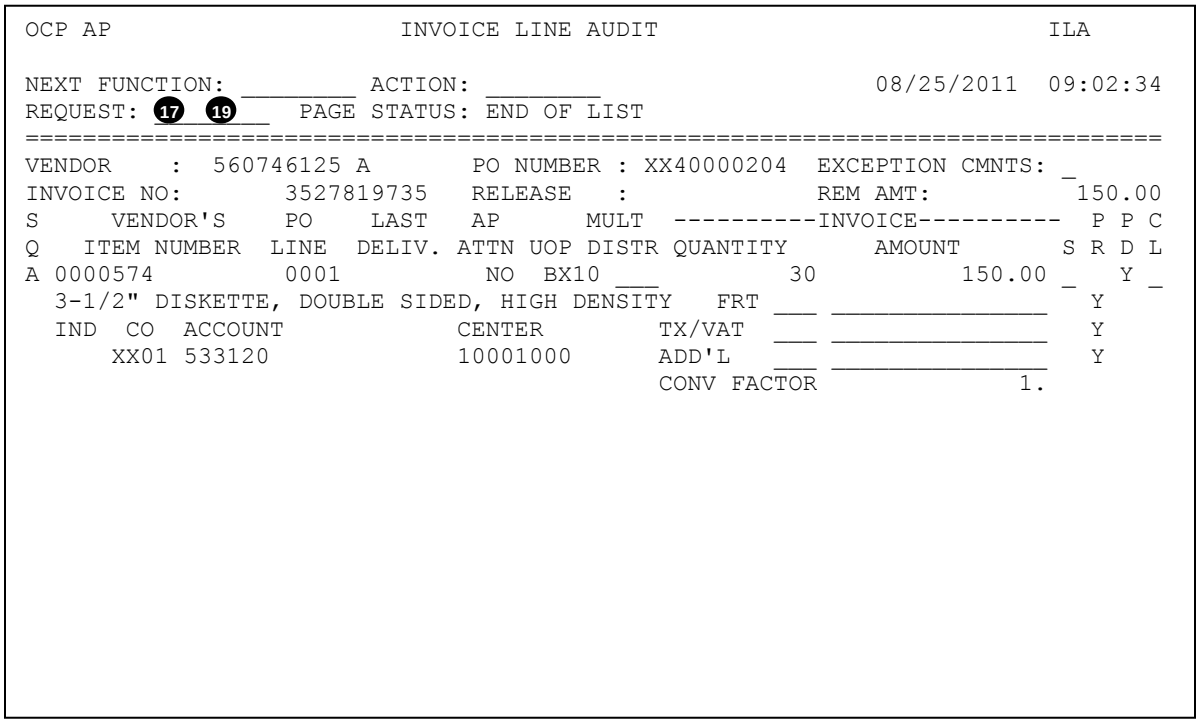
9. Type **XX40000204** in the PO NUMBER field and press **ENTER** to process the entered information.

10. Type **150.00** in the GROSS AMOUNT field.

11. Type **10M** over the payment terms that have defaulted into the TERMS CODE field.

> If a payment due date is needed to be entered, you would enter that date in the PAYMENT DUE DATE field. You will also have to delete any information that may exist in the DISCOUNT field. If discount information is not deleted it will give the error **604 - DISCOUNT IND IS NOT ALLOWED WITHOUT A TERMS CODE OR DISCOUNT AMOUNT.**

12. Press **ENTER** to process the information and to access the *Invoice Line Audit (ILA)* screen. The *ILA* screen displays purchase order lines that are eligible to be matched with an invoice.



13. Verify that the unit of measure **(BX10)** shown in the UOP field is the same as the unit of measure used on the invoice. Change the unit of measure if there are any discrepancies.

14. Verify that the quantity **(30)** shown in the QUANTITY field on the *ILA* screen is the same as the invoice quantity. Change the quantity if there are any discrepancies.

15. Verify that the amount **(150.00)** in the AMOUNT field on the *ILA* screen is the same as the invoice amount. Change the amount if there are any discrepancies.

If there is a **YES** in the AP ATTN field, type **C** in the S (SELECT) field and press **ENTER** to access the *PO Comment Inquiry (PCI)* screen. The *PCI* screen displays comments that the Purchasing department has entered for the attention of the Accounts Payable department. After viewing the comment, type **BACK** in the REQUEST field and press **ENTER** to return to the *ILA* screen.

To inquire on the purchase order that the invoice is being matched, type a **P** in the S field next to the PO line. This will display the *PLI* screen in order to view PO information. To return back to the invoice, type **BACK** in the NEXT FUNCTION field. This will be demonstrated later in the invoice exceptions section.

16. Verify the accounting distribution that appears in the CO, ACCOUNT, and CENTER fields. Change the accounting distribution if incorrect.

17. Type **A** in the REQUEST field to identify ("tag") line 0001. This selects or sets aside a line to pay.

> Each sequence letter (A, B, C) corresponds to a specific line on the purchase order. **A** corresponds to line 0001; while **B** corresponds to line 0002. To indicate each line to be paid, you must "tag" the line by typing the sequence letter in the REQUEST field and pressing **ENTER**. If all lines are to be paid, type **S** in the REQUEST field.

18. Press **ENTER** to tag the PO line.

19. Type **N** in the REQUEST field and press **ENTER** to complete the invoice entry.

> Type **CONT** in the REQUEST field and press **ENTER** to retrieve the original *Invoice Matching (IMP)* screen to:
>
> - Change any fields on the *IMP* screen except vendor information.
> - Enter another PO number that is referenced by the invoice.

Applying a Debit or Credit Memo to a Matching Invoice

An error in a direct invoice is corrected by issuing a debit or credit memo against that invoice. Similarly, if an error occurs in a matching invoice, the error must be corrected by issuing a debit or credit memo against the matching invoice.

In the NCAS, a debit or credit memo against a matching invoice is processed on the *Invoice Matching (IMP)* screen. However, you *must* type a **C** (for *credit* memo) or **D** (for *debit* memo) in the CM/DM field before you process the vendor information (i.e., after you type the vendor short name and before you press **ENTER** to return the vendor number and address to the *IMP* screen).

The *ILA* screen for a debit or a credit memo is processed in the same way as it is for an invoice. Change the QUANTITY and AMOUNT fields as follows:

- If a credit memo reflects only a **dollar adjustment**, type **0** in the QUANTITY field to indicate that quantity is not applicable. Then type the value of the dollar adjustment in the AMOUNT field.
- If a credit memo reflects a **quantity and dollar adjustment** (e.g., when goods are returned), type the quantity of returned goods in the QUANTITY field and the value of the dollar adjustment in the AMOUNT field.

Remember that the NCAS automatically handles the amount as a negative if you have designated the document as a debit or credit memo by typing **C** or **D** in the CM/DM field. You, therefore, do *not* have to enter the debit/credit memo total as a negative amount.

In addition, remember to *subtract* debit or credit memo totals from the control total on the control group header sheet and the CONTROL AMOUNT on the *CES* screen.

Verify the due date of the invoice and make sure that the payment terms or payment due date entered on the debit or credit memo fall within the same payment cycle if possible. Otherwise, the vendor may be overpaid, and the debit or credit memo will not be applied.

> You will practice entering debit and credit memos against matching invoices in the chapter entitled *Processing Exceptions*.

Applying Key Matching Concepts

Overview

The previous section showed you the basic steps required to enter a matching invoice in the NCAS. However, the invoice matching process in the NCAS involves more than the entry of invoices. This section explains two matching concepts essential to understanding the invoice matching process: the payment basis and the permit-to-pay.

The **payment basis** policy for an invoice determines the calculation of the eligible amount that may be paid for an invoice. The **permit-to-pay (PTP)**, calculated by the NCAS, is the eligible amount that the AP processor is allowed to pay for a particular invoice.

Payment Basis

The payment basis default policy is established at the buying entity level. The payment basis describes the conditions under which an invoice is matched to a PO.

There are three payment bases used in the NCAS: purchase order, signature, and receipt.

Purchase Order Basis

The PO payment basis merely requires that an invoice be received before payment is made. As soon as an invoice is received from the vendor, payment may be made up to the full amount of the purchase order. Payment is allowed based on the quantity ordered.

This payment basis does not offer any control against paying for goods and services that have not been received.

Signature Basis

Similar to purchase order basis, payment under the signature basis is also based on the quantity ordered. However, signature approval of the requester is required before the invoice can be paid.

North Carolina state agencies should use the signature basis as the payment basis for most purchases of services.

Receipt Basis

The receipt basis requires an item to be received before payment can be made. The system interrupts the invoicing process with an exception. The invoice cannot be paid until the invoiced items have been received and recorded in the NCAS.

The receipt payment basis is the default payment basis for goods transactions.

Permit-to-Pay Calculations

For each invoice line, the system calculates an extended value that is the amount that may be paid for that invoice or invoice line. This amount is referred to as **base permit-to-pay (base PTP)**.

Base PTP is calculated by multiplying the quantity by the PO unit price. This calculation is represented in the following equation:

Base PTP = (Quantity) × (PO Unit Price)

The quantity used in the base PTP equation is determined by the payment basis applied to the invoice as follows:

- If payment is based on the **purchase order basis** or the **signature basis**, the base PTP is calculated using the quantity ordered.

  Base PTP = (Quantity Ordered) × (PO Unit Price)

- If the **receipt payment basis** is used, the base PTP is calculated using the quantity received minus the quantity returned.

  Base PTP = (Quantity Rec'd - Returns) × (PO Unit Price)

Regardless of the quantity used, the system subtracts the invoiced-to-date amount from the base permit-to-pay amount for the PO line. The difference between the base PTP and invoiced-to-date amount is the *actual* **permit-to-pay (PTP).**

(Base PTP) - (Invoiced-to-Date Amount) = PTP

This PTP calculation prevents overpayment of the PO line and helps determine whether the price of an invoice, matched to the PO, is accurate and should be paid.

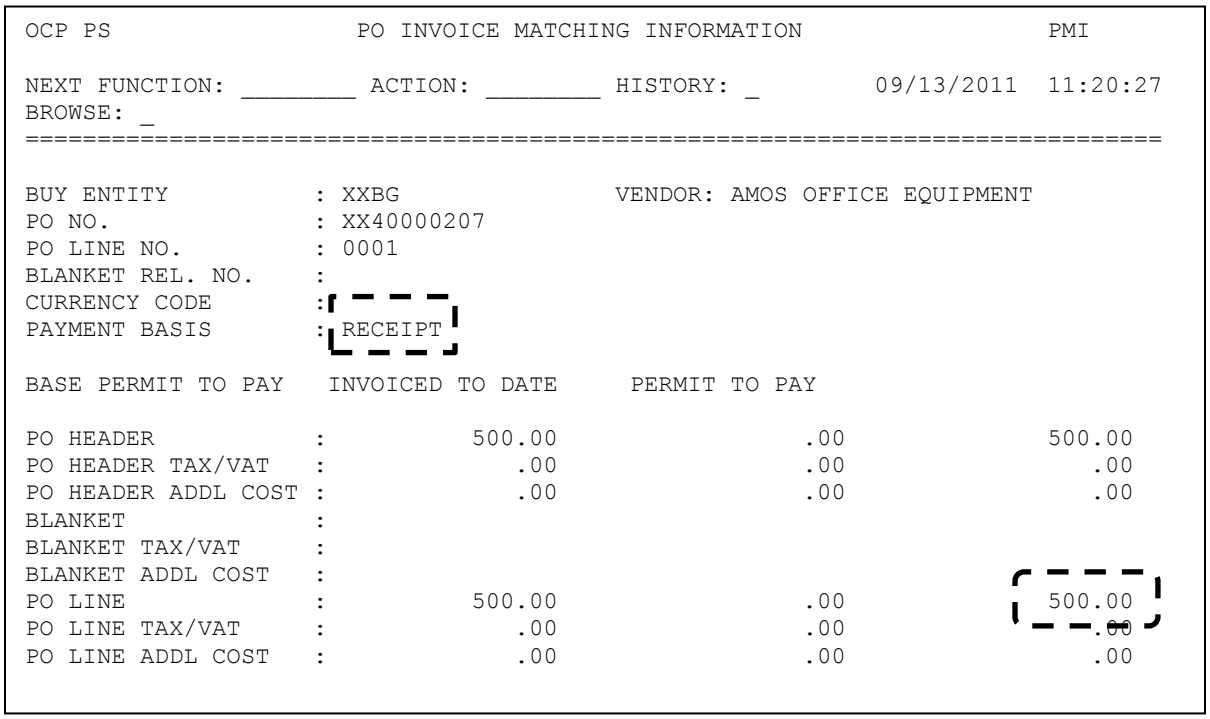
The base PTP, invoiced-to-date amount and the PTP for a particular PO line can be seen on the *PO Invoice Matching Information (PMI)* screen.

```
OCP PS                 PO INVOICE MATCHING INFORMATION                  PMI

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _        09/02/2011  10:44:04
BROWSE: _
================================================================================

BUY ENTITY          : XXBG               VENDOR: AMOS OFFICE EQUIPMENT
PO NO.              : XX00000021
PO LINE NO.         : 0001
BLANKET REL. NO.    :
CURRENCY CODE       :
PAYMENT BASIS       : PO

                  BASE PERMIT TO PAY   INVOICED TO DATE     PERMIT TO PAY
PO HEADER           :          74.00               .00             74.00
PO HEADER TAX/VAT   :            .00               .00               .00
PO HEADER ADDL COST :            .00               .00               .00
BLANKET             :
BLANKET TAX/VAT     :
BLANKET ADDL COST   :
PO LINE             :          49.00               .00             49.00
PO LINE TAX/VAT     :            .00               .00               .00
PO LINE ADDL COST   :            .00               .00               .00
```

The actual PTP for the PO line defaults to the AMOUNT field on your *Invoice Line Audit (ILA)* screen. This is the amount that AP is allowed to pay for a particular invoice line, based on that invoice's payment basis and the amount invoiced-to-date.

```
OCP AP                    INVOICE LINE AUDIT                            ILA

NEXT FUNCTION: ________ ACTION: ________                  09/01/2011  09:55:45
REQUEST: A_______  PAGE STATUS: END OF LIST
================================================================================
VENDOR    :  561493308 A       PO NUMBER : XX00000001  EXCEPTION CMNTS: _
INVOICE NO:             1234   RELEASE   :             REM AMT:          49.00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT        S R D L
A 0000157         0001          NO  DZ  ___          20          49.00    Y _
  JUNIOR LEGAL PADS, 5" X 8", CANARY, RULED     FRT ___ _______________   N
  IND  CO  ACCOUNT            CENTER        TX/VAT  ___ _______________   Y
      XX01 533120             10001000      ADD'L   ___ _______________   Y
                                            CONV FACTOR              1.
```

For receipt based POs, the base PTP, invoiced-to-date amount and the PTP for a particular PO line will only be seen for invoice lines that have been received on the *PO Invoice Matching Information (PMI)* screen.



```
OCP PS                 PO INVOICE MATCHING INFORMATION                  PMI

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _        09/13/2011  11:20:27
BROWSE: _
================================================================================

BUY ENTITY          : XXBG              VENDOR: AMOS OFFICE EQUIPMENT
PO NO.              : XX40000207
PO LINE NO.         : 0001
BLANKET REL. NO.    :
CURRENCY CODE       :
PAYMENT BASIS       : RECEIPT

BASE PERMIT TO PAY   INVOICED TO DATE     PERMIT TO PAY

PO HEADER           :          500.00               .00              500.00
PO HEADER TAX/VAT   :             .00               .00                 .00
PO HEADER ADDL COST :             .00               .00                 .00
BLANKET             :
BLANKET TAX/VAT     :
BLANKET ADDL COST   :
PO LINE             :          500.00               .00              500.00
PO LINE TAX/VAT     :             .00               .00                 .00
PO LINE ADDL COST   :             .00               .00                 .00
```

The *PO Line Receipt/Invoice Information (PLR)* screen displays the items ordered, received, and invoiced. The quantity that has been received on the *PLR* screen will show the corresponding quantity multiplied by the unit price on the *PMI* screen.

```
OCP PS             PO LINE RECEIPT/INVOICE INFORMATION                  PLR

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _        09/13/2011  10:41:17
BROWSE: _
================================================================================

BUY ENTITY            : XXBG           ------------ORDERED-----------------
PO NO.                : XX40000207     UNIT OF PURCHASE     : EA
PO LINE NO.           : 1              UNIT PRICE           :       100.00000
BLANKET REL. NO.      : _____          QUANTITY ORDERED  UOP:            20
----------RECEIVED---------------- SKU                    : EA
STATUS                : PARTIAL        SKU CONV. FACTOR     : 1.0
QUANTITY DELIVERED UOP:          5.00 QUANTITY ORDERED  SKU:           20.00
QUANTITY RETURNED  UOP:           .00 STD LOT SIZE QTY     :            0
QUANTITY DELIVERED SKU:          5.00 ----------------INVOICED---------------
QUANTITY RETURNED  SKU:           .00 STATUS               : OPEN
LAST RECEIPT DATE     : 02/17/2008     CURRENCY CODE        :
--------------INSPECTED--------------- QUANTITY INVOICED UOP:            0
DOCK-TO-STOCK PENDING : NO             AMOUNT INVOICED      :               .00
QTY ACCEPTED/NOT INSP :             0  TAX AMOUNT INVOICED  :               .00
QTY ACCEPTED/INSP     :             0  ADDL COST INVOICED   :               .00
TOTAL QTY ACCEPTED SKU:             0  LAST INVOICE DATE    :
QUANTITY REJECTED     :             0  LAST INVOICE PRICE   :            .00000
QTY DUE INVENTORY SKU :         15.00
```

Remember that transactions based on the receipt payment basis, the quantity used in the base PTP calculation is the quantity received minus returns. In this example, the quantity received is five (no returns), so five is used on the base PTP calculation.

Base PTP	=	(Quantity Rec'd – Returns)	x	(PO Unit Price)
500	=	(5)	x	(100)

Processing Matching Invoice Exceptions

Line Audit

North Carolina uses the line audit method to match invoices against purchase orders. The **line audit** method requires AP to match each invoice line to the relevant PO line. Auditing invoices by line ensures that the state does not overpay invoices.

The line audit policy is established as the default at the paying entity level of the default hierarchy.

Invoice Audit Controls

Invoice audit controls are established to audit the invoice for differences between the information on the invoice and the purchase order. When an invoice is entered in the system, the NCAS applies the established invoice audit controls automatically, eliminating the need for the AP processor to manually audit the invoice and the PO.

There are two types of invoice audit controls:

- **Invoice header controls** apply to the entire invoice.
- **Invoice detail controls** apply to individual invoice lines.

Purchasing personnel, in consultation with AP personnel, establish audit controls. Purchasing specifies invoice controls for a buying entity and can override specific values at various levels of the default hierarchy.

Tolerances

Invoice audit controls define an acceptable range — known as the **tolerance** — for the difference between the information on the invoice and the PO. If the difference is within established tolerance levels, the invoice can be further processed. If the difference is not within tolerance, the system does not allow payment until the difference has been resolved by the buyer.

Exceptions

A difference between the information on the invoice and PO that needs to be resolved is referred to as an **exception**. Since two types of audit controls are applied to invoices, exceptions are of two types:

- **Invoice header exceptions** occur when differences occur between the invoice header information and the PO header information.
- **Invoice line exceptions** occur when the difference between the invoice line information and the PO line information exceeds tolerance levels.

To process exceptions, an AP processor needs to do two things:

- Respond to an exception message during invoice entry.
- Apply the buyer's instructions to clear the invoice after the buyer has resolved the exception.

Processing Invoice Header Exceptions

Invoice Header Controls

Invoice header controls apply to the invoice header and each invoice line, unless the purchasing staff has specified different controls for a particular invoice line. The system uses these controls to verify that the invoice header information entered by the AP processor is the same as that entered by the buyer on the purchase order header.

The system applies invoice header controls during the processing of the invoice header information entered by the AP processor. If the AP processor has entered information that is different from the buyer's specifications for that PO, an exception occurs. The following invoice header controls cause exceptions if specific information on the invoice does not match that on the PO.

All invoice header control defaults are established by the purchasing staff at the buying entity level of the default hierarchy. These default controls can be overridden by purchasing staff at lower levels of the hierarchy. Note that the first control can be overridden at the PO header level. The last three controls can be overridden at the PO line level.

- **Vendor Match Required**

  Purchasing staff can indicate whether the vendor number on the invoice must match that of the purchase order. If purchasing indicates that the vendor number should match, and the AP processor enters a vendor number that does not match the purchase order, then the system issues an exception message.

- **Freight Charge Authorized**

  Purchasing staff can indicate whether a freight charge on the invoice is acceptable or not. If purchasing indicates that a freight charge may not be added to the purchase order, and if the AP processor enters such a charge during matching, the system issues an exception message.

- **Sales Tax/VAT Authorized**

  Purchasing staff can also establish whether sales tax or value-added tax (VAT) is permitted on a transaction. If purchasing indicates that sales tax or VAT is not permitted, and if the AP processor enters a tax when matching the invoice, the system issues an exception message.

- **Additional Cost Authorized**

  Purchasing staff can also indicate if any additional costs may be added to the purchase. If purchasing indicates that such costs are not acceptable, and if the AP processor enters such additional costs that were added to the invoice, the system issues an exception message.

Responding to an Invoice Header Exception Message

A header exception occurs when the AP processor enters information on the *Invoice Matching (IMP)* screen.

When a header exception occurs, the system allows the AP processor to continue from the *Invoice Matching (IMP)* screen to the *Invoice Line Audit (ILA)* screen in order to enter invoice line information. However, the system displays an exception message when the AP processor balances (“nexts”) the invoice. The invoice cannot be paid until the error has been resolved. The AP processor must pass the invoice to the buyer for resolution of the error. The invoice is held in the AP processor’s *Invoice Reapplication Work Queue (IRQ)* with a **B** (*pending buyer review*) status until the AP processor receives instructions from the buyer regarding resolution of the exception. Before passing the invoice, the AP processor may add comments to the invoice to provide additional information to the buyer.

The *IRQ* screen lists invoices passed to the Purchasing department for review or awaiting signature verification. When you receive processing instructions, select the document from the list and either pay the document as is or process it and reaudit.

Applying the Buyer’s Instructions to an Invoice Header Exception

When the buyer has resolved the exception, the buyer changes the invoice status from **B** (*pending buyer review*) to **A** (*available for accounts payable processing*) status on the *IRQ* screen. The invoice is now available to the AP processor for processing.

The buyer may instruct the AP processor to pay the invoice without additional processing or to make changes before it is paid.

- If the buyer instructs the AP processor to pay the invoice without any additional processing, the AP processor releases the invoice for payment from the *IRQ* screen using the **P** (*pay-as-is*) selection.
- If the permit-to-pay amount has been exceeded for the invoice and the buyer instructs the AP processor to pay the invoice without any additional processing, then the AP processor releases the invoice for payment from the IRQ screen using the **F** (*force pay*) selection.
- If the buyer instructs the AP processor to make changes to the invoice before releasing it for payment, the AP processor must release the invoice from the *IRQ* using the **S** (*additional processing*) selection. The *ILA* screen is displayed with the invoice information. The AP processor applies the buyer’s instructions to the invoice. Once the changes have been made, the audit controls are reapplied to the invoice.

If an exception occurs again, the AP processor must review the changes he or she made to ensure that the information is accurate. If he or she cannot resolve the exception, the AP processor passes the document back to the buyer for further review. The AP processor may add comments to the invoice before passing it back for review. If no exception occurs, the invoice is accepted by the system and made eligible for payment.

🗁 The **AP Action Report** prints everyday in X/PTR and details the exceptions resolved on the previous day. The AP processor may also use this report to view the buyer's instructions. The **AP Action Report** is located in X/PTR group **MM122-6**. This report is **AP-A0005**.

View Exceptions Comments (VEC) screen

The *View Exception Comments(VEC)* screen is an inquiry only screen that displays invoice exceptions comments entered by the AP processor on the *Invoice Exception Comments (IEC)* screen and the buyer on the *Exception Invoice Worksheet – Document (EIW*) screen. The AP processor no longer has to wait until the **AP Action Report** comes out in the next production run. The buyer's comments are visible real-time to the AP processor via the *VEC* screen.

The exception comments can be viewed on line. AP processors can access the *VEC* screen directly via the NEXT FUNCTION field or by typing **C** in the EXCEPTION COMMENTS field on the *Invoice Line Audit (ILA)* screen and pressing **ENTER**.

```
OCP AP                    VIEW EXCEPTION COMMENTS                        VEC

NEXT FUNCTION: ________ ACTION: ________                    09/13/2011  14:50:41
================================================================================
PAY ENTITY           : XXPT            DOCUMENT NUMBER  :       7939513006
VENDOR NUMBER        :  561301618 A    DOCUMENT DATE    : 02/06/2006

======================ACCOUNTS PAYABLE EXCEPTION COMMENTS======================
MORE AP COMMENTS:_
ERROR MESSAGE SAYS FREIGHT IS NOT AUTHORIZED.
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

==========================BUYER EXCEPTION COMMENTS============================
MORE BUYER COMMENTS: _

PAY PER PURCHASE ORDER.  DELETE FREIGHT AMOUNT FROM THE INVIOCE AND PAY THE
REDUCED AMOUNT.  DO NOT ISSUE A DEBIT MEMO.
_______________________________________________________________________________
_______________________________________________________________________________
```

SCENARIO

You have received an invoice from Couch Business Forms, Inc. The vendor number is 561301618 A. Purchasing has indicated that freight charges are not authorized for this PO, therefore you receive an exception message when you enter the freight charge.

Invoice: Couch Business Forms, Inc. PO Box 5650 Winfred, NC 27600-5650		Invoice Number: 9517533004 Invoice Date: 02/06/2008 Terms: Net 30	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
3-hole paper hole punchers	100	1.00	100.00
		Freight:	10.00
PO# XX40000208		Tax:	
		TOTAL:	110.00

1. Type the **invoice header information** on the *IMP* screen. (Refer to **Procedure 20 A/B: Entering Invoice Header Information for Matching Invoices**.)

   — Type **XXBG** in the BUYING ENTITY field

   — Type **10.00** in the second blank of the FREIGHT field

2. Press **ENTER** to process the invoice header information and to access the *Invoice Line Audit (ILA)* screen.

The system displays the following exception message: **224 – FREIGHT IS NOT AUTHORIZED FOR THIS PO**.

```
OCP AP                        INVOICE MATCHING                          IMP
224 - FREIGHT IS NOT AUTHORIZED FOR THIS PO
NEXT FUNCTION: ________ ACTION: ________                  09/19/2011  12:47:12
REQUEST: 3_____
================================================================================
INVOICE NUMBER   :       9517533004    DATE:  02/06/2008    EXCEPTION CMNTS: _
VENDOR SHORT NAME: COUCHBUSINESSFO     COUCH BUSINESS FORMS INC
VENDOR NUMBER    :  561301618 A        WINFRED                        CM/DM: I
                                       NC  27600-5650
P O BUY ENTITY   : XXBG     P O NUMBER: XX40000208   RELEASE: ______   ALL: _

GROSS AMOUNT     : 110.00_____________ FREIGHT          : ___ 10.00_________
SALES TAX/VAT    : ___ _______________ ADDITIONAL COST  : ___ _______________
SALES TAX 2      : ___ _______________ SALES TAX 3      : ___ _______________
REMIT MSG : ___    ____________________________________________________________
COUNTY CODE   :    __________
================================== SUGGESTED VALUES ============================
TERMS CODE       : N30                  DISCOUNT AMT/PCT :      _______________
PAYMENT DUE DATE : __________           REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________           FACTOR NUMBER    :       __________ __
PROVISIONAL DATE : __________ IND: ___  SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BAP CODE : XXD  CURRENCY CODE    : ____
EXPENSE          : 001  PAYABLES : ___  DISCOUNT         : 001
ACCOUNTING RULE  : 01   HANDLING : __   INTERCO PAYABLES : ___
```

3. Type **CONT** in the REQUEST field to continue processing the invoice.

4. Press **ENTER** to access the *Invoice Line Audit (ILA)* screen.

```
OCP AP                      INVOICE LINE AUDIT                          ILA

NEXT FUNCTION: ________ ACTION: ________                  09/19/2011  12:50:28
REQUEST: 9 10_____  PAGE STATUS: END OF LIST
================================================================================
VENDOR    :  561301618 A       PO NUMBER : XX40000208  EXCEPTION CMNTS: _
INVOICE NO:       9517533004   RELEASE   :             REM AMT:          100.00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L
A 0000144         0001 02/17/08 NO  EA ___          100          100.00 _   Y _
  PAPER HOLE PUNCHER, 3-HOLE, PUNCHES 13/32" HO FRT ___ _______________   N
  IND  CO  ACCOUNT            CENTER        TX/VAT  ___ _______________   Y
      XX01 534511             10003100      ADD'L   ___ _______________   Y
                                            CONV FACTOR              1.
```

5. Verify that the unit of measure **(EA)** shown in the UOP field is the same as the unit of measure used on the invoice. Change the unit of measure on the *ILA* screen if there are any discrepancies.

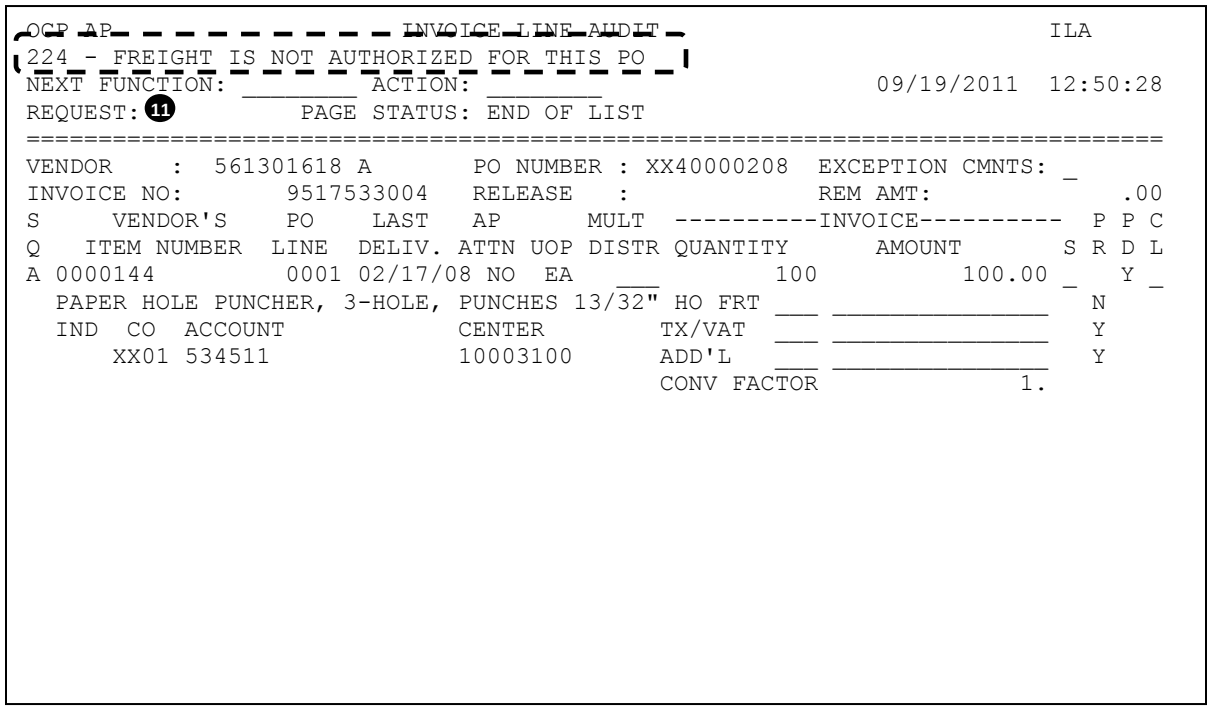
6. Verify that the quantity **(100)** shown in the QUANTITY field on the *ILA* screen is the same as the quantity reflected on the invoice. Change the quantity on the *ILA* screen if there are any discrepancies.

7. Verify that the amount **100.00** in the AMOUNT field on the *ILA* screen is the same as the invoice amount. Change the amount on the *ILA* screen if there are any discrepancies.

8. Verify the accounting distribution that displays in the CO, ACCOUNT and CENTER fields. Change the accounting distribution if it is incorrect.

9. Type **A** in the REQUEST field to identify PO line 0001 and press **ENTER** to tag the PO line.

10. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to balance the invoice.



The system displays the following error message again: **224 – FREIGHT IS NOT AUTHORIZED FOR THIS PO.**

11. Type **PASS** in the REQUEST field and press **ENTER** to pass the invoice to the buyer for resolution of the exception.

The buyer can view the invoice you passed on the buyer's *Invoice Work Queue (IWQ)* screen. The *IWQ* screen lists all the invoices passed to a particular buyer for review. From this screen, a buyer can review invoice details, resolve any errors and release the invoice for the AP processor to finish processing it.

The AP processor can view a list of passed invoices on the *Invoice Reapplication Work Queue (IRQ)* screen.

12. Type **IRQ** in the NEXT FUNCTION field and press **ENTER** to access the *IRQ* screen.

```
OCP AP              INVOICE REAPPLICATION WORK QUEUE                    IRQ
582 - NO INVOICES FOUND FOR THIS OPERATOR
NEXT FUNCTION: ________ ACTION: ________                  09/19/2011  13:03:29
REQUEST: ________
================================================================================
PAYING ENTITY: XXPT
AP OPERATOR  : ______ 13
STATUS       : _               GL EFFECTIVE DT:   __________

---CONTROL---                        INVOICE                              S
GROUP  DATE      VENDOR NUMBER       NUMBER            AMOUNT      REFERRAL T S









             PAGE:    1 STATUS: END OF LIST
```

13. Type **your operator ID (XX)** in the AP OPERATOR field and press **ENTER** to view all the invoices you have passed to the buyer for review.

> You can narrow the list of invoices that you view by entering one of the following characters in the STATUS field:
>
> **A** Only lists invoices with an **A** status (*available for accounts payable processing*)
>
> **B** Only lists invoices with a **B** status (*pending buyer review*)
>
> **S** Only lists invoices with a **S** status (*pending signature verification*)
>
> If you do not enter a character in the STATUS field, list of all invoices (i.e., invoices with an **A**, **B**, and a **S** status) passed to a buyer is displayed.

```
OCP AP              INVOICE REAPPLICATION WORK QUEUE                    IRQ

NEXT FUNCTION: _________ ACTION: _________                  09/19/2011  13:21:45
REQUEST: _________
================================================================================
PAYING ENTITY: XXPT
AP OPERATOR  : 0000XX
STATUS       : _               GL EFFECTIVE DT:   __________

---CONTROL---                         INVOICE                              S
GROUP  DATE      VENDOR NUMBER        NUMBER            AMOUNT      REFERRAL T S

0003 04/30/2002  560746125 A            45649002            500.00 BUY  B01 B _
0003 04/30/2002  560746125 A            45649004            586.50 BUY  B01 B _
0003 04/30/2002  561301618 A            45649001            110.00 BUY  B01 B _
0123 04/25/2008  561301618 A          9517533004            110.00 BUY  B01 B _
0003 04/30/2002  561493308 A            45649005          2,000.00 BUY  B01 B _
0124 07/06/2008  560746125 A          7418523010            586.50 BUY  B01 A _
0124 07/06/2008  560746125 A          9638523008            250.00 BUY  B01 A _
0124 07/06/2008  561301618 A          7939513006             55.00 BUY  B01 A _
0124 07/06/2008  561493308 A          2587533011          1,000.00 BUY  B01 A _


PAGE:    1 STATUS: END OF LIST
```

Note that invoice number **9517533004** has a **B** status indicating that the invoice is *pending buyer review*.

14. Wait for the buyer's instructions regarding further processing of the invoice.

WALKTHROUGH 14: Applying the Buyer's Instructions to an Invoice Header Exception

SCENARIO

Two days ago, you received a freight exception message on an invoice for 50 paper punches from Couch Business Forms, Inc. Purchasing specified that freight was not authorized on this PO. You passed this invoice to the buyer for resolution of the error. The vendor number is **561301618 A**.

When you checked the *Invoice Reapplication Work Queue (IRQ)* screen, the invoice has a status of **A**, indicating that the invoice is available for accounts payable processing. The buyer has instructed you to pay the invoice without the freight charge.

Invoice: Couch Business Forms. Inc. PO Box 5650 Winfred, NC 27600-5650		**Invoice Number: 7939513006** **Invoice Date: 02/02/2008** **Terms: Net 30**	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
3-hole paper hole punchers	50	1.00	50.00
PO # XX40000209		Freight: Tax: Total:	5.00 55.00

```
OCP AP              INVOICE REAPPLICATION WORK QUEUE                    IRQ

NEXT FUNCTION: ________ ACTION: ________                  09/19/2011  13:21:45
REQUEST: ________
================================================================================
PAYING ENTITY: XXPT
AP OPERATOR  : 0000XX
STATUS       : _               GL EFFECTIVE DT:   __________

---CONTROL---                        INVOICE                              S
GROUP  DATE      VENDOR NUMBER       NUMBER            AMOUNT      REFERRAL T S

0003 04/30/2002  560746125 A           45649002            500.00 BUY  B01 B _
0003 04/30/2002  560746125 A           45649004            586.50 BUY  B01 B _
0003 04/30/2002  561301618 A           45649001            110.00 BUY  B01 B _
0123 04/25/2008  561301618 A         9517533004            110.00 BUY  B01 B _
0003 04/30/2002  561493308 A           45649005          2,000.00 BUY  B01 B _
0124 07/06/2008  560746125 A         7418523010            586.50 BUY  B01 A _
0124 07/06/2008  560746125 A         9638523008            250.00 BUY  B01 A _
0124 07/06/2008  561301618 A         7939513006             55.00 BUY  B01 A 2
0124 07/06/2008  561493308 A         2587533011          1,000.00 BUY  B01 A _


             PAGE:    1 STATUS: END OF LIST
```

1. Locate invoice number **7939513006** on the *IRQ* screen.

Note that the invoice has an **A** status which means that the invoice is *available for accounts payable processing.*

> You can narrow the list of invoices that you view by entering one of the following characters in the STATUS field:
>
> **A** Only lists invoices with an **A** status (*available for accounts payable processing*)
>
> **B** Only lists invoices with a **B** status (*pending buyer review*)
>
> **S** Only lists invoices with a **S** status (*pending signature verification*)
>
> If you do not enter a character in the STATUS field, list of all invoices (i.e., invoices with an **A**, **B**, and a **S** status) passed to a buyer is displayed.

2. Type **V** in the S (SELECT) field for invoice number **7939513006** and press **ENTER** to access the *View Exception Comments (VEC)* screen and view the buyer's instructions. The buyer has indicated that additional processing is required to pay the invoice without freight.

```
OCP AP                    VIEW EXCEPTION COMMENTS                        VEC

NEXT FUNCTION: ________ ACTION: ________                  09/19/2011  14:38:35
REQUEST: _3_____
================================================================================
PAY ENTITY           : XXPT           DOCUMENT NUMBER  :       7939513006
VENDOR NUMBER        :  561301618 A   DOCUMENT DATE    : 02/06/2008

======================ACCOUNTS PAYABLE EXCEPTION COMMENTS======================
MORE AP COMMENTS: _
ERROR MESSAGE SAYS FREIGHT IS NOT AUTHORIZED.
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

===========================BUYER EXCEPTION COMMENTS===========================
MORE BUYER COMMENTS: _

PAY PER PURCHASE ORDER.  DELETE FREIGHT AMOUNT FROM THE INVOICE AND
PAY THE REDUCED AMOUNT.  DO NOT ISSUE A DEBIT MEMO.
_____________________________________________________________________________
_____________________________________________________________________________
```

3. Type **BACK** in the REQUEST field and press **ENTER** to return to the *IRQ* screen.

```
OCP AP              INVOICE REAPPLICATION WORK QUEUE                    IRQ

NEXT FUNCTION: ________ ACTION: ________                  09/19/2011  14:40:22
REQUEST: ________
================================================================================
PAYING ENTITY: XXPT
AP OPERATOR  : 0000XX
STATUS       : _               GL EFFECTIVE DT:   __________

---CONTROL---                       INVOICE                              S
GROUP  DATE      VENDOR NUMBER      NUMBER            AMOUNT      REFERRAL T S

0124 07/06/2008  561301618 A        7939513006             55.00 BUY  B01 A 4
0124 07/06/2008  561493308 A        2587533011          1,000.00 BUY  B01 A _




             PAGE:    2 STATUS: END OF LIST
```

Note that this invoice requires additional processing despite the fact the buyer's instructions on the *View Exception Comments (VEC)* screen say "as is". We know the invoice requires additional processing from the buyer's comments on the report. **In other words, it is always important to read the buyer's comments on the *VEC* screen**.

4. Type **S** in the S (SELECT) field for invoice number **7939513006** and press **ENTER** to make the changes to the invoice information you entered two days ago. The *ILA* screen for that invoice is displayed

The code you enter in the S (SELECT) field tells the system how to further process the invoice. You can enter:

P to *pay as is*, if no further processing is required

F to *force pay*, if no further processing is required and the permit-to-Pay has been exceeded for the invoice.

S for *additional processing*, if the buyer has issued instructions for further processing.

V to access the *View Exception Comments (VEC)* screen and read the buyer's instructions.

C to access the *Invoice Exceptions Comments (IEC)* screen and add Comments to the invoice.

```
OCP AP                    INVOICE LINE AUDIT                            ILA

NEXT FUNCTION: ________ ACTION: ________                  09/19/2011  15:03:35
REQUEST: 5        PAGE STATUS: END OF LIST
================================================================================
VENDOR    :  561301618 A       PO NUMBER : XX40000209  EXCEPTION CMNTS: _
INVOICE NO:       7939513006   RELEASE   :             REM AMT:           .00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L
A 0000144         0001 02/17/08 NO  EA  ___          50           50.00 _   Y _
  PAPER HOLE PUNCHER, 3-HOLE, PUNCHES 13/32" HO FRT ___ _______________   N
  IND  CO  ACCOUNT            CENTER        TX/VAT  ___ _______________   Y
      XX01 534511             10001000      ADD'L   ___ _______________   Y
                                            CONV FACTOR              1.
```

5. Type **CONT** or "**M"** in the REQUEST field and press **ENTER** to return to the *IMP* screen for this invoice.

```
OCP AP                        INVOICE MATCHING                          IMP

NEXT FUNCTION: ________ ACTION: ________                  09/19/2011  15:05:50
REQUEST: ________
================================================================================
INVOICE NUMBER   :       7939513006    DATE:  02/06/2008    EXCEPTION CMNTS: _
VENDOR SHORT NAME: COUCHBUSINESSFO     COUCH BUSINESS FORMS INC
VENDOR NUMBER    :  561301618 A        WINFRED                        CM/DM: I
                                       NC  27600-5650
P O BUY ENTITY   : XXBG     P O NUMBER: XX40000209   RELEASE: ______   ALL: _

GROSS AMOUNT     :        6     55.00 FREIGHT          : 7  7        5.00
SALES TAX/VAT    : ___ _______________  ADDITIONAL COST   : ___ _______________
SALES TAX 2      : ___ _______________  SALES TAX 3       : ___ _______________
REMIT MSG : ___    ____________________________________________________________
COUNTY CODE   :    __________
================================== SUGGESTED VALUES ============================
TERMS CODE       : N30                  DISCOUNT AMT/PCT :      _______________
PAYMENT DUE DATE : __________           REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________           FACTOR NUMBER    :      __________ __
PROVISIONAL DATE : __________ IND: ___  SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BAP CODE : 06D  CURRENCY CODE    : ____
EXPENSE          : 001  PAYABLES : ___  DISCOUNT         : 001
ACCOUNTING RULE  : 01   HANDLING : __   INTERCO PAYABLES : ___
```

6. Type **50.00** in the GROSS AMOUNT field.

7. Delete the values in the first and second blanks (**001** and **5.00**) in the FREIGHT field.

> The **Mini-Chart of Accounts** consists of frequently referenced general ledger accounts. Each general ledger account is identified using a three-character identifier. On the *IMP* screen, **001** is the mini-chart indicator for the suspense account. All tax, freight, additional cost, and discount amounts that are *not* prorated to an invoice line are posted to the suspense account identified by 001.

8. Press **ENTER** to process the change and to access the *ILA* screen. Note that an invoice header exception message does not occur.

```
OCP AP                    INVOICE LINE AUDIT                              ILA

NEXT FUNCTION: (11)_______ ACTION: ________                  09/19/2011  15:12:22
REQUEST:(9) (10)     PAGE STATUS: END OF LIST
================================================================================
VENDOR    :  561301618 A       PO NUMBER : XX40000209  EXCEPTION CMNTS: _
INVOICE NO:       7939513006   RELEASE   :             REM AMT:             .00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L
A 0000144         0001 02/17/08 NO  EA   ___          50           50.00 _   Y _
  PAPER HOLE PUNCHER, 3-HOLE, PUNCHES 13/32" HO FRT ___ ________________   N
  IND  CO  ACCOUNT            CENTER        TX/VAT  ___ ________________   Y
      XX01 534511             10001000      ADD'L   ___ ________________   Y
                                            CONV FACTOR              1.
```

9. Tag the appropriate PO line for the invoice, if it is not already tagged. (Refer to **Procedure 21: Entering Invoice Line Information for Matching Invoices.**)

10. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to balance the invoice.

Note that an exception message does not occur. The error has been resolved and the system has accepted the invoice for payment. A blank *IMP* screen is displayed.

11. Type **IRQ** in the NEXT FUNCTION field and press **ENTER** to access the *IRQ* screen.

```
OCP AP              INVOICE REAPPLICATION WORK QUEUE                    IRQ

NEXT FUNCTION: ________ ACTION: ________                  09/19/2011  15:17:41
REQUEST: ________
================================================================================
PAYING ENTITY: XXPT
AP OPERATOR  : 0000XX
STATUS       : _               GL EFFECTIVE DT:   __________

---CONTROL---                        INVOICE                              S
GROUP  DATE      VENDOR NUMBER       NUMBER            AMOUNT      REFERRAL T S

0003 04/30/2002  560746125 A           45649002            500.00 BUY  B01 B _
0003 04/30/2002  560746125 A           45649004            586.50 BUY  B01 B _
0003 04/30/2002  561301618 A           45649001            110.00 BUY  B01 B _
0123 04/12/2001  561301618 A         9517533004            110.00 BUY  B01 B _
0003 04/30/2002  561493308 A           45649005          2,000.00 BUY  B01 B _
0124 07/06/2008  560746125 A         7418523010            586.50 BUY  B01 A _
0124 07/06/2008  560746125 A         9638523008            250.00 BUY  B01 A _
0124 07/06/2008  561493308 A         2587533011          1,000.00 BUY  B01 A _



             PAGE:    1 STATUS: END OF LIST
```

Note that invoice **7939513006** is no longer listed on the *IRQ* screen.

In this walkthrough, you reduced the gross amount of the invoice by $5.00 when you deleted the freight. In order to balance a control group, it control amount must be correspondingly changed when the invoice gross amount changes.

12. Type **CGS** in the NEXT FUNCTION field and press **ENTER** to access the *Control Group Status (CGS)* screen.

```
OCP AP                    CONTROL GROUP STATUS                          CGS

NEXT FUNCTION: _________ ACTION: _________                  09/19/2011  15:21:05
REQUEST: _________
================================================================================

PAY ENTITY: ____


PAY    --- CONTROL ---             CONTROL         NBR OF      DATE         S
ENTITY    DATE   NUMBER              AMOUNT          DOCS      ENTERED

XXPE  02/20/2004 1001                   750.00          1   02/20/2004       _
XXPT  04/10/2001 0001                195,000.00          3   04/10/2001       _
XXPT  04/12/2001 0001                   400.00         15   04/12/2001       _
XXPT  04/26/2002 0001                     4.56          1   04/26/2002       _
XXPT  04/27/2002 0002                 1,000.00          1   04/27/2002       _
XXPT  04/30/2002 0003                 3,196.50          4   04/30/2002       _
XXPT  02/16/2004 0001                    16.00          1   02/16/2004       _
XXPT  02/16/2004 1001                    16.90          1   02/16/2004       _
XXPT  02/19/2004 1001                   750.00          1   02/19/2004       _
XXPT  07/27/2004 0001                18,000.00          2   07/27/2004       _
XXPT  07/06/2008 0124                 3,891.50          4   07/06/2008       _
        PAGE:    1    STATUS: END OF LIST
```

13. Type **S** in the S (SELECT) field for control group 124. (It may be on the second page.)

14. Press **ENTER** to process the information and to access the *Control Entry Status (CES)* screen.

```
OCP AP                     CONTROL ENTRY STATUS                         CES

NEXT FUNCTION: _________ ACTION: _________                  09/19/2011  15:24:09
REQUEST: _________
================================================================================
PAY ENTITY  : XXPT       CNTL NBR : 0124
CNTL DATE   : 07/06/2008 CURRENCY :       CONTROL AMT  :              3,891.50
GL EFF DATE :            APPL AREA: SC    GROSS DOC AMT:              1,886.50
NBR OF DOC'S:          4                  DIFFERENCE   :              2,005.00
================================================================================
VENDOR/EMPLOYEE  DOCUMENT NUMBER      GROSS AMOUNT   DOC DATE   STATUS      SEL

560746125 A          9638523008            250.00 02/09/2008 MATCH EXCEP   _
561301618 A          7939513006             50.00 02/06/2008 BALANCED      _
560746125 A          7418523010            586.50 02/17/2008 MATCH EXCEP   _
561493308 A          2587533011          1,000.00 02/11/2008 MATCH EXCEP   _




                          PAGE:    1  STATUS: END OF LIST
```

15. Reduce the value in the CONTROL AMOUNT field by $5.00 from 3,891.50 to 3,886.50 and press **ENTER** to process the change.

The preceding two walkthroughs demonstrated how an AP processor processes an invoice with an invoice header exception, specifically a freight exception. Other header exceptions (such as sales tax/VAT authorized and additional cost authorized) may be similarly processes.

A freight exception occurs because the buyer has not authorized the freight charge that displays on the invoice. When a freight exception occurs, the AP processor must continue to process the invoice line information. After entering the invoice line information in the system, the AP processor must pass the invoice to the buyer for resolution of the exception.

In the preceding walkthrough, the buyer reviewed the exception and instructed the AP processor to pay the invoice as per the PO. In other words, the AP processor paid the invoice net of the freight charges.

Processing Invoice Line Exceptions

Invoice Detail Controls

Invoice detail controls are applied to each invoice line. The system uses these controls to verify that the invoice line information entered by the AP processor matches, within tolerances, the PO line information entered by purchasing staff.

When an invoice line is matched to the PO line, the system audits the invoice using the invoice detail controls. If discrepancies exceeding the established tolerances are detected, then a matching exception occurs. Payment does not take place until the discrepancy is resolved. The following invoice detail controls cause exceptions if specific information on the invoice line does not match that on the PO line.

> Invoice detail default controls are established at the buying entity level of the default hierarchy and can be overridden by purchasing staff at the PO line level.

- **Unit Price Tolerance**
  The unit price tolerance is the amount and/or percent that, when added to or subtracted from the PO line unit price, determines the upper and lower limits of the price tolerance range. The invoice unit price must fall within this range to be acceptable for payment. If the unit price on the invoice falls outside of the range, an exception occurs and resolution is required before payment can be made.

  The unit price tolerance can be set either as an amount and/or as a percentage of the PO line unit price. North Carolina uses both the unit price tolerance amount and unit price tolerance percent controls. The NCAS applies the more restrictive of the two ranges.

- **Extended Value Tolerance**
  The extended value tolerance indicates what amount of the base permit-to-pay (PTP) is allowed as a tolerance when the invoice line amount exceeds the PO line amount. This tolerance is checked only if the invoice line falls within the unit price tolerances. If the invoice amount exceeds the extended value tolerance range, an exception occurs and must be resolved before the invoice can be paid.

  🗁 For example, the PTP for a PO line is $2,000. If the extended value tolerance is set at $100, an exception occurs if the invoice line amount is lower than $1,900 or higher than $2,100.

Remember that the extended value for a PO line or an invoice line equals the quantity ordered/received/finalized multiplied by the PO unit price. An extended value tolerance exception can, therefore, occur for two reasons:

- **Price:** The invoice line unit price differs from the PO line unit price and/or
- **Quantity-related:** The invoice line quantity differs from the quantity ordered/received/finalized.

- **Tax/VAT Authorized**
  This control is similar to the tax/VAT authorized control for the invoice header except that it applies to a particular invoice line. In this case, the buyer indicates whether the AP processor is permitted to pay sales tax or VAT for a particular PO line.

- **Additional Cost Authorized**
  This control is similar to the additional cost authorized control for the invoice header except that it applies to a particular invoice line. In this case, the buyer indicates whether the AP processor is permitted to pay additional costs for a particular PO line.

Responding to an Invoice Line Exception Message

Line exceptions occur during the processing of line information entered on the *Invoice Line Audit (ILA)* screen. When a line exception occurs, the system does not allow payment of the invoice until the error is resolved by the buyer. An exception message is displayed on the *ILA* screen and the invoice becomes ineligible for payment until the error has been resolved. As in the case of the invoice header exception, the invoice must be passed to the buyer for resolution of the exception and the AP processor may add comments to an invoice before passing it to the buyer. As with header exceptions, the invoice is held in the AP processor's *Invoice Reapplication Work Queue (IRQ)* with a **B** (*pending buyer review*) until the AP processor receives instructions from the buyer. Once buyer has resolved the exception, the invoice status changes to **A** status to allow for processing.

WALKTHROUGH 15: Responding to an Invoice Line Exception

SCENARIO

You have received an invoice from Dakota Office Supplies for 10 file cabinets. The vendor number is 560746125 A. The unit price on the invoice exceeds the PO line unit price of $57.40, but the unit price difference is within the unit price tolerance range. However, the extended value for the invoice line also exceeds the extended value for the PO line and this difference exceeds the extended value tolerance range.

You will receive an exception message when you try to process this invoice.

1. Type **CGS** in the NEXT FUNCTION field and press **ENTER** to access the *Control Group Status (CGS)* screen.

```
OCP AP                    CONTROL GROUP STATUS                          CGS

NEXT FUNCTION: ________ ACTION: ________                  09/22/2011  09:57:19
REQUEST: 3_______
================================================================================

PAY ENTITY: XXPT


PAY    --- CONTROL ---            CONTROL         NBR OF      DATE         S
ENTITY    DATE   NUMBER              AMOUNT          DOCS      ENTERED

XXPT  04/10/2001 0001              195,000.00          3   04/10/2001      _
XXPT  04/12/2001 0001                  400.00         15   04/12/2001      _
XXPT  04/26/2002 0001                    4.56          1   04/26/2002      _
XXPT  04/27/2002 0002                1,000.00          1   04/27/2002      _
XXPT  04/30/2002 0003                3,196.50          4   04/30/2002      _
XXPT  02/16/2004 0001                   16.00          1   02/16/2004      _
XXPT  02/16/2004 1001                   16.90          1   02/16/2004      _
XXPT  02/19/2004 1001                  750.00          1   02/19/2004      _
XXPT  07/27/2004 0001               18,000.00          2   07/27/2004      _
XXPT  04/25/2008 0123                8,875.23          7   04/25/2008      2

             PAGE:    1    STATUS: END OF LIST
```

2. Type **S** in the SELECT field for control group 123. If it is not on the current screen, press **ENTER** to go to the next screen.

3. Type **4** in the REQUEST field and press **ENTER** to access a blank *IMP* screen in control group 123.

After selecting a specific control group on the *CGS* screen, you can access the following screens within that control group by typing:

1 The *Control Document Entry (CDE)* screen to view the control group header information for the specific control group
3 The *Invoice Worksheet (IWS-1T)* screen to process direct Invoices
4 The *Invoice Matching (IMP)* screen to process matching invoices
5 The *Employee Worksheet (EWS-1T)* screen to process employee transactions
6 The *Document Level Comments (DLC)* screen to add comments to a document
8 The *Control Entry Status (CES)* screen to view a list of the documents already entered in the control group

Invoice: Dakota Office Supplies 6020 Olde Eure Rd Raleigh, NC 27600-5337		Invoice Number: 98475630085 Invoice Date: 02/17/2008 Terms: Net 30	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Steel Vertical File Cabinets	10	58.65	586.50
PO# XX40000212		Freight: Tax: Total:	 586.50

4. Type the **invoice header information** on the *IMP* screen. (Refer to **Procedure 20A/B: Entering Invoice Header Information**.)

Before you press **ENTER**, your screen should look like the following screen:

```
OCP AP                          INVOICE MATCHING                          IMP

NEXT FUNCTION: _________ ACTION: _________                  09/22/2011  10:04:12
REQUEST: _________
================================================================================
INVOICE NUMBER   :      98475630085    DATE:  02/17/2008    EXCEPTION CMNTS: _
VENDOR SHORT NAME: DAKOTAOFFICESUP     DAKOTA OFFICE SUPPLIES
VENDOR NUMBER    :  560746125 A        RALEIGH                       CM/DM: I
                                       NC  27600-5337
P O BUY ENTITY   : XXBG     P O NUMBER: XX40000212   RELEASE: _______   ALL: _

GROSS AMOUNT     : 586.50_____________ FREIGHT          : ___ _______________
SALES TAX/VAT    : ___ _______________ ADDITIONAL COST  : ___ _______________
SALES TAX 2      : ___ _______________ SALES TAX 3      : ___ _______________
REMIT MSG : ___    ____________________________________________________________
COUNTY CODE   :    __________
================================== SUGGESTED VALUES ============================
TERMS CODE       : N30                 DISCOUNT AMT/PCT :      _______________
PAYMENT DUE DATE : __________          REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________          FACTOR NUMBER    :       __________ __
PROVISIONAL DATE : __________ IND: ___ SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BAP CODE : XXD CURRENCY CODE    : ____
EXPENSE          : 001  PAYABLES : ___ DISCOUNT         : 001
ACCOUNTING RULE  : 01   HANDLING : __  INTERCO PAYABLES : ___
```

5. Press **ENTER** to process the invoice header information and to access the *Invoice Line Audit (ILA)* screen.

6. Identify and tag the appropriate PO line for the amount of the invoice. Press **ENTER** to tag the PO line. (Refer to **Procedure 21: Entering Invoice Line Information for Matching Invoices.**)

   Remember to type **586.50** in the AMOUNT field.

```
OCP AP                        INVOICE LINE AUDIT                          ILA
391 - PTP AMOUNT + EXTENDED VALUE TOLERANCE FOR THIS PO LINE HAS BEEN EXCEEDED
NEXT FUNCTION: _________ ACTION: _________                  09/22/2011  10:19:56
REQUEST: _________ PAGE STATUS: END OF LIST
================================================================================
VENDOR    :  560746125 A       PO NUMBER : XX40000212  EXCEPTION CMNTS: _
INVOICE NO (7)     98475630085   RELEASE   :             REM AMT:            .00
S     VENDOR'S     PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L
A GN42541         0001 02/17/08 NO  EA   ___         10 586.50           _   Y _
  FILE CABINETS, STEEL                        FRT ___ _______________   Y
  IND  CO  ACCOUNT            CENTER        TX/VAT  ___ _______________   Y
      XX01 533110             10001000      ADD'L   ___ _______________ (8)Y
                                            CONV FACTOR             1.
```

The system displays the following error message: **391 – PTP AMOUNT + EXTENDED VALUE TOLERANCE FOR THIS PO LINE HAS BEEN EXCEEDED.**

> 🗁 The value in the QUANTITY field matches the invoice quantity. Therefore, the extended value tolerance exception is not caused by a difference in quantity. It is price-related.

7. Delete **A** from the REQUEST field to untag the PO line.

8. Type **P** in the S field and press **ENTER** to access the *PO Line Information (PLI)* screen.

```
OCP PS                      PO LINE INQUIRY SELECTION                   PLI

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _        09/22/2011  10:26:34
REQUEST: ________
================================================================================
BUY ENTITY  XXBG        PO NO.    : XX40000212   BLANKET REL: ______
PO LINE NO. 1           LN STATUS : _            BUYER ID   : ___
PROMISE DAT __________  CATALOG NO: ____         ITEM NO.   : ________________
PAY ENTITY  ____        VENDOR NO.: __________ __ SHORT NAME : ________________

PO       BLANKET  LINE BUYER  --LINE STATUS--  ---INQUIRY SELECTIONS ---
NUMBER     REL. NO.  NO.  ID    LINE RECEIPT INV  PLG PLO PLC PLR PLF PCI PMI









PAGE:      STATUS:
```

Note that your buy entity, PO number, and PO line number have defaulted to the *PLI* screen.

9. Press **ENTER** to view information about this PO line.

```
OCP PS                        PO LINE INQUIRY SELECTION                    PLI

NEXT FUNCTION: _________ ACTION: _________ HISTORY: _        09/22/2011  10:26:34
REQUEST: _________
================================================================================
BUY ENTITY  XXBG         PO NO.    : XX40000212    BLANKET REL: ______
PO LINE NO. 1            LN STATUS : _             BUYER ID   : ___
PROMISE DAT ___________  CATALOG NO: ____          ITEM NO.   : ________________
PAY ENTITY  ____         VENDOR NO.: __________ __ SHORT NAME : ________________

PO       BLANKET  LINE BUYER  --LINE STATUS--  ---INQUIRY SELECTIONS ---
NUMBER     REL. NO.  NO.  ID    LINE RECEIPT INV  PLG PLO PLC PLR PLF PCI PMI

XX40000212           0001  B01     1     C     O      _   _  10  _   _   _   _
CATALOG NO:      ITEM NO: GN42541          PROMISE DATE: 02/18/2008




                    PAGE:    1 STATUS: END OF LIST
```

10. Type **S** in the PLC field and press **ENTER** to select the *PO Line Receipt/Invoice Controls (PLC)* screen for PO line 0001.

```
OCP PS             PO LINE RECEIPT/INVOICE CONTROLS                      PLC

NEXT FUNCTION: __13_____ ACTION: _________ HISTORY: _        09/22/2011  10:31:28
BROWSE: _
================================================================================


BUY ENTITY              : XXBG
PO NO.                  : XX40000212
PO LINE NO.             : 1
BLANKET REL. NO.        : ______

---------------RECEIPT---------------  -------------INVOICE-------------

% TOLERANCE OVER        :   .00         CURRENCY CODE      :
% TOLERANCE UNDER       :   .00         PAYMENT BASIS      : RECEIPT
DELIVERY POINT CHECK    : WARNING       UNIT PRICE TOL AMT :      1.50
EARLY DELIVERY          : NO            UNIT PRICE TOL PCT :  5.00
EARLY DAYS ALLOWED      :   0           TAX/VAT AUTHORIZED : YES
LATE DELIVERY           : WARNING       ADD COST AUTHORIZED: YES
LATE DAYS ALLOWED       :   5           EXTENDED VALUE TOL :     10.00
```

11. Look at the INVOICE section of the screen. Note that the value in the UNIT PRICE TOL AMT field is $1.50 and the UNIT PRICE TOL PCT field is 5%.

The PO line unit price is **$57.40**. The unit price tolerance ***amount*** range is **$55.90** to **$58.90**. The unit price tolerance ***percent*** range is **$54.53** to **$60.27**. The unit price tolerance amount range applies since it is more restrictive.

Note that the invoice unit price of $58.65 falls within the unit price tolerance range.

12. Note that the value in the EXTENDED VALUE TOLERANCE field is $10.00. The PO line's extended value is $574.00. The *extended value tolerance range* is **$564.00** to **$584.00**. Therefore, the invoice extended value of $586.50 *exceeds* the extended value tolerance range.

13. Type **BACK** in the NEXT FUNCTION field and press **ENTER** to return to your *ILA* screen.

```
NCT AP                    INVOICE LINE AUDIT                            ILA

NEXT FUNCTION: ________ ACTION: ________                  09/22/2011  10:37:58
REQUEST:14 15_____  PAGE STATUS: END OF LIST
================================================================================
VENDOR    :  560746125 A       PO NUMBER : XX40000212  EXCEPTION CMNTS: _
INVOICE NO:      98475630085   RELEASE   :             REM AMT:          586.50
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L
A GN42541         0001 02/17/08 NO  EA   ___          10          586.50 _   Y _
  FILE CABINETS, STEEL                        FRT ___ ________________   Y
  IND  CO  ACCOUNT           CENTER        TX/VAT  ___ ________________   Y
      XX01 533110            10001000      ADD'L   ___ ________________   Y
                                           CONV FACTOR              1.
```

14. Tag the appropriate PO line on the *ILA* screen and press **ENTER**.

The system redisplays the following message: **391 – PTP AMOUNT + EXTENDED VALUE TOLERANCE FOR THIS PO LINE HAS BEEN EXCEEDED.**

15. Type **PASS** in the REQUEST field and press **ENTER** to pass the invoice to the buyer for resolution of the exception. A blank *IMP* screen is displayed.

The buyer can view this invoice from the buyer's *Invoice Work Queue (IWQ)* screen. The AP processor can see the same invoice on the *Invoice Reapplication Work Queue (IRQ)* screen.

16. Wait for the buyer's instructions regarding further processing of the invoice.

WALKTHROUGH 16: Applying the Buyer's Instructions to an Invoice Line Exception

SCENARIO

Three days ago, you had an exception on a previous invoice from Dakota Office Supplies because the invoice line's extended value exceeded the PO line extended value. You passed this invoice to the buyer for resolution of the error. You have also received a credit memo from the vendor.

They buyer has instructed you to pay the invoice as per the PO and to apply vendor's credit memo. The vendor number is 560746125 A.

Invoice: Dakota Office Supplies 6020 Olde Eure Rd Raleigh, NC 27600-5337		Invoice Number: 7418523010 Invoice Date: 02/17/2008 Terms: Net 30	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Steel Vertical File Cabinets	10	58.65	586.50
		Freight:	
PO# XX40000213		Tax:	
		Total:	586.50

1. Type **IRQ** in the NEXT FUNCTION field and press **ENTER** to access the *Invoice Reapplication Work Queue (IRQ)* screen.

```
OCP AP              INVOICE REAPPLICATION WORK QUEUE                    IRQ

NEXT FUNCTION: ________ ACTION: ________                  09/29/2011  13:30:39
REQUEST: ________
================================================================================
PAYING ENTITY: XXPT
AP OPERATOR  : (2)_____
STATUS       : (3)_              GL EFFECTIVE DT:   __________

---CONTROL---                        INVOICE                              S
GROUP  DATE      VENDOR NUMBER       NUMBER            AMOUNT      REFERRAL T S




                          PAGE:      STATUS:
```

2. Type **your operator ID (XX)** in the AP OPERATOR field.

3. Type **A** in the STATUS field and press **ENTER** to view a list of the invoices that are *available for accounts payable processing*.

```
OCP AP              INVOICE REAPPLICATION WORK QUEUE                    IRQ

NEXT FUNCTION: ________ ACTION: ________                  09/29/2011  13:33:32
REQUEST: ________
================================================================================
PAYING ENTITY: XXPT
AP OPERATOR  : 0000XX
STATUS       : A              GL EFFECTIVE DT:   __________

---CONTROL---                        INVOICE                              S
GROUP  DATE      VENDOR NUMBER       NUMBER            AMOUNT      REFERRAL T S

0124 07/06/2008  560746125 A         7418523010           586.50 BUY  B01 A (5)_
0124 07/06/2008  560746125 A         9638523008           250.00 BUY  B01 A _
0124 07/06/2008  561301618 A         7939513006            55.00 BUY  B01 A _
0124 07/06/2008  561493308 A         2587533011         1,000.00 BUY  B01 A _




                   PAGE:    1 STATUS: END OF LIST
```

4. Locate invoice number **7418523010**.

5. Type **V** in the S (SELECT) field for invoice number **7418523010**.

6. Press **ENTER** to access the *View Exception Comments (VEC) screen* and view the buyer's instructions.

```
OCP AP                    VIEW EXCEPTION COMMENTS                        VEC

NEXT FUNCTION: _________ ACTION: _________                  09/29/2011  13:36:58
REQUEST: _7_____
================================================================================
PAY ENTITY           : XXPT            DOCUMENT NUMBER  :       7418523010
VENDOR NUMBER        :  560746125 A    DOCUMENT DATE    : 02/17/2008

======================ACCOUNTS PAYABLE EXCEPTION COMMENTS======================
MORE AP COMMENTS: _
EXTENDED PRICE ERROR.  UNIT PRICE WAS $58.65.
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

============================BUYER EXCEPTION COMMENTS============================
MORE BUYER COMMENTS: _

PAY PER PURCHASE ORDER.  PAY INVOICE ONLY AFTER VENDOR'S CREDIT MEMO
FOR $12.50 IS RECEIVED.
_____________________________________________________________________________
_____________________________________________________________________________
```

The buyer's instructions indicate that the invoice should be paid as per the PO. In other words, you need to make a payment to the vendor of $574.00. To make this payment, you must first pay the invoice as is (that is, pay $586.50) and then apply the vendor's credit memo for $12.50 which is the difference between the invoice and the PO ($586.50 - $574.00 = $12.50).

> The system reads a credit memo as a negative amount which offsets the invoice for the same PO. Therefore, by entering an invoice for $586.50 and applying the credit memo for $12.50, the system pays the vendor $574.00 which is the difference between the invoice and the credit memo ($586.50 - $12.50 = $574.00).

7. Type **BACK** in the REQUEST field and press **ENTER** to return to the *IRQ* screen.

```
OCP AP              INVOICE REAPPLICATION WORK QUEUE                    IRQ

NEXT FUNCTION: ________ ACTION: ________                  09/29/2011  13:33:32
REQUEST: ________
================================================================================
PAYING ENTITY: XXPT
AP OPERATOR  : 0000XX
STATUS       : A              GL EFFECTIVE DT:   __________

---CONTROL---                        INVOICE                              S
GROUP  DATE      VENDOR NUMBER       NUMBER            AMOUNT     REFERRAL T S

0124 07/06/2008  560746125 A         7418523010           586.50 BUY  B01 A 8
0124 07/06/2008  560746125 A         9638523008           250.00 BUY  B01 A _
0124 07/06/2008  561301618 A         7939513006            55.00 BUY  B01 A _
0124 07/06/2008  561493308 A         2587533011         1,000.00 BUY  B01 A _




                    PAGE:    1 STATUS: END OF LIST
```

8. Type **F** in the S (SELECT) field to *force pay* the invoice.

You need to use the **F** option to pay the invoice instead of **P**, since the permit-to-pay has been exceeded for the invoice. If you type **P** in the S (SELECT) field, you receive the following error message: **90B – PTP + EXTENDED PO LINE EXCEEDED, 'F' PAY AS IS OR 'S' REAPPLY.**

9. Press **ENTER** to process the invoice.

Notice that the invoice disappears from the *IRQ* screen.

> Invoice number 7418523010 is now eligible for a payment of $586.50. To ensure a payment of $574.00, it is important to apply the vendor's credit memo as soon as possible, preferably within the same payment cycle as the invoice.
>
> To ensure that the invoice memo and credit memo are in the same payment cycle, verify the date the invoice is due. The AP processor can verify the payment due date by doing one of the following:
>
> - Check the payment date on the invoice
> - In the absence of a payment date, calculate the payment due date using the invoice date and the terms code

You have received the following credit memo from the vendor:

Invoice: Dakota Office Supplies 6020 Olde Eure Rd Raleigh, NC 27600-5337		Invoice Number: 7418523010CM Invoice Date: 02/19/2008 Terms: Net 30	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Steel Vertical File Cabinets			12.50
PO# XX40000213		Freight: Tax: Total:	 12.50

10. Type **CGS** in the NEXT FUNCTION field and press **ENTER** to access the *Control Group Status (CGS)* screen.

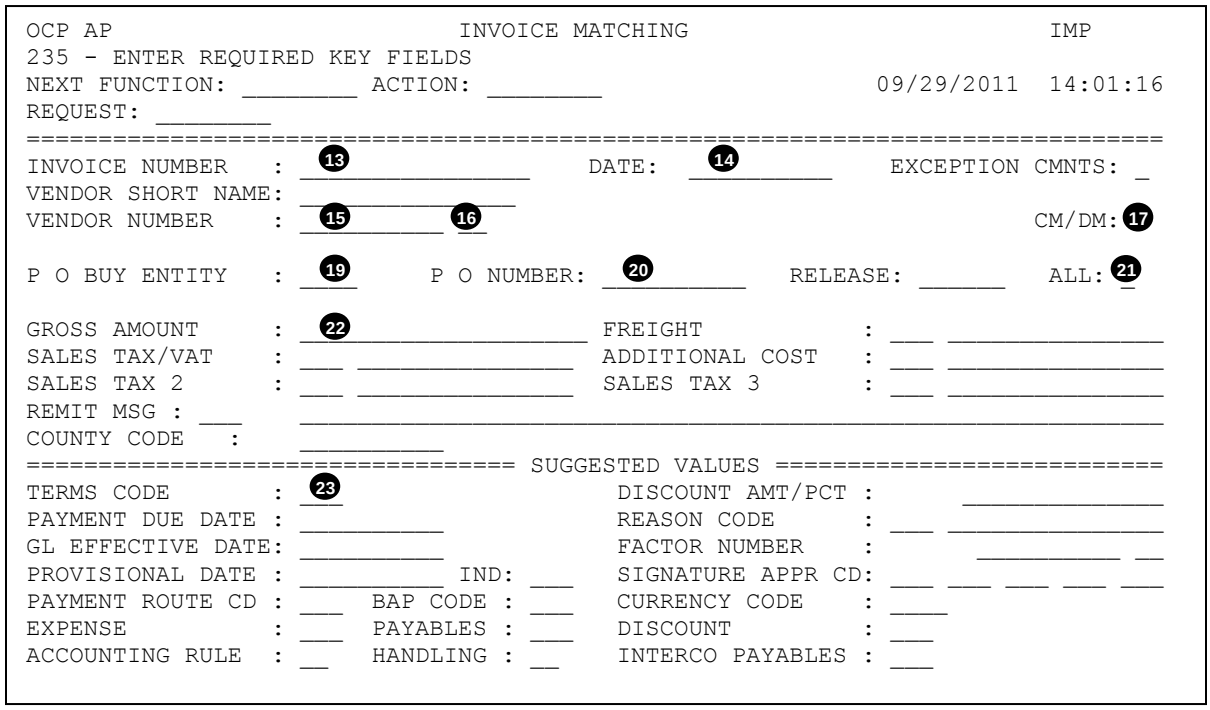
```
OCP AP                    CONTROL GROUP STATUS                          CGS

NEXT FUNCTION: ________ ACTION: ________                  09/29/2011  13:53:04
REQUEST: ________ (12)
================================================================================

PAY ENTITY: ____


PAY    --- CONTROL ---            CONTROL         NBR OF      DATE         S
ENTITY    DATE    NUMBER             AMOUNT          DOCS      ENTERED

XXPE  02/20/2004 1001                  750.00          1   02/20/2004      _
XXPT  04/10/2001 0001              195,000.00          3   04/10/2001      _
XXPT  04/12/2001 0001                  400.00         15   04/12/2001      _
XXPT  04/26/2002 0001                    4.56          1   04/26/2002      _
XXPT  04/27/2002 0002                1,000.00          1   04/27/2002      _
XXPT  04/30/2002 0003                3,196.50          4   04/30/2002      _
XXPT  02/16/2004 0001                   16.00          1   02/16/2004      _
XXPT  02/16/2004 1001                   16.90          1   02/16/2004      _
XXPT  02/19/2004 1001                  750.00          1   02/19/2004      _
XXPT  07/27/2004 0001               18,000.00          2   07/27/2004      _
XXPT  07/06/2008 0124                3,886.50          4   07/06/2008      (11)
                    PAGE:    1    STATUS: END OF LIST
```

11. Type **S** in the S (SELECT) field for control group 124. (It may be on screen page 2.)

> Like other AP documents such as invoices and employee reimbursements, debit and credit memos must be batched and entered in control groups. However, a credit memo does not have to be part of the same control group as the corresponding invoice.

12. Type **4** in the REQUEST field and press **ENTER** to access a blank *IMP* screen in the control group 124.

> Credit memos are entered on the *Invoice Matching (IMP)* screen. You must type in the header information for a credit memo just as you would for the corresponding invoice except for the CM/DM field. This field has three possible values:
>
> **C** for a credit memo
> **D** for a debit memo
> **I** for an invoice
>
> The default for the CM/DM field is set at **I**.
>
> When applying a credit memo, remember to type **C** in the CM/DM field on the *IMP* screen *before* processing the vendor information.



13. Type the **credit memo number (7418523010CM)** in the INVOICE NUMBER field.

14. Type **021908** in the DATE field.

15. Type **560746125** in the first blank of the VENDOR NUMBER field.

16. Type **A** in the second blank of the VENDOR NUMBER field.

17. Type **C** in the CM/DM field to indicate that you are entering a credit memo.

18. Press **ENTER** to process the information and to return the vendor name and address to the *IMP* screen.

19. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.

20. Type **XX40000213** in the PO NUMBER field and press **ENTER** to process the entered information. The message **378 – REQUESTED PO IS CLOSED** is displayed.

21. Type **X** in the ALL field to display closed PO lines.

22. Type **12.50** in the GROSS AMOUNT field.

    🗁 Type the value of the credit memo as a positive number (and *not* as a negative number) because the system automatically subtracts debit/credit memo values from an invoice. Note that if you type in a negative value, the system reverses the sign on the credit memo value and *adds* it to the invoice instead of subtracting it.

23. Verify that **NET** is displayed in the TERMS CODE field so the credit will be applied against the next invoice from that vendor.

24. Press **ENTER** to process the information and to access the *Invoice Line Audit (ILA)* screen. The *ILA* screen displays purchase order lines that are eligible to be matched with a credit memo.

> The *ILA* screen for a credit memo is processed in the same way as it is for an invoice. Remember to change the QUANTITY and AMOUNT fields where appropriate.
>
> If a credit memo reflects only a **dollar adjustment** (as in this scenario), then type **0** in the QUANTITY field to indicate that quantity is not applicable. Then type the value of the dollar adjustment (in this case, $12.50) in the AMOUNT field.
>
> If a credit memo reflects a **quantity and dollar adjustment** (e.g., when goods are returned), then type the quantity of returned goods in the QUANTITY field and the value of the dollar adjustment in the AMOUNT field.

```
OCP AP                      INVOICE LINE AUDIT                              ILA

NEXT FUNCTION:_________ ACTION: _________                  09/29/2011  15:05:09
REQUEST: 29 30 _________  PAGE STATUS: END OF LIST
================================================================================
VENDOR    :  560746125 A       PO NUMBER : XX40000213  EXCEPTION CMNTS: _
INVOICE NO:     7418523010CM   RELEASE   :             REM AMT:           12.50
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L
A   GN42541       0001 02/17/08 NO  EA   ___       26 10        27  586.50 _   Y _
    FILE CABINETS, STEEL                          FRT ___ _________________   Y
    IND  CO  ACCOUNT            CENTER        TX/VAT  ___ _________________   Y
         XX01 533110             10001000     ADD'L   ___ _________________   Y
                                              CONV FACTOR               1.
```

25. Verify that the unit of measure (**EA**) shown in the UOP field is the same as the unit of measure used on the credit memo. Change the unit of measure if there are any discrepancies.

> Because the credit memo reflects a **dollar adjustment**, type **0** in the QUANTITY field to indicate that quantity is not applicable. Then type the value of the dollar adjustment (in this case, $12.50) in the AMOUNT field.

26. Type **0** in the QUANTITY field to indicate that quantity is not applicable.

27. Type **12.50** over the defaulted data in the AMOUNT field.

28. Verify the accounting distribution that displays in the CO, ACCOUNT, and CENTER fields. Change the accounting distribution if it is incorrect.

29. Type **A** in the REQUEST field to identify line 0001 and press **ENTER** to tag the PO line.

30. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to complete this credit memo entry and to access a blank *IMP* screen.

You have now paid the invoice as per the PO and applied the corresponding credit memo.

When you apply a credit memo, you must remember to change the control group's control amount in order to balance the control group.When you created control group 124, you did not take into account the effects of this credit memo. Because a credit memo is a negative value, the gross document amount of control group 124 is reduced by $12.50. However, the control amount is still $3,886.50. Therefore, you cannot balance the control group until you change the control amount.

31. Type **8** in the REQUEST field to access the *Control Entry Status (CES)* screen.

```
OCP AP                      CONTROL ENTRY STATUS                          CES

NEXT FUNCTION: _________ ACTION: _________                  09/29/2011  15:45:30
REQUEST: _________
================================================================================
PAY ENTITY  : XXPT       CNTL NBR : 0124
CNTL DATE   : 07/06/2008 CURRENCY :       CONTROL AMT  :          (32) 3,886.50
GL EFF DATE :            APPL AREA: SC    GROSS DOC AMT:               1,874.00
NBR OF DOC'S:          5                  DIFFERENCE   :               2,012.50
================================================================================
VENDOR/EMPLOYEE  DOCUMENT NUMBER      GROSS AMOUNT   DOC DATE   STATUS      SEL

560746125 A          9638523008            250.00 02/09/2008 BALANCED        _
561301618 A          7939513006             55.00 02/06/2008 BALANCED        _
560746125 A          7418523010            586.50 02/17/2008 BALANCED        _
561493308 A          2587533011          1,000.00 02/11/2008 BALANCED        _
560746125 A        7418523010CM            -12.50 02/19/2008 BALANCED        _




              PAGE:    1  STATUS: END OF LIST
```

32. Reduce the value in the CONTROL AMOUNT field by $12.50 from $3,886.50 to $3,874.00 and press **ENTER** to process the change.

The preceding two walkthroughs demonstrated how an AP processor might process an invoice with an extended value tolerance exception.

An extended value exception occurs when the invoice line's extended value exceeds the extended value tolerance range. When an extended value tolerance exception occurs, the AP processor must pass the invoice to the buyer for resolution of the exception.

The extended value control serves the following purposes:

- It prevents the state from overpaying or underpaying for PO lines.
- At the same time, a tolerance allows for small variations in the PO line's PTP amount.
- The extended value tolerance also provides a check in addition to the unit price tolerance. For example, it may not be practical to process exceptions for one cent variations in price. However, if an agency is purchasing several thousand items, a one cent differential can add up to a variation of several dollars on a PO line.

In the preceding walkthrough, the buyer reviewed the exception and required the AP processor to do the following:

- Pay the invoice as per the PO
- Apply the vendor's credit memo to the PO line

Obtaining Signature Verification

Overview

Most North Carolina state agencies use the signature payment basis for invoices involving services. The signature payment basis for an invoice requires signature approval of the requester before an invoice can be paid. Once signature approval has been obtained, certifying that services have been received, payment can be made for up to the full quantity of services ordered.

Processing a Signature Basis Invoice

After the AP processor has matched the invoice header and invoice line information, the NCAS indicates whether the invoice needs signature approval from the requester.

If no exceptions occur during invoice processing, the NCAS displays the following message on the *Invoice Line Audit (ILA)* screen when the AP processor balances ("nexts") the invoice: **INVOICE HAS NOT BEEN PROCESSED BECAUSE OF SIGNATURE PAYMENT BASIS.**

If an exception occurs during invoice processing, it must be resolved as described in the *Processing Invoice Exceptions* section of this course. After the exception has been resolved, the system indicates that the AP processor needs to obtain signature verification for the invoice.

- If the AP processor enters **P** (pay-as-is) or **F** (force pay) in the S (SELECT) field to release an invoice from the *Invoice Reapplication Work Queue (IRQ),* the ST (STATUS) field on the *IRQ* screen changes from **A** (*available for accounts payable processing*) to **S** (*pending signature verification*).
- If the AP processor enters **S** (*additional processing*) in the S (SELECT) field to reapply an invoice from the *IRQ*, the *ILA* screen is displayed. The AP processor must make the changes the buyer has requested.

When he or she balances ("nexts") the invoice again, the system displays the following message: **INVOICE HAS NOT BEEN PROCESSED BECAUSE OF SIGNATURE PAYMENT BASIS.**

Responding to the Signature Payment Basis Message

If the *ILA* screen displays the message that signature verification is necessary to pay an invoice, the AP processor must type **PASS** in the REQUEST field to pass the invoice to the *Invoice Reapplication Queue (IRQ).* The invoice retains an **S** (*pending signature verification*) status until the requester's signature verification is obtained.

On the *IRQ* screen, if the status of an invoice changes from **A** to **S**, the AP processor must hold the invoice in the *IRQ* until signature verification is obtained.

Obtaining Signature Verification

Your agency may use either one of the following two methods for obtaining signature verification from a requester:

- **Signed Invoice**

  Your agency may require that a copy of an invoice be sent to a requester for his or her signature authorization before the invoice is paid. Once the AP processor receives the signed invoice copy from the requester, then he or she can release the invoice from the *Invoice Reapplication Work Queue (IRQ).*

- **Matching Invoice Verification Report**

  Your agency may choose to use the *Matching Invoice Verification Report* that is created in the system for every matched invoice that has been passed for signature approval.

> The *Matching Invoice Verification Report* is located in Systemware in report group MM122-9. The report ID is AP-A0006. This report is directed to the requestor if the purchase order was created from a requisition in the system. If the purchase order did not originate from a requisition, this report is addressed to the buyer.

The *Matching Invoice Verification Report* is sent to the requester for his or her comments and signature. Once the report has been signed, it is sent to the AP processor. The AP processor then uses the instructions on the *Matching Invoice Verification Report* to finish processing the invoice.

Releasing a Signature Basis Invoice

After the AP processor has received signature verification for an invoice, he or she must use one of two options in the ST (STATUS) field to release the invoice from the *IRQ*:

- **P** for *pay-as-is*, if the requester had no further changes for the invoice.
- **S** for *additional processing*, if the requester had additional changes for the invoice. After making the changes, the AP processor balances (or “nexts”) the invoice.

Once the invoice has been released, it is no longer displayed on the *IRQ* screen. The system has accepted the signature basis invoice for payment.

> Retain copies of the *Matching Invoice Verification Report* or the signed invoice. These documents provide proof that payment was authorized. You will need these documents when you are audited.

WALKTHROUGH 17: Processing a Signature Basis Invoice

SCENARIO

You have received an invoice from SBM Corporation in Denver, Colorado for the repair of computers. This invoice is for services and therefore, the signature payment basis applies to this invoice.

The vendor number is 130871985 F.

Process the invoice header and line information and then pass the invoice to your *Invoice Reapplication Work Queue (IRQ).* After you receive the requestor's signature, finish processing the invoice.

Invoice: SBM Corporation PO Box 5709 Denver, CO 34569-5709		Invoice Number: 7594863011 Invoice Date: 02/16/2008 Terms: Net 30	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Computer Repairs	1	2000.00	2000.00
PO# XX40000000		Freight: Tax: Total:	 2000.00

1. Enter the **invoice header information** on the *IMP* screen in control group 124. (Refer to **Procedure 20A/B: Entering Invoice Header Information**.)

   🗁 Note that the buying entity for the purchase of services is **XXBS**.

After selecting a specific control group on the *CGS* screen, you can access the following screens within that control group by typing:

1	The *Control Document Entry (CDE)* screen to view the control group header information for the specific control group
3	The *Invoice Worksheet (IWS-1T)* screen to process direct Invoices
4	The *Invoice Matching (IMP)* screen to process matching invoices
5	The *Employee Worksheet (EWS-1T)* screen to process employee transactions
6	The *Document Level Comments (DLC)* screen to add comments to a document
8	The *Control Entry Status (CES)* screen to view a list of the documents already entered in the control group

Before you press **ENTER**, your screen should look like the following screen:

```
OCP AP                          INVOICE MATCHING                          IMP

NEXT FUNCTION: _________ ACTION: _________                  10/03/2011  11:37:43
REQUEST: _________
================================================================================
INVOICE NUMBER   :       7594863011    DATE:  02/16/2008    EXCEPTION CMNTS: _
VENDOR SHORT NAME: SBMDENVER           SBM CORPORATION
VENDOR NUMBER    :  130871985 F        DENVER                          CM/DM: I
                                       CO 34569-5907
P O BUY ENTITY   : XXBS    P O NUMBER: XX40000000   RELEASE: ______   ALL: _

GROSS AMOUNT     :             2,000.00 FREIGHT          : ___ _______________
SALES TAX/VAT    : ___ _______________  ADDITIONAL COST   : ___ _______________
SALES TAX 2      : ___ _______________  SALES TAX 3       : ___ _______________
REMIT MSG : ___    ____________________________________________________________
COUNTY CODE   :    __________
================================== SUGGESTED VALUES ============================
TERMS CODE       : N30                  DISCOUNT AMT/PCT :      _______________
PAYMENT DUE DATE : __________           REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________           FACTOR NUMBER    :       __________ __
PROVISIONAL DATE : __________ IND: ___  SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BAP CODE : XXD  CURRENCY CODE    : ____
EXPENSE          : 001  PAYABLES : ___  DISCOUNT         : 001
ACCOUNTING RULE  : 01   HANDLING : __   INTERCO PAYABLES : ___
```

2. Press **ENTER** to access the *ILA* screen.

3. Identify and tag the appropriate PO line for the amount of the invoice. (Refer to **Procedure 21: Entering Invoice Line Information for Matching Invoices**.)

4. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to balance the invoice.

```
OCP AP                          INVOICE LINE AUDIT                        ILA
445 - INVOICE HAS NOT BEEN PROCESSED BECAUSE OF SIGNATURE PAYMENT BASIS
NEXT FUNCTION: _________ ACTION: _________                  10/03/2011  09:57:04
REQUEST: _________  PAGE STATUS: END OF LIST
================================================================================
VENDOR    :  130871985 A       PO NUMBER : XX40000000  EXCEPTION CMNTS: _
INVOICE NO:       7594863011   RELEASE   :             REM AMT:             .00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L
A GN93921         0001 02/17/08 NO  LT   ___          1        2,000.00 _   Y _
  COMPUTER REPAIRS                          FRT ___ _______________   Y
  IND  CO  ACCOUNT           CENTER       TX/VAT  ___ _______________   Y
      XX01 533110            10001000     ADD'L   ___ _______________   Y
                                          CONV FACTOR              1.
```

The system displays the following message: **445 – INVOICE HAS NOT BEEN PROCESSED BECAUSE OF SIGNATURE PAYMENT BASIS**.

5. Type **PASS** in the REQUEST field and press **ENTER** to pass the invoice to your *Invoice Reapplication Work Queue (IRQ).*

6. Wait until you receive the *Matching Invoice Verification Report* or a signed invoice indicating that you have the required signature approval to pay the invoice for this transaction.

> If your agency requires a signed invoice as proof of authorization, send a copy of the invoice to the requestor for his or her signature.
>
> If your agency uses the *Matching Invoice Verification Report*, your agency has a policy for distributing the report to the requestors.

REPORT ID : AP-0006 PAGE : 1

TO : TRAINING REQUISITIONER PAY ENTITY : XXBS CONTROL GROUP : 124
SUBJECT : MATCHING INVOICE VERIFICATION OPERATOR : 0000XX CONTROL DATE : 02/19/2008
AS OF : 02/19/2008 INVOICE NUMBER : 7594863011

THE FOLLOWING INVOICE CONTAINS ITEMS THAT WILL BE CHARGED TO YOUR REQUISITION COST CENTER.
PLEASE CONFIRM THE CHARGE IN THE SPACE PROVIDED AND RETURN TO THE ACCOUNTS PAYABLE DEPARTMENT.

--INVOICE GENERAL INFORMATION--

DATE : 02/16/2008 GROSS INV AMOUNT : 2000.00
DUE DATE: 02/16/2008 PO REFERENCE : XX90002234 TAX/VAT : .00
BILLING VENDOR: SBM CORPORATION DENVER, CO 0001 FREIGHT : .00
BUYER: TRAINING BUYER ADDITIONAL COST : .00

--INVOICE DETAIL INFORMATION--

LINE	CO	ACCOUNT	CENTER	VENDOR ITEM DESCRIPTION	INVOICE QUANTITY	UOM	AMOUNT
1	XX01	534511	1000310 0	COMPUTER REPAIRS	1	EA	2000.00

--APPROVAL DISPOSITION--

HOLD PENDING ACTION : WHEN ? TYPE ?

PAY AS INVOICED : : X DATE SERVICE/GOODS RECEIVED : 02/01 - 02/10/2008

NOTES :

DEDUCT (AMOUNT) : EXPLAIN :

SIGNATURE AUTHORIZES CHARGES AS SHOWN ABOVE

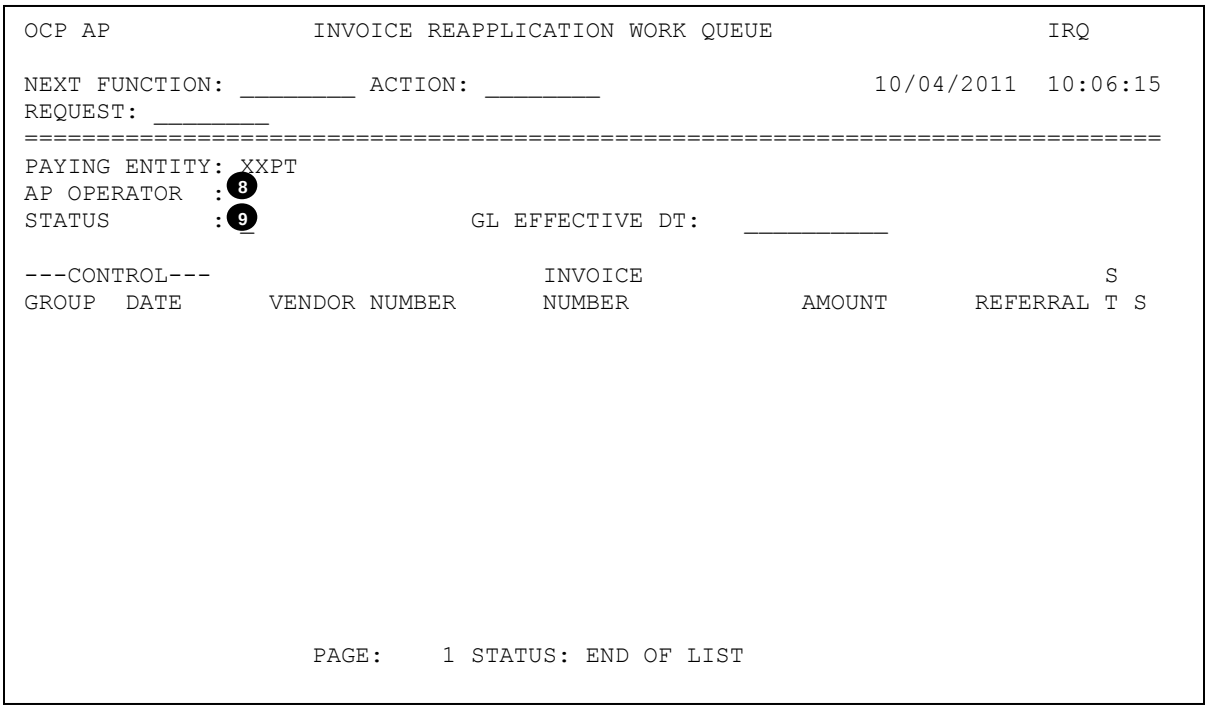
SIGNED R. C. Smith

TITLE Training Requisitioner

DATE 02/19/08

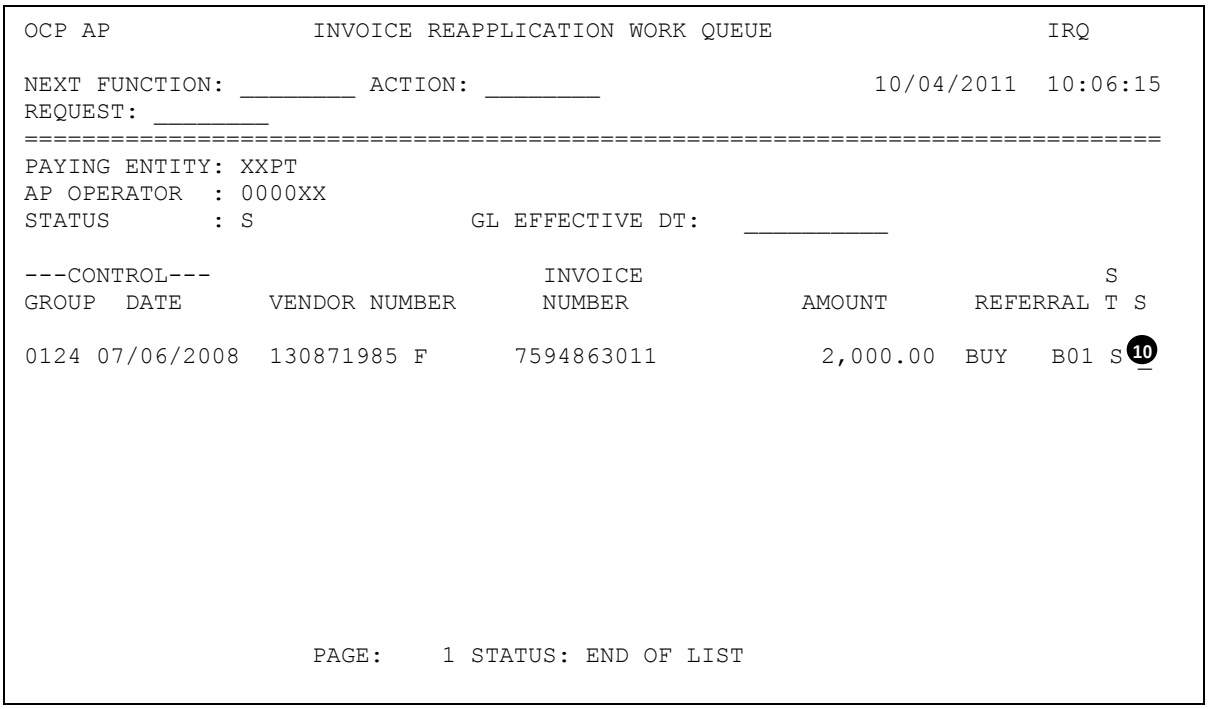
You have received signature approval from the requestor, authorizing payment for this invoice. The requestor does not require you to make any changes to the invoice. In other words, you should pay the invoice as is.

7. Type **IRQ** in the NEXT FUNCTION field and press **ENTER** to access your *Invoice Reapplication Work Queue (IRQ)* screen.



8. Type **your operator ID (XX)** in the AP OPERATOR field.

9. Type **S** in the STATUS field and press **ENTER** to access a list of invoices *pending signature verification*.



10. Type **P** in the s field to *pay the invoice as is* and press **ENTER**.

The invoice disappears from the *IRQ* screen. The message **501 – NO INVOICES FOUND FOR THE COMBINATIONS SELECTED** is displayed indicating that the system has accepted the invoice for payment.

> Remember that, on the *IRQ* screen, you can process an invoice with an **S** (*pending signature verification*) status in the same way that you process an invoice with an **A** (*available for accounts payable processing*) status.
>
> In other words, a requester does not always provide signature approval with a **P** (*pay as is*) instruction. The requester may require you to make changes to an invoice before paying it. You may be asked to make a partial payment (issue a debit memo or wait for the vendor's credit memo) or you may be asked to make changes such as deleting taxes from an invoice. From the *IRQ* screen, process these instructions just as you would process the scenarios in the *Processing Exceptions* section of this course. After you have made these changes, process the invoice for signature basis as described in the *Obtaining Signature Verification* section.

Converting Units of Measure

Units of Measure

Quantities of purchased goods and services are measured in standard **units of measure (UOM)**. Examples of units of measure are as follows:

- Each — An individual item, such as one desk
- Dozen — An item measured in groups of 12, such as a dozen pencils

The AP processor encounters two types of units of measure when paying invoices: the unit of purchase and the unit of invoice.

Units of Purchase

The **unit of purchase (UOP)** is the unit of measure used by a buyer to order an item. Examples of units of purchase are as follows:

- A buyer at one agency orders 48 desk calendars. The **UOP** for this transaction is each.
- Another agency's buyer may have placed the same order in terms of four dozen calendars.

Although this agency has also ordered 48 desk calendars, the **UOP** for this transaction is dozen.

Units of Invoice

The **unit of invoice (UOI)** is the unit of measure used by the vendor to invoice an item.

For example, the **UOI** for the following invoice is dozen.

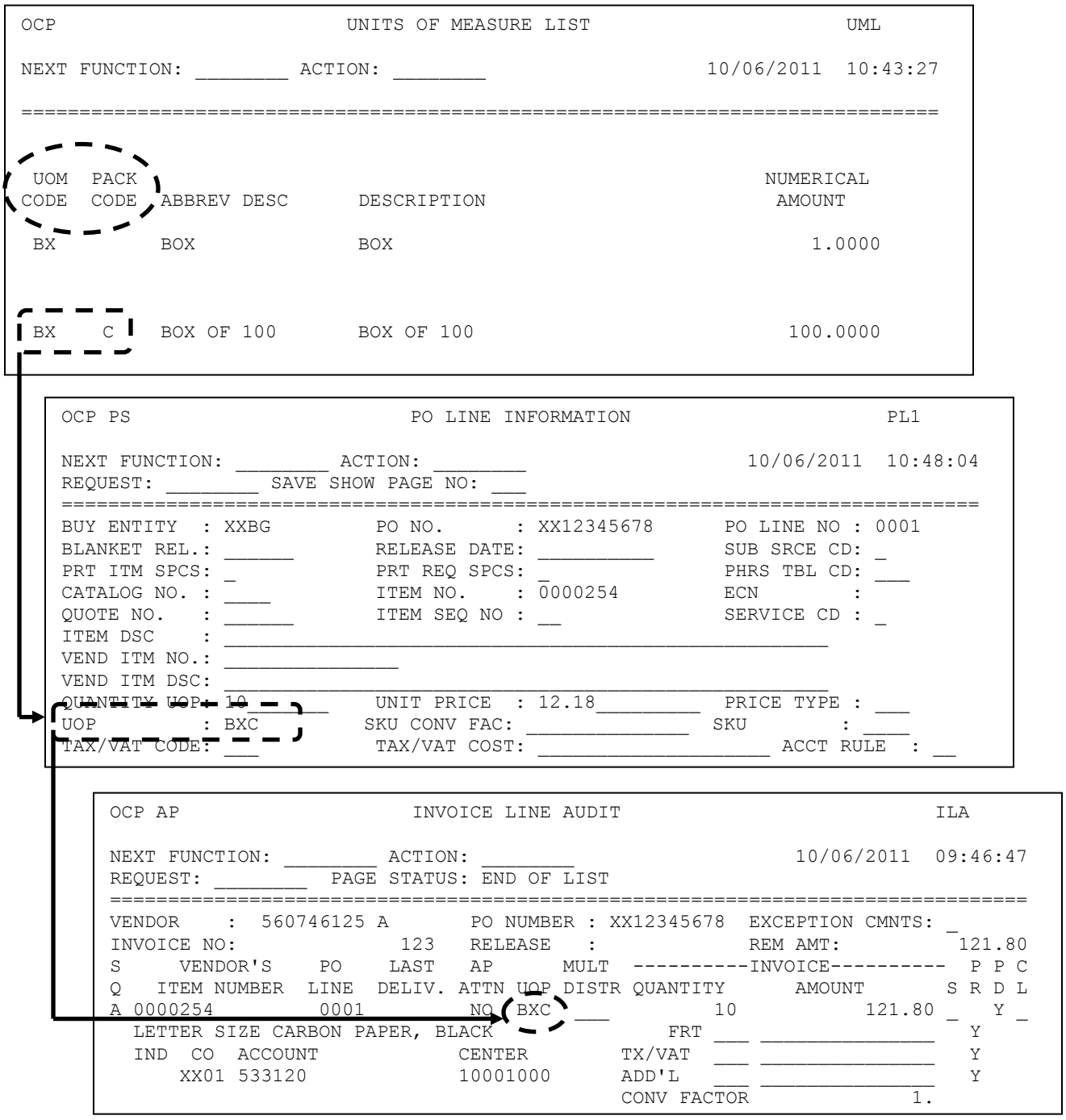
Invoice: BuyMart Stores Inc #1751 6600 Glenwood Ave Raleigh, NC 27608		Invoice Number: 3000 Invoice Date: 02/28/2008 Terms: Net 30	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Desk Calendars	4 dozen	12.00	48.00
		Tax: Total:	 48.00

Units of Measure List Inquiry Screen

The *Unit of Measure List Inquiry (UML)* screen lists descriptions, codes and numerical amounts assigned to different units of measure defined in the system.

```
OCP                          UNITS OF MEASURE LIST                          UML

NEXT FUNCTION: ________ ACTION: ________                  10/06/2011  10:43:27

================================================================================

 UOM  PACK                                                    NUMERICAL
CODE  CODE  ABBREV DESC      DESCRIPTION                        AMOUNT

 BX          BOX             BOX                                 1.0000


 BX    C     BOX OF 100      BOX OF 100                        100.0000


 BX    03    BOX OF 3        BOX OF 3                            3.0000


              PAGE NO:    6     SCREEN STATUS: MORE
```

The buyer uses the *UML* screen to locate the UOM CODE and the PACK CODE for a particular unit of measure. The buyer enters this combination on the purchase order (*PO Line Information* or *PL1* screen). This value defaults to the UOP field on the *ILA* screen. The UOM CODE and the PACK CODE from the *UML* screen together form the value for the UOP field on the *ILA* screen.



For example, if the unit of purchase for a transaction was a box of 100, then the value in the UOP field on the *ILA* screen would be **BXC**. However, if the unit of purchase for a transaction was a box, then the value in the UOP field on the *ILA* screen would be **BX**.

Converting the UOP to the UOI

Ideally, the unit of measure used by the buyer (UOP) and the vendor (UOI) should be the same. However, in some instances, the UOP and the UOI may differ. For example, the buyer may have ordered 48 desk calendars (UOP: each), but the vendor may invoice for four dozen calendars (UOI: dozen).

When the UOP and the UOI are not the same, the AP processor must convert the UOP to the UOI. In the NCAS, a conversion factor is used to convert the UOP to the UOI. The **conversion factor** is defined as the number of UOPs in one UOI. In the desk calendar example, the conversion factor is 12 because there are 12 eaches in one dozen.

The conversion factor can be calculated *either* electronically or manually.

Electronically Converting the UOP to the UOI

System Calculated Conversion Factor

The system uses the NUMERICAL AMOUNT field from the *UML* screen to calculate the conversion factor. The conversion factor equals the numerical amount of the UOI divided by the numerical amount of the UOP. The system-calculated conversion factor is represented in the following formula:

$$\textbf{Conversion Factor (System)} = \frac{\textbf{NUMERICAL AMOUNT OF UOI}}{\textbf{NUMERICAL AMOUNT OF UOP}}$$

For example, the NUMERICAL AMOUNT for dozen is 12 on the *UML* screen.

```
OCP                          UNITS OF MEASURE LIST                          UML

NEXT FUNCTION: ________ ACTION: ________                  10/06/2011  11:14:48

================================================================================

 UOM  PACK                                                      NUMERICAL
CODE  CODE  ABBREV DESC      DESCRIPTION                          AMOUNT

 DR          DRUM                                                 1.0000


 DY          DAY                                                  1.0000


 DZ          DOZEN            DOZEN                              12.0000


                    PAGE NO:   30     SCREEN STATUS: MORE
```

The NUMERICAL AMOUNT for each is 1 on the *UML* screen.

```
OCP                          UNITS OF MEASURE LIST                          UML

NEXT FUNCTION: ________ ACTION: ________                  10/06/2011  10:43:27

================================================================================

 UOM  PACK                                                      NUMERICAL
CODE  CODE  ABBREV DESC      DESCRIPTION                          AMOUNT

 EA          EACH                                                 1.0000


 EN          ENVELOPE                                             1.0000


 FD          FOLD                                                1.0000


              PAGE NO:    6     SCREEN STATUS: MORE
```

When the UOI is a dozen and the UOP is an each, the system calculates the conversion factor as follows:

Conversion Factor (System) = **NUMERICAL AMOUNT OF UOI / NUMERICAL AMOUNT OF UOP**

= **12 / 1**

= **12**

Conditions for Electronic Conversion

The system calculates the correct conversion factor if both of the following conditions are satisfied:

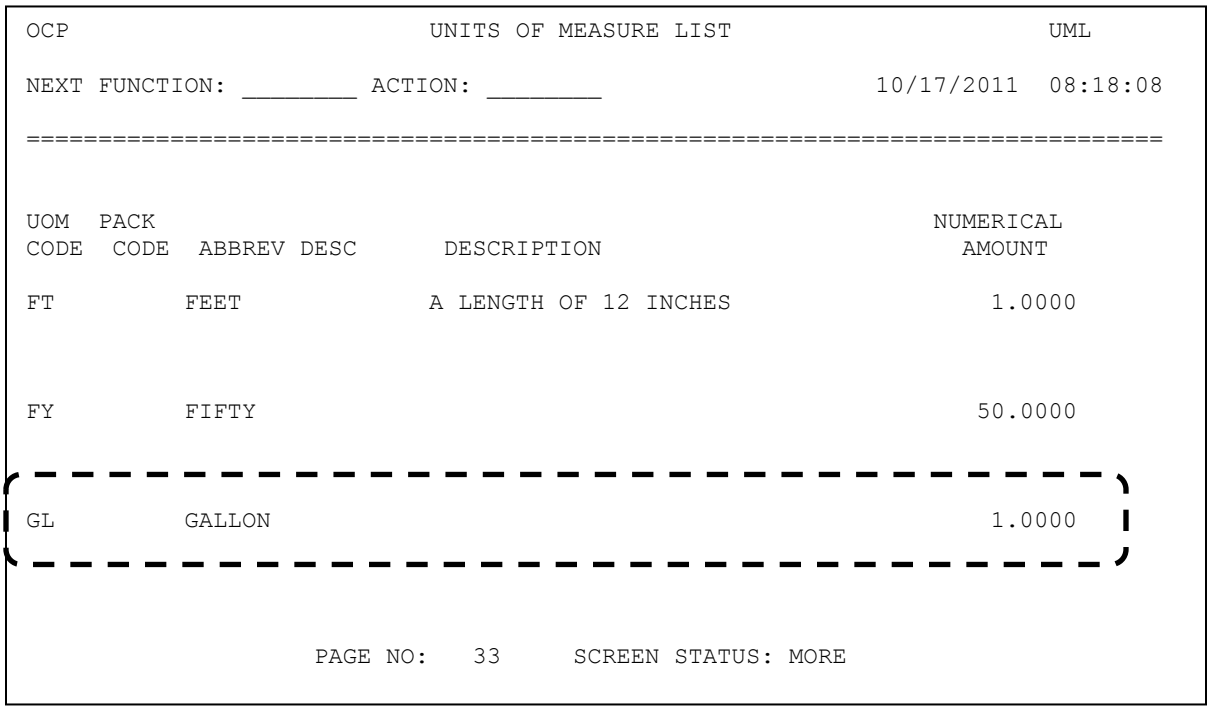
- The UOI exists on the *Unit of Measure List (UML)* screen

  If the AP processor changes the UOP field to a value that does not exist on the *UML* screen, then the system displays the following error message on the *ILA* screen: **356 – UNIT OF MEASURE DOES NOT EXIST ON THE POLICY FILE**.

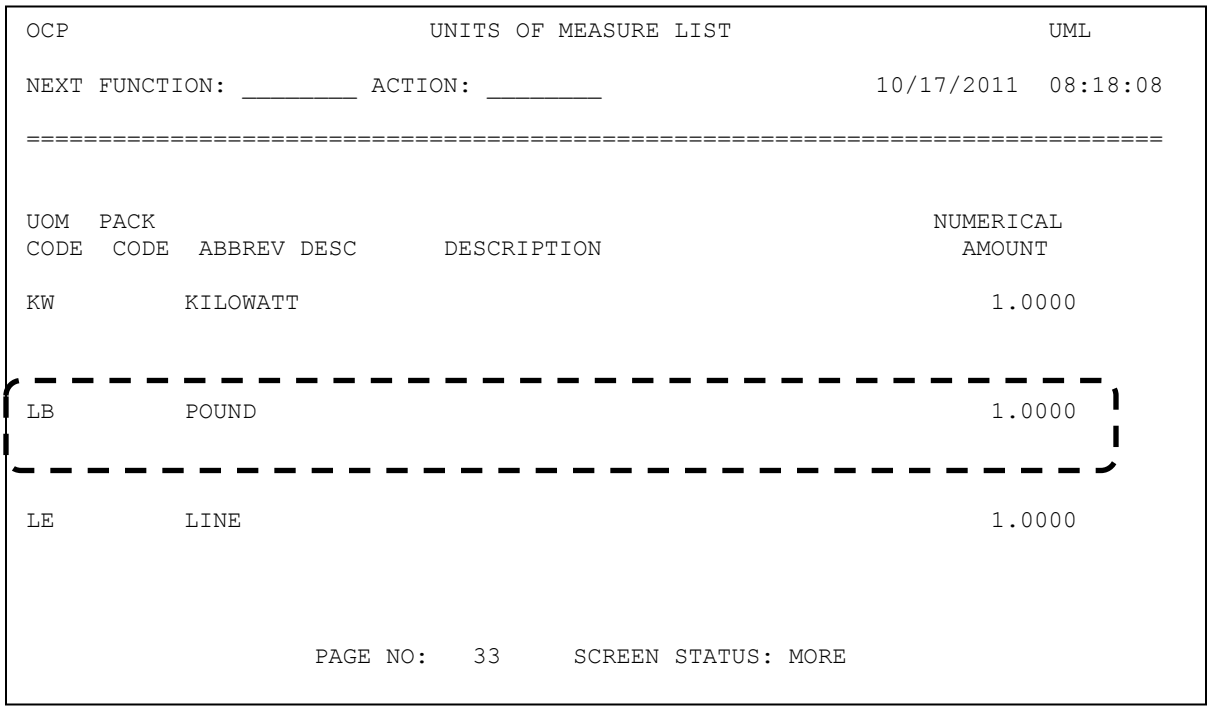
- The system-calculated conversion factor represents the true numerical relationship between the UOP and the UOI. For example, 12:1 accurately reflects the numerical relationship between dozen and each because there are 12 eaches in one dozen.

  In some instances, the system-calculated conversion factor is not accurate. For example, assume that the unit of purchase for paint additive is pounds and the unit of invoice is gallons. The buyer tells the AP processor that there are 10 pounds in one gallon of paint additive. The true numerical relationship between pounds and gallon is 10.

  If you are not familiar with the relationship between certain units of measure, call the buyer or vendor to ascertain the relationship between the UOP and the UOI.



```
OCP                          UNITS OF MEASURE LIST                          UML

NEXT FUNCTION: ________ ACTION: ________                  10/17/2011  08:18:08

================================================================================

UOM  PACK                                                        NUMERICAL
CODE  CODE  ABBREV DESC      DESCRIPTION                           AMOUNT

FT          FEET             A LENGTH OF 12 INCHES                  1.0000


FY          FIFTY                                                  50.0000

GL          GALLON                                                 1.0000


                    PAGE NO:   33     SCREEN STATUS: MORE
```



```
OCP                          UNITS OF MEASURE LIST                          UML

NEXT FUNCTION: ________ ACTION: ________                  10/17/2011  08:18:08

================================================================================

UOM  PACK                                                        NUMERICAL
CODE  CODE  ABBREV DESC      DESCRIPTION                           AMOUNT

KW          KILOWATT                                               1.0000

LB          POUND                                                  1.0000

LE          LINE                                                   1.0000


                    PAGE NO:   33     SCREEN STATUS: MORE
```

However, as seen on the preceding *UML* screens, the NUMERICAL AMOUNT for both pounds and gallons is 1. Therefore, the system calculated conversion factor is:

$$\textbf{Conversion Factor (System)} = \frac{\textbf{NUMERICAL AMOUNT OF UOI}}{\textbf{NUMERICAL AMOUNT OF UOP}}$$

$$= \frac{1}{1}$$

$$= 1$$

In this case, the system-calculated conversion factor is incorrect because the ratio of the NUMERICAL AMOUNT fields of pounds to gallons does not represent their true numerical relationship. Therefore, the AP processor must manually calculate the conversion factor and enter it in the CONV FACTOR field on the *ILA* screen. The manual conversion of the UOP to the UOI will be discussed later in this section.

Implementing the Electronic Conversion

For the system to convert the UOP to the UOI, the AP processor must change the UOP field on the *ILA* screen to match the unit of invoice. To do this, the AP processor must do the following:

- Look up the unit of invoice's UOM CODE and PACK CODE on the *UML* screen.
- Type the unit of invoice in the UOP field on the *ILA* screen.
- Change the value in the QUANTITY field to reflect the invoice quantity.

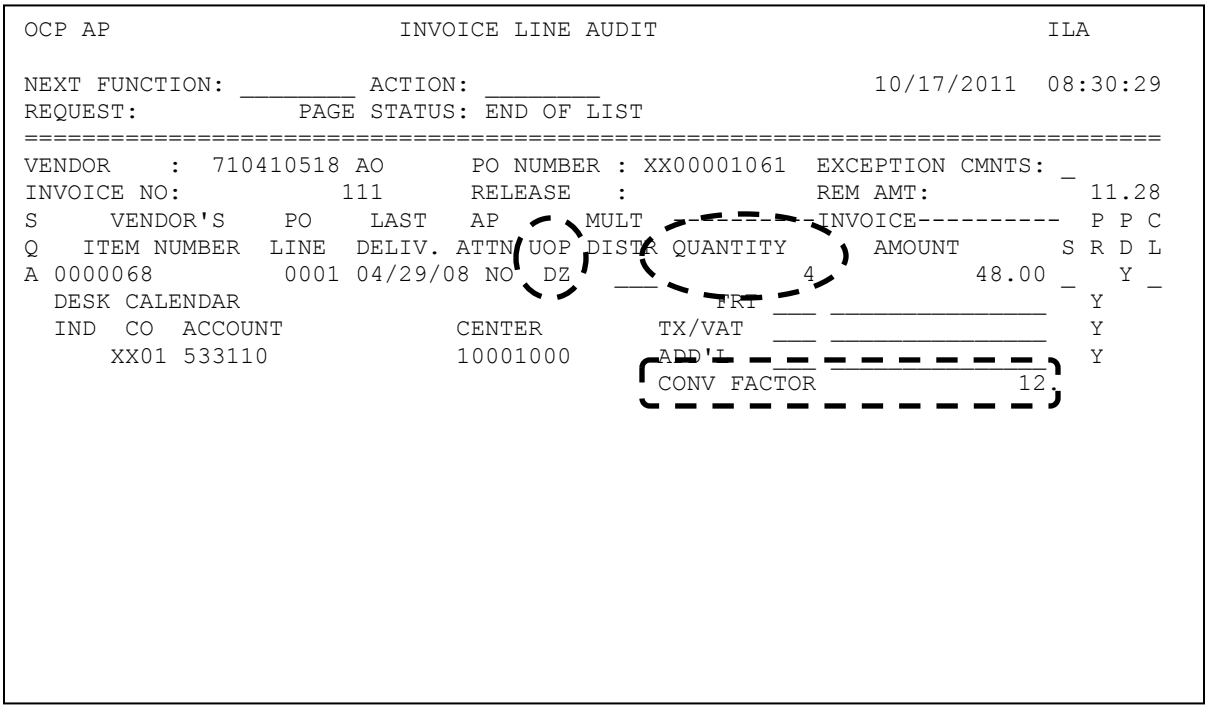
For instance, in the desk calendar example, the UOP field on the *ILA* screen has the value **EA** (each) and the QUANTITY field has the value **48**. However, the invoice is measured in dozens.

```
OCP AP                    INVOICE LINE AUDIT                          ILA

NEXT FUNCTION: ________ ACTION: ________                  10/17/2011  08:30:29
REQUEST:           PAGE STATUS: END OF LIST
===============================================================================
VENDOR    :  710410518 AO      PO NUMBER : XX00001061  EXCEPTION CMNTS: _
INVOICE NO:           111      RELEASE   :             REM AMT:          11.28
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L
A 0000068         0001 04/29/08 NO  EA   ___        48           48.00 _   Y _
  DESK CALENDAR                                FRT ___ ________________   Y
  IND  CO  ACCOUNT            CENTER        TX/VAT  ___ ________________   Y
      XX01 533110             10001000      ADD'L   ___ ________________   Y
                                            CONV FACTOR              1.
```

In this case, the AP processor should do the following:

- Look up the code for dozen on the *UML* screen. This code is **DZ**.
- Type **DZ** (dozen) in the UOP field.
- Change the value in the QUANTITY field from 48 to **4**.

When the AP processor changes the value in the UOP field on the *ILA* screen, the system automatically calculates the conversion factor. When the UOP is each and the UOI is dozen, the conversion factor is 12 because there are 12 eaches in one dozen. When the AP processor changes the UOP field on the *ILA* screen, the CONV FACTOR field on the *ILA* screen correspondingly changes from 1 to **12**.



WALKTHROUGH 18: Electronically Converting the UOP to the UOI

SCENARIO

You have received an invoice from Office Now! for 1 gross of ball point pens. The vendor number is 510305204 A.

Process this invoice.

Invoice: Office Now! PO Box 400 Dover City, PA 15520-0400		Invoice Number: 9631473012 Invoice Date: 02/24/2008 Terms: Net 30	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Bic Black Ball Point Pens, Fine Point, With-out Eraser	1 Gross	17.28	17.28
PO# XX40000215		Freight: Tax: Total:	 17.28

1. Type **CGS** in the NEXT FUNCTION field and press **ENTER** to access the *Control Group Status (CGS)* screen.

```
OCP AP                    CONTROL GROUP STATUS                          CGS

NEXT FUNCTION: ________ ACTION: ________                  10/17/2011  08:43:11
REQUEST: ________ (3)
================================================================================

PAY ENTITY: XXPT (2)


PAY    --- CONTROL ---            CONTROL         NBR OF      DATE         S
ENTITY    DATE    NUMBER             AMOUNT          DOCS      ENTERED

XXPT  04/10/2001 0001              195,000.00          3   04/10/2001      _
XXPT  04/12/2001 0001                  400.00         15   04/12/2001      _
XXPT  04/26/2002 0001                    4.56          1   04/26/2002      _
XXPT  04/27/2002 0002                1,000.00          1   04/27/2002      _
XXPT  04/30/2002 0003                3,196.50          4   04/30/2002      _
XXPT  02/16/2004 0001                   16.00          1   02/16/2004      _
XXPT  02/16/2004 1001                   16.90          1   02/16/2004      _
XXPT  02/19/2004 1001                  750.00          1   02/19/2004      _
XXPT  07/27/2004 0001               18,000.00          2   07/27/2004      _
XXPT  07/06/2008 0124                3,874.00          7   07/06/2008      _
XXPT  04/30/2008 0123                8,875.23          8   04/30/2008      _ (2)
              PAGE:    1    STATUS: END OF LIST
```

2. Type **XXPT** in the PAY ENTITY field if it does not default and press **ENTER**. Then type **S** in the S (SELECT) field for control group 123.

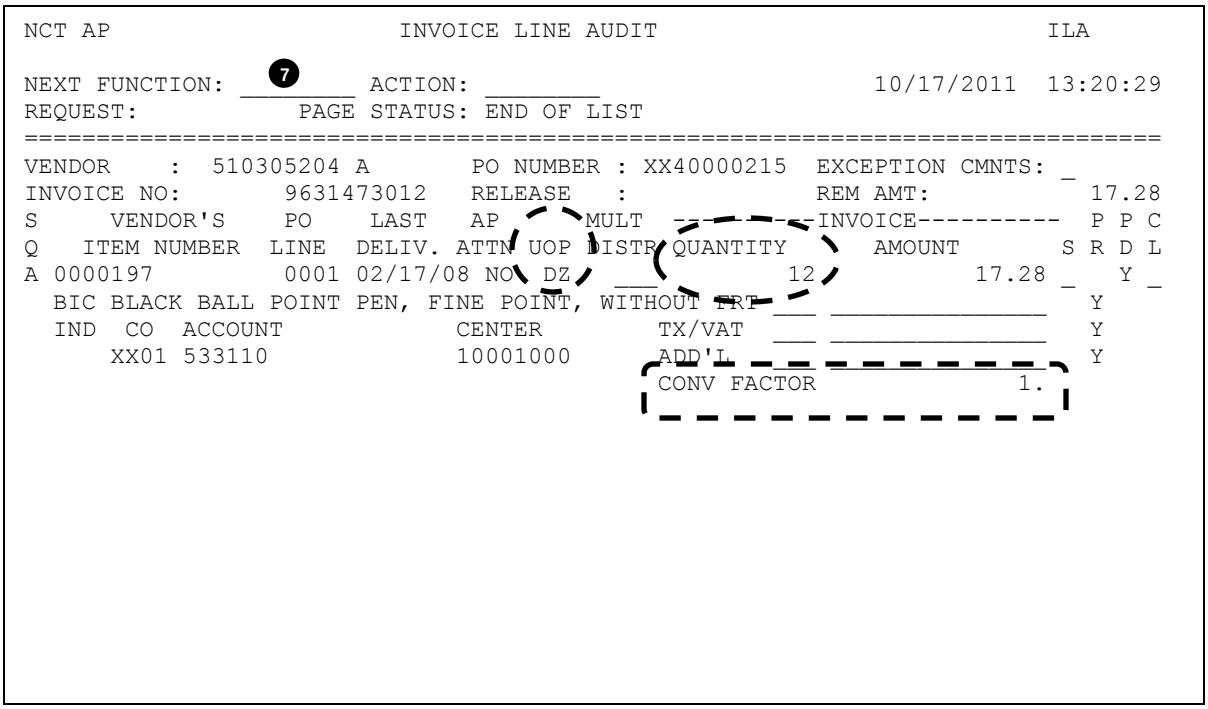
3. Type **4** in the REQUEST field and press **ENTER** to access a blank *Invoice Matching (IMP)* screen.

4. Type the **invoice header information** on the *IMP* screen. (Refer to **Procedure 20A/B: Entering Invoice Header Information**).

Before you press **ENTER**, your screen should look like the following screen.

```
OCP AP                          INVOICE MATCHING                              IMP

NEXT FUNCTION: _________ ACTION: _________                    10/17/2011  13:17:32
REQUEST: _________
================================================================================
INVOICE NUMBER   :       9631473012    DATE:  02/24/2008    EXCEPTION CMNTS: _
VENDOR SHORT NAME: OFFICENOW           OFFICE NOW!
VENDOR NUMBER    :  510305204 A        DOVER CITY                        CM/DM: I
                                       PA  15520-0400
P O BUY ENTITY   : XXBG     P O NUMBER: XX40000215   RELEASE: ______   ALL: _

GROSS AMOUNT     :                17.28 FREIGHT          : ___ _______________
SALES TAX/VAT    : ___ _______________  ADDITIONAL COST   : ___ _______________
SALES TAX 2      : ___ _______________  SALES TAX 3       : ___ _______________
REMIT MSG : ___    ____________________________________________________________
COUNTY CODE   :    __________
================================== SUGGESTED VALUES ============================
TERMS CODE       : N30                  DISCOUNT AMT/PCT :      _______________
PAYMENT DUE DATE : __________           REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________           FACTOR NUMBER    :       __________ __
PROVISIONAL DATE : __________ IND: ___  SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BAP CODE : XXD  CURRENCY CODE    : ____
EXPENSE          : 001  PAYABLES : ___  DISCOUNT         : 001
ACCOUNTING RULE  : 01   HANDLING : __   INTERCO PAYABLES : ___
```

5. Press **ENTER** to process the invoice and to access the *Invoice line Audit (ILA)* screen.



6. Compare the unit of invoice (UOI) to the value in the UOP field.

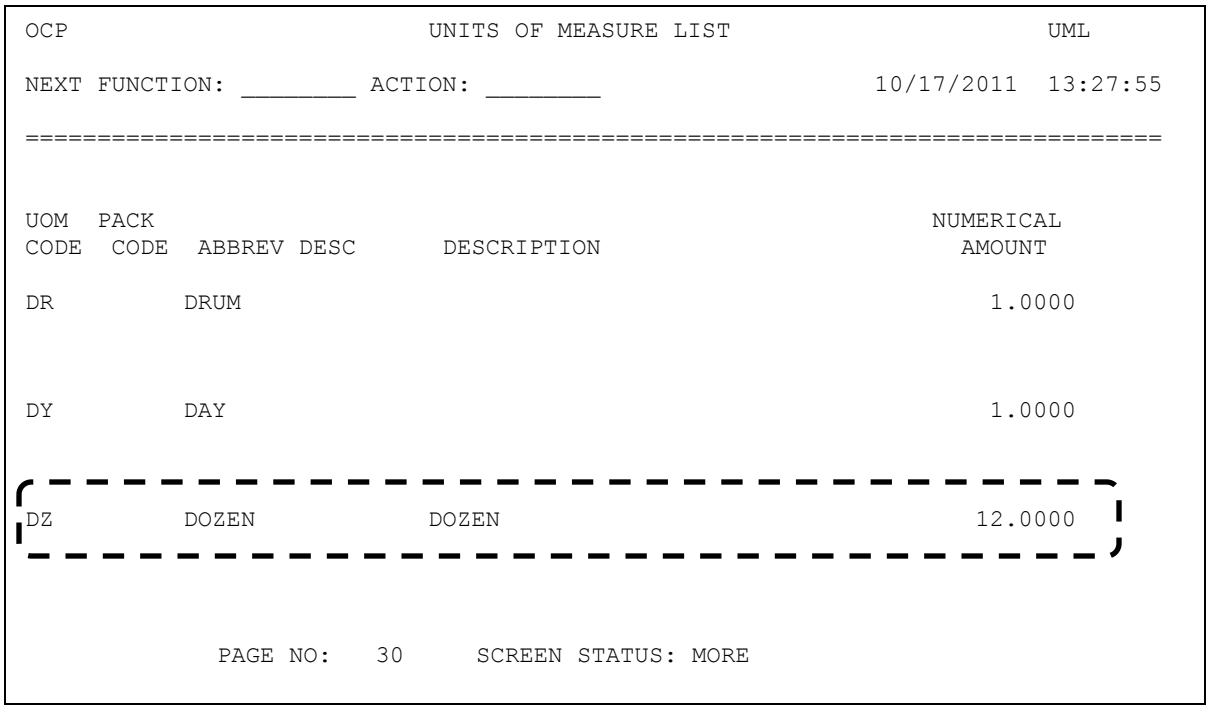
Because the UOP is a dozen and the UOI is a gross, the UOP must be converted to the UOI.

There are 12 dozens in a gross. The conversion factor, therefore, is 12.

7. Type **UML** in the NEXT FUNCTION field and press **ENTER** to access the *Units of Measure List (UML)* screen.

8. Press **ENTER** to scroll down the *UML* screen to find a dozen.

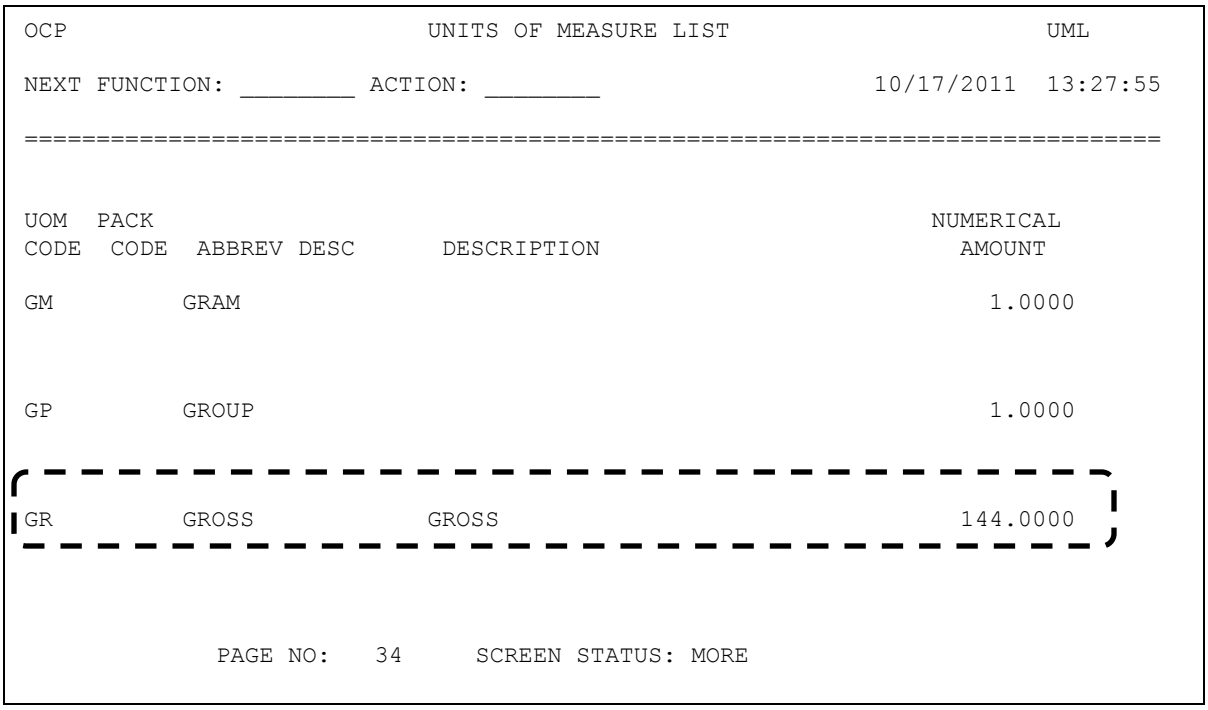
The numerical amount attached to a dozen is 12.



```
OCP                          UNITS OF MEASURE LIST                          UML

NEXT FUNCTION: ________ ACTION: ________                    10/17/2011  13:27:55

================================================================================


UOM  PACK                                                        NUMERICAL
CODE  CODE  ABBREV DESC      DESCRIPTION                           AMOUNT

DR          DRUM                                                    1.0000


DY          DAY                                                     1.0000


DZ          DOZEN            DOZEN                                 12.0000


              PAGE NO:   30     SCREEN STATUS: MORE
```

9. Press **ENTER** to scroll down the *UML* screen to find a gross.

The numerical amount attached to a gross is 144.



```
OCP                          UNITS OF MEASURE LIST                          UML

NEXT FUNCTION: ________ ACTION: ________                    10/17/2011  13:27:55

================================================================================


UOM  PACK                                                        NUMERICAL
CODE  CODE  ABBREV DESC      DESCRIPTION                           AMOUNT

GM          GRAM                                                    1.0000


GP          GROUP                                                   1.0000


GR          GROSS            GROSS                                144.0000


              PAGE NO:   34     SCREEN STATUS: MORE
```

The system-calculated conversion factor for dozen to gross is:

$$\textbf{Conversion Factor (System)} = \frac{\textbf{NUMERICAL AMOUNT OF UOI}}{\textbf{NUMERICAL AMOUNT OF UOP}}$$

$$= \frac{\textbf{144}}{\textbf{12}}$$

$$= \textbf{12}$$

Both conditions for electronic conversion are satisfied:

— Gross is defined in the system

— The system-calculated conversion factor for dozen and gross equals 12, which is the true numerical relationship between them

10. Note that the UOM CODE and PACK CODE for a gross is **GR**.

11. Type **BACK** in the NEXT FUNCTION field and press **ENTER** to return to the *ILA* screen.

```
OCP AP                    INVOICE LINE AUDIT                          ILA

NEXT FUNCTION: ________ ACTION: ________                  10/17/2011  15:40:04
REQUEST:           PAGE STATUS: END OF LIST
================================================================================
VENDOR    :  510305204 A       PO NUMBER : XX40000215  EXCEPTION CMNTS: _
INVOICE NO:       9631473012   RELEASE   :             REM AMT:          17.28
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L
A 0000197         0001 02/17/08 NO  12  ___          13           17.50 _   Y _
  BIC BLACK BALL POINT PEN, FINE POINT, WITHOUT FRT ___ ______________   Y
  IND  CO  ACCOUNT            CENTER        TX/VAT  ___ ______________   Y
      XX01 533110             10001000      ADD'L   ___ ______________   Y
                                            CONV FACTOR              1.
```

12. Type **GR** over the data presently displayed in the UOP field.

13. Type **1** over the data presently displayed in the QUANTITY field to reflect the invoice quantity.

14. Press **ENTER** to process the changes.

```
OCP AP                    INVOICE LINE AUDIT                              ILA

NEXT FUNCTION: ________ ACTION: ________                  10/17/2011  15:40:04
REQUEST:           PAGE STATUS: END OF LIST
================================================================================
VENDOR    :  510305204 A       PO NUMBER : XX40000215  EXCEPTION CMNTS: _
INVOICE NO:       9631473012   RELEASE   :             REM AMT:          17.28
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L
A 0000197         0001 02/17/08 NO  GR   ___          1           17.50 _   Y _
  BIC BLACK BALL POINT PEN, FINE POINT, WITHOUT FRT ___ ________________   Y
  IND  CO  ACCOUNT            CENTER        TX/VAT  ___ ________________   Y
      XX01 533110             10001000      ADD'L   ___ ________________   Y
                                            CONV FACTOR              12.
```

Note that the value in the CONV FACTOR field has changed from **1** to **12**.

15. Identify and tag the PO line for the amount of the invoice and press **ENTER**. (Refer to **Procedure 21: Entering Invoice Line Information for Matching Invoices**.)

16. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to balance the invoice and to access a blank IMP screen.

In this walkthrough, you converted the unit of purchase on the *ILA* screen to the unit of invoice. In this example, the unit of invoice was defined in the NCAS. Additionally, the system-calculated conversion factor was equal to the true numerical relationship between the units of measure. You were, therefore, able to electronically convert the UOP to the UOI. In other words, you changed the value in the UOP field on the *ILA* screen to perform the conversion.

Manually Converting the UOP to the UOI

Manually Calculated Conversion Factor

In some instances, such as when the numerical relationship between the UOP and the UOI is not accurately reflected on the *UML* screen, the AP processor must manually calculate the conversion factor.

Remember that the conversion factor is defined as the number of UOPs in one UOI. The AP processor should use this definition to manually calculate the conversion factor.

For example, a buyer orders 10 boxes of toner. Each box has 10 bottles of toner. The UOP is a box of 10 bottles. The vendor's invoice records this transaction as 5 boxes of toner, with each box containing 20 bottles. The UOI, therefore, is a box of 20 bottles.

Unit of Purchase	Unit of Invoice
Box of 10 bottles	Box of 20 bottles

To calculate the conversion factor for this example, the AP processor must determine the number of UOPs in one UOI.

There are two boxes of 10 bottles in one box of 20 bottles. In other words, there are two UOPs in one UOI.

The conversion factor, therefore, is 2.

Conditions for Manual Conversion

The AP processor must manually calculate the conversion factor to convert the UOP to the UOI under either of the following two conditions:

- The UOI does not already exist on the *Unit of Measure List (UML)* screen.
- The UOI exists on the *UML* screen, but the system-calculated conversion factor does not represent the true numerical relationship between these two units of measure.

Implementing the Manual Conversion

Once the AP processor has manually calculated the conversion factor, he or she must do the following:

- Type the conversion factor in the CONV FACTOR field on the *ILA* screen.
- Change the value in the QUANTITY field on the *ILA* screen to reflect the invoice quantity.

The system then uses the conversion factor entered by the AP processor to calculate the UOI. The UOI, however, is not displayed on the *ILA* screen.

> On a manual conversion, do not change the unit of measure shown in the UOP field. If you change both the unit of measure and the conversion factor, the system ignores the conversion factor you entered and calculates a conversion factor based on the new unit of measure in the UOP field.

WALKTHROUGH 19: Manually Converting the UOP to the UOI

SCENARIO

You have received an invoice from Criterion Chemicals for 1000 gallons of bulk paint additives. The buyer ordered the additives in pounds. You talked to the buyer who told you that there are 10 pounds in one gallon of bulk paint additives.

Process this invoice. The vendor number is 621318188 A.

Invoice: Criterion Chemicals 2003 Riddell Rd Manheim, GA 30144-2033		Invoice Number: 1597413013 Invoice Date: 02/24/2008 Terms: Net 30	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Bulk Paint Additives	1000 gallons	1.45	1450.00
PO# XX40000216		Freight: Tax: Total:	 1450.00

1. Type the **invoice header information** on the blank *IMP* screen in control group 123. (Refer to **Procedure 20A/B: Entering Invoice Header Information for a Matching Invoice**.)

After selecting a specific control group on the *CGS* screen, you can access the following screens within that control group by typing:

1	The *Control Document Entry (CDE)* screen to view the control group header information for the specific control group
3	The *Invoice Worksheet (IWS-1T)* screen to process direct Invoices
4	The *Invoice Matching (IMP)* screen to process matching invoices
5	The *Employee Worksheet (EWS-1T)* screen to process employee transactions
6	The *Document Level Comments (DLC)* screen to add comments to a document
8	The *Control Entry Status (CES)* screen to view a list of the documents already entered in the control group

Before you press **ENTER**, your screen should look like the following screen:

```
OCP AP                          INVOICE MATCHING                              IMP

NEXT FUNCTION: ________ ACTION: ________                    10/19/2011  11:32:24
REQUEST: ________
================================================================================
INVOICE NUMBER   :       1597413013    DATE:  02/24/2008    EXCEPTION CMNTS: _
VENDOR SHORT NAME: CRITERIONCHEMIC     CRITERION CHEMICALS
VENDOR NUMBER    :  621318188 A        MANHEIM                          CM/DM: I
                                       GA  30144-2033
P O BUY ENTITY   : XXBG     P O NUMBER: XX40000216   RELEASE: ______   ALL: _

GROSS AMOUNT     : 1,450.00____________ FREIGHT          : ___ _______________
SALES TAX/VAT    : ___ _______________  ADDITIONAL COST   : ___ _______________
SALES TAX 2      : ___ _______________  SALES TAX 3       : ___ _______________
REMIT MSG : ___    ____________________________________________________________
COUNTY CODE   :    __________
================================== SUGGESTED VALUES ============================
TERMS CODE       : N30                  DISCOUNT AMT/PCT :      _______________
PAYMENT DUE DATE : __________           REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________           FACTOR NUMBER    :       __________ __
PROVISIONAL DATE : __________ IND: ___  SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BAP CODE : XXD  CURRENCY CODE    : ____
EXPENSE          : 001  PAYABLES : ___  DISCOUNT         : 001
ACCOUNTING RULE  : 01   HANDLING : __   INTERCO PAYABLES : ___
```

2. Press **ENTER** to process the invoice and to access the *Invoice Line Audit (ILA)* screen.

```
OCP AP                        INVOICE LINE AUDIT                            ILA

NEXT FUNCTION: ❹_____ ACTION: ________                      10/19/2011  11:34:09
REQUEST: ________  PAGE STATUS: END OF LIST
================================================================================
VENDOR    :  621318188 A       PO NUMBER : XX40000216  EXCEPTION CMNTS: _
INVOICE NO:       1597413013   RELEASE   :             REM AMT:        1,450.00
S     VENDOR'S    PO    LAST   AP   MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DIST QUANTITY      AMOUNT       S R D L
A GN63003         0001 02/17/08 NO  LB  ___      10000       1,450.00 _   Y _
  BULK PAINT ADDITIVES                          FRT ___ _______________   Y
  IND  CO  ACCOUNT           CENTER        TX/VAT  ___ _______________   Y
      XX01 534511            10001000      ADD'L   ___ _______________   Y
                                           CONV FACTOR             1.
```

3. Compare the unit of invoice (UOI) to the value in the UOP field.

Because the UOP is a pound and the UOI is a gallon, you need to convert the UOP to the UOI.

Unit of Purchase	Unit of Invoice
Pound	Gallon

There are 10 pounds in one gallon of bulk paint additives. In other words, there are 10 UOPs in one UOI.

The conversion factor, therefore, is 10.

4. Type **UML** in the NEXT FUNCTION field and press **ENTER** to access the *Units of Measure List (UML)* screen.

5. Press **ENTER** to scroll down the *UML* screen to find a gallon

The NUMERICAL AMOUNT attached to a gallon is 1.

```
OCP                          UNITS OF MEASURE LIST                          UML

NEXT FUNCTION: ________ ACTION: ________                  10/19/2011  11:43:11

================================================================================


UOM  PACK                                                        NUMERICAL
CODE  CODE  ABBREV DESC      DESCRIPTION                           AMOUNT

FT          FEET             A LENGTH OF 12 INCHES                  1.0000



FY          FIFTY                                                  50.0000


GL          GALLON                                                 1.0000


              PAGE NO:   33     SCREEN STATUS: MORE
```

6. Press **ENTER** to scroll down the *UML* screen to find a pound.

The NUMERICAL AMOUNT attached to a pound is 1.

```
OCP                          UNITS OF MEASURE LIST                          UML

NEXT FUNCTION: ________ ACTION: ________                  10/19/2011  11:43:11

================================================================================


UOM  PACK                                                        NUMERICAL
CODE  CODE  ABBREV DESC      DESCRIPTION                           AMOUNT

KW          KILOWATT                                                1.0000


LB          POUND                                                   1.0000


LE          LINE                                                    1.0000



              PAGE NO:   33     SCREEN STATUS: MORE
```

Both conditions for an electronic conversion are *not* satisfied:

- A gallon is defined in the NCAS *but*
- The system-calculated conversion factor is:

$$\textbf{Conversion Factor (System)} = \frac{\textbf{NUMERICAL AMOUNT OF THE UOI}}{\textbf{NUMERICAL AMOUNT OF THE UOP}}$$

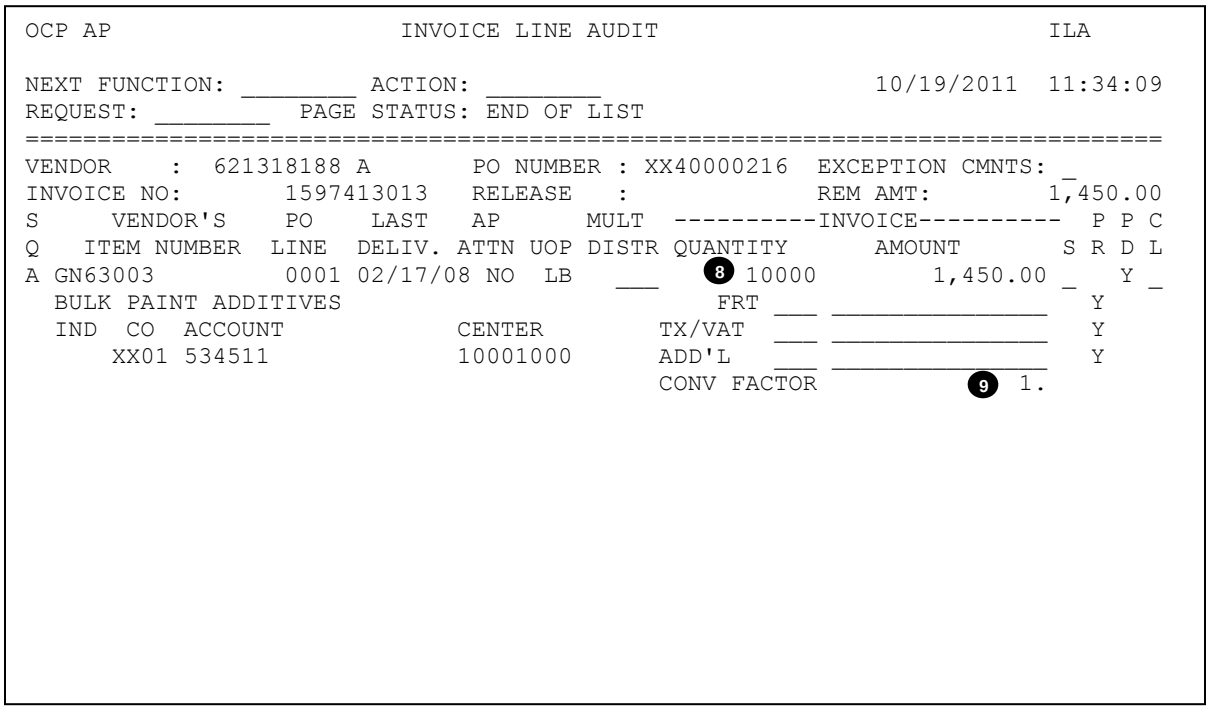
$$= \frac{\textbf{1}}{\textbf{1}}$$

$$= \textbf{1}$$

The system-calculated conversion factor equals 1 which is *not* the true numerical relationship (10).

Since the second condition is not satisfied, you must manually convert the UOP to the UOI.

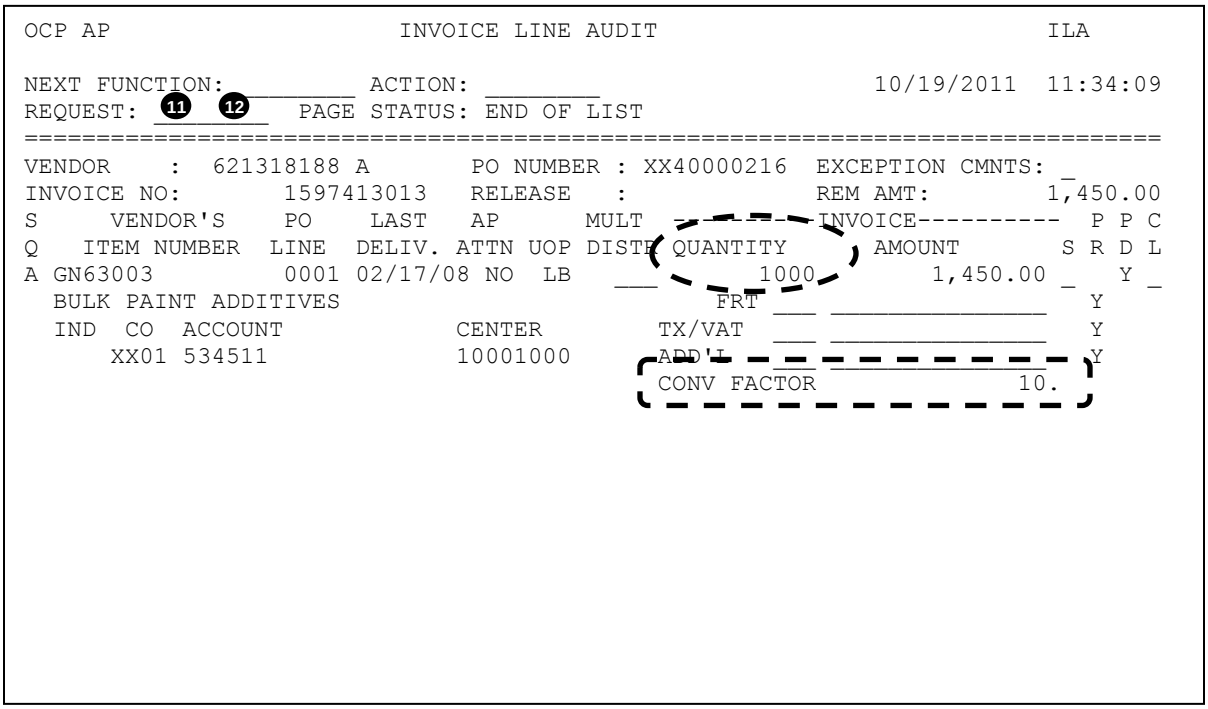
7. Type **BACK** in the NEXT FUNCTION field and press **ENTER** to return to the *ILA* screen.



8. Type **1000** over the data presently displayed in the QUANTITY field to reflect the invoice quantity.

9. Type **10** over the data presently displayed in the CONV FACTOR field to change the conversion factor from **1** to **10**.

10. Press **ENTER** to process the change.



11. Identify and tag the PO line for the amount of the invoice and press **ENTER**. (Refer to **Procedure 21 Entering Invoice Line Information for Matching Invoices**.)

12. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to balance the invoice and to access a blank *IMP* screen.

> Remember that if the UOI is not defined on the *UML* screen, the system displays the error message: **356 – UNIT OF MEASURE DOES NOT EXIST ON THE POLICY FILE**. In this case, you must also convert the UOP to the UOI by changing the conversion factor.

In this walkthrough, you converted the unit of purchase on the *ILA* screen to the unit of invoice. In this example, the UOI was defined in the NCAS. However, the system-calculated conversion factor did not equal the true numerical relationship (i.e., the manually calculated conversion factor). Therefore, you manually converted the UOP to the UOI. In other words, you changed the value in the CONV FACTOR field to convert the UOP to the UOI.

Processing Fractions

The NCAS does not let the AP processor enter fractions or decimals in the QUANTITY field on the *ILA* screen. In this situation, even if the UOP and the UOI are the same, the AP processor may have to convert the UOI to a different unit so that the value in the QUANTITY field is a whole number.

For example, suppose the Department of Agriculture ordered 2 tons of fertilizer and only 1.5 tons of fertilizer is delivered. If the AP processor receives an invoice for 1.5 tons of fertilizer, he or she cannot type 1.5 in the QUANTITY field on the *ILA* screen. If he or she does so, the system displays the following error message: **359 - INVOICE QUANTITY IS INVALID**.

In order to enter this invoice, the AP processor must convert the unit of invoice (UOI) to a unit that allows the quantity to be a whole number. In this example, the AP processor could convert tons to pounds (lb). There are 2,000 pounds in a ton, so 1.5 tons would equal 3,000 lb. Since 3000 is a whole number, the system accepts this value in the QUANTITY field on the *ILA* screen.

To make the conversion from tons to pounds, the AP processor must:

- Electronically convert tons to pounds because:
  - Both tons and pounds are defined on the *UML* screen and
  - The system-calculated conversion factor is equal to the true conversion factor of one divided by 2000 which, in turn, equals 0.0005.
- Type **LB** in the UOP field to electronically convert tons to pounds.
- Type **3000** in the QUANTITY field on the *ILA* screen.
- The CONV FACTOR field will automatically change to **0.0005**.

Consequences of Inaccurate Conversions

Inaccurate conversions of the UOP to the UOI confuse the audit trail in the NCAS, negatively impact funds encumbrances and skew the purchasing statistics prepared for the General Assembly. These impacts are discussed in this section.

Fund Encumbrances

Funds encumbrances may remain open even when all the items have been paid for or they may close out before all the items have been paid for if units of measure are not accurately converted.

For example, suppose that 48 calendars are ordered and 4 dozen calendars are invoiced. If the AP processor only changes the quantity to four but does not change the unit of measure, the system thinks that only four calendars have been paid for. As a result, a funds encumbrance for 44 calendars remains open in the system even though all the ordered calendars have been paid for.

Audit Trail

If the AP processor does not correctly change the unit of measure on the *ILA* screen, then the *ILA* screen does not reflect the invoice information. Such differences confuse the audit trail maintained in the NCAS by making it more difficult to match records.

General Assembly Statistics

The NCAS maintains records and generates statistics such as average unit price for items. Such statistics are presented to the legislature periodically. If the units of measure are not converted, the purchasing statistics generated are skewed.

For example, in the preceding calendar example, if the AP processor does not change eaches to dozens, the system reads the value in the AMOUNT field as applicable to 4 *eaches* instead of 4 *dozen*. As a result, the system records a much higher average unit price for a calendar than what was actually paid.

Manually Closing PO Lines to Invoicing

Closing PO Lines

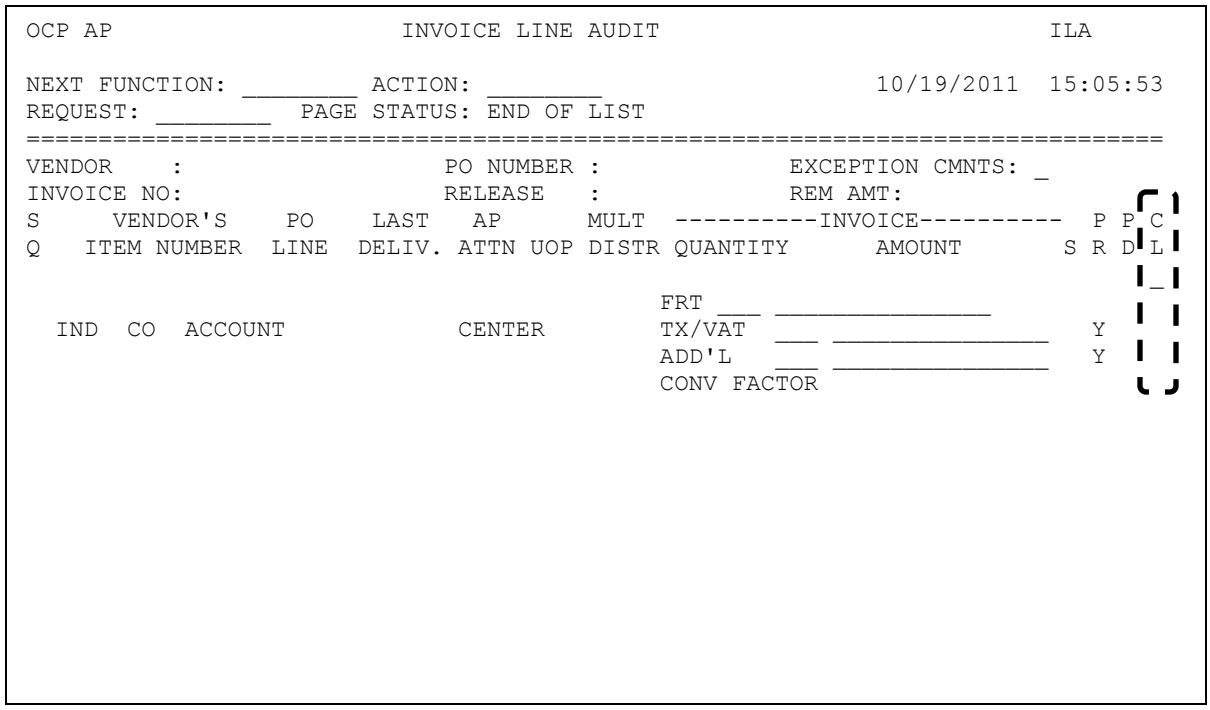
When a PO line has been fully invoiced (i.e., the invoiced amount equals the PTP amount for that line), the system automatically closes the PO line to invoicing. If the AP processor applies an invoice against a closed PO line, the system displays the following message: **480 - PO SELECTED NOT ELIGIBLE FOR INVOICING**. If a credit or debit memo is applied against a closed PO line, that line is reopened for further processing.

The system does not automatically close a PO line to invoicing under the following conditions:

- The PO line has not been fully invoiced (i.e., the PTP amount exceeds the invoiced amount).
- The PO line was reopened through the application of a credit or debit memo, but the agency is not planning to replace returns.
- The PO line was fully invoiced, but either the unit price or the extended value exceeded tolerances.

If any of the preceding conditions exist and the AP processor knows that no more invoices will be applied against a particular PO line, he or she should manually close the PO line.

The PO line is manually closed through the *Invoice Line Audit (ILA)* screen. To manually close a PO line to invoicing, the AP processor should type **Y** in the CL (CLOSE) field.



To leave a PO line open to invoicing, the AP processor must type **N** (No) in the CL field to leave the field blank.

Once the AP processor has balanced the invoice and left the *ILA* screen, the PO line can be closed in the Purchasing module by the buyer only.

Processing Employee Transactions

Overview

This section explains how to process employee transactions, such as employee travel advances and reimbursements, in the NCAS. The employee travel advance process should be used in conjunction with the employee reimbursement process to automate the accounting and tracking of amounts due to and from individual employees. Employee transactions are entered in a separate employee paying entity (XXPE).

The *Processing Employee Transactions* section is divided into the following two subsections.

- Processing Employee Travel Advances
- Processing Employee Reimbursements

Processing Employee Travel Advances

An **employee travel advance** is requested by an employee in anticipation of travel expenses. Advances are approved according to agency policy. Travel advances are keyed into the system individually. They do not require a Control Group Header sheet.

If an employee does not spend the entire advance amount, he or she owes the state the difference between the amount spent and the advance amount.

If an employee spends more than the advance, the system will reimburse the employee the difference after he or she has entered his or her expenses. (Regardless of whether or not the entire advance is utilized, an expense reimbursement must be turned in by the employee to record his or her expenses.)

Travel advances are entered on the *Employee Advance Request (EAR)* screen.

The EAR screen allows you to:

- Create and maintain information about an employee advance
- Indicate when the advance is paid to the employee

In the NCAS, a travel advance has either a temporary or a permanent status.

Temporary Advances

A **temporary advance** is issued to an employee who will not receive any reimbursement (except salary) other than travel. An advance *must* have a temporary status for an expense to be offset against it.

The NCAS does not provide a mechanism to match a specific advance to a specific reimbursement. All temporary advances are available for application until the amount of the open temporary advances are exceeded. The system will only generate a check for an employee vendor once the balance for all temporary advances is zero.

If there is an open temporary advance for an employee, then any reimbursement (including reimbursements that are not travel-related) requested by that employee will be applied to that open advance.

🗁 For example, assume that Employee A received a $200 travel advance and that advance has a temporary status in the NCAS. Employee A further incurred another $50 Expense because she bought some coffee for the office coffee pot. This non-travel expense will be offset against the $200 advance because of the advance's temporary status.

Permanent Advances

The system does not apply reimbursements to an advance with a **permanent** status. At year-end, all permanent advances must be paid back. The status of the advance must be changed from permanent to temporary to clear the advance.

If your agency permits the issuance of multiple travel advances for a single employee, all the advances should be entered into the NCAS with a permanent status. A particular advance's status must be changed from permanent to temporary only when the employee submits a reimbursement request against that advance. Using permanent and temporary statuses in this manner helps to prevent expenses from being offset against the wrong advance.

🗁 Note that once an advance has been entered, the only change allowed on the *Employee Advance Request (EAR)* screen is changing the **P** (*permanent*) to a **T** (*temporary*) in the ADVANCE TYPE field.

Naming or Numbering Advances

Advances are sorted and offset alphanumerically. Therefore, it is important that each agency devise a consistent scheme for naming or numbering advance documents. Because advances are associated with an employee number, advance names or numbers can be used for more than one employee.

If documents are not consistently named or numbered, expenses may be offset against the wrong temporary advance. If there is more than one open temporary advance for an employee, the advances are offset in the order of the advance name or number.

- It is recommended that the abbreviation “ADV” precede an advance’s name or number (e.g., ADV031409).

- If the name of an advance begins with a space, the NCAS offsets this advance first. It then offsets advances that begin with alpha characters, followed by advances that begin with numeric characters. The following is an example of the order in which the NCAS offsets advances. Because the prefix “ADV” is used for all three advances, the system reads the character following the prefix in order to sort the advances.

  — ADV MSAS7
  — ADVSTAV11
  — ADV031409

WALKTHROUGH 20: Entering an Employee Travel Advance

SCENARIO

Wendell Thomas has just submitted the following Employee Advance Request sheet in anticipation of travel expenses. You need to enter the advance on the system.

Note that employee advances are the only AP documents that are *not* entered in control groups in the NCAS.

The advance is marked as a temporary advance on the Employee Advance Form. However, for this exercise, you will assume that your agency’s policy allows multiple travel advances per employee. Therefore, you will enter this advance as a permanent advance.

EMPLOYEE ADVANCE REQUEST

INSTRUCTIONS TO REQUESTER: Submit original to be received in Accounting
Complete Section A only. Must be prepared in ink of typed.

SECTION A

PAYEE'S NAME (First, Middle Initial, Last)	Title/Division/Section	Soc. Sec. #
Wendall Thomas	Your agency	123-45-6789
Payee's Address	Headquarters (City)	
5320 Grassy Ct Greggson, CA 92000-5320	Greggson	
	Date Advance Needed: 2-6-09	Date Travel Begins: 2-16-09

Purpose	Training, travel, meals
Destination	Charlotte
Amount	550.00

Check Type of Advance

☐ P – (Permanent) – *Annual advance to be settled by submitting reimbursement request monthly, with final settlement to be made by June 20.*

☒ T – (Temporary) – Advance for temporary travel request must be settled by submitting reimbursement request within 30 days after travel period ends.
NOTE: Excess advance must be returned to the Accounting Office promptly upon return from trip

I certify that fund requested hereon are to be used for the purpose stated. I further certify that any funds advanced to be will be repaid immediately on request from Departmental authorities and that any funds advanced will be repaid prior to my last day of employment should I terminate my employment for any reason.

Wendall Thomas	1-06-09	Judy Smith	1-08-09
(Requestor)	(Date)	(Authorized Signature)	(Date)

NOTE: ORIGINAL SIGNATURES AND DATES ARE REQUIRED FOR ADVANCE TO BE ISSUED

SECTION B **(Accounting Office Use Only)**

PAY ENTITY: X X P E

ADVANCE REQUEST NBR: ADV / 2 (MO) / 16 (DA) / 09 (YR)

VOUCHER DATE: / 1 (MO) / 13 (DA) / 09 (YR)

(ENTER CHECK DISPOSITION INSTRUCTIONS ON REMIT MESSAGE LINE BELOW.)

REMIT MESSAGE *DOCUMENT ATTACHED

ADVANCE TYPE: P

ADVANCE ISSUE DATE / 2 (MO) / 06 (DA) / 09 (YR)

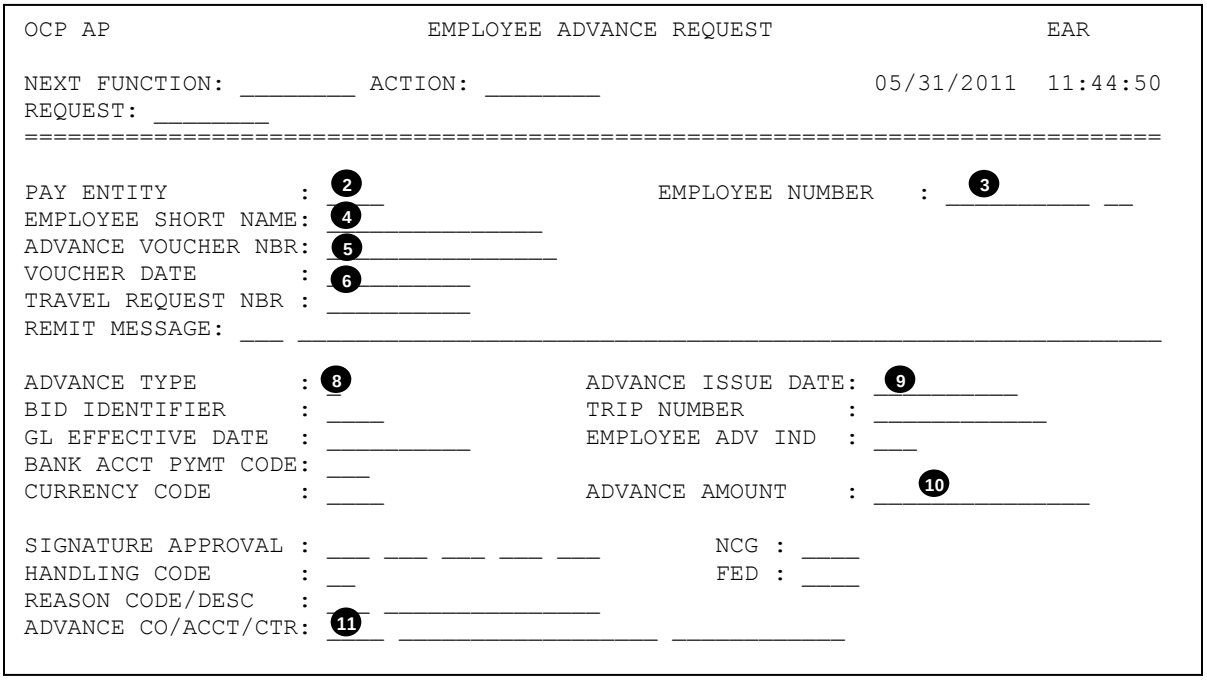
BID Identifier: _____ NCG Identifier: _____ FED Identifier: _____

COMPANY: X X X X

ACCOUNT	CENTER	AMOUNT
5 3 2 7 9 9	1 0 0 0 1 0 0 0	$550 00

your name	Today's date	Approved	Sue Brown	1-13-09
Keyer	Control Date		AP Accountant	Date

1. Type **EAR** in the NEXT FUNCTION field and press **ENTER** to access the *Employee Advance Request (EAR)* screen.



2. Type your **employee paying entity (XXPE)** in the PAY ENTITY field. Remember that the pay entity for employees is XXPE.

3. Delete any data that may have defaulted into the EMPLOYEE NUMBER field.

4. Type **Thomas@** in the EMPLOYEE SHORT NAME field.

   🗁 As an alternative to entering the short name, you can type the **employee number** (if known) in the EMPLOYEE NUMBER field.

5. Type **ADV021609** in the ADVANCE VOUCHER NBR field to identify this entry as an advance beginning on this date. The format for this field is suggested but not required by your agency.

6. Type **011309** in the VOUCHER DATE field to correspond with the date the employee submitted his or her advance request.

7. Press **ENTER** to verify the employee name and number.

8. Type **P** in the ADVANCE TYPE field to specify that this is a permanent advance.

9. Type **020609** in the ADVANCE ISSUE DATE field to specify the date on which the advance should be issued to the employee. If the employee does not need the advance immediately, enter a date that precedes the date on which

the business expense will occur. This date should be consistent with your agency's policies. (For this example, 10 days is used.)

10. Type **550.00** in the ADVANCE AMOUNT field to indicate the total amount of the advance to be issued to the employee. For a temporary advance, this is the amount used to offset expenses from the employee.

11. Type **XX01 532799 10001000** in the ADVANCE CO/ACCT/CTR field to specify the accounting distribution.

12. Press **ENTER** to validate the entries and access a blank *Employee Advance Request (EAR)* screen.

Processing Employee Reimbursements

An **employee reimbursement** is requested by an employee after he or she has incurred a travel or business expense. Reimbursements are approved according to agency policy.

Employee reimbursements:

- Affect the availability of funds
- Are entered within control groups using the *Control Document Entry (CDE)* screen

After the control group header information is entered on the *CDE* screen, employee reimbursements are entered on the *Employee Expense Worksheet 1(EWS-1T)* screen. This screen is identical to the *Invoice Worksheet 1 (IWS-1T)* screen, except that it refers to employees rather than to invoices.

If the expense does not have to be matched against an advance to an employee, ensure that there are no temporary advances open for that employee. If this employee has any advances, the advance(s) should have a *permanent* status.

WALKTHROUGH 21: Entering an Employee Reimbursement

SCENARIO

You need to key in two employee reimbursements that are attached to the following Control Group Header sheet.

Agency Name

Accounts Payable Control Group Header

PAYING ENTITY [X] XXPE [ ] _____
[ ] _____ Other _____

ENTRY METHOD [ ] DIRECT INVOICES
[ ] MATCHING INVOICES
[X] EMPLOYEE INVOICES

CONTROL GROUP DATE: TODAY'S DATE
CONTROL GROUP NUMBER: 125

OPERATOR ID: _____ YOUR INITIALS
DBS # Initials

	INVOICE NUMBER	NUMBER OF DOCUMENTS	AMOUNT
PER TAPE		2	538.30
ADJUSTMENTS			
AMOUNT ENTERED		2	538.30

1. Remember to first enter the control group header information on the *Control Document Entry (CDE)* screen. (Refer to **Procedure 7: Entering a Control Group**.)

    - To indicate that this control group covers employee reimbursements, type **E** in the ENTRY METHOD field.
    - The employee paying entity is **XXPE**.

2. Press **ENTER** to process the control group header information and to access the *Employee Expense Worksheet 1 (EWS-1T)* screen.

REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES INCURRED
IN THE DISCHARGE OF OFFICIAL DUTY

INSTRUCTIONS TO CLAIMANT: Submit one original to Accounting. Attach all necessary receipts and other supporting documents to this form. Retain one (1) copy for your records. Please complete AMOUNT, COMPANY, ACCOUNT, and CENTER fields. Must be filed at lease monthly and not later than 30 days after month ends. Must be prepared ink or typed.

Payee's Name (First, Middle Initial, Last)	Division/Section	Soc. Sec. #
Fern Augustus	Your Agency	111-22-3333
Payee's Address (Street)	**Title**	**Headquarters (City)**
4707 Gullet Trail	Assistant	Raleigh
(City, State, Zip)	**Period Covered by this Request (from/to)**	
Raleigh, NC 27600-4707	03/01/08 - 03/02/08	

Under penalties of perjury, I certify this is a true and accurate statement of the city of lodging, expenses and allowances incurred in the service of the State.

I have examined this reimbursement request and certify that it is just and reasonable.

Fern Augustus	3/12/08	Sandy Miller	3/15/08
(Claimant)	(Date)	(Supervisor)	(Date)

NOTE: ORIGINAL SIGNATURE AND DATES ARE REQUIRED FOR PROCESSING

Accounting Office Use Only

Pay Entity: XXPE Control #: 0125 Expense Voucher No.: EXP0301080-0302008

Payment Due Date: < OR >> Terms Code: NET

REMIT MESSAGE: (Write check disposition instructions on this line.)

Line No.	AMOUNT	COMPANY	ACCOUNT	CENTER	ACCRUAL CODE
0001	38 30	XX01	532725	10001000	
0002					
0003					
0004					
Total Expense	38 30				
Less Advance					
Tot. Due (Owe)	38 30				

Approved as to proper travel chargeable to above accounting code verified as conforming to authorized reimbursable expenses.

BID ____ NCG: ____ FED: ____

Al Robinson
A/P Accountant

Day	Travel (show each city visited) from	to	Transportation 1	In-	Out-of-	Out-of	Subsistence 2	In-State	Out-of-State	Out-of-Country	Misc. Expenses Explanation	Amount
3/1	Raleigh	Greensboro	G				B					
Depart			A				L		5.00			
Arrive			O				D		10.30			
Daily Private Car Mileage @ /mi			P				H					
Daily Private Car Mileage @ /mi			P				tot					
3/2	Greensboro	Raleigh	G				B		4.00			
Depart			A				L		5.00			
Arrive			O				D		14.00			
Daily Private Car Mileage @ /mi			P				H					
Daily Private Car Mileage @ /mi			P				tot					
GRAND TOTALS									38.30			

(1) Mode of Travel: P - Private Car; A - Air; G - Ground, rail, bus, taxi, parking fees; O - Other

(2) Type of Subsistence: B - Breakfast; L - Lunch; D - Dinner; H - Housing (Room)

NOTE: Daily total of subsistence not to exceed authorized amount for in-state or out-of-state travel

3. Note that this expense does not have to be applied to an advance. Before you process the expense, access the *Outstanding Employee Advances* report to verify that there are no open temporary advances for Fern Augustus.

> The *Outstanding Employee Advance* report (report number AP-I0005) lists outstanding advances by employee. This report is located in Systemware in report group MM122-6. For additional detail, refer to the *Employee Expense Reconciliation Summary* report (report number AP-R0003) which is located in Systemware in report group MM122-6.

The *Outstanding Employee Advances* report is shown on the following page.

REPORT ID : AP-10005 OUTSTANDING EMPLOYEE ADVANCES PAGE : 97

TIME : 22:52:03 AS OF : 04/04/08

FROM 07/01/07 TO 06/30/08

XXPE YOUR AGENCY
EMPLOYEE ACCOUNTS PAYABLE

EMPLOYEE NUMBER	SHORT NAME	ADVANCE NUMBER	PAY NBR	PRTL PYMT	VOUCHER DATE	ADVANCE STATUS	TYPE OF ADVANCE	AMOUNT	ADVANCE ISSUE DT.	
111223333	AUGUSTUSFERN	ADV021508	1		02/10/08	PAID	PERMANENT	100.00	02/13/08	
		* TOTAL UNPAID FOR VENDOR				111223333	* *	.00	*	
				TEMPORARY **						.00
				PERMANENT ***						.00
		* TOTAL PAID/UNUSED FOR VENDOR				111223333	* *	100.00	*	
				TEMPORARY **						.00
				PERMANENT ***						100.00
		* TOTAL FOR VENDOR				111223333	* *	100.00	*	
				TEMPORARY **						.00
				PERMANENT ***						100.00
555667777	TODDJENNIFERP	ADV011508	1		01/08/08	PAID	TEMPORARY	150.00	01/12/08	
		* TOTAL UNPAID FOR VENDOR				555667777	* *	.00	*	
				TEMPORARY **						.00
				PERMANENT ***						.00
		* TOTAL PAID/UNUSED FOR VENDOR				555667777	* *	150.00	*	
				TEMPORARY **						150.00
				PERMANENT ***						.00
		* TOTAL FOR VENDOR				555667777	* *	150.00	*	
				TEMPORARY **						150.00
				PERMANENT ***						.00
222334444	WINDHAMSARAH	ADV031308	1		03/13/08	PAID	PERMANENT	500.00	03/13/08	
		* TOTAL UNPAID FOR VENDOR				222334444	* *	.00	*	
				TEMPORARY **						.00
				PERMANENT ***						.00
		* TOTAL PAID/UNUSED FOR VENDOR				222334444	* *	500.00	*	
				TEMPORARY **						.00
				PERMANENT ***						500.00
		* TOTAL FOR VENDOR				222334444	* *	500.00	*	
				TEMPORARY **						.00
				PERMANENT ***						500.00

Note that Fern Augustus has received one advance. The advance has a permanent status, which means that an expense will not be applied against it. In other words, there are no open temporary advances for Fern Augustus.

You can now continue processing the employee expense.

```
OCP                        EMPLOYEE EXPENSE WORKSHEET 1                 EWS-1T
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________                  05/31/2011  13:27:44
REQUEST: ___13_____
================================================================================
EMP VOUCHER NBR: ___4_____________ DATE: ___5_______    MODEL: _ ______________
EMP SHORT NAME : ________________                                CURR:     ____
EMPLOYEE NUMBER: ___6_____ __                                     CM/DM     : _
PO REFERENCE   : ____ _________ ______  TRAV REQST : __________  MULTI PYMT: _
TERMS CODE: ___  PYMT DUE DATE: __________ DISCOUNT AMT/PCT: ________________
REMIT MSG:  ___  ____________________________________________________________
                                          SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT         CENTER          BID  PROJ NBR
QUANTITY   UNIT ITEM NUMBER     DESCRIPTION PRORATE(T F A D) USE 99 NCG  FED
0001 ____8_________ ___ ____9 ___10_____________ ___11_________ ____ ____________
_________ ____ _______________ ___________________ _ _ _ _ ___ __ ____ ____
0002 _______________ ___ ____ ___________________ ____________ ____ ____________
_________ ____ _______________ ___________________ _ _ _ _ ___ __ ____ ____
0003 _______________ ___ ____ ___________________ ____________ ____ ____________
_________ ____ _______________ ___________________ _ _ _ _ ___ __ ____ ____
0004 _______________ ___ ____ ___________________ ____________ ____ ____________
_________ ____ _______________ ___________________ _ _ _ _ ___ __ ____ ____
SALES TAX/VAT  : ___ ________________    FREIGHT     : ___ ________________
ADDITIONAL COST: ___ ________________    GROSS AMOUNT:     ___12_____________
```

4. Type **EXP030108-030208** in the EMP VOUCHER NBR field to indicate the dates of the expense. This field may be any range of numbers or dates that the agency chooses. However, entering the dates of the expense is suggested.

5. Type **today's date** in the DATE field to indicate the date the expense is entered into the system.

6. Type **111223333** (the employee number obtained from the request form) in the EMPLOYEE NUMBER field or access the *Vendor Short Name Lookup (VSL)* screen to locate the employee.

7. Press **ENTER** to verify that the employee number is correct. Now the employee name that matches the employee number is displayed.

8. At the 0001 line, type **38.30** in the AMOUNT/PERCENT field to indicate the amount of the first line of the document.

9. Type **your company number (XX01)** in the CO field.

10. Type **532725** in the ACCOUNT field.

11. Type **10001000** in the CENTER field.

12. Type **38.30** in the GROSS AMOUNT field to identify the total amount of the reimbursement.

13. Type **NEXT** or **N** in the REQUEST field to balance the document. Press **ENTER** to access a blank *Employee Expense Worksheet 1 (EWS-1T)* screen.

A new EWS-1T screen is displayed, indicating that the employee reimbursement balanced successfully. You can now enter another document for this control group.

Entering an Expense Against an Advance

The NCAS applies reimbursement requests to any outstanding temporary advances for a particular employee. All temporary advances are eligible for application of expenses until the amount of the open temporary advances are exceeded. The system contains no mechanism to match a specific expense to a specific advance.

To ensure that expenses are not matched to the wrong advance, all advances must be entered in the system with a permanent status. When a specific expense has to be applied to a specific advance, change the advance status to temporary. *Immediately* after changing the status, enter the expense in the system to minimize the risk of any other expenses being applied to that advance.

The status of an advance must be changed before the expenditure is processed. If you forget to change the advance status, you must cancel the *EWS-1T* screen. Reenter the information on the *EWS-1T* screen after the advance is changed.

To delete an employee transaction, you must cancel the check and the expenditure document in the system (*EWS-1T* screen). A fully paid or partially paid document cannot be canceled or deleted if any part of the expenditure has been applied to the advance.

> If you need to cancel a fully paid or partially paid document, contact the OSC Support Services Center as soon as possible. *Do not key any more documents on that employee vendor.*

WALKTHROUGH 22: Entering an Expense Against an Advance

SCENARIO

Sarah Windham received a travel advance for $500.00 on March 13, 2008. You received a $450.00 expense reimbursement from Sarah and a check for $50.00 that she owes the state to clear out the advance.

REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES INCURRED IN THE DISCHARGE OF OFFICIAL DUTY

INSTRUCTIONS TO CLAIMANT: Submit one original to Accounting. Attach all necessary receipts and other supporting documents to this form. Retain one (1) copy for your records.
Please complete AMOUNT, COMPANY, ACCOUNT and CENTER fields. Must be filed at least monthly and not later than 30 days after month ends. Must be prepared ink or typed.

Payee's Name (First, Middle Initial, Last)	Division/Section	Soc. Sec. #
Sarah Windham	Your Agency	222-33-4444
Payee's Address (Street)	**Title**	**Headquarters (City)**
2345 North Moore Blvd	Assistant	Roby
(City, State, Zip)	**Period Covered by this Request (from/to)**	
Roby, VA 23000-23454	03/20/08 - 03/24/08	

Under penalties of perjury, I certify this is a true and accurate statement of the city of lodging expenses and allowances incurred in the service of the State.

Sarah Windham (Claimant) — 03/26/08 (Date)

I have examined this reimbursement request and certify that it is just and reasonable.

Pat Johnson (Supervisor) — 03/28/08 (Date)

NOTE: ORIGINAL SIGNATURE AND DATES ARE REQUIRED FOR PROCESSING

Accounting Office Use Only

Pay Entity: XXPE Control #: 0125 Expense Voucher No: EXP0320080-0324080

Payment Due Date: < OR >> Terms Code: N30

REMIT MESSAGE: (Write check disposition instructions on this line.)

Line No.	AMOUNT	COMPANY	ACCOUNT	CENTER	ACCRUAL CODE
0001	450 00	XX01	532715	10001000	
0002					
0003					
0004					
0005					

Total Expense	450 00
Less Advance	500 00
Tot. Due (Owe)	<50 00>

Approved as to proper travel chargeable to above accounting code verified as conforming to authorized reimbursable expenses.

Karen Gartner
A/P Accountant

BID ____ NCG: ____ FED: ____

Day	Travel (show each city visited) from	to	Transportation 1	Ir-	Out-of-State	Out-of-Country	Subsistence 2	In-State	Out-of-State	Out-of-Country	Misc. Expenses Explanation	Amount
3/1	Roby	Greensburg, PA	G				B					
Depart			A		450.00		L					
Arrive			O				D					
Daily Private Car Mileage @ /mi			P				H					
Daily Private Car Mileage @ /mi			P				tot					
3/2	Greensboro	Roby	G				B					
Depart			A				L					
Arrive			O				D					
Daily Private Car Mileage @ /mi			P				H					
Daily Private Car Mileage @ /mi			P				tot					
GRAND TOTALS					450.00							

(1) Mode of Travel:
P - Private Car
A - Air
G - Ground, rail, bus, taxi, parking fees
O - Other

(2) Type of Subsistence:
B - Breakfast
L - Lunch
D - Dinner
H - Housing (Room)

NOTE: Daily total of subsistence not to exceed authorized amount for in-state or out-of-state travel

1. Before you process the expenditure, access the *Outstanding Employee Advances* report to verify if the required advance has a temporary status.

The report is presented on the following page. Note that the required advance for Sarah Windham, ADV031308, has a permanent status. Change this status before you process the expenditure.

REPORT ID : AP.I0005 OUTSTANDING EMPLOYEE ADVANCES PAGE : 97

TIME : 22:52:03 AS OF : 04/04/08

FROM 07/01/07 TO 06/30/08

XXPE YOUR AGENCY
EMPLOYEE ACCOUNTS PAYABLE

EMPLOYEE NUMBER	SHORT NAME	ADVANCE NUMBER	PAY NBR	PRTL PYMT	VOUCHER DATE	ADVANCE STATUS	TYPE OF ADVANCE	AMOUNT	ADVANCE ISSUE DT.	
111223333	AUGUSTUSFERN	ADV021508	1		02/10/08	PAID	PERMANENT	100.00	02/13/08	
		* TOTAL UNPAID FOR VENDOR				111223333	* *	.00	*	
				TEMPORARY **						.00
				PERMANENT ***						.00
		* TOTAL PAID/UNUSED FOR VENDOR				111223333	* *	100.00	*	
				TEMPORARY **						.00
				PERMANENT ***						100.00
		* TOTAL FOR VENDOR				111223333	* *	100.00	*	
				TEMPORARY **						.00
				PERMANENT ***						100.00
555667777	TODDJENNIFERP	ADV011508	1		01/08/08	PAID	TEMPORARY	150.00	01/12/08	
		* TOTAL UNPAID FOR VENDOR				555667777	* *	.00	*	
				TEMPORARY **						.00
				PERMANENT ***						.00
		* TOTAL PAID/UNUSED FOR VENDOR				555667777	* *	150.00	*	
				TEMPORARY **						150.00
				PERMANENT ***						.00
		* TOTAL FOR VENDOR				555667777	* *	150.00	*	
				TEMPORARY **						150.00
				PERMANENT ***						.00
222334444	WINDHAMSARAH	ADV031308	1		03/13/08	PAID	PERMANENT	500.00	03/13/08	
		* TOTAL UNPAID FOR VENDOR				222334444	* *	.00	*	
				TEMPORARY **						.00
				PERMANENT ***						.00
		* TOTAL PAID/UNUSED FOR VENDOR				222334444	* *	500.00	*	
				TEMPORARY **						.00
				PERMANENT ***						500.00
		* TOTAL FOR VENDOR				222334444	* *	500.00	*	
				TEMPORARY **						.00
				PERMANENT ***						500.00

2. Type **EAR** in the NEXT FUNCTION field and press **ENTER** to access the *Employee Advance Request (EAR)* screen.

```
OCP AP                        EMPLOYEE ADVANCE REQUEST                    EAR

NEXT FUNCTION: ________ ACTION: ________                  05/31/2011  16:13:17
REQUEST: _________
================================================================================

PAY ENTITY         : ____                  EMPLOYEE NUMBER   : __________ __
EMPLOYEE SHORT NAME: ________________
ADVANCE VOUCHER NBR: ________________
VOUCHER DATE       : __________
TRAVEL REQUEST NBR : __________
REMIT MESSAGE: ___ ____________________________________________________________

ADVANCE TYPE       : _                 ADVANCE ISSUE DATE: __________
BID IDENTIFIER     : ____              TRIP NUMBER       : ____________
GL EFFECTIVE DATE  : __________        EMPLOYEE ADV IND  : ___
BANK ACCT PYMT CODE: ___
CURRENCY CODE      : ____              ADVANCE AMOUNT    : ________________

SIGNATURE APPROVAL : ___ ___ ___ ___ ___        NCG : ____
HANDLING CODE      : __                         FED : ____
REASON CODE/DESC   : ___ ________________
ADVANCE CO/ACCT/CTR: ____ ____________________ ____________
```

3. Type **C** in the REQUEST field to indicate that you want to change this record.

4. Type **your employee paying entity (XXPE)** in the PAY ENTITY field.

5. Type **222334444** (the employee number obtained from the request form) over any data that defaulted in the EMPLOYEE NUMBER field.

6. Type **ADV031306** in the ADVANCE VOUCHER NBR field and press **ENTER** to retrieve the advance information.

7. Type **T** in the ADVANCE TYPE field to change the status of this advance to temporary and press ENTER to process the change.

   Note that the advance status must be correct before you process the expense. If you change the status of an advance after you enter the expense, the system does not change the way the expense was processed.

8. Type **CGS** in the NEXT FUNCTION field and press **ENTER** to access the *Control Group Status (CGS)* screen.

9. Type **your employee paying entity (XXPE)** in the PAY ENTITY field and press **ENTER** to access a list of control groups.

```
OCP AP                    CONTROL GROUP STATUS                          CGS

NEXT FUNCTION: ________ ACTION: ________                  06/01/2011  08:12:27
REQUEST: ___(11)_____
================================================================================

PAY ENTITY: XXPE


PAY   --- CONTROL ---            CONTROL         NBR OF      DATE         S
ENTITY    DATE   NUMBER             AMOUNT          DOCS      ENTERED

XXPE  02/20/2004 1001                  750.00          1   02/20/2004     _
XXPE  02/23/2009 0125                  538.30          1   02/23/2009     (10)
XXPT  04/10/2001 0001              195,000.00          3   04/10/2001     _
XXPT  04/12/2001 0001                  400.00         15   04/12/2001     _
XXPT  04/26/2002 0001                    4.56          1   04/26/2002     _
XXPT  04/27/2002 0002                1,000.00          1   04/27/2002     _
XXPT  04/30/2002 0003                3,196.50          4   04/30/2002     _
XXPT  02/16/2004 0001                   16.00          1   02/16/2004     _
XXPT  02/16/2004 1001                   16.90          1   02/16/2004     _
XXPT  02/19/2004 1001                  750.00          1   02/19/2004     _
XXPT  07/27/2004 0001               18,000.00          2   07/27/2004     _

               PAGE:    1    STATUS: END OF LIST
```

10. Type **S** in the S (SELECT) field for control group 125.

11. Type **5** in the REQUEST field and press **ENTER** to access a blank *Employee Worksheet (EWS-1T)* screen.

```
OCP                        EMPLOYEE EXPENSE WORKSHEET 1                 EWS-1T
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________                  06/01/2011  08:22:08
REQUEST: ___(25)_____
================================================================================
EMP VOUCHER NBR: ___(12)_____________ DATE: ___(13)_____    MODEL: _ _______________
EMP SHORT NAME : _______________                                  CURR:     ____
EMPLOYEE NUMBER: ___(14)_____ __                                   CM/DM     : _
PO REFERENCE   : ____ _________ ______  TRAV REQST : __________  MULTI PYMT: _
TERMS CODE: ___  PYMT DUE DATE: __________ DISCOUNT AMT/PCT: _______________
REMIT MSG:  ___  ____________________________________________________________
                                        SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT         CENTER          BID  PROJ NBR
QUANTITY   UNIT ITEM NUMBER     DESCRIPTION PRORATE(T F A D) USE 99 NCG  FED
0001 ___(16)_____________ ___ ___(17)___ ___(18)_____________ ___(19)_____________ ____ ____________
_____________ ____ _____________ ____________________ _ _ _ _ ___ __ ____ ____
0002 ___(20)_____________ ___ ___(21)___ ___(22)_____________ ___(23)_____________ ____ ____________
_____________ ____ _____________ ____________________ _ _ _ _ ___ __ ____ ____
0003 _____________________ ___ ____ _____________________ ____________ ____ ____________
_____________ ____ _____________ ____________________ _ _ _ _ ___ __ ____ ____
0004 _____________________ ___ ____ _____________________ ____________ ____ ____________
_____________ ____ _____________ ____________________ _ _ _ _ ___ __ ____ ____
SALES TAX/VAT  : ___ _________________    FREIGHT     : ___ _________________
ADDITIONAL COST: ___ _________________    GROSS AMOUNT:     ___(24)_____________
```

12. Type **EXP032008-032408** in the EMP VOUCHER NBR field.

13. Type **today's date** in the DATE field.

14. Type **222334444** (the employee number obtained from the request form) in the EMPLOYEE NUMBER field.

15. Press **ENTER** to verify that the employee number is correct. After pressing enter, the employee name that matches the employee number is displayed.

16. At the 0001 line, type **450.00** in the AMOUNT/PERCENT field.

17. Type your **company number (XX01)** in the CO field.

18. Type **532715** in the ACCOUNT field.

19. Type **10001000** in the CENTER field.

20. At the 0002 line, type **50.00** in the AMOUNT/PERCENT field to enter the check that Susan has written to the state.

21. Type **your company number (XX01)** in the CO field.

22. Type **532799** in the ACCOUNT field to clear out the advance in the Accounts Payable module.

23. Type **10001000** in the CENTER field.

24. Type **500.00** in the GROSS AMOUNT field.

25. Type **NEXT** or **N** in the REQUEST field.

26. Press **ENTER** to access a blank *Employee Expense Worksheet 1 (EWS-1T)* screen.

🗁 Remember, you have **$50.00** in cash that must be deposited. The check should be forwarded to the person responsible for entering receipts of cash into the Budgetary Control module. This person will offset the advance account (532799) and increase (debit) cash to complete the transaction. As a result, the cash will be recorded and Sarah's advance will be cleared.

You can only change the status of an advance from Temporary to Permanent only on the day the Advance is entered. If it is a day other than the day you entered it and it hasn't been paid, you can cancel the advance and re-enter it with a Permanent status before entering this reimbursement. If the Advance has already been paid, you cannot cancel the advance without first canceling the check. The check can only be cancelled if the advance has not been matched to a reimbursement.

Processing Grants and Awards

Overview

Starting November 1, 2010, some of the state's procurement, accounting, and grants systems were modified in order to accommodate tracking of state spending for purposes of **Executive Order 4 (OpenBook Government for North Carolina)** and oversight of the **American Recovery and Reinvestment Act (ARRA)** funds. This chapter will detail the changes made to the NCAS and the proper procedures that users need to adhere to in order to allow for necessary reporting under these initiatives.

New fields have been added to the NCAS Accounts Payable module to capture FEDERAL AWARD identifier codes, BID identifier codes, and NC GRANT identifier codes. The capture of these new four character identifiers allows for payment reporting to reflect the values of the associated Federal Award Number, Bid Number, and/or NC Grant number.

The following *Accounts Payable* processing screens have been modified to accommodate recording the *FEDERAL AWARD identifier*, *BID identifier*, and *NC GRANT identifier* for applicable invoices and employee transactions.

Direct Invoices & Matching Invoices

IWS-1T Screen –Invoice Worksheet 1 screen

```
OCP                              INVOICE WORKSHEET 1                          IWS-1T

NEXT FUNCTION: _________ ACTION: _________                    06/01/2011  09:11:45
REQUEST: _________
================================================================================
INVOICE NUMBER : APMATCHEINV3   DATE: 07/19/2010      MODEL: _ ___________________
VENDOR SHORT NM: BOBSHARDWARE                                      CURR    : ____
VENDOR NUMBER  : 578430345 A                                       CM/DM     : _
PO REFERENCE   : ____ __________ _______  COUNTY CODE: 999         MULTI PYMT: _
TERMS CODE: N30   PYMT DUE DATE: __________ DISCOUNT AMT/PCT: ___________________
REMIT MSG:  ___  ____________________________________________________________
                                  SIGNATURE APPR CD: _____ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT       CENTER            BID  PROJECT
QUANTITY UNIT  ITEM NUMBER   DESCRIPTION PRORATE (T F A D) USE 99 NCG  FED
0001 __________18.00 ___ XX01 536431_____________ _____________ 04GG _________
_________ ____ _____________ ____________________ _ _ _ _ ___ __ 01RJ 00CB
0002 _____________ ___ ____ ____________________ _____________ ____ _____________
_________ ____ _____________ ____________________ _ _ _ _ ___ __ ____ ____
0003 _____________ ___ ____ ____________________ _____________ ____ _____________
_________ ____ _____________ ____________________ _ _ _ _ ___ __ ____ ____
0004 _____________ ___ ____ ____________________ _____________ ____ _____________
_________ ____ _____________ ____________________ _ _ _ _ ___ __ ____ ____
SALES TAX/VAT  : ___ ___________________    FREIGHT     : ___ ___________________
ADDITIONAL COST: ___ ___________________    GROSS AMOUNT:     ___________________
```

Employee Advances

EAR Screen

```
OCP AP                        EMPLOYEE ADVANCE REQUEST                      EAR

NEXT FUNCTION: _________ ACTION: _________                    06/01/2011  09:17:20
REQUEST: _________
================================================================================

PAY ENTITY          : XXPE                  EMPLOYEE NUMBER    : 123456789
EMPLOYEE SHORT NAME: DOEJOHN_____________   JOHN DOE
ADVANCE VOUCHER NBR: ____________APADV5     RALEIGH
VOUCHER DATE        : 07/22/2010
TRAVEL REQUEST NBR : ___________
REMIT MESSAGE: ___ ____________________________________________________________

ADVANCE TYPE        : T                 ADVANCE ISSUE DATE: 07/22/2010
BID IDENTIFIER      : 0529              TRIP NUMBER        : _____________
GL EFFECTIVE DATE   : 07/23/2010        EMPLOYEE ADV IND   : ___
BANK ACCT PYMT CODE: XXF
CURRENCY CODE       : ____              ADVANCE AMOUNT     : ___________29.00

SIGNATURE APPROVAL : ___ ___ ___ ___ ___          NCG : _____
HANDLING CODE       : __                          FED : 002P
REASON CODE/DESC    : ___ ________________
ADVANCE CO/ACCT/CTR: XX01 532799_____________ 12608220UE__
```

Employee Reimbursements

EWS-1T Screen

```
OCP                          EMPLOYEE EXPENSE WORKSHEET 1                 EWS-1T

NEXT FUNCTION: _________ ACTION: _________                    06/01/2011  09:22:02
REQUEST: _________
================================================================================
EMP VOUCHER NBR: APEMPEXPENSES    DATE: 07/23/2010    MODEL: _ _________________
EMP SHORT NAME : DOEJOHN                                      CURR:      ____
EMPLOYEE NUMBER: _123456789 __                                 CM/DM     : I
PO REFERENCE    : ____ __________ ______  TRAV REQST : __________  MULTI PYMT: N
TERMS CODE: NET  PYMT DUE DATE: 07/23/2010  DISCOUNT AMT/PCT: ___________________
REMIT MSG:  ___  ____________________________________________________________
                                          SIGNATURE APPR CD: ________ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT         CENTER          BID  PROJ NBR
QUANTITY   UNIT ITEM NUMBER     DESCRIPTION PRORATE(T F A D) USE 99 NCG  FED
0001 __________14.50 ___ XX01 536132_____________ 12508281UF__ 0072 __________
_________ ____ _____________ ___________________ _ _ _ _ ___ __ 0056 002R
0002 _____________ ___ ____ ___________________ ____________ ____ ___________
_________ ____ _____________ ___________________ _ _ _ _ ___ __ ____ ____
0003 _____________ ___ ____ ___________________ ____________ ____ ___________
_________ ____ _____________ ___________________ _ _ _ _ ___ __ ____ ____
0004 _____________ ___ ____ ___________________ ____________ ____ ___________
_________ ____ _____________ ___________________ _ _ _ _ ___ __ ____ ____
SALES TAX/VAT  : ___ _________________    FREIGHT     : ___ _________________
ADDITIONAL COST: ___ _________________    GROSS AMOUNT:     ____________14.50
```

In the above referenced examples of Accounts Payable screenshots, the highlighted fields are the new fields added for the purpose of recording the *FEDERAL AWARD identifier*, *BID identifier*, and *NC GRANT identifier* for accounts payable transactions.

When an ARRA company/fund is used on an invoice or employee transaction, the correct four character FED identifier will automatically **default** into the FED field. The four character BID and NC GRANT identifiers **will not** automatically default into their corresponding fields and therefore will need to be entered manually, if applicable. If a non-governmental grant (NCG) GL account is used, then a four character NC Grant identifier will be **required** in order to process the invoice. The following are the non-governmental grant (NCG) GL accounts that require a four character NC Grant identifier to be entered onto the transaction:

- 536CAA Cost Reimbursement to NGOs
- 536DAA Formula Grants to NGOs
- 536EAA Discretionary Grants to NGOs
- 536FAA Statutory Distributions to NGOs
- 536GAA Directed Grants to NGOs
- 536HAA Loans to NGOs
- 536JAA Other Aids and Grants to NGOs
- 536MAA Formula Grants to Individuals
- 536NAA Discretionary Grants to Individuals
- 536PAA Loans to Individuals
- 536QAA Other Aids and Grants to Individuals

Searching for Federal Awards, Bid Awards, and NC Grants

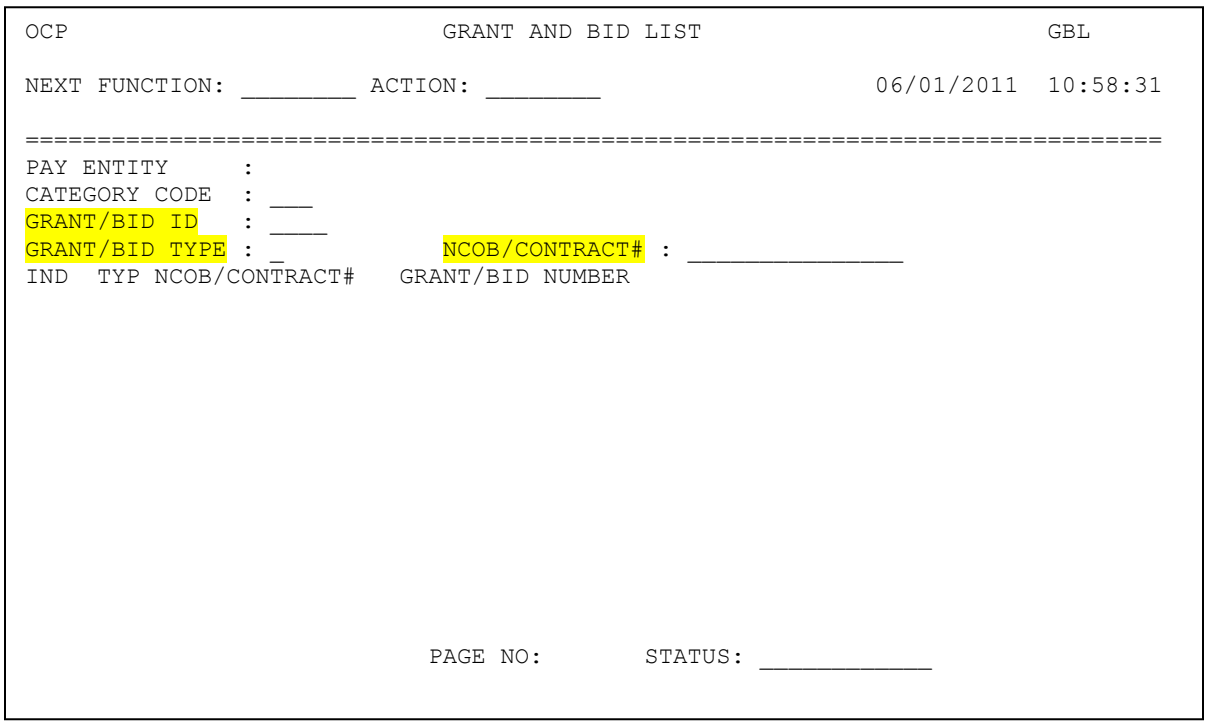
The *GBL* screen displays a listing of **ALL** active Federal Awards, Bid Awards, and NC Grants. In addition, this screen also has three searchable fields to obtain information on specific Federal Awards, Bid Awards, and NC Grants.

The searchable fields are highlighted in the screenshot below:

- **GRANT/BID ID**
  Search by the four character Grant or Bid identifier

- **GRANT/BID TYPE**
  Search for ARRA or NON-ARRA federal awards by Grant/Bid type A(ARRA grants) or F(NON-ARRA) grants

- **NCOB/CONTRACT#**
  Search by the NC Open Book (NCOB) number for Federal Awards, Contract number for Bid Awards, and/or Grant number for NC Grant Awards. This is the most commonly used search field.



All of the information displayed on the *GBL* screen is also available in NCXPTR and XTND reports titled:

- OSCOP* NCAS BID INDICATORS
- OSCOP* NCAS FED INDICATORS
- OSCOP* NCAS NCG INDICATORS

See **Procedure 31** for more information of how to search for indicators directly on the *GBL* screen.

For instructions on how to enter indicators on documents see the following procedures:

Procedures 32: Entering a Direct Invoice with Grant and Award Identifiers
Procedures 25: Entering Processing a Matching Invoice with Grant and Award Identifiers
Procedures 33: Entering an Employee Advance with Grant and Award Identifiers
Procedures 34: Entering an Employee Reimbursement with Grant and Award Identifiers

Requesting Payment Cycles

Requesting Payment Cycles

Three screens are used in the NCAS to generate payments:

- *Payment Entity Control Cycles (PCC)*
- *Bank Cycle Control List (BCCL)*
- *Bank Control Cycles (BCC)*

Based on when you want payments to process, these screens are completed daily, weekly or at any other interval decided by your agency. The following information must be entered on these screens the day before your agency wants payments to be processed.

- The **paying entity** that determines which vendors or employees will be paid is entered on the *PCC* screen.

- The **cycle dates** that determine if a document should be included in the current payment cycle is also entered on the *PCC* screen.

- The **range of check numbers** is entered on the *BCC* screen. This range needs to be set for each BAP code.

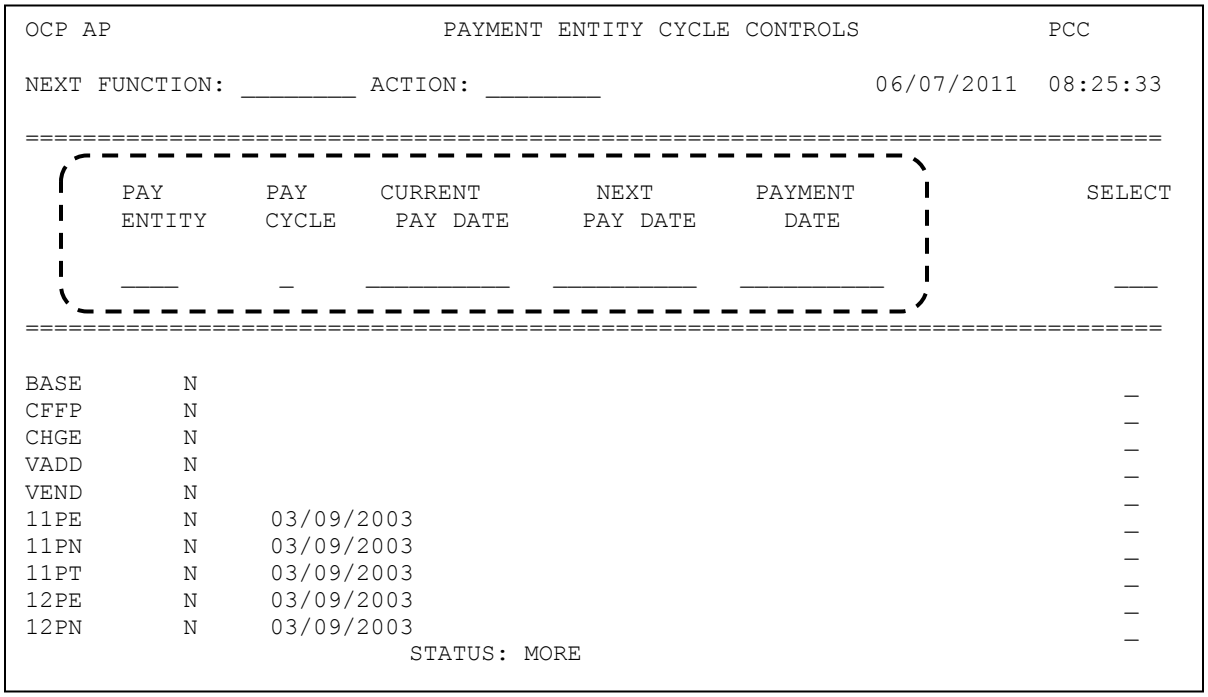
Bank account payment (BAP) codes are listed on the *BCCL* screen and entered on the *BCC* screen. These codes determine the bank account and the policies that control payments. Every document is associated with a BAP code.

The parameters set on the *BCC* and *PCC* screens determine which invoices are extracted in nightly production for check printing on the following morning.

> The *BCC* and *PCC* screens must be completed the day before checks are to be printed. If both screens are not completed, checks will not be printed.
>
> The *BCC* and *PCC* screens may be set at any time during the day. Since checks are generating during the nightly production cycle, any invoices entered after the *BCC* and *PCC* screens are set could still be eligible for payment. It is recommended that the *BCC* and *PCC* screens are set early in the day, in case there are system problems later in the day.

Payment Entity Control Cycles

The *Payment Entity Cycle Controls (PCC)* screen is used to specify the paying entities and documents that are to be included in the next payment cycle.



```
OCP AP                        PAYMENT ENTITY CYCLE CONTROLS            PCC

NEXT FUNCTION: ________ ACTION: ________                  06/07/2011  08:25:33

===============================================================================
   PAY       PAY     CURRENT        NEXT       PAYMENT                SELECT
   ENTITY    CYCLE    PAY DATE     PAY DATE      DATE

   ____       _     __________   __________   __________              ___
===============================================================================

BASE       N                                                              _
CFFP       N                                                              _
CHGE       N                                                              _
VADD       N                                                              _
VEND       N                                                              _
11PE       N     03/09/2003                                               _
11PN       N     03/09/2003                                               _
11PT       N     03/09/2003                                               _
12PE       N     03/09/2003                                               _
12PN       N     03/09/2003                                               _
                          STATUS: MORE
```

The following three parameters are set on the *PCC* screen:

— The paying entities you wish to include in the next payment cycle.

— The dates used to determine which documents are extracted for payment (based on the current pay date and the next pay date). It is important to remember the following with regard to these dates:

- The CURRENT PAY DATE field must always reflect the current date.
- The NEXT PAY DATE field controls which documents will be paid in the payment cycle. For example, if 05/05/06 is entered in the NEXT PAY DATE field, payments will process for invoices due up to – but **not** including – May 5, 2006.

— The date to be printed on the check (payment date), which also designates the General Ledger effective date of the accounting entries. It is important to remember the following with regard to the payment date:

- The date in the PAYMENT DATE field must always match the date in the CURRENT PAY DATE field, with one exception.

- Because June 30 is reserved for accrual transactions, the exception to The preceding rule is June 30. Therefore, the date in the PAYMENT DATE field must be June 29 for payments set for extraction on June 29 or June 30.

If your agency decides to process payments on Tuesdays and Fridays, for example, you would request the first payment cycle on Monday. You would put Monday's date in the CURRENT PAY DATE and PAYMENT DATE fields and Thursday's date on the NEXT PAY DATE field. The system processes payments for all documents that need to be paid prior to that date. Note that payments due on Thursday and Friday are *not* included.

- The system does not automatically take mailing time into consideration, so make sure that you include mailing time when setting your payment parameters. You want to set up your payment cycle to include all payments that need to be mailed before the next check run is scheduled.

Invoices will not be paid if they have a budgetary control exception. The STATUS field on the *Document List (DCL)* screen will reflect BAL-B for documents with this type of exception.

Bank Cycle Control List

The *Bank Cycle Control List (BCCL)* screen is used to view and select BAP codes.

```
OCP AP                  BANK CYCLE CONTROL LIST                          BCCL

NEXT FUNCTION: ________ ACTION: ________                  06/07/2011  08:43:10

================================================================================
BEGIN BANK ACCT PYMT CODE: ___

BANK ACCOUNT PAYMENT      LAST PYMT       BEG PYMT        END PYMT    SEL
CODE  &  OVERRIDE         REF NBR         REF NBR         REF NBR

IGT                     4200002302                                     _
ZRO                                                                    _
01D                          19170                                     _
02D                          19170                                     _
03D                          19170                                     _
04D                          19170                                     _
05D                          19170                                     _
06D                          19181                                     _
07D                          19170                                     _
08D                          19170                                     _
09D                          19170                                     _
10D                          19170                                     _

                           STATUS: MORE
```

The last payment number is displayed in the LAST PYMT NBR field on the *BCCL* screen. The next payment number is entered on the *Bank Control Cycles (BCC)* screen. This number must be the next sequential number. For example, if 12 is the last payment number, then 13 must be entered in the BEGINNING PYMT REF NUMBER on the *BCC* screen.

Bank cycle controls are used to determine the beginning and ending payment numbers to be printed for each BAP code in each payment cycle. You must establish controls for every BAP code for which you wish payments to process.

> If payments are missing, review the **Payment Entity Cycle Control Report (AP-PCC)** and the **Bank Cycle Control Report (AP-BCC)** in the **MM122-4 AP Check Reports** report series in X/PTR to ensure that the entries on the *PCC* and *BCC* screens are correct.

Bank Cycle Controls

Controls are established for the current payment cycle on the *Bank Cycle Controls (BCC)* screen.

```
OCP AP                        BANK CYCLE CONTROLS                          BCC
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: _________ ACTION: _________                  06/07/2011  09:07:15
REQUEST:
================================================================================

BANK ACCOUNT PAYMENT CODE: ___    BANK ACCOUNT PAYMENT CODE OVERRIDE:

LAST PYMT REF NBR USED   :

BEGINNING PYMT REF NUMBER:

ENDING PYMT REF NUMBER   :


                 BEGINNING PAYMENT   ENDING PAYMENT
                 REFERENCE NUMBER    REFERENCE NBR
       BREAK
         1
         2
         3
         4
         5
```

The *BCC* screen allows you to do the following:

- Establish the beginning and ending payment numbers for the payment cycle. Because the ending payment number is generally not known, this field defaults to 9999999999. Remember that the beginning payment number is the next sequential number after the number referenced in the LAST PYMT REF NBR USED field . If the number in this field is 6, the number 7 must be entered in the BEGINNING PYMT REF NUMBER field on the *BCC* screen.

- Record any breaks in the payment-numbering sequence for each BAP code in the current payment cycle. A break in the number sequence may be necessary if a number range has already been used for manual checks. (This feature of the NCAS will be used very infrequently since check stock is blank.)

The BCC screen should be updated the same day that parameters are set for the payment cycle. You must set controls for each BAP code for which you want to print payments.

Every agency has multiple BAP codes tied to a bank account. If you do not want to process payments for a particular BAP code, do not set it on the *Bank Cycle Controls (BCC)* screen. However, because you generally want to extract all payments that are due, you should set all BAP codes.

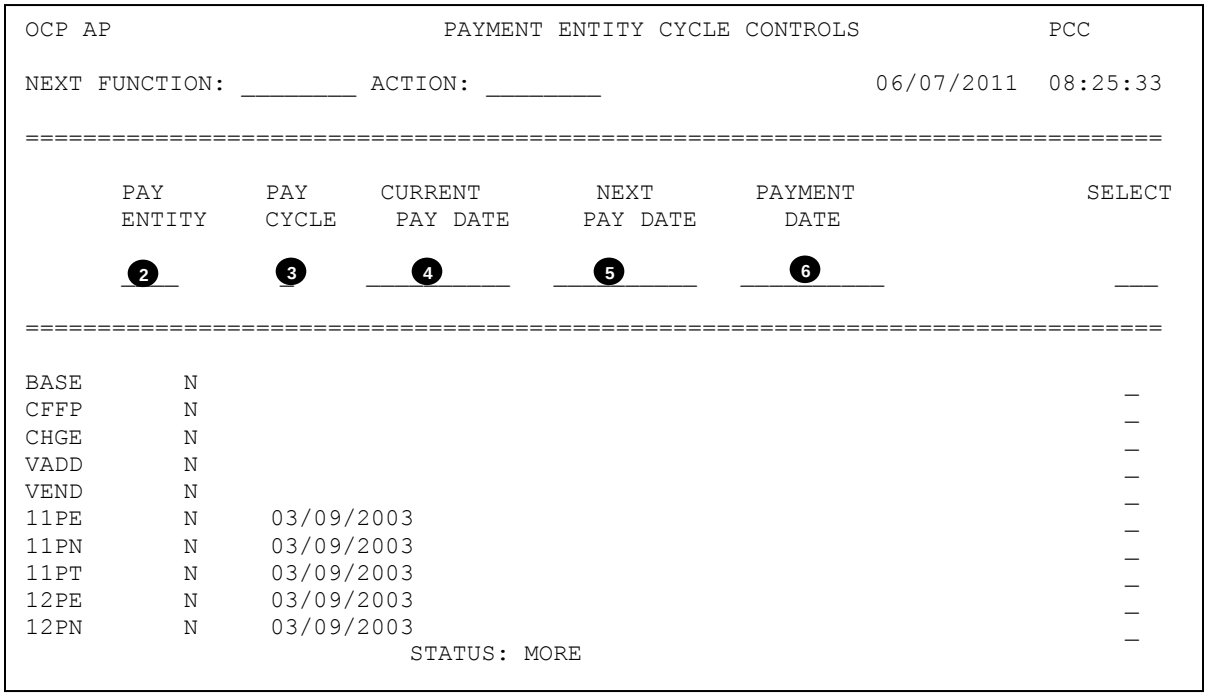
When there are multiple BAP codes for the same bank account, the same range of payment numbers should be set for these BAP codes. For example, XXD (trade BAP code) and XXP (employee BAP code) reference the same bank account.

WALKTHROUGH 23: Requesting Payment Cycle

SCENARIO

Today, you need to request a payment cycle. Your BAP code is XXD and the paying entities that you are responsible for are XXPT, XXPE, and XXPN.

1. Type **PCC** in the NEXT FUNCTION field and press **ENTER** to access the *Payment Entity Cycle Controls (PCC)* screen. The *PCC* screen is used to select the paying entities included in the payment cycle and to assign dates to the payments.



```
OCP AP                        PAYMENT ENTITY CYCLE CONTROLS            PCC

NEXT FUNCTION: ________ ACTION: ________                  06/07/2011  08:25:33

===============================================================================

       PAY        PAY     CURRENT        NEXT       PAYMENT                SELECT
       ENTITY     CYCLE    PAY DATE     PAY DATE      DATE

       ❷          ❸       ❹          ❺          ❻                        ___

===============================================================================

BASE       N                                                                _
CFFP       N                                                                _
CHGE       N                                                                _
VADD       N                                                                _
VEND       N                                                                _
11PE       N     03/09/2003                                                 _
11PN       N     03/09/2003                                                 _
11PT       N     03/09/2003                                                 _
12PE       N     03/09/2003                                                 _
12PN       N     03/09/2003                                                 _
                          STATUS: MORE
```

2. Type **your employee paying entity (XXPE)** in the PAY ENTITY field to indicate that payments should be made for this paying entity. Security only allows you to select your agency's paying entities.

> The *PCC* screen lists paying entities in alphanumeric order.

📂 Your trade paying entity defaults from the previous walkthrough. Change XXPT to XXPE.

3. Type **Y** in the PAY CYCLE field to include the selected paying entity in this payment cycle.

4. Type **today's date** in the CURRENT PAY DATE field to indicate the beginning date of the current payment cycle.

> A document is included in the current payment cycle if:
> - The payment is late.
> - A discount will be lost before the next payment cycle.
> - The document is due to be paid between the dates in the CURRENT PAY DATE and NEXT PAY DATE fields.

5. Type the **date of your next payment cycle** in the NEXT PAY DATE field to indicate the date that you plan to run the next payment cycle. (This will pay all invoices due up to that date but not including that date)

> Different dates can be set for each paying entity included in the current cycle.

6. Type **today's date** in the PAYMENT DATE field. This field indicates:

   - The date printed on the check
   - The General Ledger effective date for the expense and cash entries posted to the General Ledger.

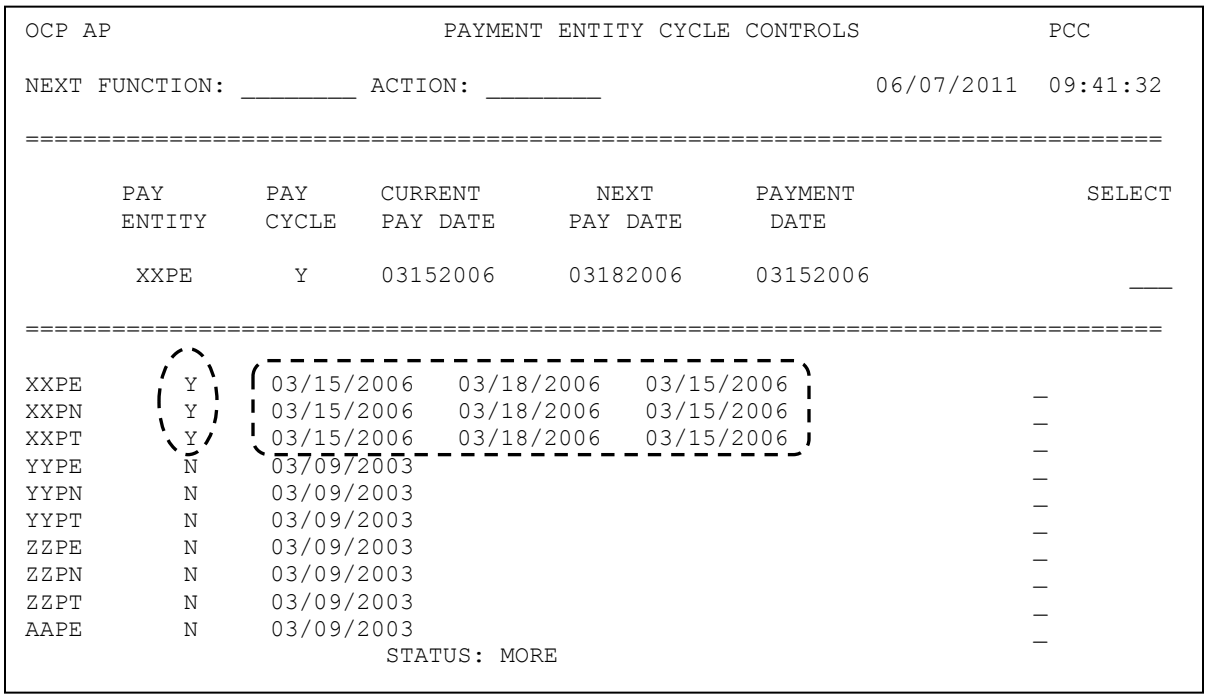
7. Press **ENTER** for the system to search for paying entity XXPE.

8. Type **S** in the SELECT field beside your *employee paying entity (XXPE)* to include it in the payment cycle.

9. Type **S** in the SELECT field beside your *non-trade paying entity (XXPN)* to include it in the payment cycle under the same parameter as XXPE.

10. Type **S** in the SELECT field beside your *trade paying entity (XXPT)* to include it in the payment cycle under the same parameter as XXPE.

11. Press **ENTER** to scroll through the list to view the paying entities that you have included in this payment cycle.



```
OCP AP                        PAYMENT ENTITY CYCLE CONTROLS              PCC

NEXT FUNCTION: ________ ACTION: ________                    06/07/2011  09:41:32

================================================================================

       PAY        PAY     CURRENT        NEXT       PAYMENT                SELECT
       ENTITY     CYCLE   PAY DATE       PAY DATE    DATE

        XXPE        Y     03152006     03182006     03152006                 ___

================================================================================

XXPE       Y    03/15/2006   03/18/2006   03/15/2006                  _
XXPN       Y    03/15/2006   03/18/2006   03/15/2006                  _
XXPT       Y    03/15/2006   03/18/2006   03/15/2006                  _
YYPE       N    03/09/2003                                           _
YYPN       N    03/09/2003                                           _
YYPT       N    03/09/2003                                           _
ZZPE       N    03/09/2003                                           _
ZZPN       N    03/09/2003                                           _
ZZPT       N    03/09/2003                                           _
AAPE       N    03/09/2003                                           _
                       STATUS: MORE
```

> The N in the PAY CYCLE field changes to Y for the selected paying entities. After the payment cycle runs, the AP module resets the value to N.

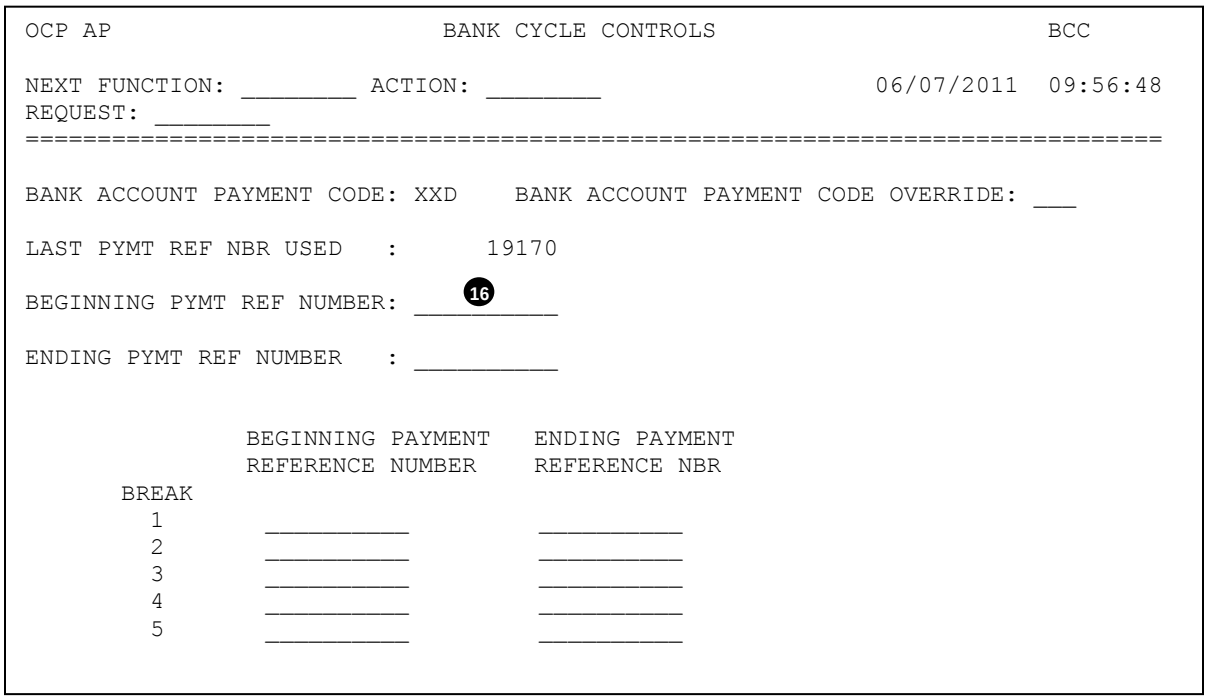
12. Type **BCCL** in the NEXT FUNCTION field and press **ENTER** to access the *Bank Cycle Control List (BCCL)* screen. The *BCCL* screen allows you to review current bank cycle controls.

```
OCP AP                    BANK CYCLE CONTROL LIST                          BCCL

NEXT FUNCTION: ________ ACTION: ________                    06/07/2011  09:50:40

================================================================================
BEGIN BANK ACCT PYMT CODE: (13)___

   BANK ACCOUNT PAYMENT      LAST PYMT       BEG PYMT        END PYMT    SEL
     CODE  &  OVERRIDE        REF NBR        REF NBR         REF NBR

XXD                          19170                                      (14)_
01D                          19170                                      _
02D                          19170                                      _
03D                          19170                                      _
04D                          19170                                      _
05D                          19170                                      _
06D                          19170                                      _
07D                          19170                                      _
08D                          19170                                      _
09D                          19170                                      _
10D                          19170                                      _
11D                          19170                                      _

                           STATUS: MORE
```

13. Type **XXD** in the BEGIN BANK ACCT PYMT CODE field and press **ENTER** to identify the BAP code used to make payments in the current cycle.

14. Type **S** in the SEL column that corresponds to the BAP code (XXD) used to make the payments.

15. Press **ENTER** to access the *Bank Cycle Controls (BCC)* screen. The *BCC* screen displays information for the BAP code that was selected on the *BCCL* screen.



The following defaults from the BCCL screen:

- The BAP code into the BANK ACCOUNT PAYMENT CODE field
- The last payment number used in the LAST PYMT REF NBR USED field

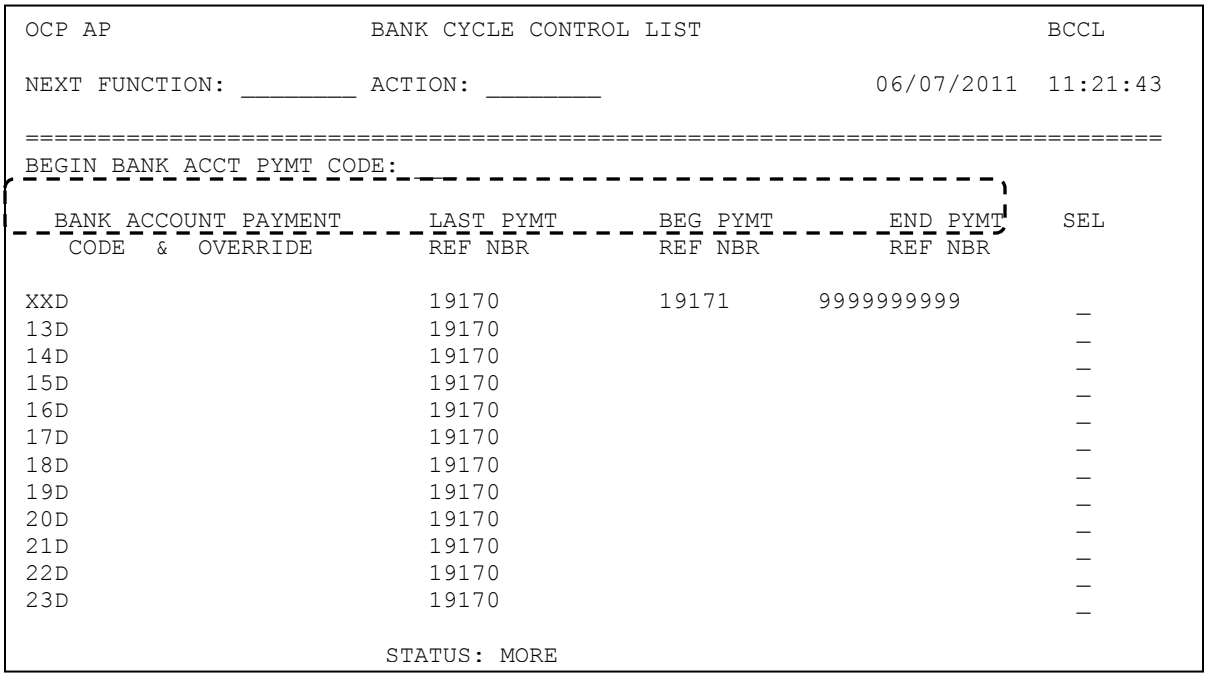
16. Type **19171** in the BEGINNING PYMT REF NUMBER field. (Type it in if it does not default.) This number identifies the first payment number to be used in the current payment cycle. It is one number greater than the number in the LAST PYMT REF NBR USED field except when there is a break in the number sequencing from manual checks (a unique circumstance).

> If the BEGINNING PYMT REF NUMBER is less than or equal to the LAST PYMT REF NBR USED, the check cycle will be halted for your agency. No checks will be available for printing.

17. Press **ENTER** to process the information and to access the *Bank Cycle Control List (BCCL)* screen. The information from the *BCC* screen defaults in the BEGINNING PYMT REF NUMBER and ENDING PYMT REF NUMBER fields next to your BAP code (XXD).

If an ending number is *not* entered in the ENDING PYMT REF NUMBER field on the *BCC* screen, it defaults to 9999999999. In other words, the system assigns sequential numbers until all documents are paid.

The number in the LAST PYMT REF NUMBER USED field is displayed for reference purposes. You can set up five payment breaks for each bank account payment (BAP) code. If a beginning break number is entered, an ending number must be entered except for the last break. If an ending number for the last break is not entered, it defaults to 9999999999.



```
OCP AP                    BANK CYCLE CONTROL LIST                          BCCL

NEXT FUNCTION: _________ ACTION: _________                  06/07/2011  11:21:43

================================================================================
BEGIN BANK ACCT PYMT CODE:__

   BANK ACCOUNT PAYMENT       LAST PYMT       BEG PYMT        END PYMT     SEL
     CODE  &  OVERRIDE        REF NBR         REF NBR          REF NBR

XXD                           19170           19171      9999999999
13D                           19170                                        _
14D                           19170                                        _
15D                           19170                                        _
16D                           19170                                        _
17D                           19170                                        _
18D                           19170                                        _
19D                           19170                                        _
20D                           19170                                        _
21D                           19170                                        _
22D                           19170                                        _
23D                           19170                                        _

                            STATUS: MORE
```

Canceling a Payment Cycle Run Request

PCC Screen

1. Hit **ENTER** until the pay entity(s) are displayed on the PCC screen.
2. Type the **pay entity that needs to be canceled** in the PAY ENTITY field.
3. Type **N** in the PAY CYCLE field.
4. Type **S** in the SELECT field next to the pay entity that needs to be cancelled and press **ENTER**.

BCC Screen

1. Type the **BAP** code that needs to be cancelled in the BANK ACCOUNT PAYMENT CODE field.
2. Press **ENTER**.
3. Type **DELETE** in the REQUEST field and press **ENTER**.

Repeat steps 1-3 for all BAP codes that need to be cancelled.

Printing Automated Paper Checks

Checks are printed using a comprehensive check-writing process. Payment information is downloaded from the NCAS Accounts Payable mainframe to a PC Windows-based software tool. In order to decrease error and increase stability, the PC process maintains a complete audit trail and stores summary reports.

Checks are printed on blank, unnumbered check stock. The checks are designed to fit in #10 window envelopes.

As an AP manager, you should be aware that security is a very important consideration in any check-writing process. For example, when signature and font cartridges are not in use, they should be locked in a cabinet or drawer. Certain check printing responsibilities should also be delegated to different individuals within your agency. The individual who enters vendors and invoices into NCAS should not be the same person that prints checks. You should also be aware that access to payment-cycle request screens and check-writing software (including passwords) are restricted to a limited number of personnel in your agency.

> The passwords and user IDs for NCAS and the check printing software should never be shared within the agency. They should only be used by the person to whom they were originally assigned.

For an example of a voided check, refer to **QRG 17: Voided Check**.

> If you are expecting printed checks and do not receive them, make sure that the *BCC* and *PCC* screens were set correctly before calling NCAS Support Services about the problem. The **AP-PCC** and **AP-BCC** reports are available daily in the X/PTR report group **MM122-4**. If these reports show that both the BCC and PCC controls were set properly the night before, and you are unable to print checks, contact OSC Support Services Center at (919) 707-0795.

Canceling Payments

Canceling Payments

The NCAS allows you to stop payments to a vendor whose check has been printed. Check cancellation is necessary under the following circumstances:

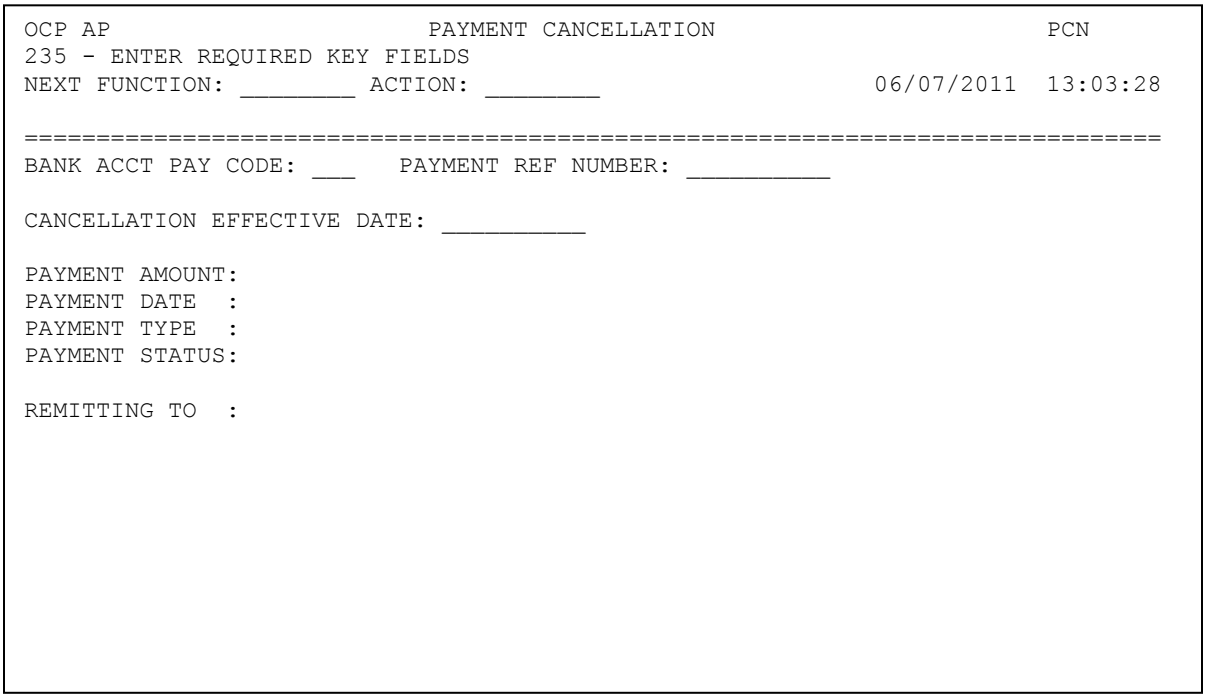
- You want to void a check that has been printed but not sent to the vendor.
- You want to stop payment on a check before it has cleared the bank.

Checks are canceled using the *Payment Cancellation (PCN)* screen.

The *PCN* screen performs the following functions:

- Gathers information about the check requiring cancellation
- Updates the AP module once a payment is stopped

A payment can be canceled if the payment status of the document is OPEN. OPEN means that the check has not cleared the State Treasurer's Office yet.



To cancel a document for which a check has been printed but not sent to a vendor, follow the current procedures for canceling a check:

- Manually void the check (tear off the signature and stamp the check void.)
- Cancel the check on the *Payment Cancellation (PCN)* screen.

> If you do not want a new check to be printed for a document, the document must be canceled on the *Invoice Cancel/Delete (ICD)* screen or the *Employee Cancel/Delete (ECD)* screen. If the document is not canceled, another check will print in the next payment cycle.

After a payment is canceled, the NCAS automatically does the following:

- The payment status is change to CANCELED.
- The status of every document, multiple payment, or partial payment related to the canceled check is changed from PAID to BALANCED.
- All appropriate accounting entries are reversed for the payment.

If the document is canceled, the NCAS automatically does the following:

- The status of the document is changed from BALANCED to CANCELED.
- All appropriate accounting entries are reversed for the document.

> Do *not* cancel a check that has been sent out to a vendor unless you have received an affidavit. Once a check has been canceled from the system, it cannot be restored

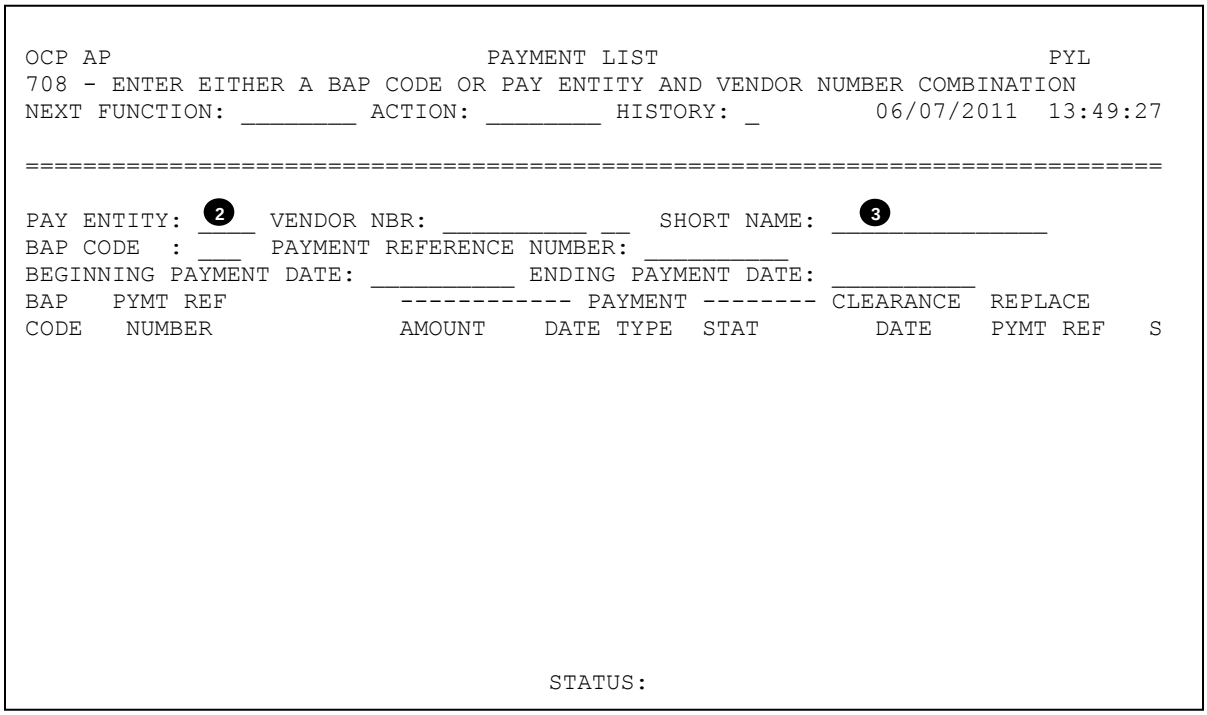
> If E-payments need to be cancelled due to lack of cash or other reasons, a batch cancel job is available that automatically cancels all of the agency's E-payments for a particular day. If this is ever necessary, call the **OSC Support Services Center (919) 707-0795**.
>
> The OSC helps the agency with this process whenever E-payments must be cancelled. An e-payment should never be cancelled without consulting with the OSC first. The CMCS transfer that was created has to be deleted.

WALKTHROUGH 24: Canceling Payments

SCENARIO

An error on a payment to Buymart Stores Incorporated of Richton,NC for $650.00 was found when reviewing the printed checks. This payment needs to be canceled. The printed check has not left your agency.

1. Type **PYL** in the NEXT FUNCTION field and press **ENTER** to access the *Payment List (PYL)* screen.



2. Type **your trade paying entity (XXPT)** in the PAY ENTITY field.

3. Type **Buy@** in the SHORT NAME field.

4. Press **ENTER** to access the *Vendor Short Name Lookup (VSL)* screen. Look for Buymart Stores Incorporated of Richton, NC. If it is not on the first screen press **ENTER** until you locate the correct vendor.

```
OCP                        VENDOR SHORT NAME LOOKUP                      VSL

NEXT FUNCTION: ________ ACTION: ________                  06/07/2011  13:54:02
REQUEST: ________
================================================================================
PAY ENTITY: XXPT
SHORT NAME: BUY@___________         ADDRESS TYPE: B    PRIVATE VENDORS : _
SHOW ALL        : _
SHORT NAME       VENDOR NBR  GROUP     NAME                          ACTIVITY
ORDER FROM ADDRESS                REMIT TO ADDRESS

BUYMARTRICHTON    710415188   C      BUYMART STORES INCORPORATED       5 ____
1234 BRITT ST                      1234 BRITT ST
RICHTON                     NC     RICHTON                     NC

PAGE NO:    2   SCREEN STATUS: END OF LIST
```

5. Type **R** in the ACTIVITY column next to the vendor's name.

6. Press **ENTER** to return to the *Payment List (PYL)* screen.

```
OCP AP                          PAYMENT LIST                            PYL

NEXT FUNCTION: 7 _______ ACTION: ________ HISTORY: _        06/07/2011  14:04:19

================================================================================

PAY ENTITY: XXPT VENDOR NBR:  710415188 C   SHORT NAME: BUYMARTRICHTON
BAP CODE  : ___  PAYMENT REFERENCE NUMBER: __________
BEGINNING PAYMENT DATE: __________ ENDING PAYMENT DATE: __________
BAP   PYMT REF            ------------ PAYMENT -------- CLEARANCE  REPLACE
CODE   NUMBER             AMOUNT    DATE TYPE  STAT        DATE    PYMT REF   S

XXD  0000000023            650.00 04/12/07 M OPEN                             _

STATUS: END OF LIST
```

Since the check number is unknown, look in the AMOUNT field for $650.00.

- 🗁 Note the BAP code, which is found in the BAP CODE field.
- 🗁 Note the check number found in the PYMT REF NUMBER field.

> Note the value in the PAYMENT STATUS field. If the status is CLEARED or VOIDED, the check has already cleared the bank and may not be canceled. If the status is OPEN, verify with the Treasurer's office that the check has not cleared your account before canceling.

7. Type **PCN** in the NEXT FUNCTION field and press **ENTER** to access the *Payment Cancellation (PCN)* screen.

```
OCP AP                        PAYMENT CANCELLATION                        PCN
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________                  06/07/2011  14:11:56

================================================================================
BANK ACCT PAY CODE: __ (8)   PAYMENT REF NUMBER: __________ (9)

CANCELLATION EFFECTIVE DATE: __________

PAYMENT AMOUNT:
PAYMENT DATE  :
PAYMENT TYPE  :
PAYMENT STATUS:

REMITTING TO  :
```

8. Type **your BAP code (XXD)** in the BANK ACCT PAY CODE field.
9. Type **0000000023** or **23** in the PAYMENT REF NUMBER field.
10. Press **ENTER** to retrieve the information associated with the BAP code and check number.

> If the CANCELLATION EFFECTIVE DATE field is left blank, the system date is used. This date must be greater than or equal to the payment date.

```
OCP AP                        PAYMENT CANCELLATION                          PCN

NEXT FUNCTION: _________ ACTION: _________                    06/07/2011  14:16:10

================================================================================
BANK ACCT PAY CODE: XXD   PAYMENT REF NUMBER: 0000000023

CANCELLATION EFFECTIVE DATE: 06/07/2011

PAYMENT AMOUNT:            650.00
PAYMENT DATE  : 04/12/2007
PAYMENT TYPE  : MANUAL
PAYMENT STATUS: OPEN

REMITTING TO  : BUYMART STORES INCORPORATED      710415188 C

1234 BRITT ST
RICHTON                          27600-1234


ARE YOU SURE YOU WANT TO CANCEL THIS PAYMENT?   ENTER Y OR N: 11
```

Review the displayed information about the payment to be canceled.

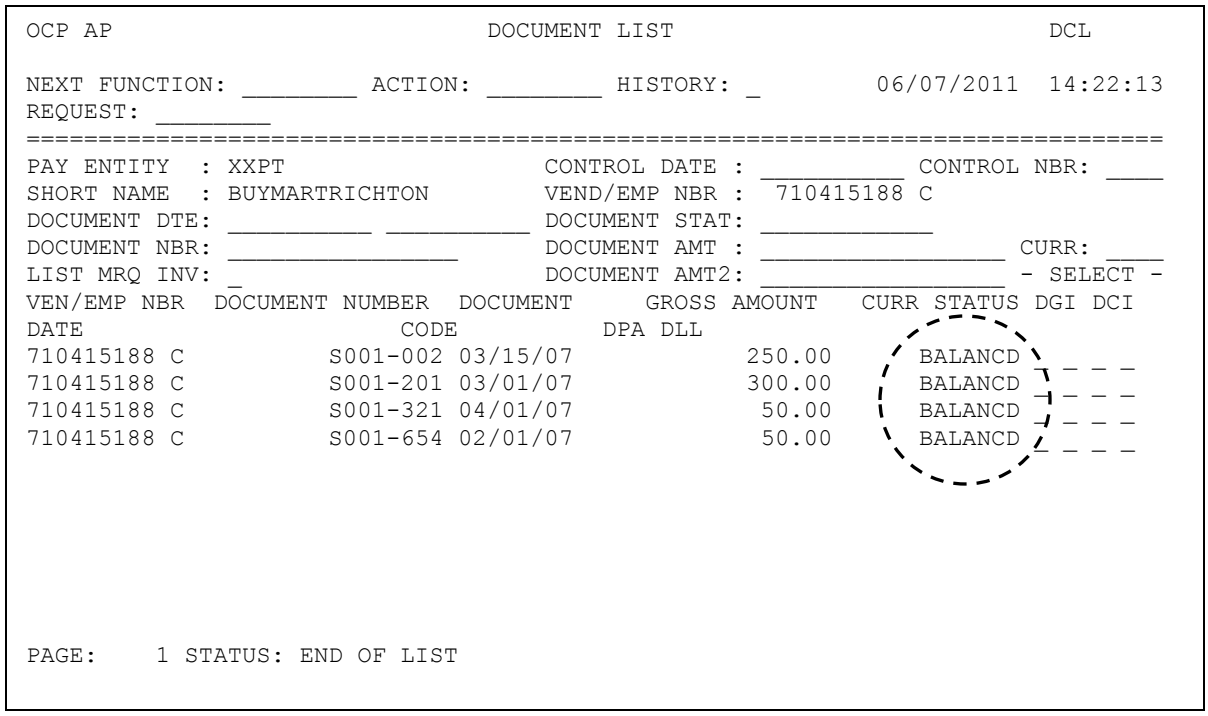
11. Type **Y** in the ENTER Y OR N field to confirm the cancellation of this check.

> Make sure this information is correct before you leave this screen. Once a check has been cancelled from the system, it cannot be restored.

12. Press **ENTER** to process the cancellation and access a blank *Payment Cancellation (PCN)* screen.

13. Type **DCL** in the NEXT FUNCTION field and press **ENTER** to access the *Document List (DCL)* screen to verify that the status of the documents have change to BALANCD.

> Unless the documents attached to the check are canceled, the check will reprint in the next payment cycle.



Replacing a Payment

Replacing a payment is necessary under the following circumstances:

- The printed check has been lost or damaged
- The printed check has been voided by the vendor and needs to be reissued

Replacing a payment is processed on the *Payment Replacement (PRP)* screen (see next page).

- Gathers information about the check to be replaced
- Updates the AP module with the replaced check number

A payment can be replaced if the payment status of the document is OPEN. OPEN means that the check has not cleared the State Treasurer's Office yet.

```
OCP AP                        PAYMENT REPLACEMENT                          PRP
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: _________ ACTION: _________                  06/08/2011  09:43:55

================================================================================
ORIGINAL ...... BANK ACCT PAY CODE: ___    PAYMENT REF NUMBER: __________

REPLACEMENT ... BANK ACCT PAY CODE: ___    PAYMENT REF NUMBER: __________

REPLACEMENT EFFECTIVE DATE: __________

PAYMENT AMOUNT:
PAYMENT DATE  :
PAYMENT TYPE  :
PAYMENT STATUS:

REMITTING TO  :
```

(Replacing a payment does not change the status of the invoice document, however the payment status of the replaced check will change.)

```
OCP AP                             PAYMENT LIST                            PYL

NEXT FUNCTION: _________ ACTION: _________ HISTORY: _       06/08/2011  09:45:49

================================================================================

PAY ENTITY: ____ VENDOR NBR: __________ __   SHORT NAME: ________________
BAP CODE  : XXD  PAYMENT REFERENCE NUMBER: __________
BEGINNING PAYMENT DATE: __________ ENDING PAYMENT DATE: __________
BAP   PYMT REF            ------------ PAYMENT -------- CLEARANCE  REPLACE
CODE   NUMBER              AMOUNT    DATE TYPE  STAT       DATE    PYMT REF   S

XXD  9910001016            253.00 04/16/05 M CLEARED    03/31/05               _
XXD  9910001017          3,796.31 04/16/05 M CLEARED    03/31/05               _
XXD  9910001018             82.60 04/16/05 M CLEARED    03/31/05               _
XXD  9910001019              2.00 04/16/05 M CLEARED    03/31/05               _
XXD  9910001020         45,978.40 04/16/05 M CLEARED    03/31/05               _
XXD  9910001021             24.26 04/16/05 M CLEARED    03/31/05               _
XXD  9910001025             30.00 04/16/05 M CLEARED    03/31/05               _
XXD  9910001049          4,315.45 08/17/05 M REPLACED                990000049  _
XXD  9910001254          1,731.00 02/01/05 M CANCELLED                          _
XXD  991009064             573.00 06/16/05 M CANCELLED                          _


                                STATUS: END OF LIST
```

On the Payment List (PYL) the system assigns one of three check status:

M Manual
S System
E Electronic

An electronic payment cannot be replaced but can be cancelled. To cancel an electronic payment, an agency must contact the OSC Support Services Center (919-707-0795).

Once the payment is replaced, the agency will need to submit a CSeries Manual Check Request form to OSC Support Services in order to have the functionality opened in the CSeries check writing software to enter and print the replacement check specified on the PRP screen in NCAS. This form can be found at the following link.

http://osc.nc.gov/c-series-manual-check-request-form

Handling Special AP Processes

Overview

This section explains the following special AP processes:

Processing 1099 Transactions

A **1099 vendor** is a vendor for whom you must report payment for services to the Internal Revenue Service (IRS). This subsection explains how to:

- Establish a 1099 vendor and
- Process an invoice from a 1099 vendor

Backup Withholding

There are situations where the state and/or federal government require that you withhold a percentage of payment for taxes. This subsection explains how to:

- Set up a vendor for withholding
- Process an invoice requiring backup withholding

Factoring Vendor Payments

A **factor** is a vendor who receives payment in lieu of the original vendor. This subsection explains how to:

- Establish a vendor as a factor and
- Process an invoice that has to be factored

Fixed Asset Reporting

This subsection briefly explains the Accounts Payable to Fixed Assets interface for understanding of what triggers this interface to create a fixed asset in the Fixed Assets module .

Year End Processing

This subsection describes how to process year end accruals in the NCAS at the end of the fiscal year for the Accounts Payable staff.

Non Resident Aliens

This subsection explains how to:

- "Identify non-resident aliens
- "Process withholding
- "Determine the requirements for deposits
- "Understand the special considerations of NRA processing

Sales Tax Processing

This subsection explains how to handle sales tax in Accounts Payable including taxes paid to the Division of Motor Vehicles.

Refund of Expenditures

This subsection describes methods that can be used to record refund of expenditures in the NCAS. There are four time frames that refund of expenditures can occur:

- Current Year
- Prior Year
- Accrued Refund of Prior Year
- Refund of Current and Accrued Prior Year

Recording Manual Payments

This subsection explains the process and procedure of recording a manual check in the NCAS if needed. Manual checks should only be used for special circumstances.

Escheating Checks

This subsection will describe the process of escheating unclaimed checks as mandated by law every year in the NCAS.

Inter/Intra Governmental Payments

This subsection will explain the process and procedure of entering payments that transfer between and within NCAS state agencies. This process is called inter/intra governmental payments.

Processing 1099 Transactions

Overview

In order to comply with Internal Revenue Service (IRS) tax requirements, all state agencies must report non-employee compensation to the IRS on a calendar-year basis. A **1099 vendor** is a vendor for whom you must report payment for services to the Internal Revenue Service (IRS).

All reporting of 1099 information must be in accordance with Internal Revenue code. Accurate reporting of 1099 information is dependent upon decisions made by your agency throughout the year. For example, every time a vendor is set up or an invoice is created, 1099 information is required. Paying special attention to these and other activities throughout the year reduces the amount of year-end work necessary to complete 1099 processing.

> The system does not handle 1042 transactions (The Annual Withholding Tax Return for U.S. Source Income of Foreign Persons). This process continues to be manual.

🗁 For a more extensive study of 1099 vendors and 1099 processes, you should register for the *1099 Processing* class. Check the *NCAS System Information Guide* for class content, prerequisites, and class availability.

Establishing 1099 Vendors

Establishing vendor 1099 information is the first step in the 1099 process. A 1099 vendor can be a trade or a non-trade vendor. Based on information supplied by a trade vendor, OSC establishes the appropriate 1099 code for that vendor. Agencies are responsible for setting the appropriate 1099 code for non-trade vendors.

The following are categories of 1099 vendors that may need to receive a 1099:

- Individuals
- Sole proprietorships
- Partnerships
- Medical/health corporations.

1099 Trade Vendors

From the *Adding and Changing Vendors* section, remember that **trade vendors** are people and companies outside of your agency who provide goods and services to your agency. Trade vendors are primarily engaged in providing the goods and/or services typically purchased by your agency.

Before entering a document in the NCAS, a trade vendor must exist in the Statewide Trade Vendor File. This file is established and maintained by the Office of the State Controller (OSC). In order to establish a trade vendor, the vendor's tax identification number (TIN) must be known.

After the OSC has added a trade vendor to the Statewide Trade Vendor File, OSC sends a questionnaire to the vendor. The vendor indicates whether he or she is a 1099 vendor and returns the questionnaire to the OSC. If the vendor is a *possible* 1099 vendor, the OSC sets the 1099 code on the *Vendor Payable Information (VPN)* screen to "NO." The "NO" code indicates to the agency that the vendor may be a 1099 vendor and prompts the agency to enter an appropriate 1099 code for each 1099 reportable invoice line. For all invoices for this vendor, the 1099 "NO" code defaults to the 99 field on the *Invoice Worksheet 1 (IWS-1T)* screen. Also, the message **076-VENDOR MAY BE 1099 ELIGIBLE** is displayed at the top of the screen.

- If an invoice line *is* a 1099 transaction, you must override the default code "NO" with the appropriate 1099 code. The codes identifying these transactions are listed on the *1099 Codes List* (*TNL)* screen or in **QRG 4: 1099 Codes List**.

- If the invoice line is *not* a 1099 transaction, do not override or delete the "NO."

1099 Non-Trade Vendors

A **non-trade vendor** is a vendor to whom payments are made for other than purchased goods or services. For example, awards are typically made to non-trade vendors. As with a trade vendor, a non-trade vendor must exist in the NCAS before a transaction can be entered. Since non-trade vendors are not shared with other agencies, each agency is responsible for correctly setting up its non-trade vendors. 1099 information for non-trade vendors is set up using the *VPN* screen.

For a non-trade vendor, a 1099 code can be entered on the *VPN* screen. If entered, the 1099 code defaults to every transaction for that vendor. You can also enter a "NO" on the *VPN* screen to flag the vendor as a possible 1099 vendor.

- If the invoice line is a 1099 transaction, you must override the default code "NO" on the invoice screen with the appropriate 1099 code.

- If the invoice line is not a 1099 transaction, do not override or delete the "NO."

There are some cases where an individual or partnership is doing business under another name. For example, John Smith may call his sole proprietorship Smith Company. Both names would be entered in the NCAS. The company name is entered in the VENDOR NAME field on the *Vendor Setup (VSU)* screen which means this name would print on the check. The individual's name is entered in the 1099 PAYEE NAME field on the *Vendor Payable Information (VPN)* screen. This will ensure correct 1099 reporting and prevent possible fines from the IRS.

The following walkthrough demonstrates how to designate a non-trade vendor as a 1099 vendor.

WALKTHROUGH 25: Adding a Non-Trade 1099 Vendor

SCENARIO

Add the following vendor to your non-trade paying entity.

Dr. Barbara Laker
831 W Morgan St
Raleigh, NC 27611-2863

This vendor is a 1099 vendor. You need to indicate that she will receive medical payments. She would like the name of her clinic, Laker Medical Office, to print on the checks.

Her social security number is 333-44-5555.

1. Type **VSU** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Setup (VSU)* screen.

```
OCP                                VENDOR SETUP                                VSU

NEXT FUNCTION: (16)_______ ACTION: ________                  06/14/2011  10:17:08
REQUEST: (15)_______
================================================================================
PAY ENTITY   : (2)____     VENDOR NO   : (3)__________    GROUP        : (4)_
VENDOR NAME  : (5)_____________________________          VENDOR TYPE  : (6)_
SHORT NAME   : (7)_____________                          EDI/FAX CODE : _
--- ORDER FROM ---  HOLD: _   DEFAULT ADDR: _    FAX          : _____________
ADDR LINE 1: _____________________________    PHONE        : _____________
ADDR LINE 2: _____________________________    STATE CODE   : __   VAL:  _
ADDR LINE 3: _____________________________    POSTAL CODE  : __________
OPT ADDR  1: _____________________________    OPT ADDR USE : _
OPT ADDR  2: _____________________________    OPT STATE CD : __   VAL:  _
CONTACT    : _____________________________    OPT POSTAL CD: __________
--- REMIT  TO  ---  HOLD: _
ADDR LINE 1: _____________________________    PHONE        : (8)__________
ADDR LINE 2: (9)__________________________    STATE CODE   : (10)__   VAL:  _
ADDR LINE 3: (11)_________________________    POSTAL CODE  : (12)_________
OPT ADDR  1: _____________________________    OPT ADDR USE : _
OPT ADDR  2: _____________________________    OPT STATE CD : __   VAL:  _
CONTACT    : _____________________________    OPT POSTAL CD: __________
PAYMENT TERMS: (13)___                         VENDOR STATUS: _
CONSL REPORTING INFO  -  PAY ENTITY: ____  VEND NBR: __________  GROUP NBR: __
```

2. Type **your non-trade paying entity (XXPN)** in the PAY ENTITY field.

   🗁 Your agency and OSC have determined the non-trade paying entity code. For purposes of this course, we will use XXPN as the non-trade paying entity.

3. Type **333445555** in the VENDOR NO field.

4. Type **A** in the GROUP field. The letter indicates the vendor's location.

5. Type **laker medical office** in the VENDOR NAME field.

   🗁 Laker Medical Office is the name Dr. Laker wants to display on the check. For 1099 purposes, your agency needs to report the information under the name Barbara Laker, since it is her social security number. Her name will be entered on another screen.

6. Type **D** in the VENDOR TYPE field to indicate that Ms. Laker is a *direct* vendor.

7. Type **lakermedicaloff** in the SHORT NAME field.

🗁 Because non-trade vendors are not added by OSC, type a name in the SHORT NAME field to search and retrieve this non-trade vendor.

8. Type **919-715-3253** in the PHONE field of the REMIT TO section.

9. Type **831 w morgan st** in the ADDR LINE 2 field.

   🗁 Because this is not a matching vendor, you need to enter the address information in the REMIT TO section of the screen.

10. Type **NC** in the STATE CODE field.

11. Type **Raleigh** in the ADDR LINE 3 field.

12. Type **27611-0831** in the POSTAL CODE field.

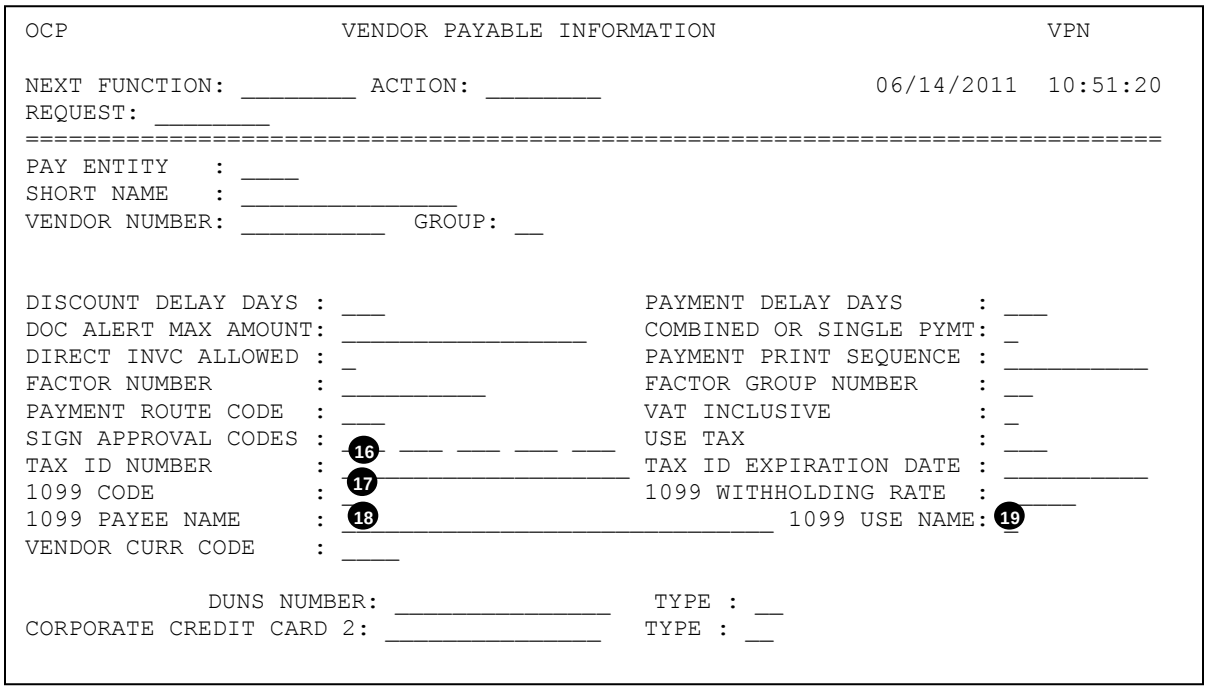
    🗁 Always include the additional 4 digits in the zip code. Complete zip codes can be located on the US Postal Service's web site: http://www.usps.gov/zip4.

13. Type **N30** (or calculated payment due date) in the PAYMENT TERMS field.

14. Press **ENTER** to add this vendor to your non-trade paying entity and to clear the screen.

> In this walkthrough the *VGN* will be skipped since it has been demonstrated in earlier walkthroughs.

15. Type **VPN** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Payable Information (VPN)* screen.



16. Type **333445555** in the TAX ID NUMBER field to identify Dr. Laker's social security number.

    🗁 If there is not a tax ID number in this field, transactions to this vendor may be put in a 1099-HOLD status that will have to be released.

17. Type **NO** in the 1099 CODE field.

    🗁 By typing **NO** in the 1099 CODE field on the *VPN* screen, you have flagged the vendor as a possible 1099 vendor. This means that whenever a transaction for this vendor is entered in the NCAS, the system displays the following warning message: **076 – VENDOR MAY BE 1099 ELIGIBLE**.

18. Type **Barbara Laker** in the 1099 PAYEE NAME field.

19. Type **Y** in the 1099 USE NAME field.

    🗁 This field is required when the 1099 PAYEE NAME field is completed. You will receive an error message if you do not complete this field.

20. Press **ENTER** to process the information and clear the screen.

> With 1099 reporting, it is very important to match the vendor's name with his or her federal identification number or social security number. The IRS may fine your agency for each 1099 that is issued incorrectly.

1099 Employee Vendors

An employee that has been established under an employee paying entity should not be a 1099 vendor. However, an employee established as a trade or non-trade vendor may be a 1099 vendor. (Expense reimbursements that are not related to an employee's job should be reported in a trade or non-trade paying entity.)

🗁 For example, an employee in your agency provides catering services to other agencies. If this employee has been established as a non-trade vendor in order to receive expense reimbursements, he or she may be 1099 reportable for payment of catering services.

Entering 1099 Codes on Invoices

The value that is entered in the 1099 CODE field on the *VPN* screen defaults to the 99 field on the *IWS-1T* screen.

- If a 1099 code was entered on the *VPN* screen, that code defaults to the 99 field on the *IWS-1T* screen.
- If "NO" was entered on the *VPN* screen, that code defaults to the *IWS-1T* screen.

For each transaction that is a 1099 transaction, you must either accept the default value in the 99 field or override it with the appropriate 1099 code for that invoice line.

For direct and matching invoices, a 1099 code may be entered on the *IWS-1T* screen. This code applies to the individual invoice line to which it is attached and overrides any code entered on the *VPN* screen. It is important to verify that any default 1099 value on the *IWS-1T* screen is the appropriate code for that invoice line.

WALKTHROUGH 26: Entering a 1099 Code on a Direct Invoice

SCENARIO

You have received three invoices attached to the following Control Group Header sheet. Process the control group.

The first invoice is for medical services. The vendor will receive a 1099 for this invoice line. Process this invoice.

The accounting distribution is XX01 532199 10001000.

Agency Name

Accounts Payable Control Group Header

PAYING ENTITY [X] XXPT [ ] _____
[ ] _____ Other _____

ENTRY METHOD [X] DIRECT INVOICES
[ ] MATCHING INVOICES
[ ] EMPLOYEE INVOICES

CONTROL GROUP DATE: TODAY'S DATE
CONTROL GROUP NUMBER: 126

OPERATOR ID: _____ YOUR INITIALS
DBS # Initials

	INVOICE NUMBER	NUMBER OF DOCUMENTS	AMOUNT
PER TAPE		3	3,150.00
ADJUSTMENTS			
AMOUNT ENTERED		3	3,150.00

1. Remember to first enter the control group header information on the *Control Document Entry (CDE)* screen. (Refer to **Procedure 7: Entering a Control Group**.)

   - To indicate that this control group covers *direct* invoices, type **D** in the ENTRY METHOD field.
   - The trade paying entity is **XXPT**.

2. Press **ENTER** to process the control group header information and to access the *Invoice Worksheet 1 (IWS-1T)* screen.

```
OCP                          INVOICE WORKSHEET 1                        IWS-1T
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________                  06/14/2011  11:52:05
REQUEST: 14_______
==============================================================================
INVOICE NUMBER : ___3_____________ DATE: ___4_______    MODEL: _ ______________
VENDOR SHORT NM: ___5_____________                                CURR    : ____
VENDOR NUMBER  : __________ __                                    CM/DM      : _
PO REFERENCE   : ____ __________ ______  COUNTY CODE: __________  MULTI PYMT: _
TERMS CODE: ___  PYMT DUE DATE: __________ DISCOUNT AMT/PCT: ________________
REMIT MSG:  ___  ____________________________________________________________
                                         SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT       CENTER              BID  PROJECT
QUANTITY UNIT  ITEM NUMBER   DESCRIPTION PRORATE (T F A D) USE 99 NCG FED
0001 ___8_____________ ___ ___9___ ___10_____________ ___11_____________ ____ ____________
_________ ____ ______________ ____12_____________ _ _ _ _ ___ __ ____ ____
0002 ______________ ___ ____ ________________ ____________ ____ ____________
_________ ____ ______________ ________________ _ _ _ _ ___ __ ____ ____
0003 ______________ ___ ____ ________________ ____________ ____ ____________
_________ ____ ______________ ________________ _ _ _ _ ___ __ ____ ____
0004 ______________ ___ ____ ________________ ____________ ____ ____________
_________ ____ ______________ ________________ _ _ _ _ ___ __ ____ ____
SALES TAX/VAT  : ___ ________________    FREIGHT     : ___ ________________
ADDITIONAL COST: ___ ________________    GROSS AMOUNT:     ________________
```

Invoice: Andrew Markham, M.D. 1045 Fordgate Dr Bowman, NC 29992-0992		Invoice Number: 5246179824 Invoice Date: 03/11/2008 Terms: Net 30	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Physicals	**15**	**50.00**	**750.00**
		Freight:	
		Tax:	
		Total:	**750.00**

3. Type **5246179824** in the INVOICE NUMBER field.

4. Type **031108** in the DATE field.

5. Type **mark@** in the VENDOR SHORT NM field and press **ENTER** to obtain the vendor number.

6. The following message displays: **476-THIS VENDOR IS NORMALLY A MATCHING VENDOR**. This message is informational only. Press **ENTER** to override the message and continue entering the invoice as a direct invoice.

7. Press **ENTER** to override the following message: **076 VENDOR MAY BE 1099 ELIGIBLE**. This message indicates that the vendor is possibly a 1099 vendor.

🗁 You must enter a 1099 code for this transaction. You enter this code when you enter the details of the this transactions.

8. At the 0001 line, type **750.00** in the AMOUNT/PERCENT field.

9. Type **your company number (XX01)** in the CO field.

10. Type **532199** in the ACCOUNT field.

11. Type **10001000** in the CENTER field.

12. Type **Physicals (15)** in the DESCRIPTION field.

13. Press **ENTER** to process the entered information.

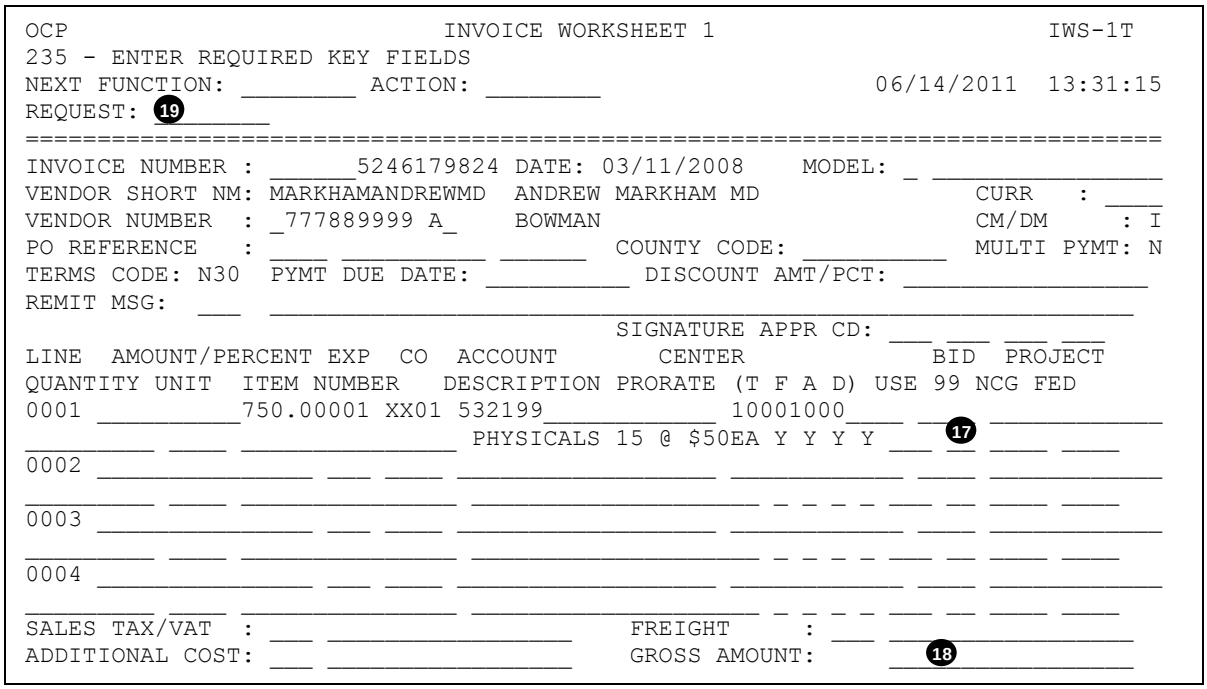
🗁 "NO" has defaulted to the 99 field. Because Dr. Markham will receive a 1099, you must override the "NO" with a 1099 code on line 0001.

14. Type **TNL** in the NEXT FUNCTION field and press **ENTER** to access the *1099 Codes List (TNL)* screen.

15. Press **ENTER** to view the 1099 codes. Scroll down by pressing **ENTER** to **M6**, which represents miscellaneous medical and health care payments.

```
OCP                              1099 CODES LIST                          TNL

NEXT FUNCTION: ___16_____ ACTION: ________                  06/14/2011  13:28:45

================================================================================
1099 CODE: G1

1099      1099
CODE      GROUP   ABBREV DESC        DESCRIPTION

M6                1099-M-MED HLTH    1099-MISCELLANEOUS-MEDICAL AND
                                      HEALTH CARE PAYMENTS


M7                1099-M-NON-EMP     1099-MISCELLANEOUS NONEMPLOYEE
                                      COMPENSATION
```

16. Type **R** in the NEXT FUNCTION field and press **ENTER** to *return* to the *Invoice Worksheet 1 (IWS-1T)* screen.



17. Type **M6** over "NO" in the 99 field of line 0001 to indicate that this is a 1099 transaction.

18. Type **750.00** in the GROSS AMOUNT field. Delete the zeros at the end of the field.

19. Type **N** in the REQUEST field to balance the document and press **ENTER** to access a blank *Invoice Worksheet 1 (IWS-1T)* screen.

WALKTHROUGH 27: Processing a Matching Invoice with a 1099 Code

SCENARIO

You have received an invoice from Loren B Bell, DDS for semiannual checkups for prisoners. This invoice is for services and, therefore, the signature payment basis applies to this invoice.

Because this invoice is for services, use XXBS for the buying entity. The vendor number is 888990000 A. This vendor is 1099 eligible. The 1099 code for this vendor is M6.

Process the invoice header and line information and then pass the invoice to your *Invoice Reapplication Work Queue (IRQ)*. After you receive the requestor's signature, finish processing the invoice.

Invoice: Loren B Bell, DDS PO Box 3959 Attaway, NC 28454-3959		Invoice Number: 7594863011 Invoice Date: 02/02/2008 Terms: Net 30	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Semiannual Checkups for Prisoners	1	2000.00	2000.00
PO# XX90000001		Freight: Tax: Total:	2000.00

1. Type **CGS** in the NEXT FUNCTION field to access the *Control Group Status (CGS)* screen.
2. Type **S** in the S (SELECT) field to select control group 123 and press **ENTER**.
3. Enter the **invoice header information** on the *IMP* screen. (Refer to **Procedure 20 A/B: Entering Invoice Header Information for Matching Invoices**.)

   🗁 Remember that the buying entity for this transaction is **XXBS**.
4. Press **ENTER** to process the information.

```
OCP AP                          INVOICE MATCHING                          IMP
076 - VENDOR MAY BE 1099 ELIGIBLE
NEXT FUNCTION: ________ ACTION: ________                  10/24/2011  08:27:15
REQUEST: ________
================================================================================
INVOICE NUMBER   :       7594863011    DATE:  02/02/2008    EXCEPTION CMNTS: _
VENDOR SHORT NAME: BELLLORENBDDS       LOREN B BELL DDS
VENDOR NUMBER    :  888990000 A        ATTAWAY                       CM/DM: I
NC  28454-3959
P O BUY ENTITY   : XXBS     P O NUMBER: XX90000001   RELEASE: ______   ALL: _

GROSS AMOUNT     : 2000.00_____________ FREIGHT           : ___ _______________
SALES TAX/VAT    : ___ _______________  ADDITIONAL COST   : ___ _______________
SALES TAX 2      : ___ _______________  SALES TAX 3       : ___ _______________
REMIT MSG : ___    ____________________________________________________________
COUNTY CODE   :    __________
=================================== SUGGESTED VALUES ===========================
TERMS CODE       : N30                  DISCOUNT AMT/PCT :      _______________
PAYMENT DUE DATE : __________           REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________           FACTOR NUMBER    :       __________ __
PROVISIONAL DATE : __________ IND: ___  SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BAP CODE : 06D  CURRENCY CODE    : ____
EXPENSE          : 001  PAYABLES : ___  DISCOUNT         : 001
ACCOUNTING RULE  : 01   HANDLING : __   INTERCO PAYABLES : ___
```

The system displays the message: **VENDOR MAY BE 1099 ELIGIBLE**.

5. Press **ENTER** to continue processing the invoice and to access the *ILA* screen.

```
OCP AP                      INVOICE LINE AUDIT                            ILA

NEXT FUNCTION: ________ ACTION: ________                  10/24/2011  08:29:54
REQUEST: (6)_______  PAGE STATUS: END OF LIST
================================================================================
VENDOR    :  888990000 A       PO NUMBER : XX90000001  EXCEPTION CMNTS: _
INVOICE NO:       7594863011   RELEASE   :             REM AMT:        2,000.00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L
A GN94874         0001          NO  EA  ___          1        2,000.00 _   Y _
  SEMIANNUAL CHECKUPS FOR PRISONERS          FRT ___ _______________   Y
  IND  CO  ACCOUNT           CENTER       TX/VAT  ___ _______________   Y
      XX01 534511            10003100     ADD'L   ___ _______________   Y
                                          CONV FACTOR              1.
```

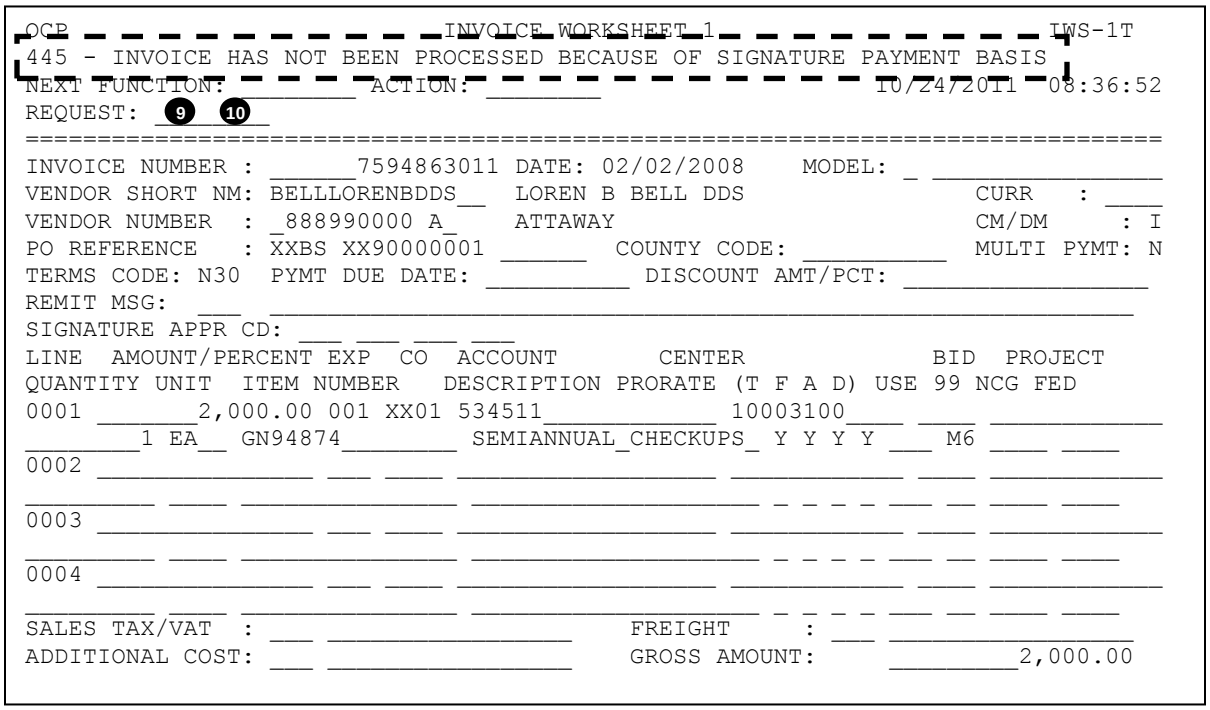
6. Tag the appropriate PO line for the amount of the invoice and press **ENTER**. (Refer to **Procedure 21: Entering Invoice Line Information for Matching invoices**.)

```
OCP AP                    INVOICE LINE AUDIT                              ILA

NEXT FUNCTION: ________ ACTION: ________                  10/24/2011  08:29:54
REQUEST: ____(7)___  PAGE STATUS: END OF LIST
================================================================================
VENDOR    :  888990000 A       PO NUMBER : XX90000001  EXCEPTION CMNTS: _
INVOICE NO:       7594863011   RELEASE   :             REM AMT:             .00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L
A GN94874         0001          NO  EA   ___          1        2,000.00 _   Y _
  SEMIANNUAL CHECKUPS FOR PRISONERS          FRT ___ ________________    Y
  IND  CO  ACCOUNT            CENTER        TX/VAT  ___ ________________   Y
      XX01 534511             10003100      ADD'L   ___ ________________   Y
                                            CONV FACTOR              1.
```

7. Type **3** in the REQUEST field and press **ENTER** to access the *Invoice Worksheet 1 (IWS-1T)* screen to enter the vendor's 1099 code.

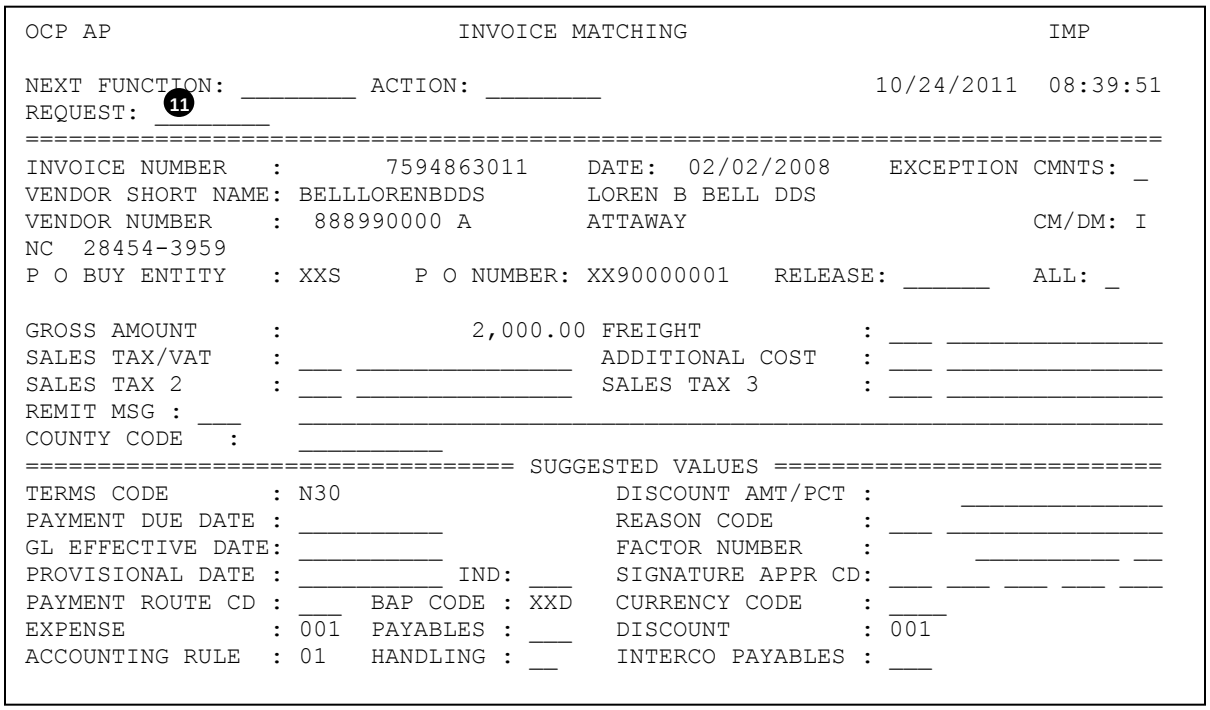
```
OCP                           INVOICE WORKSHEET 1                       IWS-1T

NEXT FUNCTION: ________ ACTION: ________                  10/24/2011  08:34:45
REQUEST: ________
================================================================================
INVOICE NUMBER : ______7594863011 DATE: 02/02/2008    MODEL: _ _________________
VENDOR SHORT NM: BELLLORENBDDS__  LOREN B BELL DDS              CURR   : ____
VENDOR NUMBER  : _888990000 A_    ATTAWAY                       CM/DM     : I
PO REFERENCE   : XXBS XX90000001 _______  COUNTY CODE: __________  MULTI PYMT: N
TERMS CODE: N30  PYMT DUE DATE: __________ DISCOUNT AMT/PCT: _________________
REMIT MSG:  ___ ____________________________________________________________
SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT       CENTER            BID  PROJECT
QUANTITY UNIT  ITEM NUMBER   DESCRIPTION PRORATE (T F A D) USE 99 NCG FED
0001 _______2,000.00 ___ XX01 534511_____________ 10003100____ ____ _____________
________1 EA__ GN94874_________ SEMIANNUAL_CHECKUPS_ Y Y Y Y ___(8)__ ____ ____
0002 _______________ ___ ____ ___________________ _____________ ____ _____________
_________ ____ _______________ ___________________ _ _ _ _ ___ __ ____ ____
0003 _______________ ___ ____ ___________________ _____________ ____ _____________
_________ ____ _______________ ___________________ _ _ _ _ ___ __ ____ ____
0004 _______________ ___ ____ ___________________ _____________ ____ _____________
_________ ____ _______________ ___________________ _ _ _ _ ___ __ ____ ____
SALES TAX/VAT  : ___ ___________________    FREIGHT     : ___ ___________________
ADDITIONAL COST: ___ ___________________    GROSS AMOUNT:     _________2,000.00
```

8. Type **M6** in the 99 field in the 0001 line.



9. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to balance the invoice.

The system displays the message: **445 – INVOICE HAS NOT BEEN PROCESSED BECAUSE OF SIGNATURE PAYMENT BASIS**.



10. Type **4** in the REQUEST field and press **ENTER** to return to the *IMP* screen.
11. Type **PASS** in the REQUEST field and press **ENTER** to pass the invoice to your *Invoice Reapplication Work Queue (IRQ).*

12. Wait until you receive the *Matching Invoice Verification Report* of a signed invoice indicating that you have the required signature approval to pay the invoice for this transaction.

> If your agency requires a signed invoice as proof of authorization, send a copy of the invoice to the requestor for his or her signature.
>
> If your agency uses the *Matching Invoice Verification Report*, your agency has a policy for distributing the report to the requestors.

Backup Withholding

Backup Withholding

Under certain circumstances, your agency is required to withhold taxes from vendor checks.

State Withholding

Under General statute 105-163, the following State Withholding is required:

The state requires 4% withholding of any amount paid for personal services provided by a nonresident of NC in connection with a performance, entertainment, an athletic event, a speech or the creation of a film, radio, or television program.

Compensation of more than $1500 during a calendar year paid to a nonresident of NC performing the above services shall be subject to the law. Withholding is not required if a nonresident of NC entity obtains a certificate of authority from the Secretary of State.

All services performed by Individual Taxpayer Identification Number (ITIN) individuals in excess of $1,500 cumulatively will also be subject to the 4% withholding provisions. However, these ITIN individuals will be subject to the 4% withholding for all services provided instead of only services in connection with performances, entertainments or athletic events, speeches, or the creation of film, radio, and television programs. The payer can identify an ITIN by the first digit in the nine-digit number sequence. An ITIN **always** begins with a ‘9’.

Federal Withholding

The Internal Revenue Service requires 28% withholding from vendor payments under certain circumstances. The most common one that an AP processor would encounter is the refusal to supply a Taxpayer Identification Number (TIN). If a vendor is unwilling to provide you with a valid federal identification number or social security number, you may be required to withhold 28% on every payment to that vendor.

Withholding on payment controls are established at the vendor level. The OSC sets the controls for trade vendors. It is the responsibility of each agency to notify OSC Support Services if an out-of-state vendor requires flagging for withholding due to the type of services they offer.

Agencies are responsible for setting the controls for non-trade vendors. To initiate withholding for a non-trade vendor:

- Type **yesterday's date** in the TAX ID EXPIRATION DATE field on the *Vendor Payable Information (VPN)* screen.

  🗁 This date must be entered in MM/DD/YYYY format.

- Type the **withholding percentage** in the 1099 WITHHOLDING RATE field on the *VPN* screen. The rates are:

  — **28%** for federal withholding only
  — **4%** for state withholding only
  — **32%** for both state and federal withholding

- Type the **appropriate mini-chart indicator** in the 1099 WITHHOLD field on the *Vendor Default Distribution (VDD)* screen. The mini-chart indicator determines how the accounting entries post. The indicators are:

  — **950** for federal withholding only
  — **951** for state withholding only
  — **952** for both state and federal withholding
  — **953** non-resident alien
  — **954** for state and non-resident alien federal withholding

```
OCP                      VENDOR DEFAULT DISTRIBUTION                    VDD

NEXT FUNCTION: _________ ACTION: _________                 06/14/2011  13:54:21
REQUEST: _________
================================================================================
PAY ENTITY    : XXPT
SHORT NAME    :
VENDOR NUMBER: ___________  GROUP: __

DISTRIBUTION INDICATORS  .  .  .  .  EXPENSE       : ___   PAYABLES     : ___
                                     DISCOUNT      : ___   FREIGHT      : ___
                                     TAX/VAT       : ___   VARIANCE     : ___
                                     ADD COST      : ___   1099 WITHHOLD: ___
                                     BNK ACCT PYMT : ___   EMP ADVANCE  : ___
                                     CURR GAIN/LOSS: ___   ACCOUNT RULE : __

GL EXPENSE DISTRIBUTION  .  .  .  .  COMPANY       : ____
                                     ACCOUNT       : ____________________
                                     CENTER        : ____________
                                     VALIDATE OPT  : _

PROJECT ACCOUNTING INFORMATION .  .  REQUIRED      : _
                                     COMPANY       : ____
                                     NUMBER        : ____________
```

Withholding is only applied to those invoice lines that are flagged with a 1099 code. Any of the usual 1099 codes cause withholding to occur, if the vendor record has been appropriately flagged. Because state withholding applies to some corporations, there are times when state withholding must occur on transactions that are not reported on a 1099. For these transactions, the **ST** code must be used. Invoice lines marked with ST incur with-holding and state reporting, but are not included in federal 1099 processing.

🗁 It is very important that you flag the line with a 1099 code when you enter the invoice. The line is not picked up for withholding and reporting without it.

To correct a transaction that has been withheld in error, please refer to the following procedures:

- **Procedure 41A**: Correcting Withholding for Non-1099 Transactions
- **Procedure 41B:** Correcting Withholding for 1099 Transactions

The following form is an example of the NCAS Backup Withholding Form to be completed for trade vendors for whom backup withholding is to be activated.

NCAS Backup Withholding Form
Trade Vendors

Agency Name: _____

Vendor Name: _____ Vendor Number: _____

- ☐ Start Federal Backup Withholding (28%)
- ☐ Stop Federal Backup Withholding
- ☐ Start State Backup Withholding (4%)
- ☐ Stop State Backup Withholding
- ☐ Start Non Resident Alien Withholding (30%)
- ☐ Stop Non Resident Alien Withholding

Please check the appropriate Box to Start Backup Withholding:

- ☐ Vendor will not provide their taxpayer identification number (TIN).
- ☐ B Notice returned because of undeliverable address.
- ☐ No receipt of W-9 form by date on First B Notice.
- ☐ No receipt of IRS letter 147C or SSA form 7028 by date on Second B Notice.
- ☐ Non Resident Alien.

Please check the appropriate Box to Stop Backup Withholding:

- ☐ Vendor provided a taxpayer identification number (TIN).
- ☐ Vendor provided a deliverable address.
- ☐ Receipt of current W-9 form.
- ☐ Receipt of IRS letter 147C or SSA 7028 form.
- ☐ No longer a Non Resident Alien.

Please attach any documentation to support the above request.

_____ _____ _____
Signature Printed Name Date

OSC Use Only

Date Received: _____

- ☐ Verify Files
- ☐ Withholding On
- ☐ Update System
- ☐ Withholding Off

Date Completed: _____ Completed by: _____

If you have any questions about this form, contact the OSC NCAS Support Services at 875-HELP (4357)
Fax # (919)981-5561

Revised: 11/04

WALKTHROUGH 28: Setting up a Vendor for Backup Withholding

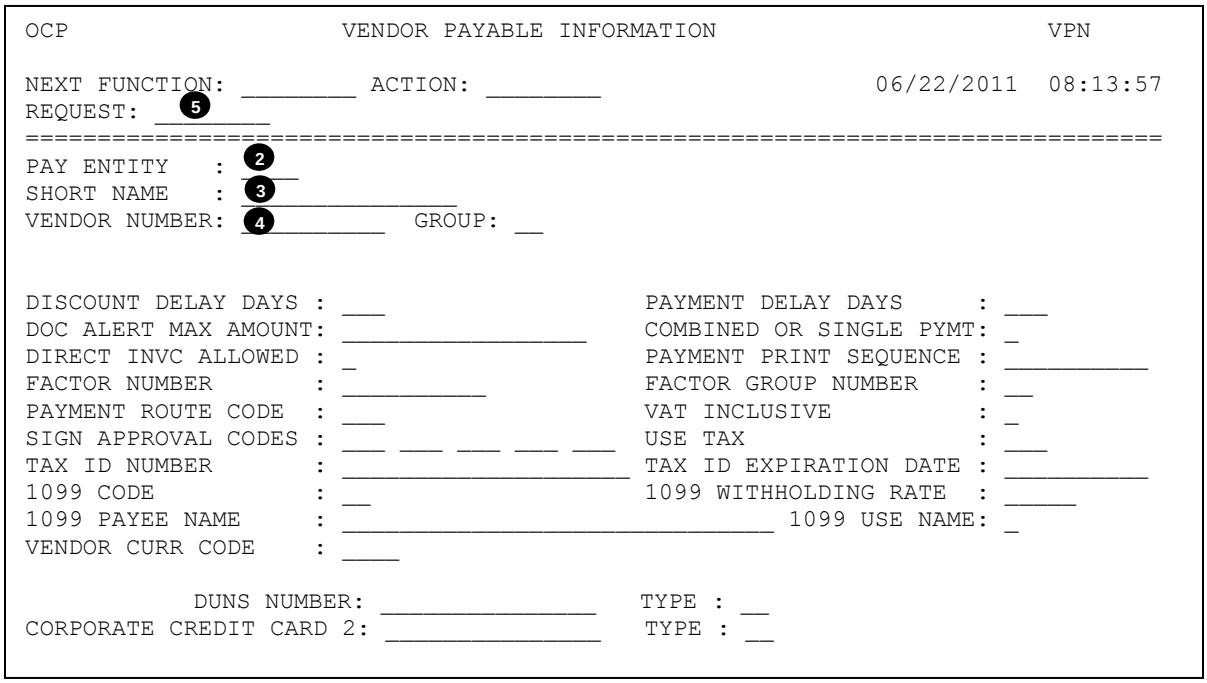
SCENARIO

You have been notified that Barbara Laker's clinic, Laker Medical Office, is subject to federal withholding.

You have received an invoice from her which you will need to do withholding. This invoice is attached to the following Control Group Header sheet. You will need to set her up for backup withholding, process the control group and then enter the invoice. This invoice will need to be flagged for 1099 reporting which will activate the backup withholding.

The accounting distribution is XX01 532199 10001000. The 1099 code is M6.

1. Type **VPN** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Payable Information (VPN)* screen.



2. Type **XXPN** in the PAY ENTITY field.

3. Type **lakermed**@ in the SHORT NAME field.

4. Delete any data that has defaulted into the VENDOR NUMBER and/or GROUP fields.

5. Type **G** in the REQUEST field and press **ENTER** to *get* the vendor record.

```
OCP                    VENDOR PAYABLE INFORMATION                        VPN

NEXT FUNCTION: _________ ACTION: _________                  06/22/2011  08:13:57
REQUEST: (6)_______
================================================================================
PAY ENTITY   : XXPN                          LAKER MEDICAL OFFICE
SHORT NAME   : LAKERMEDICALOFF
VENDOR NUMBER:  333445555  GROUP: A          RALEIGH
                                             NC  27611-0831

DISCOUNT DELAY DAYS : ___                    PAYMENT DELAY DAYS     : ___
DOC ALERT MAX AMOUNT: ___________________    COMBINED OR SINGLE PYMT: _
DIRECT INVC ALLOWED : Y                      PAYMENT PRINT SEQUENCE : __________
FACTOR NUMBER       : __________             FACTOR GROUP NUMBER    : __
PAYMENT ROUTE CODE  : ___                    VAT INCLUSIVE          : N
SIGN APPROVAL CODES : ___ ___ ___ ___ ___    USE TAX                : ___
TAX ID NUMBER       : 333445555              TAX ID EXPIRATION DATE : __________
1099 CODE           : NO                     1099 WITHHOLDING RATE  : _____
1099 PAYEE NAME     : BARBARA LAKER          1099 USE NAME: Y
VENDOR CURR CODE    : ____

           DUNS NUMBER: _______________   TYPE : __
CORPORATE CREDIT CARD 2: _______________   TYPE : __
```

6. Type **C** in the REQUEST field and press **ENTER** to obtain the vendor information in the change mode.

```
OCP                    VENDOR PAYABLE INFORMATION                        VPN

NEXT FUNCTION: (10)_____ ACTION: _________                  06/22/2011  08:13:57
REQUEST: _________
================================================================================
PAY ENTITY   : XXPN                          LAKER MEDICAL OFFICE
SHORT NAME   : LAKERMEDICALOFF
VENDOR NUMBER:  333445555  GROUP: A          RALEIGH
                                             NC  27611-0831

DISCOUNT DELAY DAYS : ___                    PAYMENT DELAY DAYS     : ___
DOC ALERT MAX AMOUNT: ___________________    COMBINED OR SINGLE PYMT: _
DIRECT INVC ALLOWED : Y                      PAYMENT PRINT SEQUENCE : __________
FACTOR NUMBER       : __________             FACTOR GROUP NUMBER    : __
PAYMENT ROUTE CODE  : ___                    VAT INCLUSIVE          : N
SIGN APPROVAL CODES : ___ ___ ___ ___ ___    USE TAX                : ___
TAX ID NUMBER       : 333445555              TAX ID EXPIRATION DATE : (7)________
1099 CODE           : NO                     1099 WITHHOLDING RATE  : (8)_____
1099 PAYEE NAME     : BARBARA LAKER          1099 USE NAME: Y
VENDOR CURR CODE    : ____

           DUNS NUMBER: _______________   TYPE : __
CORPORATE CREDIT CARD 2: _______________   TYPE : __
```

7. Type **02282008** in the TAX ID EXPIRATION DATE field.

- This date must be entered in MM/DD/YYYY format.

- Normally you enter yesterday's date in the TAX ID EXPIRATION DATE field. For Purposes of the training environment today, use the set date 02282008.

8. Type **28.00** in the 1099 WITHHOLDING RATE field to set the withholding percentage at 28%.

   - To withhold state taxes only, type **4.00**. To withhold both state and federal, type **32.00.**

9. Press **ENTER** to complete entry and process the changes.

10. Type **VDD** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Default Distribution (VDD)* screen.

```
OCP                      VENDOR DEFAULT DISTRIBUTION                    VDD

NEXT FUNCTION: _________ ACTION: _________                 06/22/2011  08:31:10
REQUEST: _________
================================================================================
PAY ENTITY   : ____
SHORT NAME   :
VENDOR NUMBER: ___________  GROUP: __

DISTRIBUTION INDICATORS  .  .  .  .  EXPENSE       : ___   PAYABLES     : ___
                                     DISCOUNT      : ___   FREIGHT      : ___
                                     TAX/VAT       : ___   VARIANCE     : ___
                                     ADD COST      : ___   1099 WITHHOLD: ___
                                     BNK ACCT PYMT : ___   EMP ADVANCE  : ___
                                     CURR GAIN/LOSS: ___   ACCOUNT RULE : __

GL EXPENSE DISTRIBUTION  .  .  .  .  COMPANY       : ____
                                     ACCOUNT       : ____________________
                                     CENTER        : ____________
                                     VALIDATE OPT  : _

PROJECT ACCOUNTING INFORMATION .  .  REQUIRED      : _
                                     COMPANY       : ____
                                     NUMBER        :
```

11. Type **950** in the 1099 WITHHOLD field and press **ENTER** to indicate that you are withholding federal taxes from this vendor.

    - If you are withholding state taxes, type 951 in the 1099 WITHHOLD field. If you are withholding both state and federal taxes, type 952 in the 1099 WITHHOLD field. This indicator controls the accounts to which the withheld amount is posted.

You are now ready to process the control group from the following Control Group Header sheet.

Agency Name

Accounts Payable Control Group Header

PAYING ENTITY [X] XXPN [ ] _____
[ ] _____ Other _____

ENTRY METHOD [X] DIRECT INVOICES
[ ] MATCHING INVOICES
[ ] EMPLOYEE INVOICES

CONTROL GROUP DATE: TODAY'S DATE
CONTROL GROUP NUMBER: 127

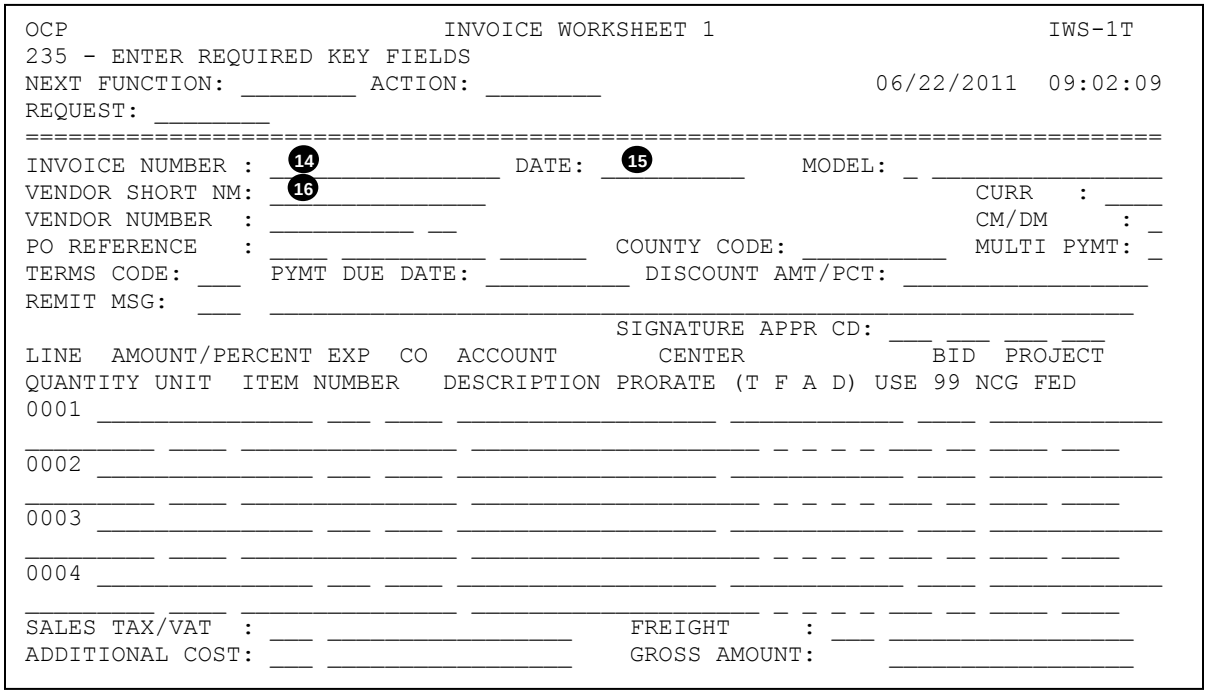
OPERATOR ID: _____ YOUR INITIALS
DBS # Initials

	INVOICE NUMBER	NUMBER OF DOCUMENTS	AMOUNT
PER TAPE		1	850.00
ADJUSTMENTS			
AMOUNT ENTERED		1	850.00

12. Remember to first enter the control group header information on the *Control Document Entry (CDE)* screen. (Refer to **Procedure 7: Entering a Control Group**.)

- To indicate that this control group covers *direct* invoices, type **D** in the ENTRY METHOD field
- The non-trade paying entity is **XXPN**.

13. Press **ENTER** to process the control group header information and to access the *Invoice Worksheet 1 (IWS-1T)* screen.



Invoice: Laker Medical Office 831 W Morgan St Raleigh, NC 27611-2863		Invoice Number: 862496658 Invoice Date: 03/01/2008 Terms: Net 30	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Physicals	10	85.00	850.00
		Freight: Tax: Total:	850.00

14. Type **862496658** in the INVOICE NUMBER field.

15. Type **030108** in the DATE field.

16. Type **laker@** in the VENDOR SHORT NM field and press **ENTER** to obtain the vendor number.

17. The following message is displayed: **U50-VENDOR SUBJECT TO FEDERAL WITHHOLDING PRESS ENTER TO CONTINUE**. Press **ENTER** to override the message and continue processing the invoice.

18. The following message is displayed: **VENDOR MAY BE 1099 ELIGIBLE**. Press **ENTER** to continue.

    🗁 You must enter a 1099 code for this transaction. You enter this code when you enter the details of this transaction.

19. Verify that **N30** is displayed in the TERMS CODE field.

```
OCP                          INVOICE WORKSHEET 1                        IWS-1T

NEXT FUNCTION: ________ ACTION: ________                  06/22/2011  09:02:09
REQUEST: ________
================================================================================
INVOICE NUMBER : _______862496658 DATE: 03/01/2008    MODEL: _ _________________
VENDOR SHORT NM: LAKERMEDICALOFF  LAKER MEDICAL OFFICE           CURR   : ____
VENDOR NUMBER  : _333445555 A_    RALEIGH                        CM/DM     : I
PO REFERENCE   : ____ __________ ______  COUNTY CODE: __________  MULTI PYMT: N
TERMS CODE: N30  PYMT DUE DATE: __________ DISCOUNT AMT/PCT: _________________
REMIT MSG:  ___  ____________________________________________________________
                                        SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT       CENTER            BID  PROJECT
QUANTITY UNIT  ITEM NUMBER   DESCRIPTION PRORATE (T F A D) USE 99 NCG FED
0001 _____________ ___ ____ _____________ _____________ ____ _____________
_________ ____ _____________ _____________ _ _ _ _ ___ __ ____ ____
0002 _____________ ___ ____ _____________ _____________ ____ _____________
_________ ____ _____________ _____________ _ _ _ _ ___ __ ____ ____
0003 _____________ ___ ____ _____________ _____________ ____ _____________
_________ ____ _____________ _____________ _ _ _ _ ___ __ ____ ____
0004 _____________ ___ ____ _____________ _____________ ____ _____________
_________ ____ _____________ _____________ _ _ _ _ ___ __ ____ ____
SALES TAX/VAT  : ___ _________________    FREIGHT     : ___ _________________
ADDITIONAL COST: ___ _________________    GROSS AMOUNT:     _________________
```

20. At the 0001 line, type **850.00** in the AMOUNT/PERCENT field.

21. Type **your company number (XX01)** in the CO field.

22. Type **532199** in the ACCOUNT field.

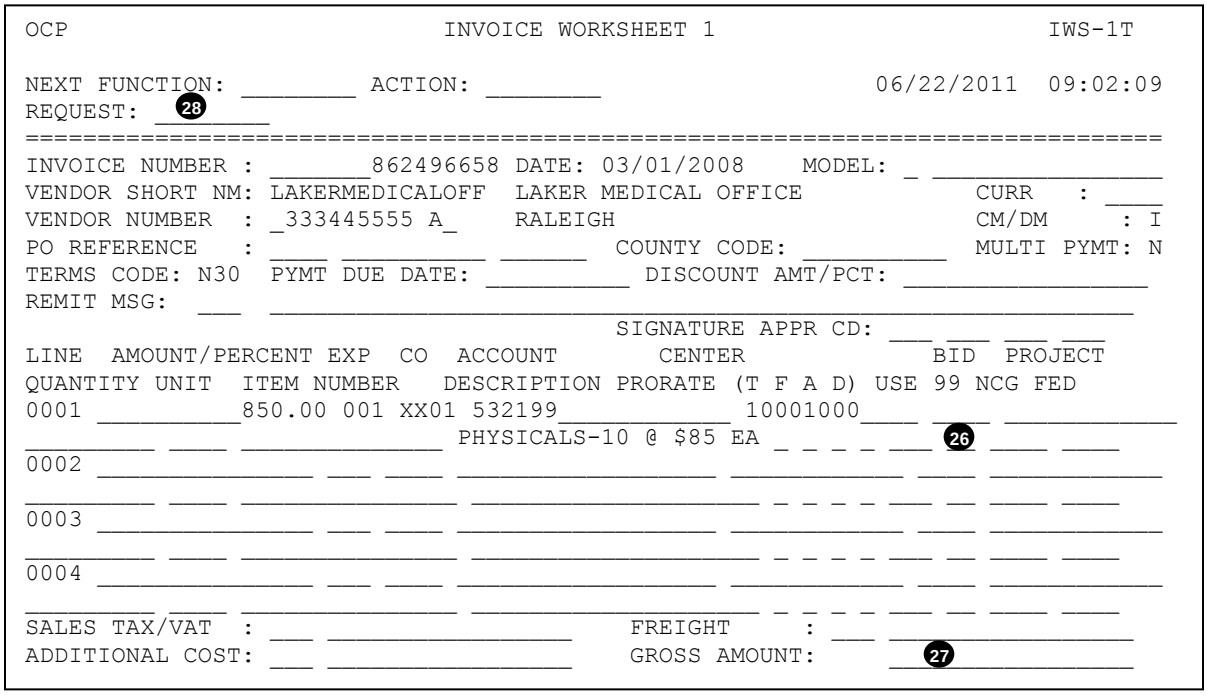
23. Type **10001000** in the CENTER field.

24. Type **physicals (10)** in the DESCRIPTION field.

25. Press **ENTER** to process the information.

    🗁 "NO" has defaulted to the 1099 field. Laker Medical will receive a 1099 for this Service and is subject to backup withholding, so you must override the "NO" with

a 1099 code on line 0001. The valid 1099 code triggers backup withholding for this line.



26. Type **M6** over "NO" in the 99 field of line 0001 to indicate that this is a 1099 transaction and is also subject to backup withholding.

27. Type **850.00** in the GROSS AMOUNT field. Delete the zeros at the end of the field.

28. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to balance the document and access a blank *Invoice Worksheet 1 (IWS-1T)* screen.

> For matching invoices that require back-up withholding, type a **3** in the REQUEST field on the *Invoice Matching (IMP)* or *Invoice Line Audit (ILA)* screen to access the *IWS-1T* screen. Update the 99 field with a valid 1099 code to indicate that the line(s) require back-up withholding. You may then Next(N) the invoice from the *IWS-1T* screen.

Factoring Vendor Payments

The OSC Policy for Payment Factoring/Assignment

It is the policy of the State to accept invoices from the party with whom the State has contracted, either via a formal contract or through a formal purchase order. Invoices sent from a third party will not be processed for payment

.

With sufficient authorization (proof of assignment), the State will issue payments to a third party to whom the contractor has assigned or factored the transaction receivable(s). A clause in a signed contract assigning payment to a third party is considered sufficient justification, as in a formal letter, on the contractor's letterhead, authorizing third-party payment, and signed by a company executive. In addition, agencies can accept from a legal entity recognized by the State, a written request for third-party payment, citing the legal proceeding that requires the State to factor payments from one entity to another.

NCAS Procedures for Payment Factoring/Assignment

A **factor** vendor for NCAS purposes is a vendor who receives a payment on behalf of another vendor. **Both vendors must exist in the NCAS for a payment to be factored**.

For trade vendors, XXPT and other shared entities, the OSC Support Services Center sets up the vendor as a factor payment. Official notice of proof of assignment as stated in the OSC Policy on Payment Factoring/ Assignment must be given to the OSC Support Services Center by the contracted vendor or by the requesting agency on behalf of the contracted vendor. The OSC Support Services Center keeps the original document of all proof of assignments for trade vendors. The proof of assignments must be on hand before a factor vendor will be added.

For non-trade vendors, XXPE and other non-shared entities, each agency is responsible for adding the factor vendors and must keep the original document of all proof of assignments. Agencies should contact the **OSC NCAS Support Services Center** at **(919) 707-0795** for help adding the factor vendor.

There are two methods available for factoring payments to vendors. Both methods require that the factor vendor be flagged as a factor vendor in the NCAS. To set up a factor vendor in NCAS, follow normal procedures for setting up a vendor. The only additional step is to enter an **F** in the VENDOR STATUS field on the *Vendor Setup (VSU)* screen. Remember, for shared entities, this step is completed by the OSC NCAS Support Services Center. For non-shared entities, it is completed by the agency.

The first method for factoring payments is used when **ALL** payments going to the contracted vendor must go to the factor vendor. The NCAS term used for this is a "permanent factor." The permanent factor vendor is tied to the contracted vendor by entering the permanent factor's vendor number and group code on the *Vendor Payable Information (VPN)* screen. Once the vendor has been set up in this manner, all payments going to the vendor are sent to the factor vendor. The *Vendor Permanent Factor Lookup (VFL)* screen below displays vendors that have been set up as permanent factors. In the example below, both D & L Equipment, Inc and Family Home & Garden are sending their payments to Farm Plan.

```
OCP                      VENDOR PERMANENT FACTOR LOOKUP                  VFL

NEXT FUNCTION: ________ ACTION: ________                    06/22/2011  10:06:12

================================================================================
PAY ENTITY       : XXPT
FACTOR SHORT NAME: FARMPLAN
FACTOR NUMBER    :  362927535  GROUP: A

       SHORT NAME     VENDOR NBR  GROUP   NAME AND ADDRESS              ACTIVITY

    DLEQUIPMENTINC     123456789    A     D & L EQUIPMENT INC                _

                                          ROXBORO,              NC

    FAMILYHOMEGARDE    234567890    C     FAMILY HOME & GARDEN INC           _
                                          500 CORPORATE CENTER DR
                                          RALEIGH,              NC




                    PAGE NO:        SCREEN STATUS:
```

The second method of factoring payments is used when some payments are paid to the factored vendor and some are paid to the contracted vendor. The factor's vendor number is recorded on each individual invoice when the factored vendor is to be paid. The *Invoice Worksheet 1 (IWS-1T)* or *Employee Expense Worksheet 1 (EWS-1T)* screen is completed as normal. The only difference is that on the *Invoice Worksheet 2 (IWS-2T)* or *Employee Worksheet 2 (EWS-2T)* screen, the factor's vendor number is entered into the FACTOR NUMBER field.

Instructions and examples for factoring an individual payment are as follows:

1. Verify that the vendor receiving the payment is established as a factor vendor in the vendor file. The status of a factor vendor is **F** on the *VRS* screen.

2. Complete the *Invoice Worksheet 1 (IWS-1T)* or *Employee Worksheet 1 (EWS-1T)* screen as usual with one exception. Enter the factor's number in the FACTOR NUMBER field on the *Invoice Worksheet 2 (IWS-2T)* or *Employee Worksheet 2 (EWS-2T)* screen.

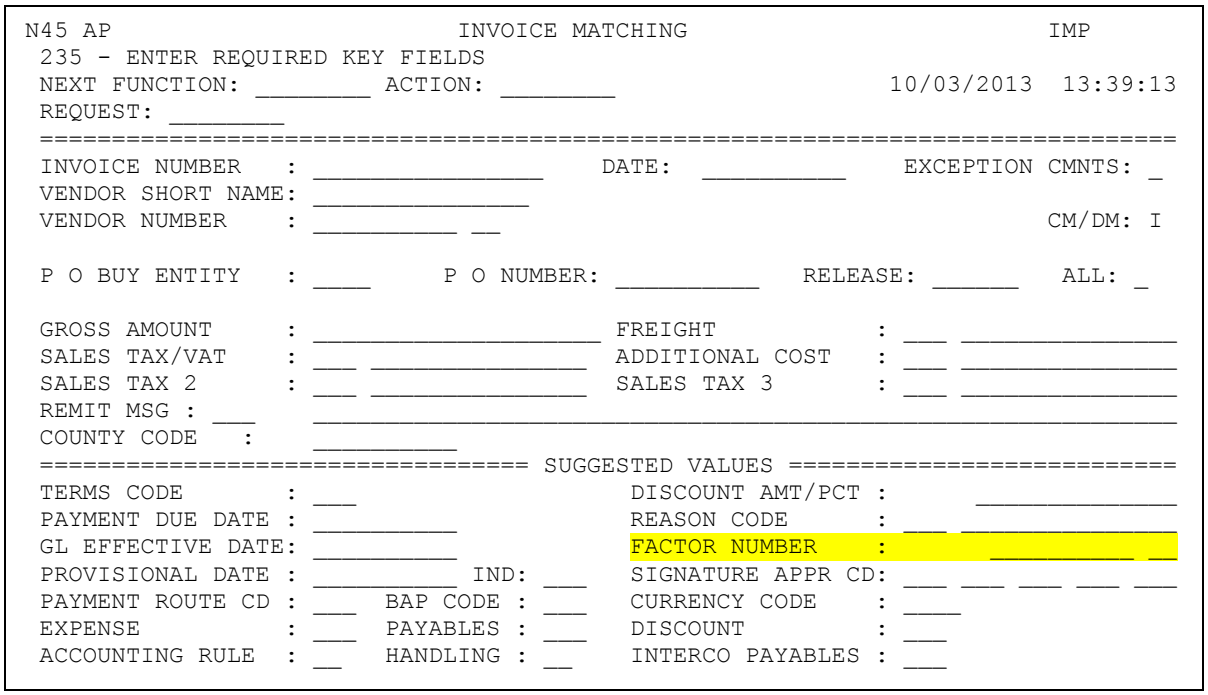
To access the *IWS-2T* screen, type **R** in the REQUEST field and press **ENTER**. To access *IWS-1T*, type **L** in the REQUEST field. NCAS has screens up to *IWS-3T*.

Once this is completed, a check is automatically issued to the factor vendor in lieu of the original contracted vendor.

> For a payment to be factored, both vendors **must** exist in the system.

```
OCP AP                        INVOICE WORKSHEET 2                          IWS-2T

NEXT FUNCTION: ________ ACTION: ________                    06/22/2011  10:43:02
REQUEST: ________
================================================================================
HANDLING CODE    : __                       REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________               FACTOR NUMBER    : __________ __
PROVISIONAL DATE : __________ IND: ___      SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BANK PYMT: ___      ACCT RULE  : __    VAT INCL     : _
IND  -  PAYABLES : ___  DISCOUNT : ___      INTER PAY  : ___   1099 TAX CODE: __
        EXPENSE  : ___  CO: ____ ACCT: ____________________ CENTER: ____________

LINE IND SALES TAX/VAT   IND OPTIONAL AMNT  1099 USE I'REC AR
FREIGHT             ADDITIONAL COST   DESCRIPTION PRORATE( T  F  A  D)
0001 ___ _______________ ___ _______________  __ ___ ___ __
___ _______________ ___ _______________  ____________________   _  _  _  _
0002 ___ _______________ ___ _______________  __ ___ ___ __
___ _______________ ___ _______________  ____________________   _  _  _  _
0003 ___ _______________ ___ _______________  __ ___ ___ __
___ _______________ ___ _______________  ____________________   _  _  _  _
0004 ___ _______________ ___ _______________  __ ___ ___ __
___ _______________ ___ _______________ ____________________   _  _  _  _
SALES TAX 2    : ___ ___________________ SALES TAX 3    : ___ _______________
                                         GROSS AMOUNT   :     _____________.00
```

> For **Matching** invoices, factor vendors would be recorded on the *IMP* screen to factor an individual invoice. Refer to **Procedure 43B: Factoring Vendor Payments for Matching Invoices**



WALKTHROUGH 29: Factoring Vendor Payments

SCENARIO

The third invoice in control group 126 is for Wake County. The payment has to be factored to the Office of the State Treasurer. (Only this payment needs to be factored. All Wake County payments do not need to be factored.)

Wake County and the Office of the State Treasurer both exist in the system. The vendor number for Wake County is 566000347 D and the vendor number for the Office of the State Treasurer is 561545517 B.

You have been working in Control Group 127. You need to be in Control Group 126.

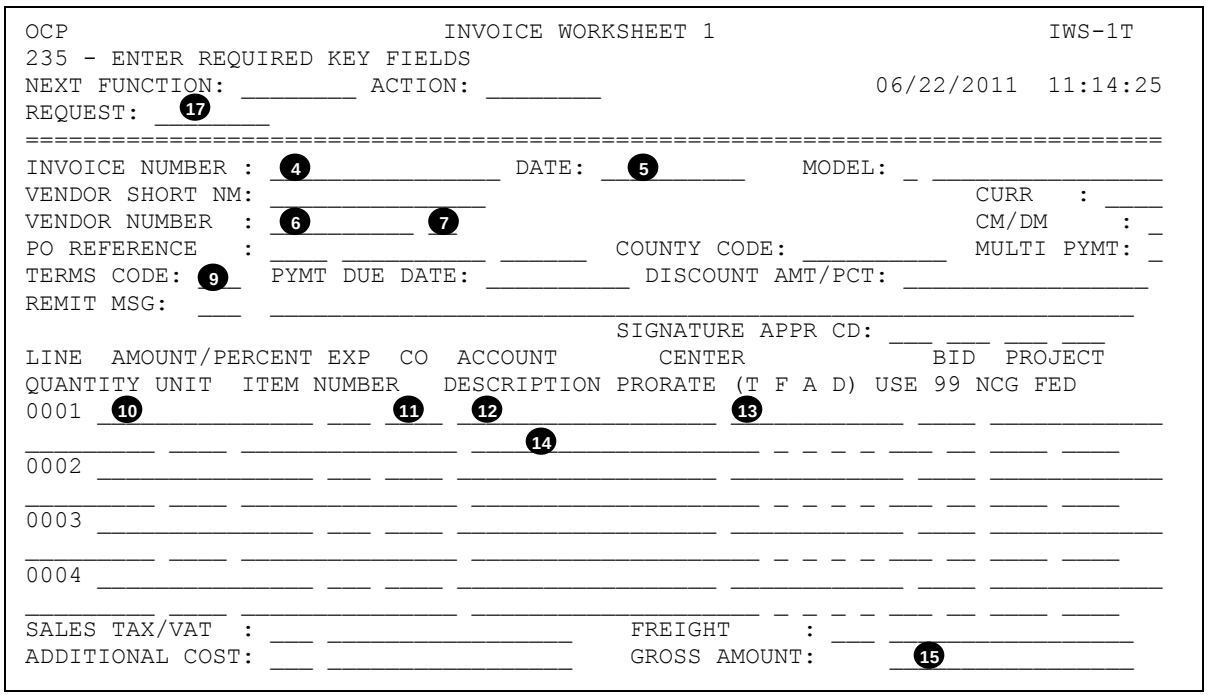
1. Type **CGS** in the NEXT FUNCTION field and press **ENTER** to access the *Control Group Status (CGS)* screen.

```
OCP AP                      CONTROL GROUP STATUS                            CGS

NEXT FUNCTION: ________ ACTION: ________                    06/22/2011  11:03:15
REQUEST: (3)_____
================================================================================

PAY ENTITY: XXPT


PAY    --- CONTROL ---            CONTROL         NBR OF      DATE          S
ENTITY    DATE    NUMBER             AMOUNT          DOCS      ENTERED

12PT  04/10/2001 0001              195,000.00          3   04/10/2001       _
12PT  04/12/2001 0001                  400.00         16   04/12/2001       _
12PT  04/26/2002 0001                    4.56          1   04/26/2002       _
12PT  04/27/2002 0002                1,000.00          1   04/27/2002       _
12PT  04/30/2002 0003                3,196.50          4   04/30/2002       _
12PT  02/16/2004 0001                   16.00          1   02/16/2004       _
12PT  02/16/2004 1001                   16.90          1   02/16/2004       _
12PT  02/19/2004 1001                  750.00          1   02/19/2004       _
12PT  07/27/2004 0001               18,000.00          2   07/27/2004       _
12PT  07/06/2008 0126                3,150.00          2   01/18/2008       (2)

              PAGE:    1    STATUS: END OF LIST
```

2. Type **S** in the S field next to Control Group 126 and press **ENTER** to select Control Group 126 and access the *Control Entry Status (CES)* screen.

3. Type **3** in the REQUEST field and press **ENTER** to access a blank *Invoice Worksheet 1 (IWS-1T)* screen.

Invoice: Wake County Dept. of Social Services Raleigh, NC 27602		**Invoice Number: 984657351** **Invoice Date: 03/11/2008** **Terms: N30**	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
payment for services			**500.00**
		Freight: **Tax:**	
		Total:	**500.00**



4. Type **984657351** in the INVOICE NUMBER field.

5. Type **031108** in the DATE field.

6. Type **566000347** in the first blank of the VENDOR NUMBER field.

7. Type **D** in the second blank of the VENDOR NUMBER field and press **ENTER** to retrieve the vendor information. The system displays the following message: **VENDOR IS NORMALLY A MATCHING VENDOR.**

8. Press **ENTER** to override the message
9. Verify that your payment terms are **N30** in the TERMS CODE field.

10. At the 0001 line, type **500.00** in the AMOUNT/PERCENT field.

11. Type **your company number (XX01)** in the CO field.

12. Type **533150** in the ACCOUNT field.

13. Type **10001000** in the CENTER field.

14. Type **payment to st treas** in the DESCRIPTION field.

15. Type **500.00** in the GROSS AMOUNT field. Delete the zeros at the end of the field.

16. Press **ENTER** to process the information.

17. Type **R** in the REQUEST field and press **ENTER** to access the *Invoice Worksheet 2 (IWS-2T)* screen.

```
OCP AP                        INVOICE WORKSHEET 2                          IWS-2T

NEXT FUNCTION: ________ ACTION: ________                    06/22/2011  10:43:02
REQUEST: ________ (20)
================================================================================
HANDLING CODE    : __                      REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________              FACTOR NUMBER    : _________ (18) (19)
PROVISIONAL DATE : __________ IND: ___     SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BANK PYMT: ___     ACCT RULE  : 01    VAT INCL     : N
IND  -  PAYABLES : ___  DISCOUNT : ___     INTER PAY  : ___   1099 TAX CODE: __
        EXPENSE  : 001  CO: XX01 ACCT: 99999999899________ CENTER: 999999999998

LINE IND SALES TAX/VAT   IND OPTIONAL AMNT  1099 USE I'REC AR
FREIGHT             ADDITIONAL COST   DESCRIPTION PRORATE( T  F  A  D)
0001 ___ _______________ ___ _______________  __ ___ ___ __
___ _______________ ___ _______________  PAYMENT_TO_ST_TREAS_   Y  Y  Y  Y
0002 ___ _______________ ___ _______________  __ ___ ___ __
___ _______________ ___ _______________  ____________________   _  _  _  _
0003 ___ _______________ ___ _______________  __ ___ ___ __
___ _______________ ___ _______________  ____________________   _  _  _  _
0004 ___ _______________ ___ _______________  __ ___ ___ __
___ _______________ ___ _______________  ____________________   _  _  _  _
SALES TAX 2    : ___ ________________ SALES TAX 3    : ___ ________________
                                      GROSS AMOUNT   :     ___________500.00
```

18. Type **561545517** (the factor's vendor number) in the FACTOR NUMBER field.

19. Type **B** in the second blank of the FACTOR NUMBER field and press **ENTER** to process the information.

    🗁 Note that if the vendor's factor file does not have a factor status, the following Error message will display: **162 – VENDOR ENTERED IS NOT A FACTOR**.

20. Type **N** in the REQUEST field to balance the document and press **ENTER** to access a blank *Invoice Worksheet 1 (IWS-1T)* screen.

The payment has been factored to the Office of the State Treasurer. The NCAS makes the check payable to the factor vendor.

Factoring International Wire Payments

The factoring process is also used when a foreign vendor is paid with an international wire payment. International wire payments are paid to Wells Fargo bank by electronic payment who then transfers the wire payment to the foreign vendor's bank. In NCAS, the factoring process is used in order to record the payment to the foreign vendor but also factor the payment to Wells Fargo in order to process the international wire payment. When processing the international wire payment invoice, include any wire fees that are payable to the bank in a separate line on the invoice. This ensures that any backup withholding that may occur only applies to the international vendor payment amount.

There are two methods of factoring international wire payments. In one method, Wells Fargo is setup as the permanent factor for the foreign vendor on the *VPN* screen to ensure that all payments are factored to Wells Fargo. The second method is to specify Wells Fargo as the factor vendor for each invoice that is paying an international wire to a foreign vendor on the *IWS-2T* screen.

The correct Wells Fargo vendor number and group are located in the trade vendor file under vendor number **941347393** group **18**. This vendor has been setup specifically for international wire payments to be sent as an electronic payment to Wells Fargo. This Wells Fargo vendor number and group will <u>always</u> need to be used for international wire payments.

```
OCP                              VENDOR SETUP                                VSU

NEXT FUNCTION: ________ ACTION: ________                    08/25/2014  13:09:46
REQUEST: g_______
================================================================================
PAY ENTITY   : vend     VENDOR NO   :     941347393   GROUP        :  18
VENDOR NAME  : WELLS FARGO BANK                       VENDOR TYPE  :  D
SHORT NAME   : WELLSFARGOWIRE                         EDI/FAX CODE :  _
--- ORDER FROM ---  HOLD: _   DEFAULT ADDR: N    FAX          :  ____________
ADDR LINE 1:                                      PHONE        :  ____________
ADDR LINE 2:  *FOREIGN NATL INTERNATIONAL         STATE CODE   :  __   VAL:  N
ADDR LINE 3:  WIRES ONLY*                         POSTAL CODE  :  __________
OPT ADDR  1:  ____________________________        OPT ADDR USE :  _
OPT ADDR  2:  ____________________________        OPT STATE CD :  __   VAL:  _
CONTACT    :  ____________________________        OPT POSTAL CD:  __________
--- REMIT  TO  ---  HOLD: _
ADDR LINE 1:  ____________________________        PHONE        :  704-715-9417
ADDR LINE 2:  90 SOUTH 7TH ST MAC:N9305-164       STATE CODE   :  MN   VAL:  Y
ADDR LINE 3:  MINNEAPOLIS                         POSTAL CODE  :  27601-0001
OPT ADDR  1:  ____________________________        OPT ADDR USE :  _
OPT ADDR  2:  ____________________________        OPT STATE CD :  __   VAL:  _
CONTACT    :  DONNA SHERRILL                      OPT POSTAL CD:  __________
PAYMENT TERMS:  ___                                 VENDOR STATUS:  F
CONSL REPORTING INFO  -  PAY ENTITY: ____  VEND NBR: __________  GROUP NBR: __
```

Factoring international wire payments to foreign vendors is processed exactly as any other factor payment except that the factor vendor will ***ALWAYS*** be vendor **941347393** group **18**.

For more detailed instructions for factoring an international wire payment, see **Procedure 44A Factoring International Wire Payments on a Direct Invoice & 44B, Factoring International Wire Payments on a Matching Invoice**.

Fixed Asset Reporting

Processing Fixed Asset Documents

Invoices that are coded to fixed asset accounts are entered in the NCAS exactly like all other invoices.

Fixed asset accounts begin with “534.”

Examples of fixed asset account numbers are:

- 534521 - Office equipment
- 534528 - Voice communication equipment

Report series **MM132-1 AP TO FA INTERFACE** contains a report listing invoice activity for fixed asset accounting.

A fixed asset interface has been implemented to automate the passing of fixed asset information from the Accounts Payable module to the Fixed Assets module. For more information on the Fixed Assets module and the AP interface, refer to the *Fixed Asset* training course.

Year End Processing

Processing Year End Accruals

The State of North Carolina's fiscal accounting year ends on June 30th of each year. Because the state's accounting records are maintained from July through June on the cash basis, a Generally Accepted Accounting Principles (GAAP) conversion is required in June. Included in the GAAP conversion are accruals for accounts payable.

Your agency will receive invoices after June 30th for goods and services received in previous months. These invoices must be reflected in the 13th accounting period as accruals for that year's conversion to the GAAP basis.

> The NCAS has 13 accounting periods: one for each month of the year and a 13th period in which to make adjusting and accrual entries.

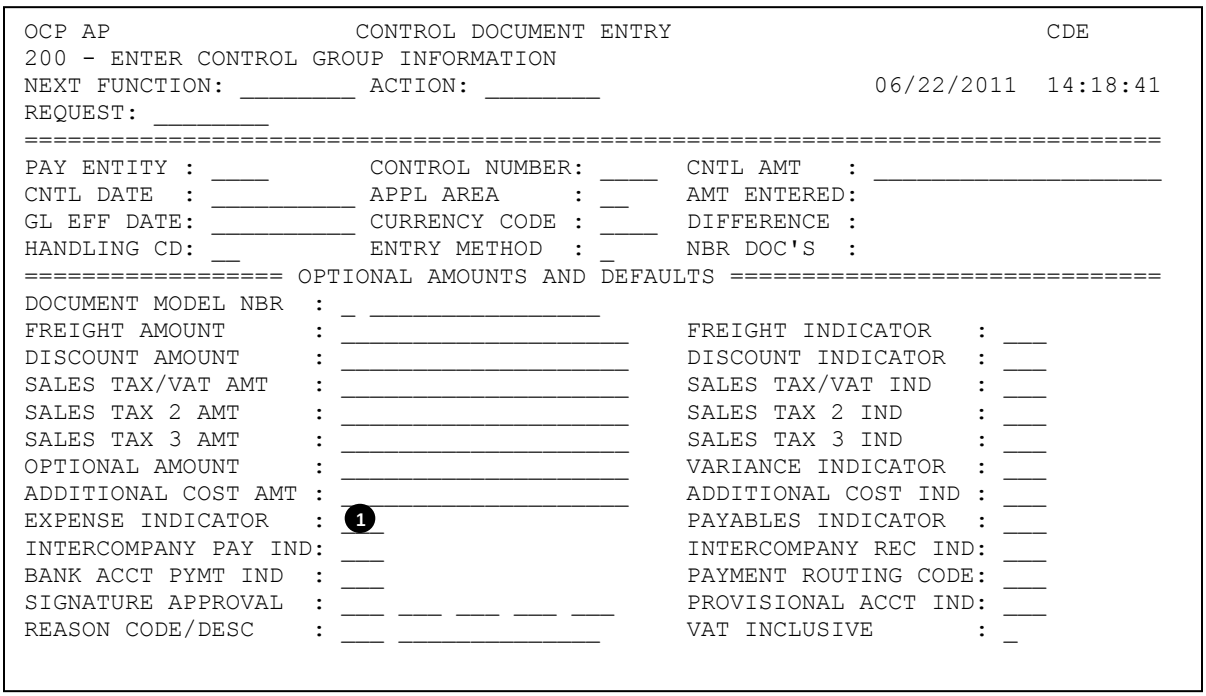
Beginning July 1st, all invoices should be reviewed carefully for the previous months' expenses. If an invoice expense is for a month prior to July 1st, the invoice is an accrual and needs to be identified as such in the system.

Accrual invoices can be entered in control groups separately from regular July invoices or they can be entered as accrual invoices individually within a control group. With the exception of adding an accrual indicator, the process for entering accrual invoices is exactly like that for entering regular invoices.

For detailed information and instructions regarding end-of-year processing, refer to the following link and filter for "Year-End" in Procedure type:

http://osc.nc.gov/state-employees/ncas/ncas-procedures

To enter accrual codes on a control group to default to all invoices within that control group refer to **Procedure 7: Entering a Control Group.** Then perform the following steps:



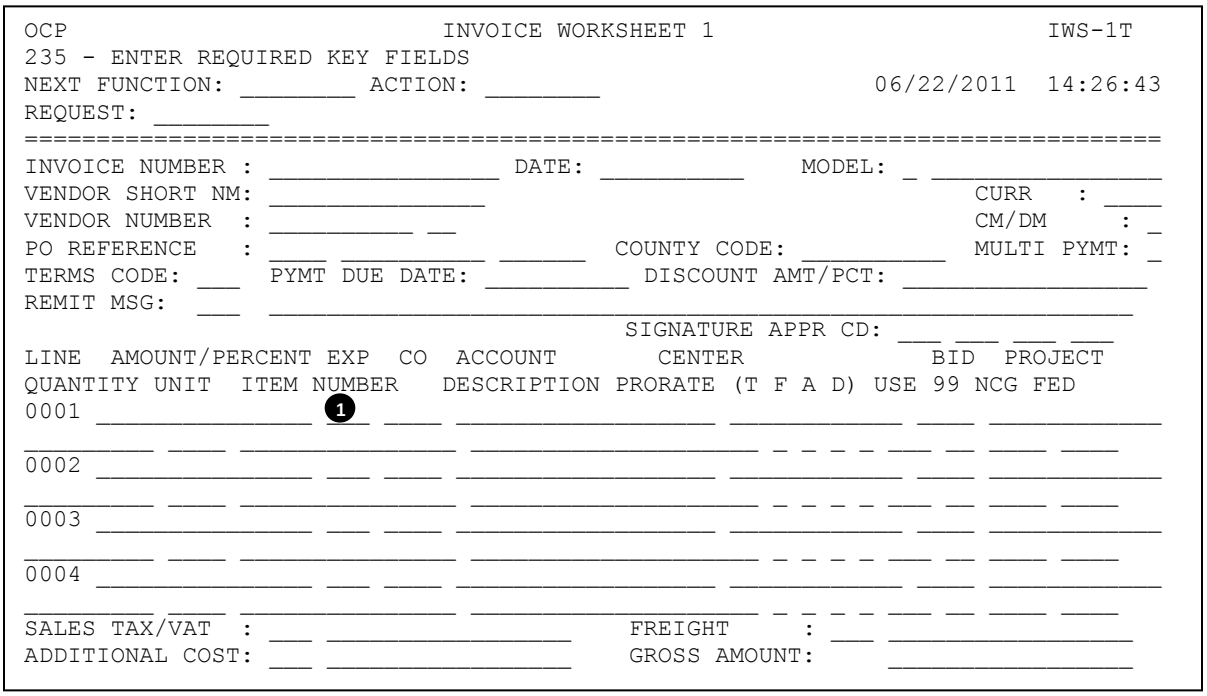
1. Type an accrual code indicator in the EXPENSE INDICATOR field on the *Control Document Entry (CDE)* screen to identify the expense as an accrual. This three-digit code indicates that each invoice in the control group is an accrual invoice. (See **QRG 11: Expense Accrual Indicators** for a list of accrual indicators.)

2. Proceed with the steps for entering invoices. Refer to **Procedure 8 A/B: Entering Direct Invoices.**

> If an invoice in the accrual control group is not an accrual, override the current accrual code indicator and type **001** in the EXP field on the *Invoice Worksheet 1 (IWS-1T)* screen.

To identify an accrual invoice within a regular control group:

Refer to **Procedure 8 A/B: Entering Direct Invoices** and perform the following steps.



1. Type an accrual code indicator in the EXP field on the *Invoice Worksheet 1 (IWS-1T)* screen to identify the invoice as an *accrual*. This three-digit code indicates that the invoice is an accrual.

2. Proceed with the steps for entering invoices.

> In addition to the accrual indicator code, the accounting distribution must be entered for each invoice.

Agencies should indicate specific liability accounts for accrual charges. You can indicate these accounts by using a code in the EXP field. As list of these indicators is shown in **QRG 11: Expense Accrual Indicators** and is also on the SIG.

Nonresident Alien Processing

Overview

The Taxation of Nonresident Aliens (NRA) is a Federal legal requirement set forth in Internal Revenue Code (IRS) Section 1441.

The Office of the State Controller (OSC) manual Policy and Procedures Pertaining to Payments and Compensation of Foreign Nationals, Governments and Corporations, dated August, 2004 sets forth procedures that must be followed in making payments to NRA's to ensure proper tax withholding occurs. The web link to OSC Policy and Procedures Pertaining to Payments and Compensation of Foreign Nationals, Governments, and Corporations is as follows:

http://ncosc.s3.amazonaws.com/s3fs-public/documents/files/600.1_payments_comp_fn_govtcorp.pdf

For purposes of the North Carolina Accounting System (NCAS) Accounts Payable system, payments to Independent Contractors, honoraria, and travel expenses are the primary payments we will address. Payments to Contractors that meet the common law definition of employee should be paid through BEACON Payroll, not NCAS.

For additional information on NRA taxation, please refer to IRS Publication 515 Withholding of Tax on Nonresident Aliens and Foreign Entities. The IRS web link is as follows:

www.irs.gov/publications/p515/

Forms

Nonresident Aliens (Foreign Nationals) are not eligible to receive 1099's. However, they do receive a 1042 or 1042S form which is similar to the 1099 form.

Payments to Nonresident Aliens

No payments should be made to NRAs without receiving all of the documentation (visa, passport, green card, refugee card, resident alien documents, etc.) from the individual regarding their residency/tax status. These documents will determine any applicable withholding for payments for that person. If no documentation is received, then the maximum amount (30%) should be withheld from the payment. (The individual can file for taxes in the US to get this or any portion of this withheld amount back, if applicable, as per their current documented residency/tax status.) All completed/ signed documentation should be housed at the agency in a secure file for audit purposes.

General

If you have any doubts or questions regarding the individual's residence/ tax status when working with any vendor for payments, do not hesitate to call the OSC Support Services Center at (919) 707-0795 or email the Foreign Nationals Team at OSC at Foreign.National.Team@osc.nc.gov.

Failure to properly withhold the correct amounts for these payments or comply with the policies and procedures mandated by the IRS will result in steep fines by the IRS to your agency.

Identifying NRAs

For purposes of Accounts Payable transactions, a NRA is identified as follows:

- Individual does not have SSN - withhold at 28% backup withholding rate or 30% NRA tax rate. Agency must follow up with vendor to determine under which system to tax vendor.
- If ID number furnished by vendor starts with a 9, the vendor is probably a NRA and subject to 30% withholding.
- If remit-to address is outside the US, vendor may be a NRA subject to 30%. Further inquiry must be made.
- The vendor may voluntarily identify themselves as an NRA - withhold 30%.
- All services performed by contractors with Individual Taxpayer Identification Numbers (ITINs), in excess of $1,500 cumulatively, will be subject to 4% state tax withholding.

Publication 515 defines the types of entities eligible for NRA withholding and their reporting requirements. If an agency determines that payments will be made to an entity other than a NRA individual for labor or personal services performed in this country, or if the individual claims a treaty benefit, call the OSC Support Services Center at (919) 707-0795 to determine withholding and reporting requirements.

Withholding Process

The withholding process works identically to the current process for both State and Federal 1099 withholding. A 1099 indicator, **NR**, has been added to identify nonresident aliens. For statewide (trade) vendors, the OSC attaches this indicator to the vendor, per instruction from the agency adding the vendor, so that NR will default to every invoice processed. For non-trade vendors, each agency will be responsible for setting up this code when adding the vendor. NR codes display on the 1099 error report, just as the NO codes display, for easier identification. These transactions will not post on a 1099, but will be posted by OSC into Windstar, Tax

Navigator System for the required 1042-S reporting. In addition, a new liability account **211953** and a mini-chart indicator **953** are used to track the withheld amounts for these payments. This account and indicator functions the same as the 28% Federal withholding account 211950, the 4% State withholding 211951, and the 32% Federal and State withholding combined account 211952. The NRA withheld amounts are available in the same reports currently in place for the State and Federal withholdings.

Displayed below are examples of the *VPN* screen and the *VDD* screen.

```
OCP                    VENDOR PAYABLE INFORMATION                        VPN

NEXT FUNCTION: _________ ACTION: _________                  06/22/2011  15:55:02
REQUEST: _________
================================================================================
PAY ENTITY    : ____
SHORT NAME    : ________________
VENDOR NUMBER: __________  GROUP: __


DISCOUNT DELAY DAYS : ___                  PAYMENT DELAY DAYS     : ___
DOC ALERT MAX AMOUNT: ___________________  COMBINED OR SINGLE PYMT: _
DIRECT INVC ALLOWED : _                    PAYMENT PRINT SEQUENCE : __________
FACTOR NUMBER       : __________           FACTOR GROUP NUMBER    : __
PAYMENT ROUTE CODE  : ___                  VAT INCLUSIVE          : _
SIGN APPROVAL CODES : ___ ___ ___ ___ ___  USE TAX                : ___
TAX ID NUMBER       : _____________________ TAX ID EXPIRATION DATE : 10/07/2008
1099 CODE           : NR                   1099 WITHHOLDING RATE  : 30.00
1099 PAYEE NAME     : ___________________________________ 1099 USE NAME: _
VENDOR CURR CODE    : ____

            DUNS NUMBER: ________________   TYPE : __
CORPORATE CREDIT CARD 2: ________________   TYPE : __
```

```
NCT                    VENDOR DEFAULT DISTRIBUTION                       VDD

NEXT FUNCTION: _________ ACTION: _________                  06/23/2011  08:52:17
REQUEST: _________
================================================================================
PAY ENTITY    : XXPN
SHORT NAME    : CITIZENNADA
VENDOR NUMBER: FOR0000001  GROUP: 01

DISTRIBUTION INDICATORS  .  .  .  .  EXPENSE       : ___   PAYABLES     : ___
                                     DISCOUNT      : ___   FREIGHT      : ___
                                     TAX/VAT       : ___   VARIANCE     : ___
                                     ADD COST      : ___   1099 WITHHOLD: 953
                                     BNK ACCT PYMT : ___   EMP ADVANCE  : ___
                                     CURR GAIN/LOSS: ___   ACCOUNT RULE : __

GL EXPENSE DISTRIBUTION  .  .  .  .  COMPANY       : ____
                                     ACCOUNT       : ___________________
                                     CENTER        : ____________
                                     VALIDATE OPT  : _

PROJECT ACCOUNTING INFORMATION .  .  REQUIRED      : _
                                     COMPANY       : ____
                                     NUMBER        : ____________
```

As with all withholding, the agency must complete the **NCAS Backup Withholding form**, ensuring that the appropriate box for NRA withholding is checked. This form must be completed for starting and stopping the withholding process.

Special Considerations

As with all payments that require withholding, no payments should be entered through the *Manual Process Entry (MPE)* screen. The withholding process requires that payments go through overnight processing.

Step-by-step instructions requesting the addition of a vendor to the system are located in the Procedures section of this training manual. These procedures instruct users how to set up vendors and invoices for NRA backup withholding. The procedures for processing NRAs are listed below:

Procedure 48: Adding a Trade NRA Vendor
Procedure 49: Adding a Non-Trade NRA Vendor
Procedure 50: Setting Up a NRA Vendor for Withholding
Procedure 51: Processing a 1099 Applicable NRA Payment (Direct Invoice)
Procedure 52: Processing a 1099 Applicable NRA Payment (Matched Invoice)

The requirements for State and Federal withholding still apply, and 1099 codes are required on all invoice lines subject to any type of backup withholding, as well as the proper setup of the vendor.

It is each agency's responsibility to ensure that the "NR" code has defaulted, remains on the invoice for all applicable payments made to NRA's, and that payments have been appropriately withheld.

Regarding trade vendors, if the status of the vendor changes from nonresident alien to resident alien, the agency must advise the OSC to change the withholding status so that the NR 1099 code will not default to the invoice. The NCAS Backup Withholding form must be completed and received by the OSC Support Services Center so withholding can be stopped. On non-trade vendors, the agency must change the withholding status themselves. The NR default code can be changed on the invoice line, if appropriate, to change or eliminate the withholding process, regardless of whether the vendor default has been adjusted.

Withheld amounts cannot be adjusted after the payments have been disbursed. It is important to verify all withholdings to ensure their accuracy prior to payments being sent.

Contact the OSC NCAS Support Services Center at (919) 707-0795 if you have any questions regarding the addition of trade, non-trade, and NRA vendors.

Sales Tax Processing

Liquidating Sales Tax Liability

At month-end, or as required by law, each agency must liquidate the sales tax liability account (211940) and make an entry to pay the Department of Revenue. First, obtain the current balance in the 211940 account by either inquiring on-line in the General Ledger or by running the C-U-AP-SALES-TAX-FC-LIST in Information Expert (IE). Then create a direct invoice for the Department of Revenue with a gross amount equal to the total sales tax liability.

Processing Sales Tax

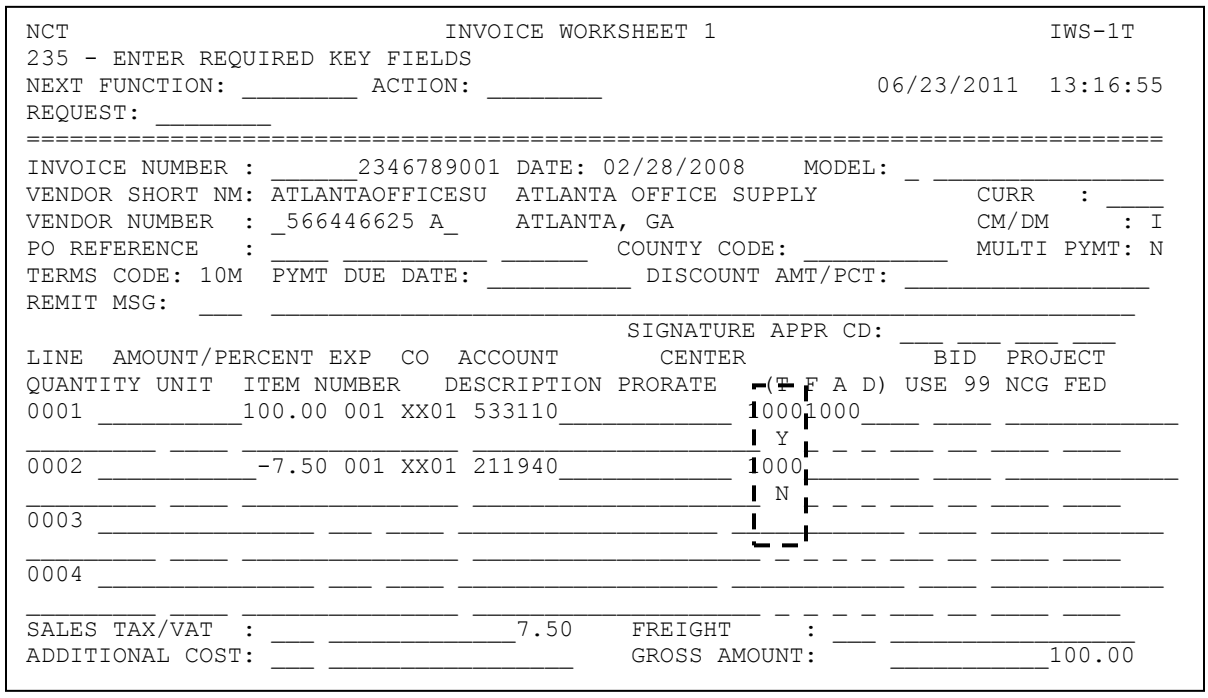
G.S. 105-164.13(52) provides an exemption from the NC sales or use tax for State agencies. Because of this newly enacted legislation (July 1, 2004), invoices with sales tax applied for goods are not received very often. However, in a very few situations, sales tax must be applied and remitted to the North Carolina Department of Revenue. (See the Sales Tax section in the Processing Direct Invoices chapter of this manual for the regulations regarding sales tax process.)

In order to remit the sales tax for direct invoices, you need to enter information on the Invoice Worksheet 1 (IWS-1T) and perform the following steps. (Refer to **Procedure 8 A/B: Entering Direct Invoices** for more information.)

For Example: You have received an invoice for $100.00 with 7.5% sales tax that needs to be applied and remitted to the Department of Revenue.

EXAMPLE ONLY / NOT A WALKTHOUGH

1. Access the *Invoice Worksheet 1 (IWS-1T)* screen.



2. Enter all detail lines for the invoice

Add sales tax line:

3. Calculate the tax amount for the taxable good by multiplying by 7.5%.

4. At the next line, type **the negative tax amount** in the AMOUNT/PERCENT field.

5. Type **your company number** in the CO field.

6. Type **211940** in the ACCOUNT field to indicate the Taxes Payable to Revenue liability account.

7. Type **your fund number** in the CENTER field.

8. Type **N** in the T (TAX) field so that tax will not be prorated to this line of the invoice.

9. Type **the positive tax amount** (tax total) in the SALES TAX/VAT field.

10. Type **the invoice total** (without the tax) in the GROSS AMOUNT field.

11. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to process the invoice.

The NC Department of Revenue offers tax updates in a user friendly format. The web link to the update is as follows:
http://www.dor.state.nc.us/taxes/sales

Processing Taxes Payable to the Division of Motor Vehicles

Taxes that are payable to the Division of Motor Vehicles (DMV) for the purchase of vehicles are handled in the same manner as taxes payable to the Department of Revenue. The 3% tax should be entered as a negative amount on the *Invoice Worksheet 1 (IWS-1T)* screen and charged to account **211941** (DMV Sales Taxes Payable).

Later, when the taxes are due to DMV, enter an invoice payable to DMV and debit (positive entry) the same account (211941) for the amount of the taxes due.

If the vendor's terms include a discount and the above sales tax procedure is utilized, you must manually calculate the amount of the discount and enter it in the DISCOUNT AMT/PCT field. You must also leave the TERMS CODE field blank and enter the date that the payment is due in the PYMT DUE DATE field.

Refund of Expenditures

Overview

There are two methods that can be used to record refunds of expenditures in the NCAS. Agencies that do not need to report net vendor payments may process refunds through the Budgetary Control (BC) module. Agencies that must report payments to vendors net of refunds received may use the Accounts Payable module to record the refunds and automate the deposit entries.

A refund of expenditure should be recorded in the AP module by using zero dollar invoices. The invoice should contain one line to back out the refund amount and another line to post the refund to the Vendor Refund Clearing Account (535680). During nightly processing, entries would be generated that reverse the entry in the Vendor Refund Clearing Account and post to the appropriate cash account.

System generated accounting rules determines the appropriate cash entries based on the fund type contained in the first position of center. The BD800 Cash Report correctly reflects the cash transaction because of the system generated document ID.

🗁 To avoid timing issues involving cash, make sure that the cash deposit entry in the Cash Management System is recorded in the same month as the AP entry.

There are four situations that could occur with refunds:

- Refund of a current year expenditure
- Refund of a prior year expenditure
- Accrued refund of a prior year expenditure
- Combination – refund of a current year expenditure and an accrued refund of a prior year expenditure

    🗁 In each of these situations, the agency needs to determine if the transaction was marked with a 1099 indicator. If the transaction had a 1099 indicator and an effective date in the calendar year, then the credit to reverse the expenditure would also need the 1099 indicator.

Refund of Current Year Expenditure

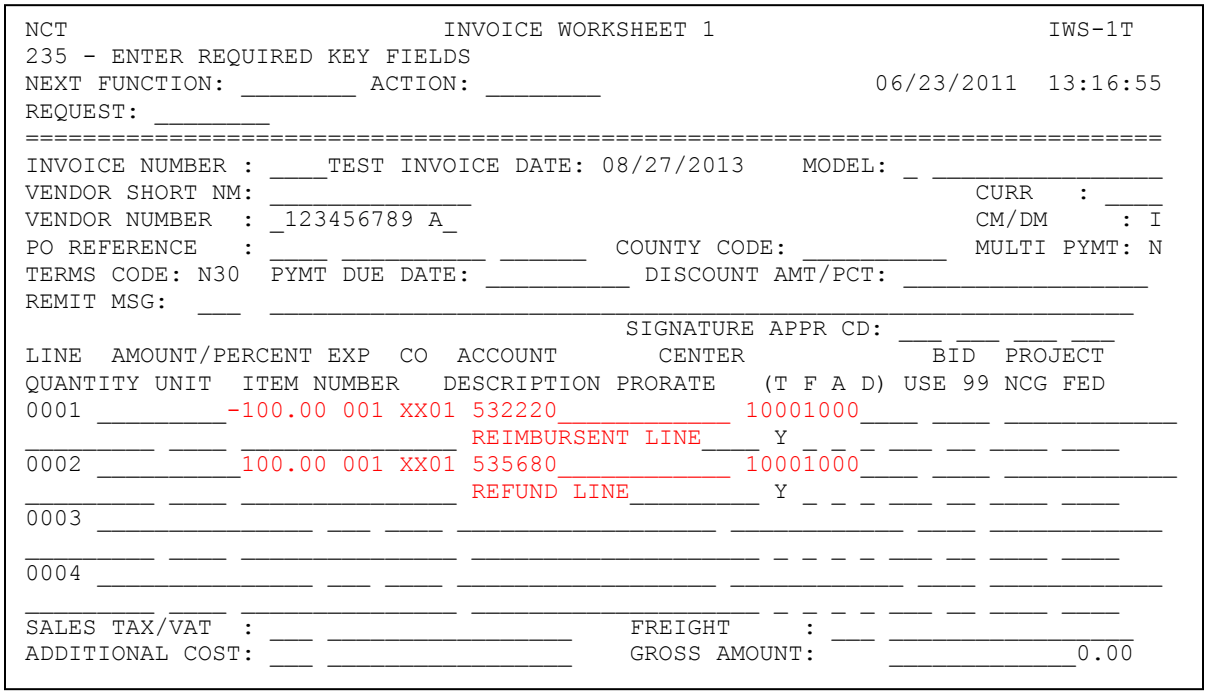
When the refund occurred in the current year, an adjustment is made to the account originally charged. On the first line of the zero-dollar invoice, back out the refunded amount. The second line posts the refund to the Vendor Refund Clearing Account (535680).

Example:

Agency issued a check to a vendor for $500 for Natural Gas/Propane – Utility/Energy Services (account 532220). The vendor issued a refund check to the agency for $100 during the same fiscal year.

In AP module:

1. Complete CDE screen following standard NCAS procedures for a zero dollar check. Be sure and use ZRO in the BAP (BANK ACCT PYMT IND) field.
2. Use the same vendor as the original invoice. Add an invoice line to back out (credit) the refunded amount. In this example, -100.00 would be charged to account 532220. This is the same account that was used on the original invoice.
3. Add an invoice line to post $100 (debit) to 535680 -- Vendor Refund Clearing Account.
4. Type NEXT in the REQUEST field and BAL the control group.



Refund of Prior Year Expenditure

A refund of a prior year requires the refund distribution to be recorded against a refund account. Before an agency can add an invoice in AP, it must ensure that a reimbursement account has been established within the NCAS to handle prior year reimbursements. The account should be in the 5383AA account range, and the account title should designate this account for prior year reimbursements only.

🗁 AA stands for an agency-defined number. This account number is unique to your agency.

Example:

Agency issued a check to a vendor for $500 for Natural Gas/Propane – Utility/Energy Services (account 532220) during the previous year. The vendor issued a refund check to the agency for $100 during the next fiscal year.

In AP module:

1. Complete CDE screen following standard NCAS procedures for a zero dollar check. Be sure and use ZRO in the BAP (BANK ACCT PYMT IND) field.
2. Use the same vendor as the original invoice. Add an invoice line to credit the prior year reimbursement account (5383AA) for the amount of the refund. In this example, -100.00 would be charged to account 538301. This is the same account that was used on the original invoice.
3. Add an invoice line to post $100 (debit) to 535680 -- Vendor Refund Clearing Account.
4. Type NEXT in the REQUEST field and BAL the control group.

```
NCT                          INVOICE WORKSHEET 1                        IWS-1T
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________                  06/23/2011  13:16:55
REQUEST: ________
================================================================================
INVOICE NUMBER : ____TEST INVOICE DATE: 08/27/2013    MODEL: _ _________________
VENDOR SHORT NM: _______________                                 CURR    : ____
VENDOR NUMBER  : _123456789 A_                                   CM/DM     : I
PO REFERENCE   : ____ __________ ______  COUNTY CODE: __________  MULTI PYMT: N
TERMS CODE: N30  PYMT DUE DATE: __________ DISCOUNT AMT/PCT: ___________________
REMIT MSG:  ___  ____________________________________________________________
                                       SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT       CENTER            BID  PROJECT
QUANTITY UNIT  ITEM NUMBER   DESCRIPTION PRORATE   (T F A D) USE 99 NCG FED
0001 _________-100.00 001 XX01 538301___________ 10001000____ ____ ____________
_________ ____ _______________ REIMBURSENT LINE ___ Y _ _ _ ___ __ ____ ____
0002 __________100.00 001 XX01 535680___________ 10001000____ ____ ____________
_________ ____ _______________ REFUND LINE _________ N _ _ _ ___ __ ____ ____
0003 _______________ ___ ____ ____________________ ____________ ____ ____________
_________ ____ _______________ ____________________ _ _ _ _ ___ __ ____ ____
0004 _______________ ___ ____ ____________________ ____________ ____ ____________
_________ ____ _______________ ____________________ _ _ _ _ ___ __ ____ ____
SALES TAX/VAT  : ___ _________________    FREIGHT     : ___ _________________
ADDITIONAL COST: ___ _________________    GROSS AMOUNT:     _____________0.00
```

Accrued Refund of Prior Year Expenditure

Under modified accrual accounting, revenues are recognized when earned. Any refund of expenditure which was identified and earned prior to June 30 and received prior to July 31 must be accrued. The first line of the invoice is a credit to the prior year reimbursement account and includes the ARC accrual indicator in the EXP field. This accrual indicator is tied to account 113200 for accrual purposes and must be distributed through a Budgetary Control journal entry to the appropriate receivable account at a later time. The second line posts the refund to the Vendor Refund Clearing Account (535680).

Example:

Agency issued a check to a vendor for $500 for Natural Gas/Propane – Utility/Energy Services (account 532220). The vendor notified the agency in June that it would be issuing a refund check to the agency for $100. The agency received a refund check for $100 during July.

In AP module:

1. Complete CDE screen following standard NCAS procedures for a zero dollar check. Be sure and use ZRO in the BAP (BANK ACCT PYMT IND) field.

2. Use the same vendor as the original invoice. Add an invoice line to credit the prior year reimbursement account (5383AA) for the amount of the refund and include the accrual indicator ARC in the EXP field. Credit account 538301 for -100.00 the same as in the above example.

3. Add an invoice line to post $100 (debit) to 535680 -- Vendor Refund Clearing Account.

4. Type NEXT in the REQUEST field and BAL the control group.

```
NCT                          INVOICE WORKSHEET 1                        IWS-1T
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________                  06/23/2011  13:16:55
REQUEST: ________
================================================================================
INVOICE NUMBER : ____TEST INVOICE DATE: 08/27/2013    MODEL: _ _________________
VENDOR SHORT NM: _______________                                CURR    : ____
VENDOR NUMBER  : _123456789 A_                                  CM/DM     : I
PO REFERENCE   : ____ __________ _______  COUNTY CODE: __________  MULTI PYMT: N
TERMS CODE: N30  PYMT DUE DATE: __________ DISCOUNT AMT/PCT: ________________
REMIT MSG:  ___  ____________________________________________________________
                                        SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT       CENTER             BID  PROJECT
QUANTITY UNIT  ITEM NUMBER   DESCRIPTION PRORATE   (T F A D) USE 99 NCG FED
0001 _________-100.00 ARC XX01 538301_____________ 10001000____ ____ _____________
_________ ____ _______________ REIMBURSENT LINE ___ Y _ _ _ ___ __ ____ ____
0002 __________100.00 001 XX01 535680_____________ 10001000____ ____ _____________
_________ ____ _______________ REFUND LINE _________ N _ _ _ ___ __ ____ ____
0003 _________________ ___ ____ ____________________ _____________ ____ _____________
_________ ____ _______________ ____________________ _ _ _ _ ___ __ ____ ____
0004 _________________ ___ ____ ____________________ _____________ ____ _____________
_________ ____ _______________ ____________________ _ _ _ _ ___ __ ____ ____
SALES TAX/VAT  : ___ ___________________    FREIGHT     : ___ ___________________
ADDITIONAL COST: ___ ___________________    GROSS AMOUNT:     _____________0.00
```

Combination – Refund of Current Year Expenditure and Accrued Refund of Prior Year Expenditure

In some circumstances, an agency may receive a refund that needs to be split between the current year and the previous year. Some of the refund may be a prior year refund and eligible for accrual, but the remainder of the reimbursement needs to be treated as a current year refund of expenditure. Two credit entries are needed — one to the expenditure account for the current year amount and one to the prior year reimbursement account. The debit is still posted to the Vendor Refund Clearing Account (535680).

Example:

Agency issued a check to a vendor for $500 for Natural Gas/Propane – Utility/Energy Services (account 532220). The vendor notified the agency in June that it would be issuing a refund check to the agency for $100. The agency received a refund check for $150 during July which contained an additional $50 to be applied against the current year.

1. Complete CDE screen following standard NCAS procedures for a zero dollar check. Be sure and use ZRO in the BAP (BANK ACCT PYMT IND) field.
2. Use the same vendor as the original invoice. Add an invoice line to credit the prior year reimbursement account (5383AA) for $100 which is the amount of the prior year refund and includes the accrual indicator ARC in the EXP field.
3. Add a line to the invoice that credits the expenditure account (532220) for $50, which is the current year refund.
4. Add an invoice line to post $150 to 535680 -- Vendor Refund Clearing Account.
5. Type NEXT in the REQUEST field and BAL the control group.

```
NCT                          INVOICE WORKSHEET 1                        IWS-1T
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________                  06/23/2011  13:16:55
REQUEST: ________
================================================================================
INVOICE NUMBER : ____TEST INVOICE DATE: 08/27/2013    MODEL: _ _________________
VENDOR SHORT NM: _____________                                  CURR    : ____
VENDOR NUMBER  : _123456789 A_                                  CM/DM     : I
PO REFERENCE   : ____ __________ _______  COUNTY CODE: __________  MULTI PYMT: N
TERMS CODE: N30  PYMT DUE DATE: __________ DISCOUNT AMT/PCT: ___________________
REMIT MSG:  ___  ____________________________________________________________
                                        SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT       CENTER            BID  PROJECT
QUANTITY UNIT  ITEM NUMBER   DESCRIPTION PRORATE   (T F A D) USE 99 NCG FED
0001 _________-100.00 ARC XX01 538301___________ 10001000____ ____ _____________
_________ ____ _____________ REIMBURSENT LINE ___ Y _ _ _ ___ __ ____ ____
0002 __________-50.00 001 XX01 532220___________ 10001000____ ____ _____________
_________ ____ _____________ REFUND LINE ________ N _ _ _ ___ __ ____ ____
0003 __________150.00 001 XX01 535680___________ 10001000____ ____ _____________
_________ ____ _____________ ____________________ _ _ _ _ ___ __ ____ ____
0004 _____________ ___ ____ ____________________ ____________ ____ _____________
_________ ____ _____________ ____________________ _ _ _ _ ___ __ ____ ____
SALES TAX/VAT  : ___ _________________    FREIGHT     : ___ _________________
ADDITIONAL COST: ___ _________________    GROSS AMOUNT:     _____________0.00
```

For step by step instructions of each type of refund of expenditures, see the following procedures:

Procedure 45A: Entering a Refund of Expenditure of a Current Year Expenditure
Procedure 45B: Entering a Refund of Expenditure of a Prior Year Expenditure
Procedure 45C: Entering an Accrued Refund of Expenditure of a Prior Year Expenditure
Procedure 45D: Entering a Combination Refund of Expenditure

Recording Manual Checks

Overview

Between payment cycles, it may be necessary to write a manual check for one or more documents. It is important to note that invoice entry and manual payment must occur on the same day.

A manual check maybe written two different ways:

- Entered and printed directly in the CSeries check writing software
- Entered on the *Manual Payment Entry (MPE)* screen in NCAS to be printed from the CSeries check writing software

The preferred method of processing a manual check will be on the *Manual Payment Entry (MPE)* screen in NCAS. This method ensures that NCAS is reflected for the manual check that is being processed. NCAS has been modified to send a file to the CSeries software for printing once a manual check is initiated in the NCAS. The manual check process will need to run through a series of jobs before it is available for printing in the CSeries software. The manual check process job runs every ten minutes in the NCAS. The longest possible wait time a manual check pushed from the *MPE* screen in NCAS is 15 minutes before it was available for printing CSeries. This wait time may be shorter depending on the timing of when the check is sent from the *MPE* screen in NCAS to the CSeries check printing software.

The second method of printing a manual check is directly from the CSeries software. This method will not be available for users until requested through the OSC with the *CSeries Manual Check Request* form. If the agency's need is acceptable, the security will be granted within the CSeries software to grant the user the ability to print a manual check directly in the check printing software. Once that check is printed the security will be changed back to not allow printing manual checks. This method will only be used for special circumstances.

Before checks can be recorded on the *MPE* screen, however, the document must be balanced. You can inquire on the status of documents by accessing the *Document List (DCL)* screen. The STATUS field on this screen reflects BALANCD for all balanced documents. If a document is not balanced, it does not display on the *MPE* screen.

> Manual checks are intended to be used infrequently. If your agency is writing manual checks often, you should evaluate your internal policy and determine if you should add more payment cycles.

The *Manual Payment Entry (MPE)* screen allows you to:

- Update the Accounts Payable module with the manual check information.
- Record the information on-line so the module does not include the document in a future payment cycle.

```
OCP AP                        MANUAL PAYMENT ENTRY                          MPE
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: _________ ACTION: _________                  06/23/2011  15:04:40
REQUEST: _________
================================================================================
BANK ACCT PAY CODE: ___                 PYMT REF NBR: __________
PAYMENT AMOUNT    : ____________________ PAYMENT DATE: __________
SINGLE DOC DISCNT : _                   PAY ENTITY  : ____
VENDOR/EMP NUMBER : __________ __       SHORT NAME  : ________________
PAID INVOICE NBR  : ____________________ LIST DOC BEG: ________________
PAYMENT NBR       : ___                 PARTIAL NBR : ___
PRINT CHECK       : _
       DOCUMENT   DOCUMENT    PYMT PART          GROSS             NET      PAID
       NUMBER      DATE       NBR  NBR          AMOUNT           AMOUNT   GRS NET









                                    STATUS:
```

> The NCAS cannot verify that the information you entered is correct because no other entries have been made. Do *not* type **NEXT** in the REQUEST field without re-verifying the vendor information, payment number, and payment amount.
>
> You *canno*t change manual check information after you have completed the *MPE* screen. It is vital that you double check all information before typing **NEXT** in the REQUEST field.

> Manual check numbers can only be up to 9 digits. Errors will occur if a check number is used over 9 digits.

Manual check writing must be a tightly controlled process that should require additional approval and manual signatures.

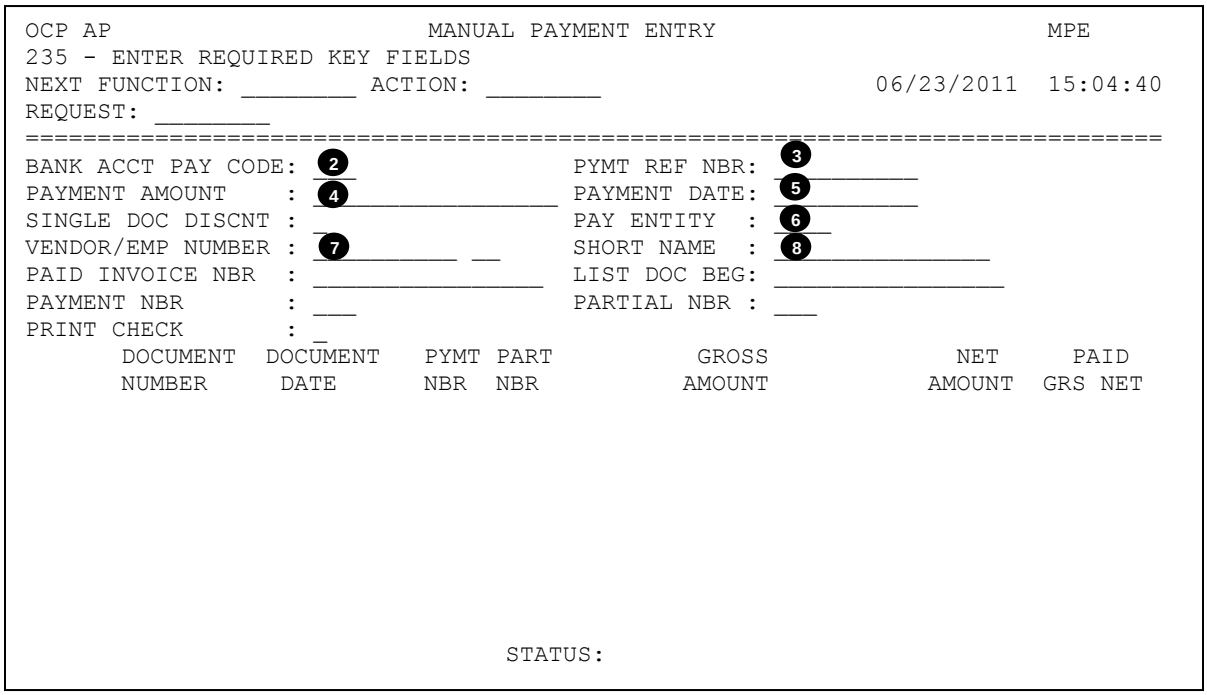
Before a manual check is released, you must also requisition the cash to cover the check.

WALKTHROUGH 30: Recording Manual Checks

SCENARIO

A manual check was written today for $14.60 to Batts Tool Company, Inc., and an AP processor has keyed in the invoice. The check number is 21000 and the BAP code is XXD. Now that the check has been created, it must be recorded in the system.

1. Type **MPE** in the NEXT FUNCTION field and press **ENTER** to access the *Manual Payment Entry (MPE)* screen.



2. Type **your BAP code (XXD)** in the BANK ACCT PAY CODE field to indicate where the payment was made.

3. Type **21000** in the PYMT REF NBR field. This is the manual check number.

> REMINDER: Manual check numbers can only be up to 9 digits or errors will occur.

4. Type **14.60** in the PAYMENT AMOUNT field to indicate the total amount of the manual check.

5. Type **today's date** in the PAYMENT DATE field to identify the date of the manual check.

6. Type **your trade paying entity (XXPT)** in the PAY ENTITY field to indicate the paying entity of the vendor or employee.

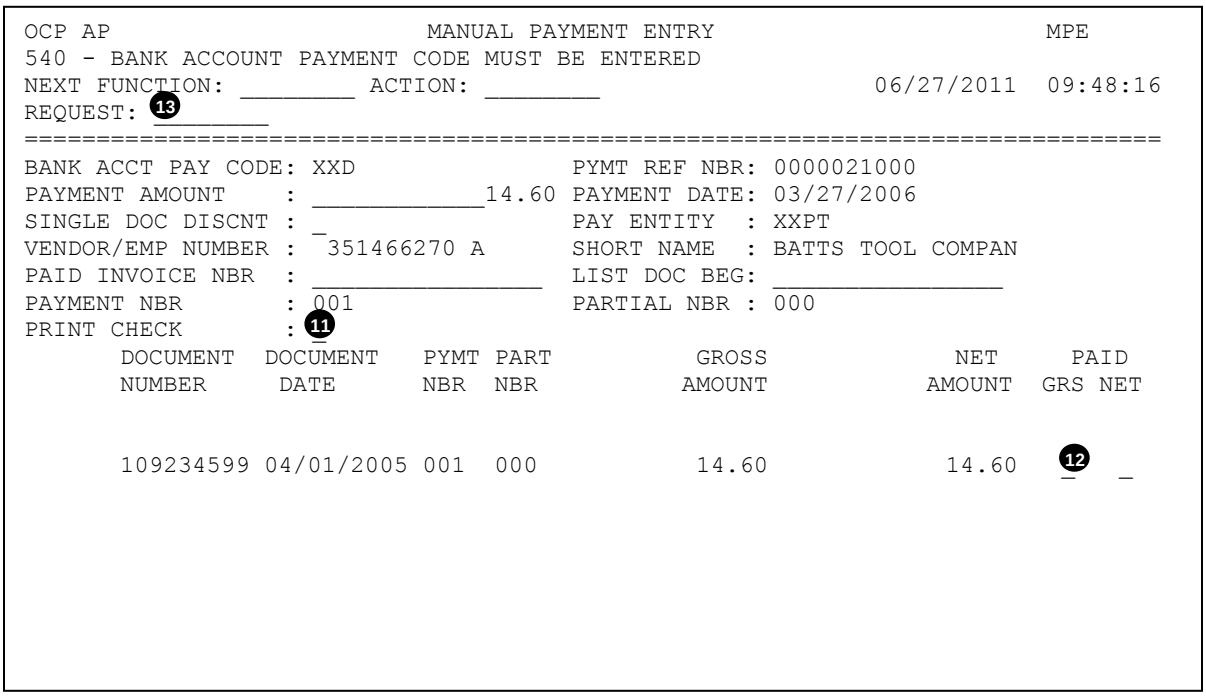
7. Press the SPACEBAR to blank out the VENDOR/EMP NUMBER field. (Don't forget to clear both blanks in the VENDOR/EMP NUMBER field.)

8. Type **Ba@** in the SHORT NAME field to identify the vendor.

9. Press **ENTER** to access the *Vendor Short Name (VSL)* screen. Scroll down until you locate Batts Tool Company.

```
OCP                          VENDOR SHORT NAME LOOKUP                        VSL

NEXT FUNCTION: _________ ACTION: _________                  06/27/2011  09:41:22
REQUEST: _________
================================================================================
PAY ENTITY: 12PT
SHORT NAME: BA@_____________          ADDRESS TYPE: R    PRIVATE VENDORS : _
SHOW ALL        : _
SHORT NAME       VENDOR NBR  GROUP     NAME                            ACTIVITY
ORDER FROM ADDRESS                 REMIT TO ADDRESS

BANCROPINCTOLLS   951104040   D       BANCROP INCORPORATED                 ____
                                      PO BOX 5609
                                      TOLLSON                       NC
BANCROPINCWYMAN   951104040   C       BANCROP INCORPORATED                 ____
                                      PO BOX 2910
                                      WYMAN                         NC
BATTSTOOLCOMPAN   351466270   A       BATTS TOOL COMPANY                   ____
                                      2400 SAGEFELD RD                      10
                                      BATTS                         IN



                    PAGE NO:    2   SCREEN STATUS: END OF LIST
```

10. Type **R** in the ACTIVITY column aligned with Batts Tool Company, Inc. and press **ENTER** to return to the *Manual Payment Entry (MPE)* screen.



11. Type **Y** in the PRINT CHECK field to push this manual check to the CSeries check printing software for printing.

12. Type **S** in the GROSS field to identify that the gross amount of the document was paid. If the net amount of the document was paid (amount after the discount), type **S** in the NET field.

13. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to process the information and to access a blank *MPE* screen.

> You do not need to type **N** in the REQUEST field if information has been entered in the PAID INVOICE NBR field. The NCAS automatically processes the payment. The LIST DOC BEG, PAYMENT NBR or PARTIAL NBR fields narrow the document list displayed at the bottom of the screen.

Remember, the cash needs to be requisitioned for the total amount of the manual check.

The Accounts Payable module compares:

- The total amount entered in the PAYMENT AMOUNT field.
- The total amount based on the invoice which is located at the bottom half of the Manual Payment Entry (MPE) screen.

If the amounts are different, the module displays the message: **547 – SELECTED AMOUNTS DO NOT ADD UP TO THE PAYMENT AMOUNT / OUT OF BALANCE DIFFERENCE**. If the amounts equal, a blank *Manual Payment Entry (MPE)* screen is displayed.

Escheating Checks

Overview

All unclaimed warrants/checks should be escheated based on legislation passed by the North Carolina General Assembly. Each agency is responsible for the escheat of unclaimed checks, which appear on their check reconciliation report. A new law, enacted during the 1999 session by the North Carolina General Assembly, changed the dormancy holding period for unclaimed funds and abandoned properties. Unclaimed funds held by governmental agencies are now escheatable after one year.

For further details concerning the law, refer to the following link, **http://osc.nc.gov/state-employees/north-carolina-accounting-system-ncas/ncas-procedures/state-checks-escheating-stale** to view a memo from the State Treasurer's Office concerning "Annual Reporting Forms for Filing Escheat and Unclaimed Property". For escheat laws and forms, refer to the North Carolina State Treasurer's web site at **https://www.nctreasurer.com.**

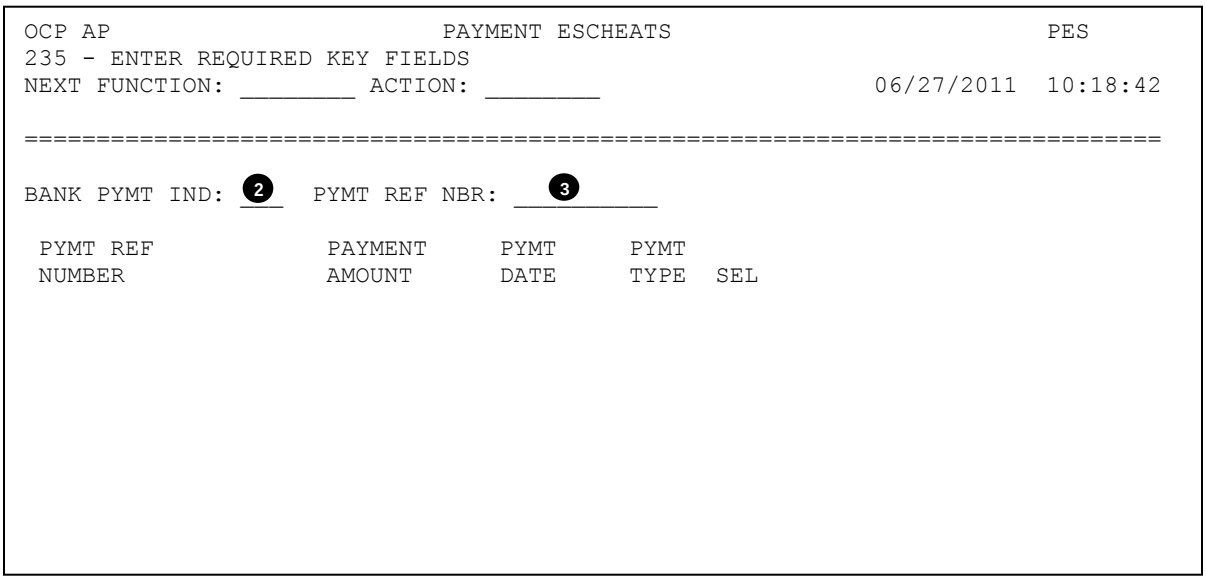
Some states have laws that require that unclaimed payments to be remitted to that state and not the North Carolina State Treasurer's office. If your agency is escheating a check that is required to be remitted to another state instead of North Carolina State Treasurer's office, see **Procedure 47B: Escheating a Check to another State.**

The Escheat Process with State Treasurer

(NOT A WALKTHROUGH)

The escheat process outlined below is used for checks in the North Carolina Accounting System (NCAS) being sent to the North Carolina State Treasurer's office.

1. Type **PES** in the NEXT FUNCTION field and press **ENTER** to access the *Payment Escheats* screen. The *PES* screen displays all outstanding checks.



2. Type **XXD** (your agency BAP code) in the BANK PYMT IND: field

   - This is a required field.
   - Other options of Bank Account codes are: XXP and XXN.

3. Press **ENTER** to display a list of outstanding checks beginning with the check number entered.

   - If you know the check number, you can type it into the PYMT REF NBR: field to display it.

```
OCP AP                          PAYMENT ESCHEATS                              PES

NEXT FUNCTION: ________ ACTION: ________                    06/27/2011  10:30:15

================================================================================

BANK PYMT IND: 12D  PYMT REF NBR: __________

 PYMT REF             PAYMENT      PYMT      PYMT
 NUMBER               AMOUNT       DATE      TYPE   SEL

0000000020              23.45 04/05/2007 MANUAL   4
0000000021             100.00 02/13/2007 MANUAL   _
0000000023             650.00 04/12/2007 MANUAL   _
0000025903               3.00 09/25/1997 SYSTEM   _
0000025904              10.00 09/26/1997 SYSTEM   _
0000025905               5.20 09/27/1997 SYSTEM   _
0000025906               3.22 10/02/1997 SYSTEM   _
0000222334              50.00 04/01/2007 MANUAL   _
1100000023          10,000.00 05/06/2007 MANUAL   _



                                  STATUS: END_OF_LIST_
```

4. Type **S** in the SEL field next to check number that needs to be escheated and press **ENTER** to escheat the check.

   - After the desired selection is processed, it can no longer be viewed on PES.
   - More than one check may be selected and processed at a time.

Invoice Creation to the State Treasurer

After a check number is selected on *PES* for processing, an invoice is automatically generated during the nightly production. If multiple checks are selected for escheat on *PES*, a separate invoice is generated for each check. The invoice number is used to identify each escheated check. ES is displayed in the first two positions, followed by the BAP code and check number of the check being escheated. An example of the invoice number is ES14D000000234. These invoices are paid out of each agency's trade pay entity to vendor 561545517 D, which is the State Treasurer's escheat and unclaimed property vendor number and group.

An example of the invoice is displayed below:

```
OCP AP                    INVOICE MAINTENANCE 1                          IMW-1T

NEXT FUNCTION: ________ ACTION: ________                  06/27/2011  10:36:06
REQUEST: ________
================================================================================
PAY ENTITY   : XXPT             VEND SHORT NM: TR-ESCHEAT
INVOICE NBR  : ESSXXD0000020886 VENDOR NUMBER:  561545517 D     MULTI PYMT: N
INVOICE DATE : 05/30/2005       DISCNT AMOUNT: _______________.00    TERMS: ___
COUNTY CODE  : __________       PO REFERENCE : 12BS 1290000000 ______  CM/DM: I
PYMT NBR: 001 PRTL PYMT NBR: 000 PYMT DUE DTE: 05/30/2005 GL EFF DT: 05/31/2005
REMIT MESSAGE: ___ CHECK_#_0000020886 _ HAS_BEEN_ESCHEATED_IN_BAP_CODE_XXP_____

LINE    AMOUNT       EXP CO     ACCOUNT            CENTER     BID  PROJ NUMBER
VAT  QUANTITY  UNIT  ITEM NUMBER        DESCRIPTION        USE  1099 NCG  FED
0001 _______3,194.45 ESH XX05 211960_____________ 9999________ ____ _____________
     _________  ____  XXP_0000020886_XXPE_123456789D_______  ___   __ ____ ____
0002 _____________ ___ ____ ___________________ ____________ ____ _____________
     _________  ____  _______________  _____________________  ___   __ ____ ____
0003 _____________ ___ ____ ___________________ ____________ ____ _____________
     _________  ____  _______________  _____________________  ___   __ ____ ____
0004 _____________ ___ ____ ___________________ ____________ ____ _____________
     _________  ____  _______________  _____________________  ___   __ ____ ____
SALES TAX/VAT  : ___ ___________________   FREIGHT     : ___ ___________________
ADDITIONAL COST: ___ ___________________   GROSS AMOUNT:     __________3,194.45
```

Account Mini-chart Indicators

Each invoice will include a special mini-chart indicator (ESH) for escheats, which creates the following entries:

Entries from invoice:	DR	XX01	211960 9999
	CR	XX01	211960 9999

The escheat liability account should be reconciled to ensure it maintains a zero balance. No cash or CMCS entries are necessary. There is no effect on cash because the check for the Treasurer's Office replaces the original check.

The payment due date for each invoice is the same as the date the check is processed on *PES*. A check is produced, as normal, in the nightly production based on the *Bank Cycle Controls (BCC)* and *Payment Entity Cycle Controls (PCC)* screen parameters set by the agency.

After processing the check on *PES*, the status is changed from “OPEN” to “ESCHEATS”. This status change can be viewed on the *Payment List (PYL)* screen. The CLEARANCE DATE is the date the escheat is processed on *PES*.

An example of the PYL screen is displayed below:

```
OCP AP                          PAYMENT LIST                              PYL

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _        06/27/2011  10:47:09

================================================================================

PAY ENTITY: ____ VENDOR NBR: __________ __   SHORT NAME: ________________
BAP CODE  : XXD  PAYMENT REFERENCE NUMBER: 0000020886
BEGINNING PAYMENT DATE: __________ ENDING PAYMENT DATE: __________
BAP   PYMT REF            ------------ PAYMENT -------- CLEARANCE  REPLACE
CODE   NUMBER              AMOUNT    DATE TYPE  STAT        DATE    PYMT REF   S

XXD  0000020886          3,194.45 09/25/95 S ESCHEATS     07/18/01              _
XXD  0000022586          3,876.52 01/22/96 S REPLACED              0000100301   _
XXD  0000024181            115.00 04/18/96 S CANCELLED                         _
XXD  0000024489             43.77 05/02/96 S CANCELLED                         _
XXD  0000025811            200.00 07/22/96 S CANCELLED                         _
XXD  0000025903              3.00 07/25/96 S OPEN                              _
XXD  0000026751            700.00 09/26/96 S CLEARED     01/02/97              _
XXD  0000026973            395.00 10/10/96 S OPEN                              _
XXD  0000027367            569.81 11/04/96 S CLEARED     01/10/97              _
XXD  0000027391          3,083.14 11/04/96 S CLEARED     06/17/97              _
XXD  000002748             660.00 11/12/96 S CLEARED     01/03/97              _
XXD  0000020886          3,194.45 09/25/95 S ESCHEATS     07/18/01              _
                                  STATUS: MORE
```

NOT A WALKTHROUGH

Correcting an Escheat (on the same day)

A check erroneously set to escheat may be corrected that same day. The steps for this correction are listed below:

1. Type **PMN** in the NEXT FUNCTION field and press **ENTER** to access the *Payment Maintenance* screen.

```
OCP AP                        PAYMENT MAINTENANCE                          PMN

NEXT FUNCTION: _________ ACTION: _________                  06/27/2011  11:06:06

 ================================================================================

 BANK ACCT PAY CODE: XXD    PYMT REF NUMBER:   0000000000

  PYMT REF      PAYMENT      ----- PAYMENT ----  OPEN CLEARANCE  CLEARANCE
   NUMBER        AMOUNT      CURR  ST  DATE  TYPE       DATE       AMOUNT

 0000000020            23.45      E 04/05/2005 M (2) _ __________ _____________23.45
 0000000021           100.00      O 02/13/2005 M _ __________ _____________________
 0000021000            14.60      O 04/12/2005 M _ __________ _____________________
 0000025903             3.00      O 09/25/1995 S _ __________ _____________________
 0000025904            10.00      O 09/26/1995 S _ __________ _____________________
 0000025905             5.20      O 09/27/1995 S _ __________ _____________________
 0000025906             3.22      O 10/02/1995 S _ __________ _____________________
 0000222334            50.00      O 04/01/2005 M _ __________ _____________________
 1100000023        10,000.00      O 05/06/2005 M _ __________ _____________________


                                  STATUS: END_OF_LIST_
```

2. Type **Y** in the OPEN field and press **ENTER** to change the status back to open.

```
OCP AP                        PAYMENT MAINTENANCE                          PMN

NEXT FUNCTION: ❸_______ ACTION: ________                    06/27/2011  11:06:06

 ==============================================================================

 BANK ACCT PAY CODE: XXD    PYMT REF NUMBER:   0000000000

  PYMT REF      PAYMENT      ----- PAYMENT ----  OPEN CLEARANCE  CLEARANCE
   NUMBER        AMOUNT      CURR  ST  DATE  TYPE       DATE       AMOUNT

 0000000020            23.45      O 04/05/2005 M _ __________ ____________23.45
 0000000021           100.00      O 02/13/2005 M _ __________ ________________
 0000021000            14.60      O 04/12/2005 M _ __________ ________________
 0000025903             3.00      O 09/25/1995 S _ __________ ________________
 0000025904            10.00      O 09/26/1995 S _ __________ ________________
 0000025905             5.20      O 09/27/1995 S _ __________ ________________
 0000025906             3.22      O 10/02/1995 S _ __________ ________________
 0000222334            50.00      O 04/01/2005 M _ __________ ________________
 1100000023        10,000.00      O 05/06/2005 M _ __________ ________________


                                     STATUS: END_OF_LIST_
```

The PAYMENT STATUS field now displays an “O” to reflect that the check is now “open” again for payment.

3. Type **PES** in the NEXT FUNCTION field and press **ENTER** to confirm the escheated check has been opened.

   The check may also be verified on the *Payment List (PYL)* screen.

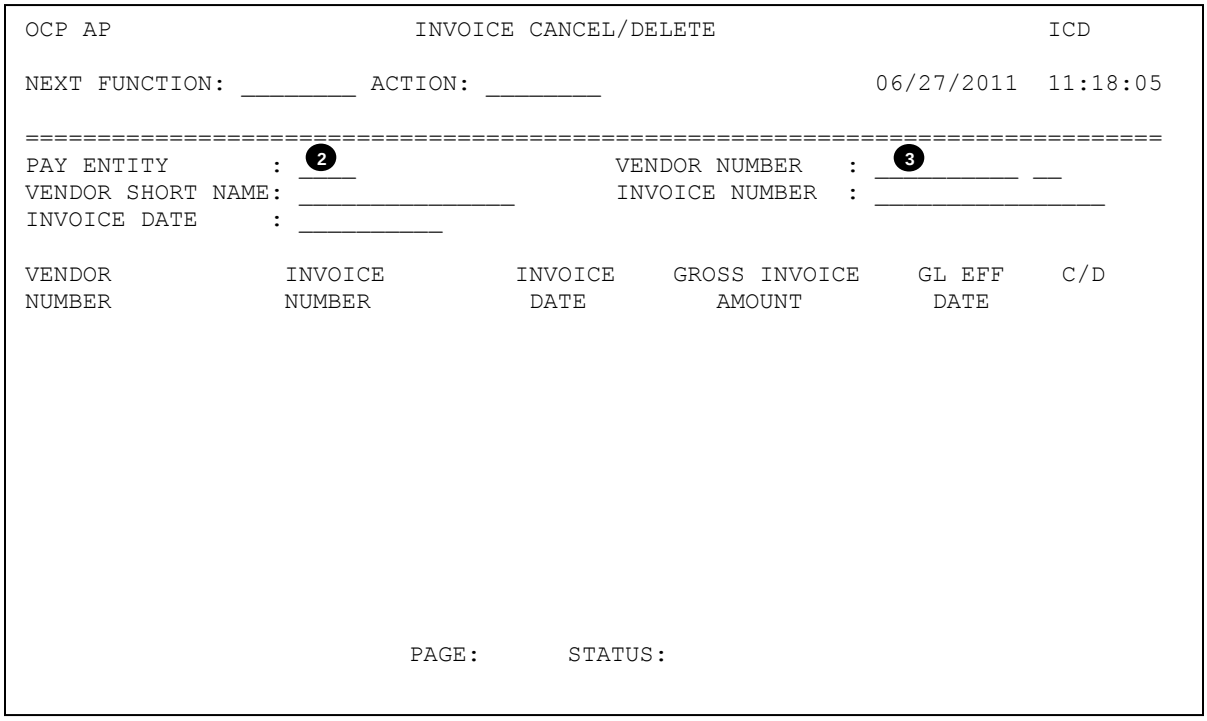
```
OCP AP                        PAYMENT ESCHEATS                           PES

NEXT FUNCTION: ________ ACTION: ________                    06/27/2011  11:13:40

==============================================================================

BANK PYMT IND: XXD  PYMT REF NBR: __________

PYMT REF            PAYMENT     PYMT     PYMT
NUMBER              AMOUNT      DATE     TYPE  SEL

0000000020            23.45 04/05/2005 MANUAL   _
0000000021           100.00 02/13/2005 MANUAL   _
0000000023           650.00 04/12/2005 MANUAL   _
0000025903             3.00 09/25/1995 SYSTEM   _
0000025904            10.00 09/26/1995 SYSTEM   _
0000025905             5.20 09/27/1995 SYSTEM   _
0000025906             3.22 10/02/1995 SYSTEM   _
0000222334            50.00 04/01/2005 MANUAL   _
1100000023        10,000.00 05/06/2005 MANUAL   _
```

NOT A WALKTHROUGH

Correcting an Escheat after the Department of State Treasurer (DST) invoice has been created

After the DST invoice has been generated, the *Invoice Cancel/Delete (ICD)* screen must be used to cancel the invoice to DST. Once the invoice is canceled, the original check status can be opened on *PMN*. If the DST invoice has been paid, normal check cancellation policies and procedures apply. This will include contacting DST in regards to the payment in error and verifying and adjusting the agency's positive pay file(s) in Core Banking system at the State Treasurer.

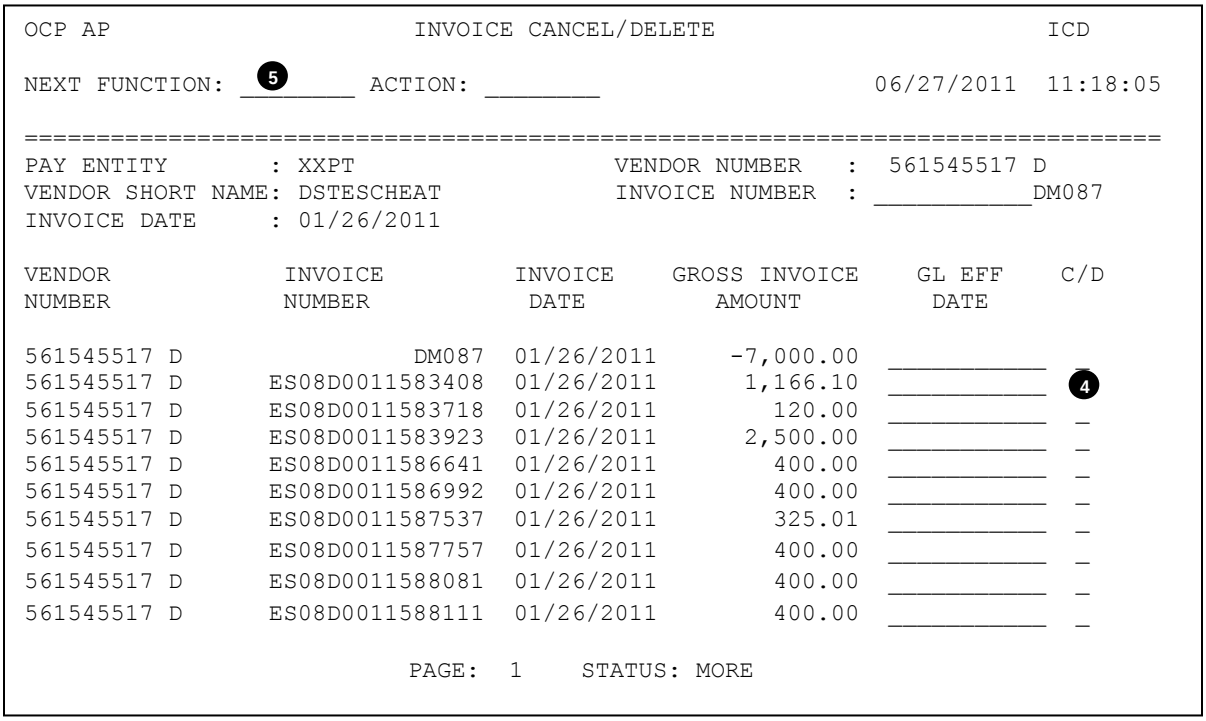
1. Type **ICD** in the NEXT FUNCTION field and press **ENTER** to access the *Invoice Cancel/Delete* screen.



2. Type **XXPT** in the PAY ENTITY field.

3. Type the **561545517 D** in the VENDOR NUMBER fields (both the number field and the group field) and press **ENTER** to display a list of invoices available for cancellation.

   🗁 If you know the invoice number, you can type it in the INVOICE NUMBER field to narrow your selections.



4. Type **C** in the C/D field next to invoice to be cancelled and press **ENTER** to cancel the invoice.

5. Type **PMN** in the NEXT FUNCTION field and press **ENTER** to access the *Payment Maintenance* screen in order to open the original payment.

```
OCP AP                          PAYMENT MAINTENANCE                          PMN
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________                    06/27/2011  13:04:05

================================================================================

BANK ACCT PAY CODE: __ (6)    PYMT REF NUMBER: __________ (7)

 PYMT REF      PAYMENT      ----- PAYMENT ----  OPEN CLEARANCE  CLEARANCE
  NUMBER        AMOUNT      CURR  ST  DATE  TYPE       DATE       AMOUNT

                                  STATUS: ____________
```

6. Type **XXD** (the BAP code) in the BANK ACCT PAY CODE field.

7. Type the check number to be corrected in the PYMT REF NUMBER field and press **ENTER**.

```
OCP AP                          PAYMENT MAINTENANCE                          PMN
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________                    06/27/2011  13:04:05

================================================================================

BANK ACCT PAY CODE: ___    PYMT REF NUMBER:  __________

 PYMT REF      PAYMENT      ----- PAYMENT ----  OPEN CLEARANCE  CLEARANCE
  NUMBER        AMOUNT      CURR  ST  DATE  TYPE       DATE       AMOUNT

0011601801        12,500.00     C 02/04/2009 E (8) _  02/28/2009 ______12,500.00

                                  STATUS: ____________
```

8. Type **Y** in the OPEN field and press **ENTER** to change the status back to Open. This is reflected in the PAYMENT STATUS field with an “O”.

```
OCP AP                        PAYMENT MAINTENANCE                        PMN
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________                  06/27/2011  13:04:05

===============================================================================

BANK ACCT PAY CODE: ___    PYMT REF NUMBER:   __________

 PYMT REF      PAYMENT      ----- PAYMENT ----  OPEN CLEARANCE  CLEARANCE
  NUMBER        AMOUNT      CURR  ST  DATE  TYPE       DATE       AMOUNT

0011601801         12,500.00     O 02/04/2009 E  _   02/28/2009 ______12,500.00

                                STATUS: ____________
```

Inter/Intra Governmental Payments

Overview

A procedure has been developed that enables North Carolina Accounting System (NCAS) agencies to transfer money for all types of payments to users of the Cash Management Control System (CMCS). The procedure allows transfers and payments to be completed through NCAS without producing checks. All payments are keyed into the Accounts Payable (AP) module with automated transfer entries generated into CMCS. E-mails containing payment information currently found on the check stub are sent out notifying the receiving agency of the payment being transferred to them. The e-mails in conjunction with new reports are used as a record by the receiving agency as proof of payment and to post the payment or clear receivables as needed. The benefits to the State include:

- Money transferred or paid between agencies no longer leaves the State Treasurer's account.

- All payments are recorded in the NCAS AP module for future reporting and analysis. The booking of the revenues and/or clearing of receivables continues to be completed manually by the agency receiving the transfer.

The inter/intra government payment process works similarly to the current NCAS electronic payments process. One significant difference is that the Office of the State Controller holds the bank records (ACH records) normally created and sent to the bank. The transfer of money occurs upon completion of the sending agency "passing," the receiving agency "submitting" and finally Cash Management approving the automated CMCS transfer.

BAP Code

Currently each agency has its own Bank Account Payment (BAP) codes consisting of the agency identifier and another character. Examples are, XXD, XXP, etc. For these inter/intra governmental payments, a new BAP code has been set up that is shared by all NCAS agencies. The new BAP code is identified as IGO. The OSC sets BAP code IGO on the *Bank Cycle Control (BCC)* screen every night so that invoices are extracted for payment whenever the state agency sets its pay entity (XXPT) on the *Payment Cycle Control (PCC)* screen. Since all NCAS agencies are using the same BAP code for their intergovernmental payments, inquiries made on the *Payment List (PYL)* screen are accomplished using either the IGO BAP code and the check number or by using the agency pay entity and vendor number. If one agency selects another agency's check, security prevents the agency from viewing any further detail information.

Vendors

NCAS agencies select and pay State government vendors from their XXPT (XX = agency ID) entities just as they select trade vendors for any trade payment. The State government vendors are the State agency vendors that are used by one agency to pay another agency. Your agency's vendors are the ones with your agency's name that all other NCAS agencies use to pay or transfer money to you. Each agency monitors and ensures that its vendors are correct. The OSC no longer accepts agency vendor changes or adds from anyone but the agency to which the vendor name and address belong. Many agencies require only one vendor for their agency; others require more than one. For those agencies that require more than one, it is imperative that the information is accurate. Any bill/invoice being sent by your agency must have a name and remit-to address that matches a vendor in the NCAS so that agencies paying the bill/invoice have no question regarding which vendor to select. **For the agency making the payment, *it is critical that the correct vendor be selected for payment.*** If an incorrect vendor is selected, the automated transfer goes to the incorrect location and the e-mail payment notification is sent to the wrong e-mail address. A good vendor name and description of the type of payment going to this vendor ensures that the correct vendor is always paid. The vendor information can be viewed on the *VSL* and/or the *VRS* screen. Again, it is each agency's responsibility to supply the OSC with accurate vendor information for its agency's vendors.

The OSC sets each state vendor up as an electronic type vendor based on information supplied by the agency. The agency supplies the correct e-mail address to which the payment notifications are sent. Also, the agency supplies the OSC with the agency's CMCS four digit department "transfer to" code. The "transfer to" code is used by the NCAS when creating the CMCS transfer, and routes the transfer to the correct agency. Each vendor location has one "transfer to" location for CMCS and one email address where the payment notification is sent.

As mentioned earlier, the BAP code IGO is used by all agencies. During the initial add of State agency vendors, and as new State agency vendors are added, the OSC attaches the IGO BAP code to the vendor record. This ensures that IGO defaults onto any invoice that uses a State agency vendor. Whenever the State vendor is used, the IGO BAP code automatically defaults onto the *Invoice Work Sheet 2T (IWS-2T)* screen. To insure proper payment, AP personnel should never change this default to another BAP code. The *IWS*, *IMP* and *MPE* screens have been modified to prevent the AP user from changing or adding the IGO BAP code to inappropriate vendors.

CMCS

Two modifications were made in CMCS to accommodate this process. A transfer type of **7** (Inter Govt) and a new priority code of **70** are used for all inter/intra governmental payments. These type payments have the lowest CMCS priority.

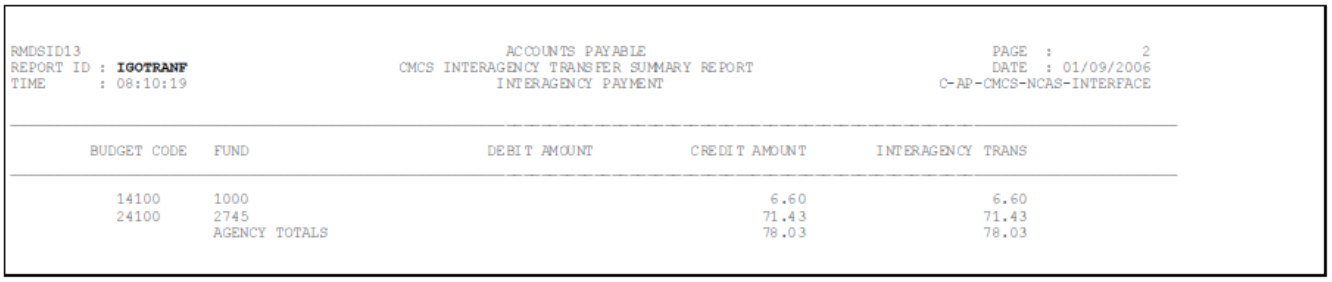
Reports

The following reports are used by the agency issuing the payment/transfer to an agency. Report ID **DETRPT** lists by cash accounts the company, budget code and fund for the journal entry for that day. Report ID **IGOT-RANF** summarizes each budget code being used on the DETRPT report. The final report (**TRANSDET**) summarizes by department the invoice being paid for that day's transactions. An automatic transfer is processed in CMCS for the agency to pass to the appropriate agency being paid. Agencies should use this report to pass transfers to the agencies being paid for that day.

RMDSID13 ACCOUNTS PAYABLE PAGE : 3
REPORT ID : **DETRPT** NCAS / CMCS CASH RECONCILIATION DETAIL DATE : 01/09/2006
TIME : 08:10:18 INTERAGENCY PAYMENT C-AP-CMCS-NCAS-INTERFACE

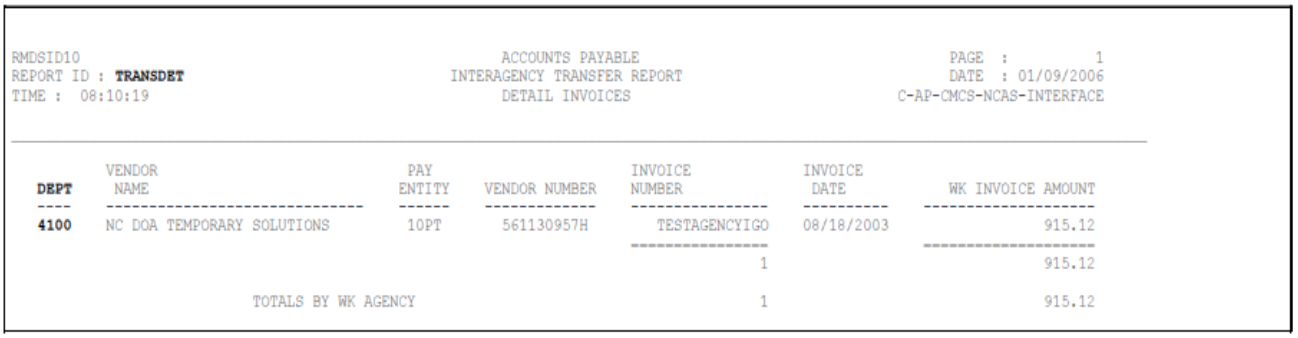
CASH ACCOUNT: 111260

COMPANY	BUDGET CODE	FUND	TYPE	DEBIT AMOUNT	CREDIT AMOUNT	INTERAGENCY TRANS
1302	24100	2745	REGULAR		71.43	
			COMPANY TOTALS		71.43	71.43
			BUDGET TOTALS		71.43	71.43



RMDSID13 ACCOUNTS PAYABLE PAGE : 2
REPORT ID : **IGOTRANF** CMCS INTERAGENCY TRANSFER SUMMARY REPORT DATE : 01/09/2006
TIME : 08:10:19 INTERAGENCY PAYMENT C-AP-CMCS-NCAS-INTERFACE

BUDGET CODE	FUND	DEBIT AMOUNT	CREDIT AMOUNT	INTERAGENCY TRANS
14100	1000		6.60	6.60
24100	2745		71.43	71.43
	AGENCY TOTALS		78.03	78.03



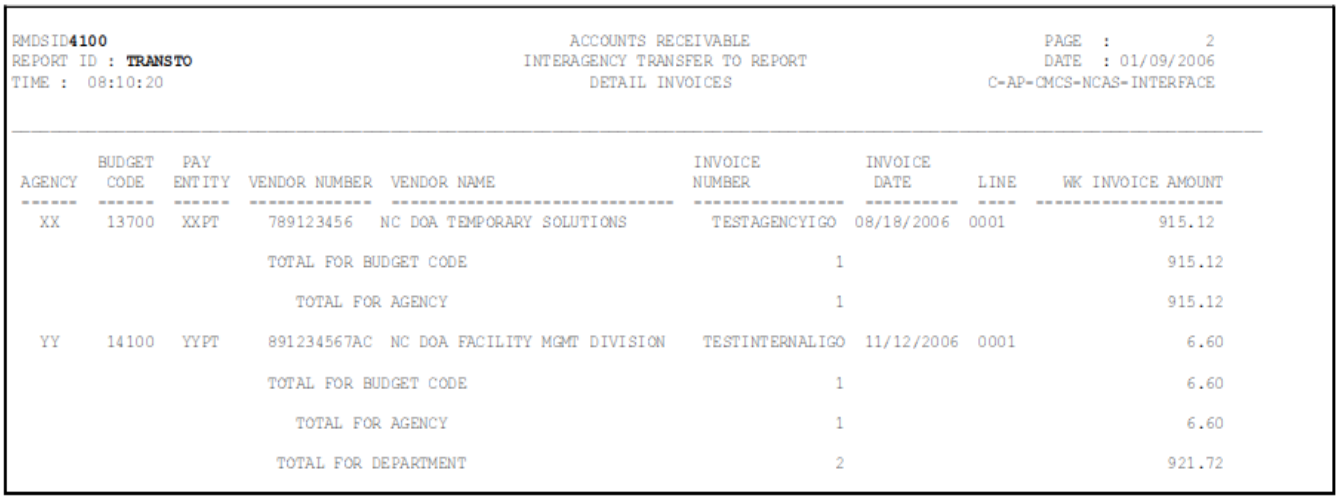
RMDSID10 ACCOUNTS PAYABLE PAGE : 1
REPORT ID : **TRANSDET** INTERAGENCY TRANSFER REPORT DATE : 01/09/2006
TIME : 08:10:19 DETAIL INVOICES C-AP-CMCS-NCAS-INTERFACE

DEPT	VENDOR NAME	PAY ENTITY	VENDOR NUMBER	INVOICE NUMBER	INVOICE DATE	WK INVOICE AMOUNT
4100	NC DOA TEMPORARY SOLUTIONS	10PT	561130957H	TESTAGENCYIGO	08/18/2003	915.12
				1		915.12
			TOTALS BY WK AGENCY	1		915.12

The following reports are used by the agency receiving the payment/transfer from another agency. Due to the timing of the approval of the CMCS transfer, it may be that the agency may have to hold the posting of some payment notification e-mails until the corresponding CMCS transfer has been approved.

The **TRANSTO** report shows prepared transfers by department code for all payments being made to your agency. The report totals, by budget code and agency, the transfers that are passed to your agency for your agency's approval to OSC Cash Management.

The **TRANSTOV** report is sorted by department code and summarizes by vendor. This report, in conjunction with the e-mail payment notifications, should be used by Accounts Receivable processor(s) for the posting of the receivable in NCAS. **Before posting any payment received, it is important that the corresponding CMCS transfer has been approved.** It is also important to note that an invoice may be listed under more than one budget code. The budget code is determined by the company/center used on each line item of an invoice. If more than one budget code is used on an invoice, the invoice will be listed and summarized by vendor.



RMDSID**4100** ACCOUNTS RECEIVABLE PAGE : 2
REPORT ID : **TRANSTO** INTERAGENCY TRANSFER TO REPORT DATE : 01/09/2006
TIME : 08:10:20 DETAIL INVOICES C-AP-CMCS-NCAS-INTERFACE

AGENCY	BUDGET CODE	PAY ENTITY	VENDOR NUMBER	VENDOR NAME	INVOICE NUMBER	INVOICE DATE	LINE	WK INVOICE AMOUNT
XX	13700	XXPT	789123456	NC DOA TEMPORARY SOLUTIONS	TESTAGENCYIGO	08/18/2006	0001	915.12
			TOTAL FOR BUDGET CODE		1			915.12
			TOTAL FOR AGENCY		1			915.12
YY	14100	YYPT	891234567AC	NC DOA FACILITY MGMT DIVISION	TESTINTERNALIGO	11/12/2006	0001	6.60
			TOTAL FOR BUDGET CODE		1			6.60
			TOTAL FOR AGENCY		1			6.60
			TOTAL FOR DEPARTMENT		2			921.72

RMDSID**4100** ACCOUNTS RECEIVABLE PAGE : 2
REPORT ID : **TRANSTOV** INTERAGENCY TRANSFER TO REPORT DATE : 01/09/2006
TIME : 08:10:20 DETAIL INVOICES C-AP-CMCS-NCAS-INTERFACE

AGENCY	BUDGET CODE	PAY ENTITY	VENDOR NUMBER	VENDOR NAME	INVOICE NUMBER	INVOICE DATE	LINE	WK INVOICE AMOUNT
XX	13700	XXPT	789123456H	NC DOA TEMPORARY SOLUTIONS	TESTAGENCYIGO	08/18/2006	0001	915.12
			TOTAL FOR INVOICE		1			915.12
			TOTAL FOR VENDOR		1			915.12
			TOTAL FOR AGENCY		1			915.12
YY	14100	YYPT	891234567AC	NC DOA FACILITY MGMT DIVISION	TESTINTERNALIGO	11/12/2006	0001	6.60
			TOTAL FOR INVOICE		1			6.60
			TOTAL FOR VENDOR		1			6.60
			TOTAL FOR AGENCY		1			6.60
			TOTAL FOR DEPARTMENT		2			921.72

The following report, **EPAYTOT**, is utilized by the Cash Management Section of the OSC. This report summarizes all transfers prepared for that day's intra-governmental payments. Agencies may use this report to review all transfers that need to be passed to the receiving agency.

ACCOUNTS PAYABLE CASH DISTRIBUTION REPORT PAGE : 1
REPORT ID : EPAYTOT DATE : 01/09/2006
TIME : 08:10:18 TOTAL PAYMENT AND EPAYMENTS C-AP-CMCS-NCAS-INTERFACE

	BUDGET CODE	DEBIT AMOUNT	CREDIT AMOUNT	INTERAGENCY TRANS
TOTAL BUDGET CODE	13700		915.12	915.12
TOTAL AGENCY	XX		915.12	915.12
TOTAL BUDGET CODE	14100		6.60	6.60
TOTAL BUDGET CODE	24100		71.43	71.43
TOTAL AGENCY	YY		78.03	78.03
TOTAL **INTERAGENCY PAYMENTS**			993.15	993.15

Maintaining AP Documents

Overview

The NCAS allows you to make changes to control groups and to individual documents that have been entered in the system. This section explains how to make these changes. *Maintaining AP Documents* is divided into the following subsections:

- Navigating Through Control Groups
- Updating Documents

Navigating Through Control Groups

When you have completed entering all the documents in a control group, you must type **BAL** or **B** in the REQUEST field to initiate control group balancing. This action results in either a balanced or unbalanced control group. If the control group balances, a blank *Control Document Entry (CDE)* screen is displayed to accept another control group. If the control group does not balance, the *Control Entry Status (CES)* screen is displayed. The *CES* screen lists all documents within the unbalanced control group.

Retrieving an Existing Control Group

There may be circumstances that cause you to leave a control group without balancing. For example, you may be interrupted during document processing or you may need to leave a control group to perform an online inquiry.

You can only retrieve control groups that have not been balanced. In order to retrieve an unbalanced control group, one of two screens can be used:

- The *Control Group Review (CGR)* screen allows supervisors and managers to view all out-of-balance control groups entered by all operators.
- The *Control Group Status (CGS)* screen allows an operator to view only his or her out-of-balance control groups by control date and control number.

Use the following steps to access an existing control group.

1. Type **CGS** in the NEXT FUNCTION field and press **ENTER** to access the *Control Group Status (CGS)* screen. (If you are a manager or supervisor and have security to the *CGR* screen, you can type *CGR* in this field.)

```
OCP AP                    CONTROL GROUP STATUS                          CGS

NEXT FUNCTION: ________ ACTION: ________                  06/27/2011  15:04:51
REQUEST: ________
================================================================================

PAY ENTITY: XXPT


  PAY    --- CONTROL ---            CONTROL         NBR OF      DATE         S
 ENTITY     DATE    NUMBER            AMOUNT          DOCS      ENTERED

  XXPT  01/18/2008 0123               8,875.23          11   01/18/2008      2
  XXPT  01/18/2008 0126               3,150.00           3   01/18/2008      _









              PAGE:    1    STATUS: END OF LIST
```

2. Type **S** in the S field to the control group you wish to retrieve and press **ENTER** to access the *Control Entry Status (CES)* screen

```
OCP AP                      CONTROL ENTRY STATUS                        CES

NEXT FUNCTION: ________ ACTION: ________                  06/27/2011  15:09:42
REQUEST: ________
================================================================================
PAY ENTITY  : XXPT       CNTL NBR : 0123
CNTL DATE   : 01/18/2008 CURRENCY :       CONTROL AMT  :             8,875.23
GL EFF DATE :            APPL AREA: SC    GROSS DOC AMT:             8,875.23
NBR OF DOC'S:         11                  DIFFERENCE   :                 .00
================================================================================
VENDOR/EMPLOYEE  DOCUMENT NUMBER      GROSS AMOUNT   DOC DATE   STATUS      SEL

560746125 A         3527819735              150.00  01/18/2008  BALANCED     _
987654321 A         5671689876              895.00  01/18/2008  BALANCED     _
566017634 B         9382713001            1,200.00  01/18/2008  BALANCED     _
566017634 B         9382713002              800.00  01/18/2008  BALANCED     _
561493308 A         9874563003            2,000.00  01/18/2008  MATCH EXCEP  _
561301618 A         9517533004              110.00  01/18/2008  MATCH EXCEP  _
560746125 A         7893213006              982.00  01/18/2008  MATCH EXCEP  _
560746125 A         9847563085              586.50  01/18/2008  MATCH EXCEP  _
510305204 A         9631473012               17.28  01/18/2008  BALANCED     _
621318188 A         1597413013            1,450.00  01/18/2008  BALANCED     _
560312109 B         7531473014              684.45  01/18/2008  BALANCED     _

              PAGE:    1  STATUS: END OF LIST
```

The *Control Entry Status (CES)* screen displays all documents within a specific control group. This screen also displays the status of each document as follows:

- **BALANCED** indicates that the document is complete, balanced, and ready for payment.
- **BAL-B** indicates that the document is balanced but has a budgetary control exception.
- **CANCELED** indicates that the document has been canceled.
- **FULL PAID** indicates that the document has been paid.
- **HOLD** indicates that the document has been put on hold.
- **HLD-B** indicates that the document has been put on hold with a budgetary control exception.
- **INCOMPLETE** indicates that the document is incomplete.
- **1099 HLD** indicates that the document is on hold because of incomplete information for 1099 reporting.
- **MATCH EXCEP** indicates that an auditing exception occurred during matching and the document was passed to the buyer.
- **PAID-B** indicates that a paid document has a budgetary control exception.
- **PARTIAL PAID** indicates that one or more of the scheduled multiple or partial payments have been made.
- **P-PD-B** indicates that one or more scheduled multiple or partial payments have been made and the document has a budgetary control exception.
- **SUSPENDED** indicates that the document has a handling code of S and must be released on the Held Document Release (HDR) screen.
- **SUS-B** indicates that the document has a handling code of S and a budgetary control exception.
- **UNBAL** indicates that the document is out of balance.

3. Type **S** in the SEL field next to the document (invoice, employee reimbursement) you wish to retrieve and press **ENTER** to access the document.

   Balanced documents pay even if the entire control group is not balanced. Budgetary exceptions and matching exceptions do not hold up payment for Documents in the control group.

Adding a Document to a Control Group

On the *Control Entry Status (CES)* screen, you must type one of the following numbers in the REQUEST field:

3 Will access the *Invoice Worksheet 1 (IWS-1T)* screen in order to add a direct invoice

4 Will access the *Invoice Matching Process (IMP)* screen in order to add a matching invoice

5 Will access the *Employee Expense Worksheet 1 (EWS-1T)* screen in order to add an employee reimbursement

> You may also access a specific document entry screen (i.e., *IWS-1T*, *IMP*, or *EWS-1T*) directly from the *Control Group Status (CGS)* screen. To do so, you must type **S** in the SEL field next to the control group that you wish to retrieve. Then type the appropriate number (i.e., **3, 4, or 5**) in the REQUEST field.

Deleting a Control Group

You may also need to delete a control group that has been created in error. To do so, you must first make sure that the control group does not contain any documents that need to be paid. Then, you must delete all documents in the control group. (Deleting documents is discussed in the *Maintaining Specific Documents* section.)

To delete the control group itself, use the following steps:

1. Type **CGS** in the NEXT FUNCTION field and press **ENTER** to access the *Control Group Status (CGS)* screen.

2. Type an **S** in the S field next to the control group that you wish to delete and press **ENTER**.

3. Type **1** in the REQUEST field and press **ENTER** to access the *Control Document Entry (CDE)* screen.

4. Type **DELETE** in the REQUEST field and press **ENTER**.

   🗁 Note that the system does not allow you to delete a control group if it contains documents. A control group with cancelled documents cannot be deleted.

Balancing a Control Group

A control group must be balanced once *all* the documents within that control group have been balanced (“nexted”).

If all the documents in your current control group have been “nexted” successfully, type **BAL** in the REQUEST field to balance the control group. (Refer to **Procedure 54: Balancing the Current Control Group**.)

If the control group balances, the following message displays on the *Control Document Entry (CDE)* screen: **200-ENTER CONTROL GROUP INFORMATION**. The message indicates that the control group has balanced. If desired, you can now enter another control group.

If the control group is out of balance, the *Control Entry Status (CES)* screen displays. The following message is displayed: **322-CONTROL AMOUNT IS OUT OF BALANCE.** The out-of-balance amount displays in the DIFFERENCE field.

Note that a control group does not balance unless the values in the GROSS DOC AMT field and the CONTROL AMOUNT field are equal. The GROSS DOC AMT field reflects the total of the documents you entered in the NCAS. The CONTROL AMOUNT field reflects the total value you entered on the *CDE* screen when you created the control group.

Balancing an Outstanding Control Group

In some cases, you may leave a control group before you have balanced it. This situation can occur when you have documents that need to be resolved or you had to leave a document incomplete. Once all the problem documents have been resolved, you must go back and balance the outstanding control group. (Refer to **Procedure 55: Balancing Outstanding Control Groups.**)

To balance an outstanding control group, you must retrieve the control group using the *Control Group Status (CGS)* screen. On the *Control Entry Status (CES)* screen for that control group, verify that the values in the GROSS DOC AMT and the CONTROL AMOUNT are equal (in other words, that the value in the DIFFERENCE field is 0).

If the control group is in balance, type **BAL** in the REQUEST field to balance the control group.

If the control group is not in balance, do the following:

1. Check the total of all invoices against the total displayed in the control amount field on the *Control Entry Status (CES)* screen.

   📂 For a control group to balance, the values in the GROSS DOC AMT field and the CONTROL AMOUNT field must be equal. The GROSS DOC AMT field reflects the total of the documents you entered in the NCAS. The CONTROL AMOUNT field reflects the total value you entered on the *CDE* screen when you created the control group.

2. Enter **the correct amount** in the CONTROL AMOUNT field.

3. Write **the "new" system total** on the Control Group Header sheet.

4. Type **BAL** in the REQUEST field and press **ENTER**. Once the control group is balanced, the following message displays on a blank *Control Document Entry (CDE)* screen: **0200 – ENTER CONTROL GROUP INFORMATION**. You can then enter a new control group.

WALKTHROUGH 31: Balancing an Outstanding Control Group

SCENARIO

You have keyed in the documents in control group 126. Balance this control group. (Refer to **Procedure 54: Balancing Outstanding Control Groups**.)

1. Type **CGS** in the NEXT FUNCTION field and press **ENTER** to access the *Control Group Status (CGS)* screen.

```
OCP AP                    CONTROL GROUP STATUS                          CGS

NEXT FUNCTION: ________ ACTION: ________                  06/29/2011  09:10:37
REQUEST: ________
================================================================================

PAY ENTITY: XXPT


PAY    --- CONTROL ---            CONTROL         NBR OF      DATE         S
ENTITY     DATE   NUMBER             AMOUNT          DOCS      ENTERED

XXPT  01/18/2008 0121                5,558.11          0   01/18/2008      _
XXPT  01/18/2008 0123                8,875.23         11   01/18/2008      _
XXPT  01/18/2008 0126                3,150.00          2   01/18/2008      3


                    PAGE:    2    STATUS: END OF LIST
```

2. Type **XXPT** in the PAY ENTITY field and press **ENTER** to access a list of open control groups for the trade paying entity.

3. Type **S** in the S (SELECT) field to select control group 126 and press **ENTER** to process the information. The *Control Entry Status (CES)* screen for control group 126 is displayed.

```
OCP AP                     CONTROL ENTRY STATUS                         CES

NEXT FUNCTION: ________ ACTION: ________                  06/29/2011  09:16:00
REQUEST: ___8____
================================================================================
PAY ENTITY  : XXPT       CNTL NBR : 0126
CNTL DATE   : 01/18/2008 CURRENCY :       CONTROL AMT  :          6 3,150.00
GL EFF DATE :            APPL AREA: SC    GROSS DOC AMT:            1,250.00
NBR OF DOC'S:          3                  DIFFERENCE   :           -1,900.00
================================================================================
VENDOR/EMPLOYEE  DOCUMENT NUMBER      GROSS AMOUNT   DOC DATE   STATUS      SEL

777889999 A          5246179824            750.00  03/11/2008 BALANCED       _
566000347 D          984657351             500.00  03/11/2008 BALANCED       _


                    PAGE:    1  STATUS: END OF LIST
```

4. Verify that the value in the GROSS DOCUMENT AMOUNT and the CONTROL AMOUNT fields is the same.

The value in the GROSS DOC AMOUNT field is 1,250.00. The value in the CONTROL AMOUNT field is 3,150.00. The discrepancy between the GROSS DOCUMENT AMOUNT and the CONTROL AMOUNT field ($1,900.00) is displayed in the DIFFERENCE field.

5. Check the invoice amounts on the calculator tape against the invoice amounts displayed on the *Control Entry Status (CES)* screen.

The calculator tape totals 1,250.00. A miscalculation occurred previously.

6. Type **1,250.00** in the CONTROL AMOUNT field. Erase (or delete) any characters remaining in the field.
7. In a real production environment, you need to write **1,250.00** on the Control Group Header Sheet to revise the old total. (In this training exercise, do not carry out this step.)

8. Type **BAL** in the REQUEST field and press **ENTER** to balance control group 126.

A blank *Control Document Entry (CDE)* screen is displayed with the following message: **0200 – ENTER CONTROL GROUP INFORMATION.** You can now enter a new control group.

Updating Documents

Overview

The NCAS allows you to make changes to invoices, employee reimbursements, or travel advances that have been entered in the system. However, there are certain limitations to changing documents. For example, you cannot change the gross amount on a balanced or paid invoice. The only change that can be made to a travel advance is to its status (permanent/temporary).

Depending on the type of document, you must access a specific screen to make changes.

- For both matching and direct invoices, you must access the *Invoice Maintenance Worksheet 1 (IMW-1T)* screen.

- For employee reimbursements, you must access the *Employee Maintenance Worksheet 1 (EMW-1T)* screen.

You **can** make the following changes to direct invoices, matching invoices, and employee reimbursements:

- Remit code/message
- Handling code
- Use tax/1099 indicators
- Payment due date (only if invoice is unpaid)
- Company/Account/Center combinations

You **cannot** make the following changes to direct invoices, matching invoices, and employee reimbursements:

- Vendor name or number
- Document ID
- Date
- Gross amount
- Credit and debit memo indicators

Regardless of the screen, you must enter the following information to access the document that needs to be changed:

- Paying entity
- Invoice or employee voucher number
- Vendor or employee number

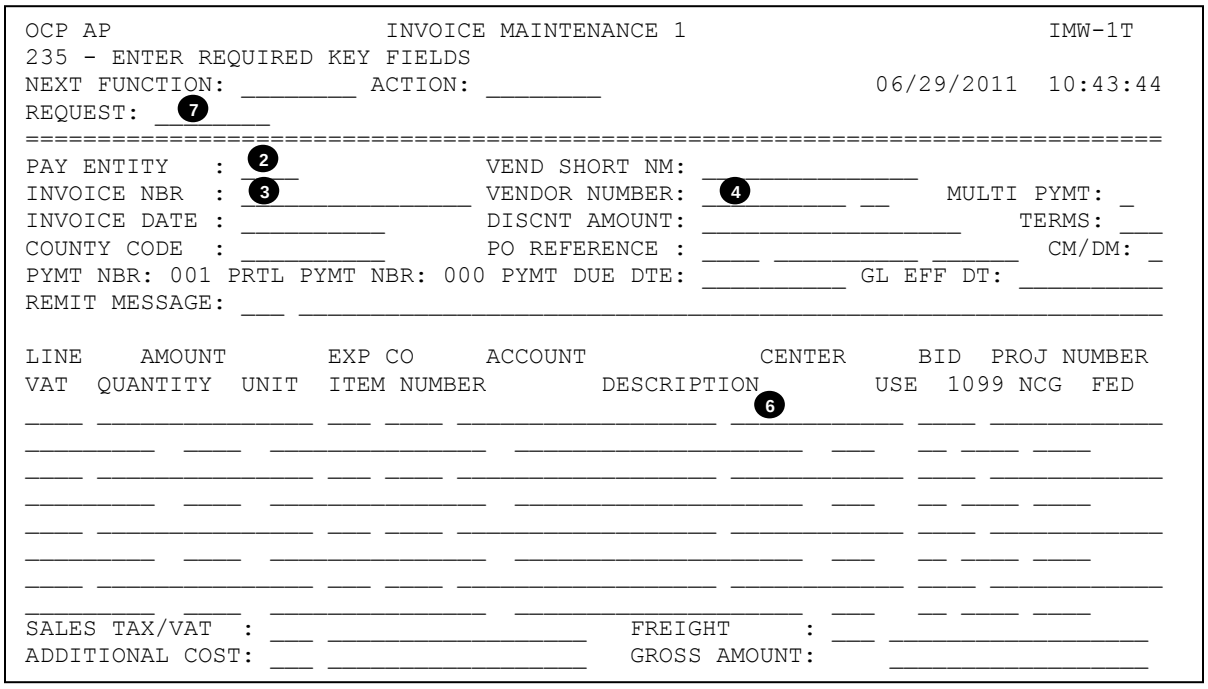
The following walkthrough demonstrates how to change a document.

WALKTHROUGH 32: Changing a Document

SCENARIO

An incorrect center number was entered on document 3451299091 for Kennan Company Inc. You need to change the center number to 10002000. The vendor number is 560578072 H.

1. Type **IMW** in the NEXT FUNCTION field to access the *Invoice Maintenance Worksheet 1 (IMW-1T)* screen and press **ENTER**.



2. Type your **trade paying entity (XXPT)** in the PAY ENTITY field.

3. Type **3451299091** in the INVOICE NBR field.

4. Type **560578072 H** in the VENDOR NUMBER field.

5. Press **ENTER** to access the document information.

6. Type **10002000** over **10001005** in the CENTER field.

7. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to process the change and to access a blank *IMW-1T* screen.

If a change is made to an accounting distribution, the NCAS automatically makes the reversing journal entries for you and keeps a full audit trail. (The system debits the correct distribution and credits the previous distribution.) If you are changing an accounting distribution on a document from a prior period, the system credits the previous distribution and debits the new distribution during the current month. The system does not make adjustments to a closed period.

Reversing transactions are also reflected in the Budgetary Control module.

Deleting and Canceling Documents

Documents can also be deleted or canceled in the NCAS as follows:

- If you decide that a document is unnecessary on the day you entered it, you can either *delete* or *cancel* the document. If a document is deleted, there is no record of the document. If a document is canceled, the system creates an audit trail.

- If you decide that a document is unnecessary on a day other than the day you entered it, you must *cancel* the document. If a document is canceled, the system creates an audit trail. The audit trail records the history of the canceled document.

You can cancel a document before or after it has been paid.

— If you cancel a document before it has been paid, you must access the *Invoice Cancel/Delete (ICD)* screen or the *Employee Cancel/Delete (ECD)* screen.

— If a document needs to be canceled after it has been paid, an AP manager must first cancel the check on the *Payment Cancellation (PCN)* screen. Then an AP processor must access the *ICD* screen or *ECD* screen to cancel the document.

> 🗁 You cannot delete a document if it has been paid. You can only cancel a paid document.

In the case of advance and expense documents, an expense document is not eligible for cancellation if any part of the expense was applied to an advance.

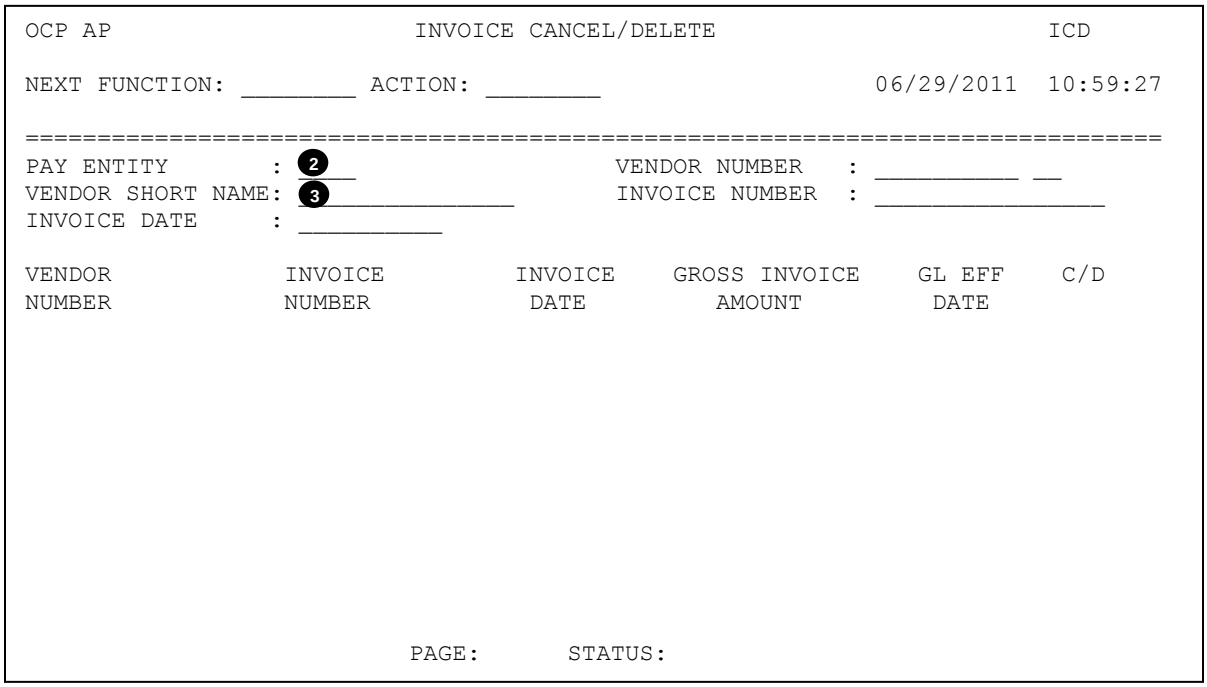
If you cancel a payment and do not cancel the document, the payment generates in the next payment cycle.

WALKTHROUGH 33: Cancelling a Document

SCENARIO

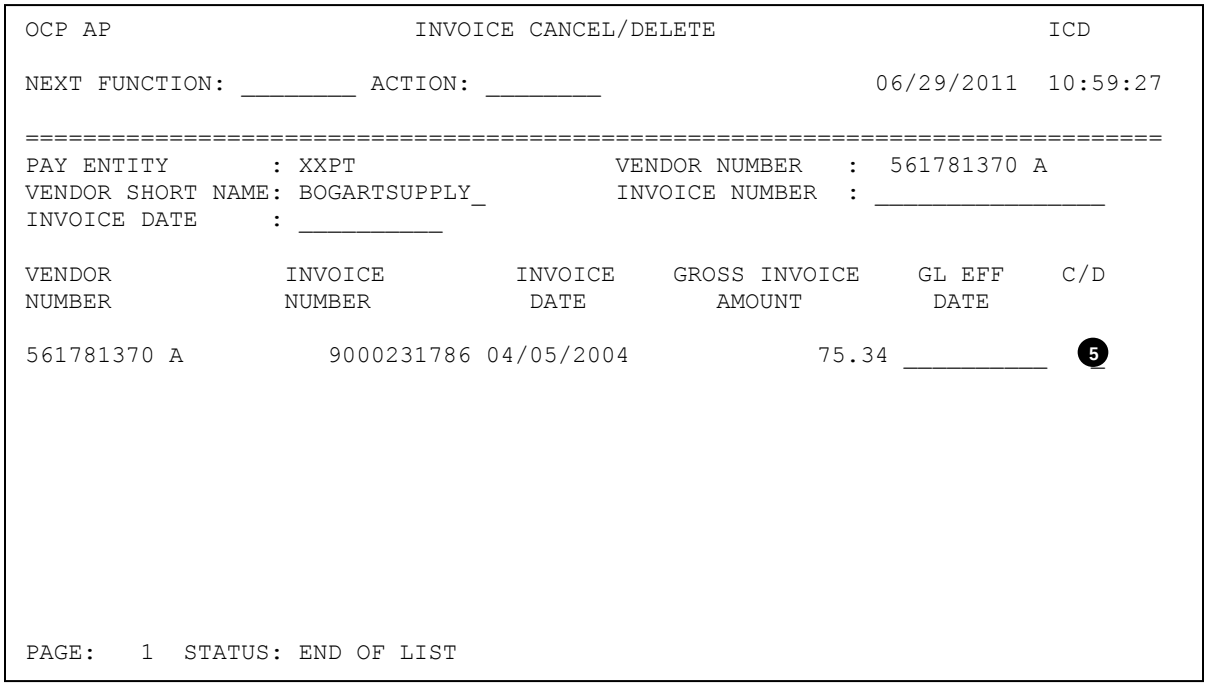
You realized that the wrong vendor number was entered on document 9000231789 from Bogart Supply. You need to cancel the document so that it does not pay to the wrong vendor.

1. Type **ICD** in the NEXT FUNCTION field and press **ENTER** to access the *Invoice Cancel/Delete (ICD)* screen.



2. Type **your paying entity (XXPT)** in the PAY ENTITY field.
3. Type **bogart@** in the VENDOR SHORT NAME field.
4. Press **ENTER**.

All documents that are eligible for cancellation or deletion for Bogart Supply Company are displayed.



5. Type **C** in the C/D field next to the document that needs to be cancelled.

6. Press **ENTER** to cancel the document. The following message is displayed: **393 – NO INVOICES FOUND FOR CRITERIA ENTERED.**

Reviewing Accounts Payable Information

Overview

The NCAS provides easy access to information. Using the NCAS information access tools, you can either view data online using inquiry screens or generate a printed report.

The following are the types of tools that can be used to review accounts payable information:

- Document Inquiry
- Payment Inquiry
- Online Help
- Reports

Document Inquiry

Overview

In order to obtain information about a document that has been entered or processed in AP, you can access several document inquiry screens on the system. These screens provide information such as:

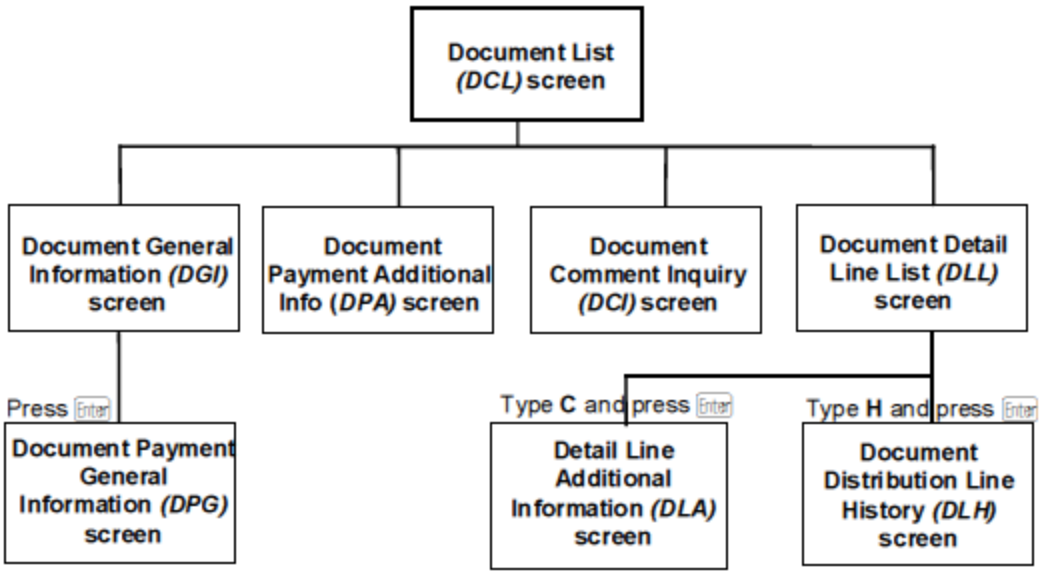
- Amount paid
- Payment date
- Check number
- Tax
- Freight
- Default indicators
- Internal comments relating to a document
- Budgetary control status

Many of these screens also allow you to access historical information regarding documents. By typing any character in the HISTORY field, you can access a list of all documents that are no longer in the master file.

The *Document List (DCL)* screen allows you to access the following inquiry screens:

- The *Document General Information (DGI)* screen allows you to view header information. It also allows you to access:
  - The *Document Payment General Information (DPG)* screen, which provides detailed payment information for invoices and employee expenses.
- The *Document Payment Additional Info (DPA)* screen provides discount and general ledger information.
- The *Document Comment Inquiry (DCI)* screen displays the comments recorded.
- The *Document Detail Line List (DLL)* screen provides details for every line assigned to a particular document. It allows you to access:
  - The *Detail Line Additional Information (DLA)* screen, which provides extensive information about the document line amount.
  - The *Document Distribution Line History (DLH)* screen, which displays changes made to the accounting distribution for the line.

> You can access the previously mentioned inquiry screens (*DGI, DPG, DPA, DCI, DLL, DLA, and DLH*) from any AP screen. Simply type the three-digit code in the NEXT FUNCTION field and press **ENTER**.



The History Document List (HDL) screen lists documents that have been purged and are no longer active on your invoice file.

```
OCP AP                        HISTORY DOCUMENT LIST                          HDL

NEXT FUNCTION: ________ ACTION:                              02/18/2014  15:16:31
REQUEST: ________
================================================================================
PAY ENTITY : XXPT            VENDOR/EMPLOYEE NUMBER :  123455550 01

    VENDOR          DOCUMENT       DOCUMENT    GL EXTR    DOC     DOCUMENT       CURR
    NUMBER          NUMBER           DATE        DATE     STAT     AMOUNT        CODE

  XXXXXX550 01        013110     02/17/2010 02/17/2010 P          133,537.50
  XXXXXX550 01        013111     02/28/2011 03/16/2011 P          197,037.50
  XXXXXX550 01        022810     03/15/2010 03/15/2010 P          198,650.00
  XXXXXX550 01        022811     03/16/2011 03/16/2011 P          159,527.50
  XXXXXX550 01        033110     04/20/2010 04/21/2010 P          165,110.00
  XXXXXX550 01        033111     04/21/2011 04/25/2011 P          142,977.50
  XXXXXX550 01        043010     05/19/2010 05/19/2010 P          173,455.00
  XXXXXX550 01        043011     05/17/2011 05/18/2011 P          140,220.00
  XXXXXX550 01        053110     05/27/2010 06/14/2010 P          190,922.50
  XXXXXX550 01        063010     07/16/2010 07/26/2010 P          181,420.00
  XXXXXX550 01        073110     07/27/2010 08/17/2010 P          184,965.00
  XXXXXX550 01        073111     08/16/2011 08/17/2011 P          150,960.00
  XXXXXX550 01        083109     10/08/2009 10/08/2009 P          219,700.00
```

WALKTHROUGH 34: Document Inquiry

SCENARIO

Your manager wants complete information regarding document number 4568151566781 from Dr. William Jackson, MD.

1. Enter **DCL** in the NEXT FUNCTION field and press **ENTER** to access *the Document List (DCL)* screen.

```
OCP AP                          DOCUMENT LIST                            DCL

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _        06/29/2011  14:37:52
REQUEST: ________
================================================================================
PAY ENTITY  : 12PT                 CONTROL DATE : __________ CONTROL NBR: ____
SHORT NAME  : (2)GARTSUPPLY        VEND/EMP NBR : (2)________(2)
DOCUMENT DTE: __________ __________ DOCUMENT STAT: ____________
DOCUMENT NBR: (3)________________  DOCUMENT AMT : ____________________ CURR: ____
LIST MRQ INV: _                    DOCUMENT AMT2: ____________________ - SELECT -
VEN/EMP NBR  DOCUMENT NUMBER  DOCUMENT     GROSS AMOUNT   CURR STATUS DGI DCI
                                DATE                       CODE          DPA DLL
561781370 A        9000231786 04/05/04             75.34      BALANCD _ _ _ _




                          PAGE:    1 STATUS: END OF LIST
```

2. Delete any data displayed in the SHORT NAME and the VEND/EMP NBR fields. Type **123121234 A** in the VEND/EMP NBR field.

3. Type **4568151566781** in the DOCUMENT NBR field and press **ENTER**.

   🗁 If you do not know the invoice number, you can use the vendor short name or vendor number to find the document.

If there are additional documents that cannot fit on one screen, the word "MORE" is displayed at the bottom of the screen. Press **ENTER** to view the next screen. Type **UP** in the REQUEST field and press **ENTER** to scroll up. If you wish to scroll up or down more than one page at a time, type **UP** or **DOWN** (or **DN**) in the REQUEST field followed by the number of pages and press **ENTER**. For example, DN4 scrolls down 4 pages. You may scroll up to 10 pages at one time. Type **TOP** or **T** in the REQUEST field and press **ENTER** to go to the top of the list.

```
OCP AP                          DOCUMENT LIST                          DCL

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _        06/29/2011  14:48:12
REQUEST: ________
===============================================================================
PAY ENTITY  : XXPT                  CONTROL DATE : __________ CONTROL NBR: ____
SHORT NAME  : JACKSONWILLIAMA       VEND/EMP NBR :  123121234 A
DOCUMENT DTE: __________ __________ DOCUMENT STAT: ____________
DOCUMENT NBR:    4568151566781      DOCUMENT AMT : _________________ CURR: ____
LIST MRQ INV: _                     DOCUMENT AMT2: _________________ - SELECT -
VEN/EMP NBR  DOCUMENT NUMBER  DOCUMENT     GROSS AMOUNT   CURR STATUS DGI DCI
DATE                      CODE          DPA DLL
123121234 A     4568151566781 02/18/07            750.00      PD-FULL 4 4 4 4

                    PAGE:    1 STATUS: END OF LIST
```

4. Type a **S** next to document number 4568151566781 under <u>each</u> of the inquiry screen labels *(DGI, DPA, DCI, DLL)* listed in the SELECT column. The system displays the selected inquiry screens in sequence for the specified document and then returns to the *Document List (DCL)* screen.

5. Press **ENTER** to access the *Document General Information (DGI)* screen. The *DGI* screen provides the typical header information associated with a document, including:

   - Control number
   - Application area (who keyed the document)
   - Document status
   - Amount paid
   - Date of last changes to document
   - Buying entity and purchase order number (for matching invoices)

Note that all key information for the document defaults from the *DCL* screen. If the *Document General Information (DGI)* screen is accessed directly, one of the following sets of search criteria must be entered in the appropriate fields:

- PAY ENTITY
- VENDOR/EMPLOYEE NUMBER
- GROUP LETTER/NUMBER (IF IT EXISTS)
-

OR

- SHORT NAME
- DOCUMENT NUMBER
- DOCUMENT DATE

```
OCP AP                    DOCUMENT GENERAL INFORMATION                    DGI

NEXT FUNCTION: _________ ACTION: _________ HISTORY: _         06/29/2011  15:00:54

================================================================================
PAY ENTITY          : XXPT                VENDOR/EMP NUMBER:  123121234 A
VEND/EMP SHORT NAME: JACKSONWILLIAMA     DOCUMENT NUMBER  :    4568151566781
DOCUMENT DATE       : 02/18/2007

CONTROL NUMBER      : 1001                CONTROL DATE     : 02/19/2007
DOCUMENT TYPE       : INVOICE             APPLICATION AREA : BK
DOCUMENT STATUS     : PD-FULL             DATE ENTERED     : 02/19/2007
CURRENCY CODE       :                     DATE LAST UPDATED: 02/20/2007
GROSS DOC AMOUNT    :            750.00   PROV ACCTG DATE  :

AMOUNT PAID         :            720.00
COUNTY CDE/TRIP NBR:
PO REFERENCE        : XXBS XX90000000

SIGN APPROVAL CODE :
DATES APPROVED     :

REMIT MESSAGE:
```

6. Press **ENTER** to access the *Document Payment General Information (DPG)* screen. The *DPG* screen provides detailed payment information for invoices and employee expenses, including:
   - Tax
   - Freight
   - Additional cost
   - Due date
   - General ledger effective date
   - Extract date
   - Payment reference number

```
OCP AP              DOCUMENT PAYMENT GENERAL INFORMATION              DPG

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _        06/29/2011  15:04:30
BROWSE: _
================================================================================
PAY ENTITY         : XXPT               VEND/EMP NBR:  123121234 A
VEND/EMP SHORT NAME: JACKSONWILLIAMA    DOCUMENT NBR:    4568151566781
DOCUMENT DATE      : 02/18/2007         PAYMENT NBR:  001    PRTL PYMT NBR: 000
IND       AMOUNT
SALES TAX/VAT    :                        VAT INCLUSIVE    : N
SALES TAX 2      :                        EXPENSE IND      :
SALES TAX 3      :                        GL EFFECTIVE DATE: 02/19/2007
FREIGHT          :                        EXTRACT DATE     :
ADDITIONAL COST  :                        ACCRUAL CANC DATE:

GROSS INVOICE    :               750.00   CURRENCY CODE    :
PAYMENT AMOUNT   :               750.00   DISCOUNT TYPE    : NOT TAKEN
AMOUNT PAID      :               720.00   DISCOUNT TAKEN   :               .00
PAYMENT STATUS   : PAID
PAYMENT TERMS    : NET PAY IMMEDIATELY     PAYMENT REF NBR  : 0000019174
PAYMENT DATE     : 02/19/2007              PAYMENT TYPE     : SYSTEM
PAYMENT ROUTE CD :                        HANDLING CODE    :
FACTOR NUMBER    :  561708740 A           ONE INVC PER PYMT:
REASON CODE/DESC :                        BANK ACCT PYMT CD: XXD
```

Type any character in the BROWSE field and the payment records from all detail lines are sequentially displayed each time the **ENTER** key is pressed.

If invoice was paid in partial payments, enter in each sequential partial payment (002, 003…) to see all payments that make up the total payment.

7. Press **ENTER** to access the *Document Payment Additional Info (DPA)* screen. The *DPA* screen summarizes discount information; provides general ledger distribution; and, when applicable, includes the following:

   - General ledger extract date
   - Payment cancellation date

```
OCP AP                DOCUMENT PAYMENT ADDITIONAL INFO                 DPA

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _        06/29/2011  15:08:57
BROWSE: _
================================================================================
PAY ENTITY         : XXPT              VEND/EMP NBR:  123121234 A
VEND/EMP SHORT NAME: JACKSONWILLIAMA   DOCUMENT NBR:    4568151566781
DOCUMENT DATE      : 02/18/2007        PAYMENT NBR : 001     PRTL PYMT NBR: 000

INDICATORS
PAYMENT AMOUNT     :            750.00    EXPENSE          :
AMOUNT PAID        :            720.00    PAYABLES         :
PAYMENT DUE DATE   : 02/18/2007           DISCOUNT         :
DISCOUNT TAKEN     :               .00    CASH             : 001
DISCOUNT DATE 1    :                      INTERCO PAYABLES :
DISCOUNT AMOUNT 1  :                      INTERCO REC      :
DISCOUNT DATE 2    :                      PROVISIONAL ACCT :
DISCOUNT AMOUNT 2  :                      EMPLOYEE ADVANCE :
1099 WITHHELD AMT  :             30.00    FACTOR NUMBER    :    561708740 A
GL EXTRACT DATE    :                      CURRENCY         :
ACCRUAL CANC DATE  :                      PAYMENT EQUIV    :               .00
GL REVERSE DATE    :                      DISCOUNT EQUIV   :               .00
```

8. Press **ENTER** to access the *Document Comment Inquiry (DCI)* screen. The *DCI* screen displays the comments recorded for this document (e.g., vendor information, information between processors).

```
OCP AP                   DOCUMENT COMMENT INQUIRY                      DCI
267 - NO COMMENTS FOUND FOR THIS INVOICE BEGINNING WITH THIS SEQUENCE NUMBER
NEXT FUNCTION: ________ ACTION: ________ HISTORY: _        06/30/2011  09:01:55

================================================================================

PAY ENTITY           : XXPT             DOCUMENT NUMBER  :    4568151566781
VENDOR/EMP SHORT NAME: JACKSONWILLIAMA  DOCUMENT DATE    : 02/18/2007
VENDOR/EMP NUMBER    :  123121234 A     BEGINNING SEQ NBR: ___

SEQ                                  COMMENTS









                          PAGE:    1 STATUS: END OF LIST
```

Comments that are entered on the *Document Level Comments (DLC)* screen default to the *Document Comment Inquiry (DCI)* screen.

9. Press **ENTER** to access the *Document Detail Line List (DLL)* screen. The *DLL* screen:
   - Details every line assigned to a document, multiple payment or partial payment
   - Shows the expense amount and distribution of the line
   - Allows for the selection of a line for further information on the following screens:

     — *Document Line Additional Information (DLA)*
     — *Document Distribution Line History (DLH)*

```
OCP AP                    DOCUMENT DETAIL LINE LIST                    DLL

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _        06/30/2011  09:09:26

================================================================================
PAY ENTITY          : XXPT              VEND/EMP NBR:  123121234 A
VEND/EMP SHORT NAME: JACKSONWILLIAMA   DOCUMENT NBR:    4568151566781
DOCUMENT DATE       : 02/18/2007       PAYMENT NBR : 001     PRTL PYMT NBR: 000
DOCUMENT STATUS     : PD-FULL
================================================================================

PYMT PRTL DOC    EXPENSE AMOUNT    EXP  CO        ACCOUNT          CENTER    SEL
NBR  NBR  LINE
001  000  0001            750.00  001 1201 532132             10002000      10




                          PAGE:    1 STATUS: END OF LIST
```

10. Type **C** in the SEL field to access the *Detail Line Additional Information (DLA)* screen and press **ENTER**. The *DLA* screen shows additional detail information for the line.

```
OCP AP              DETAIL LINE ADDITIONAL INFORMATION                DLA

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _        06/30/2011  09:15:45
BROWSE: _
===============================================================================
PAY ENTITY   : XXPT                VEND/EMP NBR:  123121234 A
SHORT NAME   : JACKSONWILLIAMA     DOCUMENT NBR:    4568151566781
DOCUMENT DATE: 02/18/2007          PAYMENT NBR : 001  PRTL NBR: 000  LINE: 0001
CURRENCY CODE   :
LINE EXP AMOUNT :            750.00         DESCRIPTION : PHYSICALS FOR PRISON
PO REFERENCE    : XXBS 1290000000           ITEM NUMBER : GN94874
PACKING SLIP NBR:                           PO LINE NBR : 0001
BID NUMBER      :                           LOT NO      : 000
QUANTITY        :          5                PROJ/NCG/FED:
SALES/TAX VAT   :                           UOM         : EA
ADDITIONAL COST :                           FREIGHT     :
OPTIONAL AMOUNT :                           VARIANCE AMT:
USE TAX CODE    :                           DISCOUNT AMT:
INTERCO REC     :                           1099 CODE   : M6
ACCOUNT RULE    : 01
GL DESC 1:                                  GL DESC 2   :
GL DESC 3:                                  USER FIELD  :
BC STATUS:               BC OPER: 000000    ACTIVITY DT :
PTS :                                     FA:
```

11. Press **ENTER** to return to the *Document Detail Line List (DLL)* screen.

```
OCP AP                    DOCUMENT DETAIL LINE LIST                    DLL

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _        06/30/2011  09:09:26

===============================================================================
PAY ENTITY         : XXPT              VEND/EMP NBR:  123121234 A
VEND/EMP SHORT NAME: JACKSONWILLIAMA   DOCUMENT NBR:    4568151566781
DOCUMENT DATE      : 02/18/2007        PAYMENT NBR : 001     PRTL PYMT NBR: 000
DOCUMENT STATUS    : PD-FULL
===============================================================================

PYMT PRTL DOC    EXPENSE AMOUNT    EXP  CO        ACCOUNT         CENTER    SEL
NBR  NBR  LINE
001  000  0001             750.00  001 1201 532132             10002000      12




                          PAGE:    1 STATUS: END OF LIST
```

12. Type **H** in the SEL field to display the *Document Distribution Line History (DLH)* screen and press **ENTER**. The *DLH* screen indicates whether the General Ledger lines have been charged since the document was first entered and, if so, how they were changed.

```
OCP AP               DOCUMENT DISTRIBUTION LINE HISTORY                DLH

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _        06/30/2011  09:21:16
BROWSE:  _
================================================================================
PAY ENTITY   : XXPT                VEND/EMP NBR:  123121234 A
SHORT NAME   : JACKSONWILLIAMA     DOCUMENT NBR:    4568151566781
DOCUMENT DATE: 02/18/2007          PAYMENT NBR : 001  PRTL NBR  000  LINE  0001

CURRENCY CODE   :                  GL EFF CHG DATE : 02/19/2007

FROM               TO                      AMOUNT
EXPENSE IND     : 001                 001                          750.00
EXPENSE COMPANY : XX01                XX01
EXPENSE ACCOUNT : 532132              532132
EXPENSE CENTER  : 10001000            10002000
SALES TAX/VAT   :
ADDITIONAL COST :
FREIGHT         :
OPTIONAL COST   :
VARIANCE AMOUNT :
DISCOUNT AMOUNT :
INTERCO REC     :
BC STATUS       :
```

13. Press **ENTER** to return to the *Document Detail Line List (DLL)* screen.

```
OCP AP                    DOCUMENT DETAIL LINE LIST                    DLL

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _        06/30/2011  09:09:26

================================================================================
PAY ENTITY         : XXPT              VEND/EMP NBR:  123121234 A
VEND/EMP SHORT NAME: JACKSONWILLIAMA   DOCUMENT NBR:    4568151566781
DOCUMENT DATE      : 02/18/2007        PAYMENT NBR : 001     PRTL PYMT NBR: 000
DOCUMENT STATUS    : PD-FULL
================================================================================

PYMT PRTL DOC    EXPENSE AMOUNT    EXP  CO        ACCOUNT         CENTER    SEL
NBR  NBR  LINE
001  000  0001             750.00  001 1201 532132             10002000      _









                          PAGE:    1 STATUS: END OF LIST
```

14. Press **ENTER** to return to the *Document List (DCL)* screen.

You have viewed all information for document number 4568151566781 through the *Document List (DCL)* screen.

Payment Inquiry

Overview

The inquiry screens described in this section are used to review payment information about documents. At times, you need to find information such as:

- Status of a payment
- When the payment was made
- What documents are referenced to that payment

You can inquire on a payment using two inquiry screens:

- The *Payment List (PYL)* screen displays the status of a series of payments (e.g., open, canceled, voided).

- The *Invoices By Payment Reference Number (IRL)* screen lists all documents that have been paid by the check number selected on the *PYL* screen.

WALKTHROUGH 35: Payment Inquiry

SCENARIO

A representative from News Command has called you. News Command received check number 0000222334 but does not know what invoices were paid on this check.

1. Type **PYL** in the NEXT FUNCTION field and press **ENTER** to access the *Payment List (PYL)* screen.

```
NCT AP                            PAYMENT LIST                              PYL

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _        06/30/2011  10:45:52

================================================================================

PAY ENTITY: (2)XPE VENDOR NBR: (3)44556666     SHORT NAME: (4)IONGARYM
BAP CODE  : ___   PAYMENT REFERENCE NUMBER: __________
BEGINNING PAYMENT DATE: __________ ENDING PAYMENT DATE: __________
BAP   PYMT REF            ------------ PAYMENT -------- CLEARANCE  REPLACE
CODE   NUMBER             AMOUNT    DATE TYPE  STAT        DATE    PYMT REF   S

06D  0000019180            250.00 02/20/04 S OPEN                             _




                                  STATUS: END OF LIST
```

2. Type your trade paying entity **(XXPT)** in the PAY ENTITY field. (This field may already be entered.)

3. Press the **SPACEBAR** or the **END** key (Erase to End of Field) to blank out the VENDOR NBR field.

4. Type **news@** over any data that defaulted in the SHORT NAME field and press **ENTER**.

If you know the BAP code and check number, you can enter that information in the BAP CODE and PAYMENT REFERENCE NUMBER fields, respectively. If you do so, you do not need to enter information in the PAY ENTITY, VENDOR NBR, or SHORT NAME fields.

```
NCT AP                          PAYMENT LIST                          PYL

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _        06/30/2011  10:51:29

===============================================================================

PAY ENTITY: XXPT VENDOR NBR:  131455345 B   SHORT NAME: NEWSCOMMAND
BAP CODE  : ___  PAYMENT REFERENCE NUMBER: __________
BEGINNING PAYMENT DATE: __________ ENDING PAYMENT DATE: __________
BAP   PYMT REF            ------------ PAYMENT -------- CLEARANCE  REPLACE
CODE   NUMBER             AMOUNT    DATE TYPE  STAT        DATE    PYMT REF   S

XXD  0000222334             50.00 04/01/07 M OPEN                            5
                                                                             _

                                STATUS: END OF LIST
```

5. Type **S** in the s field next to the line with the payment reference number 0000222334 and press **ENTER** to access the *Invoices By Payment Reference Number (IRL)* screen. Remember that the *IRL* screen lists all the documents that have been paid by the check number you entered or chose on the *Payment List (PYL)* screen.

```
OCP AP               INVOICES BY PAYMENT REFERENCE NUMBER              IRL

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _        06/30/2011  10:54:15

===============================================================================
BANK ACCT PAY CODE: XXD               PYMT REF NUMBER: 0000222334
PAYMENT DATE      : 04/01/2007        PAYMENT AMOUNT :             50.00
VENDOR NUMBER     :  131455345 B      NEWS COMMAND
FACTOR NUMBER     :
PO BOX 964
BYERS                       NJ

PAY         INVOICE       INVOICE    PYMT  PRTL            PAYMENT
ENTITY       NUMBER          DATE     NBR   NBR              AMOUNT       ACT
XXPT          NEWS-1001  01/01/2007  001   000               15.00       ____
XXPT          NEWS-1002  02/01/2007  001   000               15.00       ____
XXPT          NEWS-1003  03/01/2007  001   000               20.00       ____

STATUS: END OF LIST
```

The documents that were covered by check number 0000222334 have been found using the *Payment List (PYL)* screen and the *Invoice By Payment Reference Number (IRL)* screen.

Online Help

Overview

The NCAS has helpful information available on the accounts payable screens. By typing **HELP** or **?** in the ACTION field and pressing **ENTER**, you can access documentation for the current screen. This includes field descriptions, considerations, and error messages.

Field descriptions are found on the data entry screens. A brief description of the field is given, as well as valid options and whether or not the field is required. Considerations include notes and reminders, a list of key fields, and valid commands and processing options. Error messages provide additional clarification of the error messages that display at the top of the screen, and may also indicate a cause or possible corrective action.

Type **END** in the BLANK (NEXT PAGE) field and press **ENTER** to return to the accounts payable screen.

WALKTHROUGH 36: Accessing the HELP Screen

SCENARIO

You want to search for a document on the Document Control List (DCL) screen, but you are not sure what search criteria you are required to enter.

You decide to use the *HELP* screen to aid you in setting up your search.

1. Type **DCL** in the NEXT FUNCTION field and press **ENTER** to access the *Document Control List (DCL)* screen.

```
OCP AP                          DOCUMENT LIST                          DCL
111 - PAY ENTITY MUST BE ENTERED
NEXT FUNCTION: _________ ACTION: _________ HISTORY: _        06/30/2011  13:55:35
REQUEST: _________
================================================================================
PAY ENTITY  : ____                  CONTROL DATE : __________ CONTROL NBR: ____
SHORT NAME  : ________________      VEND/EMP NBR : __________ __
DOCUMENT DTE: __________ __________ DOCUMENT STAT: ____________
DOCUMENT NBR: ________________      DOCUMENT AMT : ___________________ CURR: ____
LIST MRQ INV: _                     DOCUMENT AMT2: ___________________ - SELECT -
VEN/EMP NBR  DOCUMENT NUMBER  DOCUMENT     GROSS AMOUNT   CURR STATUS DGI DCI
DATE                       CODE          DPA DLL









PAGE:      STATUS:
```

2. Type **HELP** (or **?)** in the ACTION field and press **ENTER** to access the *HELP* screen

```
                        SYSTEM 06  SCREEN 302  PAGE 001

AP302 - DOCUMENT LIST (DCL)

THIS SCREEN DISPLAYS A LIST OF ACTIVE OR PURGED INVOICES OR EMPLOYEE EXPENSES
ACCORDING TO CRITERIA YOU DETERMINE. IT SHOWS SUMMARY INFORMATION ABOUT EACH
DOCUMENT, INCLUDING STATUS. SELECT THE DOCUMENT AND THE INQUIRY SCREEN FOR
FURTHER INFORMATION.

FOR FURTHER INFORMATION, REFER TO THE FOLLOWING PAGES:

FIELD DESCRIPTIONS                  100

CONSIDERATIONS                      200

ERROR MESSAGES                      300

CUSTOMIZED HELP                     900


*** PLEASE CONSULT YOUR DOCUMENTATION FOR MORE INFORMATION ***


ENTER NEXT PAGE NO.  BLANK(NEXT PAGE). ___ 'END' TO TERMINATE HELP
```

3. Press **ENTER** to access the field description screens.

4. Press **ENTER** again to view each field name along with a description for that screen (*DCL*) until the consideration screen displays.

5. When you have finished reading the help information, type **END** in the BLANK (NEXT PAGE) field and press **ENTER** to return to the *DCL* screen.

Reports

NC Exporter

In addition to using inquiry screens to access information on vendors, documents, and payments, there are a number of reports available in the NC Exporter (X/PRT).

To view Accounts Payable NC Exporter reports, please refer to the following link:

http://osc.nc.gov/state-employees/ncas/ncas-production-reports-mm

Each report will have samples of reports and an explanation of the content and uses for the report.

The reports in NC Exporter will give data as of the last production run for NCAS.

Information Expert

Information Expert (IE) is the mainframe reporting tool used to produce most of the NCAS reports viewable in X/PTR. But IE is also a powerful analytical tool. IE can produce reports in the familiar production formats but with data ranges broadened or narrowed to suit a particular need. The OSC provides dozens of analytical reports that have been developed to support NCAS users. Reports can be produced for periods that are no longer available by online inquiry or in X/PTR. All NCAS business applications can be accessed using IE. IE provides a simple way for non-technical users to produce reports.

Information on Information Expert Accounts Payable reports can also be viewed on OSC's website at the following link:

http://osc.nc.gov/state-agencies/north-carolina-accounting-system-ncas/ncas-reports/accounts-payable-reports

For more information regarding how to run Information Expert (IE) reports, please refer to the *IE01 Using IE in the NCAS Environment* training manual. You may also check the class schedule if you are interested in learning Information Expert.

Procedure 1: Requesting the Addition of a Trade Vendor

🗁 Before entering any invoices, you must first check the Statewide Trade Vendor File to see if the vendor exists. If it does not, then you must request the Office of State Controller to add the vendor to the file.

After accessing the Accounts Payable module:

1. Type **VSL** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Short Name Lookup (VSL)* screen.

2. Type **your paying entity (XXPT)** in the PAY ENTITY field.

3. Type **part of the vendor name followed by the @ symbol** in the SHORT NAME field and press **ENTER** to view the *VSL* screen.

   🗁 The symbol "@" allows you to type part of a vendor name to access all vendors beginning with the specified letters.

4. Type **VSU** in the NEXT FUNCTION field if a vendor is not listed on the *VSL* screen.

5. Press **ENTER** to access the *Vendor Setup (VSU)* screen and to request the addition of a vendor.

6. Type **VADD** in the PAY ENTITY field.

   🗁 VADD stores vendor names temporarily until they are added to the Statewide Trade Vendor File.

7. Type the **vendor number** (federal ID or social security number) in the VENDOR NO field. (Do not type the hyphens.)

8. Type the **vendor name** in the VENDOR NAME field.

9. Type **a valid vendor type code** in the VENDOR TYPE field. The following are the valid codes:

   D = direct vendor (no purchase order issued)
   M = matching vendor (only grants, contracts, and Motor Fleet vendors)

10. Type the **vendor's fax number** in the FAX field, if available.

    🗁 This field is *not* required.

11. Type the **vendor's address** in the ADDR LINE 2 and ADDR LINE 3 fields of the REMIT TO section.

🗁 Verify that the city is typed into ADDRESS LINE 3 for reporting purposes.

12. Type the **vendor's phone number** in the PHONE field if applicable.

    🗁 If the vendor has a toll-free number, type that number in the PHONE field and the vendor's regular phone number in the OPT ADDR 1 field.

13. Type the **vendor's state** in the STATE CODE field.

14. Type the **vendor's zip code** (including the "plus 4" zip) in the POSTAL CODE field.

15. Type **additional vendor information** in the OPT ADDR 1 and OPT ADDR 2 fields. Additional information might include:

    - Second phone number
    - Company status

16. Type **your name, phone number, and agency** in the OPT ADDR 2 field to provide additional information identifying the person submitting the vendor request.

    Example: Jane – 828-358-3546 @ DOJ/JA

17. Type the **contact person's name** in the CONTACT field.

18. Press **ENTER** to add the vendor.

19. If the vendor has been entered correctly, the system validates the entry. The following message is displayed: **VENDOR HAS BEEN ADDED TO THE SYSTEM. HIT ENTER!**

20. Press **ENTER** to send your request to the OSC.

Procedure 2: Requesting the Change of a Trade Vendor Before it has been Added

After accessing the Accounts Payable module:

1. Type **VSL** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Short Name Lookup (VSL)* screen.

2. Type **VADD** in the PAY ENTITY field.

3. Type **the Julian date of your request** and **"@"** (e.g., 254@) in the SHORT NAME field and press **ENTER** to display the vendors you have requested to be added.

4. Type **VSU** in the ACTIVITY field of the requested vendor and press **ENTER** to access the *Vendor Setup (VSU)* screen.

5. Type **C** in the REQUEST field and press **ENTER** to indicate that you are *changing* information about the vendor.

6. Type the **changed information** over the existing information for all fields that need to be corrected.

7. Type **your name, phone number, and agency** in the OPT ADDR 2 field to provide additional information identifying the person submitting the change request.

   Example: Jane – 828-358-3546 @ DOJ/JA

8. Press **ENTER** to complete the change request.

Procedure 3: Requesting the Change of a Trade Vendor after it has been Added

🗁 If a vendor's information needs to be changed, this procedure should be used. If you are are not sure if the vendor's change qualifies to have a new vendor group to be setup, call Support Services at (919) 707-0795.

After accessing the Accounts Payable module:

1. Type **VSL** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Short Name Lookup (VSL)* screen.

2. Type **your paying entity** (XXPT) in the PAY ENTITY field.

3. Type **part of the vendor name followed by the @ symbol** in the SHORT NAME field and press **ENTER** to display the vendors you have requested starting with those letters.

4. Type **VSU** in the ACTIVITY field of the requested vendor and press **ENTER** to access the *Vendor Setup (VSU)* screen.

5. Type **VADD** over your paying entity in the PAY ENTITY field to indicate a *change* to the file.

6. Type the **name of the vendor** in the VENDOR NAME field.

7. Type **any new or changed information** over the existing information for all fields that need to be corrected or changed. Type the changed information in the correct fields.

   • New or changed information may include:

   - phone numbers
   - zip codes (including the "plus 4" zip)
   - contact information

8. Type **your name, phone number, and agency** in the OPT ADDR 2 field to provide additional information identifying the person submitting the change request.

   Example: Jane – 828-358-3546 @ DOJ/JA

9. Press **ENTER** to process the change request. The system displays the following message: **VENDOR HAS BEEN ADDED TO THE SYSTEM. HIT ENTER!**

10. Press **ENTER** again to complete the change request.

- If the vendor's address, company name, or federal tax ID number needs to be changed, please submit the change as a VADD pay entity.

Procedure 4: Adding an Employee Vendor

🗁 Before entering a travel advance or employee reimbursement, check the Employee Vendor File to see if the vendor exists.

After accessing the Accounts Payable module:

1. Type **VSL** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Short Name Lookup (VSL)* screen.

2. Type **your employee paying entity (XXPE)** in the PAY ENTITY field.

3. Type **part of an employee name followed by the @ symbol** in the SHORT NAME field and press **ENTER** to view the *VSL* screen. (Enter the last name first, e.g., millermike@.)

    🗁 The symbol "@" allows you to type part of an employee name to access all employees beginning with the specified letters.

4. Type **VSU** in the NEXT FUNCTION field if a vendor is not listed on the *VSL* screen.

5. Press **ENTER** to access the *Vendor Setup (VSU)* screen and to request the addition of an employee as a vendor.

6. Type **your employee paying entity (XXPE)** in the PAY ENTITY field.

7. Type the **employee's BEACON ID number** in the VENDOR NO field. (Do not type the hyphens.)

8. Type the **employee's name** in the VENDOR NAME field.

9. Type **E** in the VENDOR TYPE field to indicate that this is an *employee* vendor.

10. Type the **employee's last name** and **first name** in the SHORT NAME field. (Do not type any spaces between the names.)

11. Type the **employee's address** in the ADDR LINE 2 and ADDR LINE 3 fields of the REMIT TO section. ADDR LINE 3 is always the city (e.g., Raleigh.)

12. Type the **phone number** in the PHONE field.

13. Type the **employee's state** in the STATE CODE field.

14. Type the **employee's zip code** (including the "plus 4" zip) in the POSTAL CODE field.

15. Press **ENTER** to complete the entry and clear the screen.

🗁 If the employee vendor has been entered correctly, the system validates the entry.

16. Type **G** in the REQUEST field and press **ENTER** to display the vendor record.

17. Type **VGN** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor General Information (VGN)* screen.

18. Type **today's date** in the VEND ADD field to track the date of the addition of the vendor to the system.

19. Press **ENTER** to process the *VGN* screen.

20. Type **G** in the REQUEST field and press **ENTER** to display the vendor record.

21. Type **VPN** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Payable Information (VPN)* screen.

22. Type the **employee's BEACON ID number** in the TAX ID NUMBER field and press **ENTER** to complete the entry.

Procedure 5: Changing an Employee Vendor

After accessing the Accounts Payable module:

1. Type **VSL** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Short Name Lookup (VSL)* screen.

2. Type **your employee paying entity (XXPE)** in the PAY ENTITY field.

3. Type **part of an employee name followed by the @ symbol** in the SHORT NAME field and press **ENTER** to view the *VSL* screen. (Enter the last name first, e.g., millermike@.)

   🗁 The symbol "**@**" allows you to type part of an employee name to access all employees beginning with the specified letters.

4. Type **VSU** in the ACTIVITY field of the requested vendor and press **ENTER** to access the *Vendor Setup (VSU)* screen.

5. Type **C** in the REQUEST field and press **ENTER** to indicate that you are *changing* information about the employee vendor.

6. Type the **employee's short name** in the SHORT NAME field and press **ENTER**.

7. Type the **changed information** over the existing information for all fields needed to be corrected.

8. Press **ENTER** to complete the change request.

Procedure 6: Adding a Non-Trade Vendor

🗁 Non-trade vendors are not shared with any other agencies.

After accessing the Accounts Payable module:

1. Type **VSU** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Setup (VSU)* screen.
2. Type **the non-trade paying entity (XXPN)** in the PAY ENTITY field.

   🗁 Your agency and OSC determines the non-trade paying entity code.
3. Type the **vendor's federal ID number OR social security number OR agency specific assigned number OR *(for auto generate)** in the VENDOR NO field. (Do not type the hyphens.)

   > If agency wants to use the auto-generate feature in NCAS, OSC will need to be notified first in order to activate this feature for your non-trade pay entity.

4. Type the **vendor's group letter** in the GROUP field, if applicable.
5. Type the **vendor's name** in the VENDOR NAME field.
6. Type **D** in the VENDOR TYPE field to indicate that this is a *direct* vendor.
7. Type the **vendor name** in the SHORT NAME field. (Do not type any spaces between the names.)

   🗁 For an individual, type the last name followed by the first name.
8. Type the **vendor's phone number** in the PHONE field.
9. Type the **vendor's street address** in the ADDR LINE 2 field of the REMIT TO section.
10. Type the **vendor's state** in the STATE CODE field.

    🗁 If this address is located outside the US, leave this field *blank*.
11. Type **Y** in the VAL field for US addresses.

    🗁 For foreign addresses, type an **N**.
12. Type the **vendor's city** in the ADDR LINE 3 field of the REMIT TO section.

    🗁 If the address is located outside the US, type the city name, province (if applicable) and nation in the ADDR LINE 3 field of the REMIT TO section.

13. Type the **vendor's zip code** (including the "plus 4" zip) in the POSTAL CODE field.

14. Type a **contact name** at the vendor's company in the CONTACT field.

15. Press **ENTER** to add this vendor to your non-trade paying entity and to clear the screen.

16. Type **G** in the REQUEST field and press **ENTER** to display the vendor record.

17. Type **VGN** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor General Information (VGN)* screen.

18. Type the vendor's business characteristic in the CATEGORY CODES 1 field.

> You can locate the corresponding Category Codes on the *Description Table (DTL)* screen.
>
> - Type **DTL** in the NEXT FUNCTION field and press **ENTER** to access the *Description Table (DTL)* screen.
> - Type your **paying entity (XXPN)** in the ENTITY field.
> - Type **pay** in the ENTITY TYPE field and press **ENTER**.
> - Once you have located the appropriate code, access the *VGN* screen to add the code.
>
> 🗁 An example of an often used Category Code is **TAX**. This code is used to describe a "Tax Exempt, Non-Profit Vendor."

> An abbreviated list of the most used Category Codes can be found in **QRG 3: Post Office and Incorporated Cities and Towns.**

19. Type the remit-to county code in the CATEGORY CODE 5 field.
    🗁 Type **999** in the CATEGORY CODE 5 field to indicate that a vendor is an out-of-State vendor.

> If you know the city in the remit-to address on the VSU screen, you can identify the county code using **QRG 2: Post Office and Incorporated Cities and Towns.**
>
> If you know the county name, you can find the corresponding code on the *Description Table (DTL)* screen.
>
> Once you have located the appropriate code, access the *VGN* screen to add the code.

20. Type **today's date** in the VEND ADD field to track the date of the addition of the vendor to the system.

21. Press **ENTER** to process the *VGN* screen.

22. Type **G** in the REQUEST field and press **ENTER** to display the vendor record.

23. Type **VPN** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Payable Information (VPN)* screen.

24. Type **the vendor's tax identification number (TIN)** in the TAX ID NUMBER field to add the tax ID number.

    🗁 If there is no TIN in this field and this vendor has a 1099 transaction, an automatic 30% is withheld from that transaction.

25. Press **ENTER** to add the vendor as a non-trade vendor.

Procedure 7: Entering a Control Group

🗁 Make sure you have received a completed Control Group Header sheet.

After accessing the Accounts Payable module:

1. Type **CDE** in the NEXT FUNCTION field and press **ENTER** to access the *Control Document Entry (CDE)* screen.
2. Type **your paying entity (XXPT)** in the PAY ENTITY field.
3. Type **the control group number** in the CONTROL NUMBER field. This number corresponds to the control group number on the Control Group Header sheet.
4. Type **the control group total amount** in the CNTL AMT field. This field reflects the total of all invoices in the control group.
5. Type **your first and last initials** in the APPL AREA field (or an agency-assigned code.)
6. Type **a valid entry method** for matching entry in the ENTRY METHOD field. The following are valid entry types:

   D = *direct* entry
   M = *matching* entry
   E = *employee* reimbursement entry

7. Press **ENTER** to process the control header information and to access the *Invoice Matching (IMP)* screen. The following screens apply:

   D accesses the *Invoice Worksheet 1 (IWS-1T)* screen
   M accesses the *Invoice Matching (IMP)* screen
   E accesses the *Employee Worksheet 1 (EWS-1T)* screen

Procedure 8A: Entering Direct Invoices (without tax)

🗁 Make sure you have received a completed Control Group Header sheet.

After completing the *Control Document Entry (CDE)* screen and accessing the *Invoice Worksheet 1 (IWS-1T)* screen:

1. Type the **invoice number** in the INVOICE NUMBER field.

2. Type the **invoice date** in the DATE field. This date is used to determine the payment due date based on the payment terms code.

3. Type the **vendor short name@** in the VENDOR SHORT NM field and press **ENTER**.

   🗁 If you access the *Vendor Setup (VSL)* screen, choose the appropriate vendor. Type **R** in the ACTIVITY field and press **ENTER** to *return* to the *IWS-1T* screen.

4. If any messages display, read the messages and press **ENTER** to override the messages and continue entering the invoice.

5. Verify that the appropriate payment terms have defaulted into the TERMS CODE field. Update this field if necessary.

   🗁 You can access the *Payment Terms Code List (PTL)* screen to obtain a list of payment terms and their corresponding codes. Type **BACK** in the NEXT FUNCTION field and press **ENTER** to return to the *IWS-1T* screen.

6. To add a remit message to the check, access the *Remit Message List (RML)* screen by typing **RML** in the NEXT FUNCTION field and pressing **ENTER** (or enter the message directly on the *IWS-1T* screen and press **ENTER**. Then skip to Step 10.)

7. Type **your paying entity (XXPT)** in the PAY ENTITY field and press **ENTER** to review the remit message.

8. Once you have located the appropriate message on the *RML* screen, type **R** in the NEXT FUNCTION field and press **ENTER** to *return* to the *IWS-IT* screen.

9. Type the **three-character code** that corresponds to the message in the first REMIT MSG field.

10. At the 0001 line, type the **first line total amount** in the AMOUNT/PERCENT field to indicate the amount of the first line of the invoice.

11. Type **your company number** in the CO field.

12. Type the **account number** in the ACCOUNT field.

13. Type the **center number** in the CENTER field.

14. If there is a **NO** in the 99 field, you must override the NO with the applicable 1099 code.

15. Type **TNL** in the NEXT FUNCTION field and press **ENTER** to access the *1099 Codes List (TNL)* screen.

16. Press **ENTER** to view the 1099 codes. Scroll down to locate the correct 1099 code to process the invoice line.

17. Type **R** in the NEXT FUNCTION field and press **ENTER** to *return* to the *Invoice Worksheet 1 (IWS-IT)* screen.

18. Type **the 1099 code** over the NO in the 99 field of the invoice line.

19. Type the **total invoice amount** in the GROSS AMOUNT field.

20. Type **NEXT** or **N** in the REQUEST field and press **ENTER** to balance the document.

Procedure 8B: Entering Direct Invoices (with tax)

🗁 Make sure you have received a completed Control Group Header sheet.

After completing the *Control Document Entry (CDE)* screen and accessing the *Invoice Worksheet 1 (IWS-1T)* screen:

1. Type the **invoice number** in the INVOICE NUMBER field.

2. Type the **invoice date** in the DATE field. This date is used to determine the payment due date based on the payment terms code.

3. Type the **vendor short name@** in the VENDOR SHORT NM field and press **ENTER**.

   🗁 If you access the *Vendor Setup (VSL)* screen, choose the appropriate vendor. Type **R** in the ACTIVITY field and press **ENTER** to *return* to the *IWS-1T* screen.

4. If any messages display, read the messages and press **ENTER** to override the messages and continue entering the invoice.

5. Type the **county code** in the COUNTY CODE field.

6. Verify that the appropriate payment terms have defaulted into the TERMS CODE field. Update this field if necessary.

   🗁 You can access the *Payment Terms Code List (PTL)* screen to obtain a list of payment terms and their corresponding codes. Type **BACK** in the NEXT FUNCTION field and press **ENTER** to return to the *IWS-1T* screen.

7. To add a remit message to the check, access the *Remit Message List (RML)* screen by typing **RML** in the NEXT FUNCTION field and pressing **ENTER** (or enter the message directly on the *IWS-1T* screen and press **ENTER**. Then skip to Step 11.)

8. Type **your paying entity (XXPT)** in the PAY ENTITY field and press **ENTER** to review the remit message.

9. Once you have located the appropriate message on the *RML* screen, type **R** in the NEXT FUNCTION field and press **ENTER** to *return* to the *IWS-IT* screen.

10. Type the **three-character code** that corresponds to the message in the first REMIT MSG field.

11. At the 0001 line, type the **first line total amount** in the AMOUNT/PERCENT field to indicate the amount of the first line of the invoice.

12. Type **your company number** in the CO field.

13. Type the **account number** in the ACCOUNT field.

14. Type the **center number** in the CENTER field.

15. If no tax is prorated against this line, type **N** in the T field (part of the FTAD field) to indicate that a portion of the total tax is not to be expensed.

    ☞ If there is only one line of expense, proceed to the next step. If there is more than one line of expense, repeat Steps 10 through 14 and then proceed with Step 15.

16. If there is a **NO** in the 99 field, you must override the NO with the applicable 1099 code.

17. Type **TNL** in the NEXT FUNCTION field and press **ENTER** to access the *1099 Codes List (TNL)* screen.

18. Press **ENTER** to view the 1099 codes. Scroll down to locate the correct 1099 code to process the invoice line.

19. Type **R** in the NEXT FUNCTION field and press **ENTER** to *return* to the *Invoice Worksheet 1 (IWS-IT)* screen.

20. Type **the 1099 code** over the NO in the 99 field of the invoice line.

21. Type the **sales tax value** in the second blank space of the SALES TAX/VAT field to identify the tax amount to be posted to the General Ledger for the entire invoice.

22. Type the **total invoice amount** in the GROSS AMOUNT field.

23. Type **NEXT** or **N** in the REQUEST field and press **ENTER** to balance the document.

Procedure 9A: Applying a Debit or Credit Memo for Direct Invoices (without tax)

After completing the *Control Document Entry (CDE)* screen and accessing the *Invoice Worksheet 1 (IWS-1T)* screen:

1. Type **CDE** in the NEXT FUNCTION field and press **ENTER** to access the *Control Document Entry (CDE)* screen.

2. Type **your paying entity (XXPT)** in the PAY ENTITY field.

3. Type the **control group number** in the CONTROL NUMBER field. This number corresponds to the control group number on the Control Group Header sheet.

4. Type the **control group total amount** in the CNTL AMT field. This field reflects the total of all invoices in the control group.

5. Type **your first and last initials** in the APPL AREA field.

6. Type **D** in the ENTRY METHOD field to indicate a *direct* entry.

7. Press **ENTER** to process the control header information and access the *Invoice Worksheet 1 (IWS-1T)* screen.

8. Type the **invoice number** in the INVOICE NUMBER field.

9. Type the **invoice date** in the DATE field. This date is used to determine the payment due date based on the payment terms code.

10. Type the **vendor short name@** in the VENDOR SHORT NM field and press **ENTER**.

    🗁 If you access the *Vendor Setup (VSL)* screen, select the appropriate vendor. Type **R** in the ACTIVITY field and press **ENTER** to *return* to the *IWS-1T* screen.

11. Type **D** for *debit* memo or **C** for *credit* memo in the CM/DM field.

12. If any messages display, read the messages and press **ENTER** to override the messages and continue entering the invoice.

13. At the 0001 line, type the **first line total amount** in the AMOUNT/PERCENT field to indicate the amount of the first line of the invoice.

14. Type **your company number** in the CO field.

15. Type the **account number** in the ACCOUNT field.

16. Type the **center number** in the CENTER field.

17. If there is a **NO** in the 99 field, you must override the NO with the applicable 1099 code.

18. Type **TNL** in the NEXT FUNCTION field and press **ENTER** to access the *1099 Codes List (TNL)* screen.

19. Press **ENTER** to view the 1099 codes. Scroll down to locate the correct 1099 code to process the invoice line.

20. Type **R** in the NEXT FUNCTION field and press **ENTER** to *return* to the *Invoice Worksheet (IWSIT)* screen.

21. Type the **1099 code** over the NO in the 99 field of the invoice line.

22. Type the **total invoice amount** in the GROSS AMOUNT field.

23. Type **NEXT** or **N** in the REQUEST field and press **ENTER** to balance the document.

Procedure 9B: Applying a Debit or Credit Memo for Direct Invoices (with tax)

After completing the *Control Document Entry (CDE)* screen and accessing the *Invoice Worksheet 1 (IWS-1T)* screen:

1. Type **CDE** in the NEXT FUNCTION field and press **ENTER** to access the *Control Document Entry (CDE)* screen.

2. Type **your paying entity (XXPT)** in the PAY ENTITY field.

3. Type the **control group number** in the CONTROL NUMBER field. This number corresponds to the control group number on the Control Group Header sheet.

4. Type the **control group total amount** in the CNTL AMT field. This field reflects the total of all invoices in the control group.

5. Type **your first and last initials** in the APPL AREA field.

6. Type **D** in the ENTRY METHOD field to indicate a *direct* entry.

7. Press **ENTER** to process the control header information and access the *Invoice Worksheet 1 (IWS-1T)* screen.

8. Type the **invoice number** in the INVOICE NUMBER field.

9. Type the **invoice date** in the DATE field. This date is used to determine the payment due date based on the payment terms code.

10. Type the **vendor short name@** in the VENDOR SHORT NM field and press **ENTER**.

    🗁 If you access the *Vendor Setup (VSL)* screen, select the appropriate vendor. Type **R** in the ACTIVITY field and press **ENTER** to *return* to the *IWS-1T* screen.

11. Type **D** for *debit* memo or **C** for *credit* memo in the CM/DM field.

12. If any messages display, read the messages and press **ENTER** to override the messages and continue entering the invoice.

13. Type the **county code** in the COUNTY CODE field.

14. At the 0001 line, type the **first line total amount** in the AMOUNT/PERCENT field to indicate the amount of the first line of the invoice.

15. Type **your company number** in the CO field.

16. Type the **account number** in the ACCOUNT field.

17. Type the **center number** in the CENTER field.

18. If no tax is prorated against this line, type **N** in the T field (part of the TFAD field) to indicate that a portion of the total tax is not to be expensed.

    🗁 If there is only one line of expense, proceed to the next step. If there is more than one line of expense, repeat Steps 14 through 17 and then proceed with Step 19.

19. If there is a **NO** in the 99 field, you must override the NO with the applicable 1099 code.

20. Type **TNL** in the NEXT FUNCTION field and press **ENTER** to access the *1099 Codes List (TNL)* screen.

21. Press **ENTER** to view the 1099 codes. Scroll down to locate the correct 1099 code to process the invoice line.

22. Type **R** in the NEXT FUNCTION field and press **ENTER** to *return* to the *Invoice Worksheet (IWSIT)* screen.

23. Type the **1099 code** over the NO in the 99 field of the invoice line.

24. Type the **sales tax value** in the second blank space of the SALES TAX/VAT field to identify the tax amount to be posted to the General Ledger for the entire invoice.

25. Type the **total invoice amount** in the GROSS AMOUNT field.

26. Type **NEXT** or **N** in the REQUEST field and press **ENTER** to balance the document.

Procedure 10A: Entering Recurring Payments (without tax)

🗁 Make sure you have received a completed Control Group Header sheet.

After completing the *Control Document Entry (CDE)* screen and accessing the *Invoice Worksheet 1 (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 short name@** in the VENDOR SHORT NM field and press **ENTER**.

   🗁 If you access the *Vendor Short Name Lookup (VSL)* screen, select the appropriate vendor. Type **R** in the ACTIVITY field and press **ENTER** to *return* to the *IWS-1T* screen.

4. If any messages display, read the messages and press **ENTER** to override the messages and continue entering the invoice.
5. Type **Y** in the MULTI PYMT field to indicate that recurring payments will be set up for this invoice.
6. Remove the **terms code** from the TERMS CODE field and press **ENTER**.
7. To add a remit message to the check, access the *Remit Message List (RML)* screen by typing **RML** in the NEXT FUNCTION field and pressing **ENTER** (Or enter the message directly on the *IWS-1T* screen and press **ENTER**. Then skip to Step 11.).
8. Type **your paying entity (XXPT)** in the PAY ENTITY field and press **ENTER** to review the remit message.
9. Once you have located the appropriate message on the *RML* screen, type **R** in the NEXT FUNCTION field and press **ENTER** to *return* to the *IWS-IT* screen.
10. Type the **three-character code** that corresponds to the message in the first REMIT MSG field.
11. At the 0001 line, type the **first line total amount** in the AMOUNT/PERCENT field to indicate the amount of the first line of the invoice.
12. Type **your company number** in the CO field.
13. Type the **account number** in the ACCOUNT field.

14. Type the **center number** in the CENTER field.

15. Press **ENTER** to verify defaults.

16. If there is a **NO** in the 99 field, you must override the NO with the applicable 1099 code.

17. Type **TNL** in the NEXT FUNCTION field and press **ENTER** to access the *1099 Codes List (TNL)* screen.

18. Press **ENTER** to view the 1099 codes. Scroll down to find the correct 1099 code to process the invoice line.

19. Type **R** in the NEXT FUNCTION field and press **ENTER** to *return* to the *Invoice Worksheet 1 (IWS-IT)* screen.

20. Type **the 1099 code** over the NO in the 99 field of the invoice line.

21. Type the **total invoice amount** in the GROSS AMOUNT field.

22. Type **NEXT** or **N** in the REQUEST field and press **ENTER** to balance the document and access the *Multiple Payments (MPY)* screen.

23. On the *MPY* screen, type the **number of payments** in the NBR OF RECURRING PYMTS field.

24. Type the **payment amount** in the RECURRING PYMT AMOUNT field.

25. Type the **due date for the first payment** in the 1ST PAYMENT DUE DATE field. This date should correspond to the General Ledger effective date for the invoice.

26. Type one of the following codes in the FREQUENCY field to determine how often payments should be made.

W	Weekly
M	Monthly
Q	Quarterly
S	Semiannually
A	Annually

27. If the last payment should be held, type **H** in the LAST PAYMENT HOLD field. Otherwise, type **N** in the LAST PAYMENT HOLD field so that the last payment is not be held.

28. Press **ENTER** to complete the document.

Procedure 10B: Entering Recurring Payments (with tax)

🗁 Make sure you have received a completed Control Group Header sheet.

After completing the *Control Document Entry (CDE)* screen and accessing the *Invoice Worksheet 1 (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 short name@** in the VENDOR SHORT NM field and press **ENTER**.

   🗁 If you access the *Vendor Short Name Lookup (VSL)* screen, select the appropriate vendor. Type **R** in the ACTIVITY field and press **ENTER** to *return* to the *IWS-1T* screen.

4. If any messages display, read the messages and press **ENTER** to override the messages and continue entering the invoice.
5. Type the **county code** in the COUNTY CODE field.
6. Type **Y** in the MULTI PYMT field to indicate that recurring payments will be set up for this invoice.
7. Remove the **terms code** from the TERMS CODE field and press **ENTER**.
8. To add a remit message to the check, access the *Remit Message List (RML)* screen by typing **RML** in the NEXT FUNCTION field and pressing **ENTER** (Or enter the message directly on the *IWS-1T* screen and press **ENTER**. Then skip to Step 12.)
9. Type **your paying entity (XXPT)** in the PAY ENTITY field and press **ENTER** to review the remit message.
10. Once you have located the appropriate message on the *RML* screen, type **R** in the NEXT FUNCTION field and press **ENTER** to *return* to the *IWS-IT* screen.
11. Type the **three-character code** that corresponds to the message in the first REMIT MSG field.
12. At the 0001 line, type the **first line total amount** in the AMOUNT/PERCENT field to indicate the amount of the first line of the invoice.
13. Type **your company number** in the CO field.

14. Type the **account number** in the ACCOUNT field.

15. Type the **center number** in the CENTER field.

16. If no tax is prorated against this line, type **N** in the T field (part of the TFAD field) to indicate that a portion of the total tax is not to be expensed.

    🗁 If there is only one line of expense, proceed to the next step. If there is more than one line of expense, repeat Steps 12 through 16 and then proceed with Step 17.

17. Press **ENTER** to verify defaults.

18. If there is a **NO** in the 99 field, you must override the NO with the applicable 1099 code.

19. Type **TNL** in the NEXT FUNCTION field and press **ENTER** to access the *1099 Codes List (TNL)* screen.

20. Press **ENTER** to view the 1099 codes. Scroll down to find the correct 1099 code to process the invoice line.

21. Type **R** in the NEXT FUNCTION field and press **ENTER** to *return* to the *Invoice Worksheet 1 (IWS-IT)* screen.

22. Type **the 1099 code** over the NO in the 99 field of the invoice line.

23. Type the **sales tax value** in the second blank space of the SALES TAX/VAT field to identify the tax amount to be posted to the General Ledger for the entire invoice.

24. Type the **total invoice amount** in the GROSS AMOUNT field.

25. Type **NEXT** or **N** in the REQUEST field and press **ENTER** to balance the document and access the *Multiple Payments (MPY)* screen.

26. On the *MPY* screen, type the **number of payments** in the NBR OF RECURRING PYMTS field.

27. Type the **payment amount** in the RECURRING PYMT AMOUNT field.

28. Type the **due date for the first payment** in the 1ST PAYMENT DUE DATE field. This date should correspond to the General Ledger effective date for the invoice.

29. Type one of the following codes in the FREQUENCY field to determine how often payments should be made.

    W Weekly
    M Monthly
    Q Quarterly
    S Semiannually
    A Annually

30. If the last payment should be held, type **H** in the LAST PAYMENT HOLD field. Otherwise, type **N** in the LAST PAYMENT HOLD field so that the last payment is not be held.

31. Press **ENTER** to complete the document.

Procedure 11A: Entering Variable Payments (without tax)

🗁 Make sure you have received a completed Control Group Header sheet.

After completing the *Control Document Entry (CDE)* screen and accessing the *Invoice Worksheet 1 (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 short name@** in the VENDOR SHORT NM field and press **ENTER**.

   🗁 If you access the *Vendor Setup (VSL)* screen, select the appropriate vendor. Type **R** in the ACTIVITY field and press **ENTER** to *return* to the *IWS-1T* screen.
4. If any messages display, read the messages and press **ENTER** to override the messages and continue entering the invoice.
5. Type **Y** in the MULTI PYMT field to indicate that variable payments will be set up for this invoice.
6. Remove the **terms code** from the TERMS CODE field and press **ENTER**.
7. To add a remit message to the check, access the *Remit Message List (RML)* screen by typing **RML** in the NEXT FUNCTION field and pressing **ENTER**. (Or enter the message directly on the *IWS-1T* screen and press **ENTER**. Then skip to Step 12.).
8. Type **your paying entity (XXPT)** in the PAY ENTITY field and press **ENTER** to review the remit message.
9. Once you have located the appropriate message on the *RML* screen, type **R** in the NEXT FUNCTION field and press **ENTER** to *return* to the *IWS-IT* screen.
10. Type the **three-character code** that corresponds to the message in the first REMIT MSG field.
11. At the 0001 line, type the **first line total amount** in the AMOUNT/PERCENT field to indicate the amount of the first line of the invoice.
12. Type **your company number** in the CO field.
13. Type the **account number** in the ACCOUNT field.
14. Type the **center number** in the CENTER field.
15. If there is a **NO** in the 99 field, you must override the NO with the applicable 1099 code.

16. Type **TNL** in the NEXT FUNCTION field and press **ENTER** to access the *1099 Codes List (TNL)* screen.

17. Press **ENTER** to view the 1099 codes. Scroll down to find the correct 1099 code to process the invoice line.

18. Type **R** in the NEXT FUNCTION field and press **ENTER** to *return* to the *Invoice Worksheet 1 (IWS-IT)* screen.

19. Type **the 1099 code** over the NO in the 99 field of the invoice line.

20. Type the **total invoice amount** in the GROSS AMOUNT field.

21. Type **NEXT** or **N** in the REQUEST field and press **ENTER** to balance the document and access the *Multiple Payments (MPY)* screen.

22. On the *MPY* screen, type the **due date for the first payment** in the VARIABLE DUE DATE 1 field.

23. Type the **amount of the first payment** in the VARIABLE AMOUNT 1 field.

24. Type the **due date for the second payment** in the VARIABLE DUE DATE 2 field.

    🗁 This due date should be after the due date for the first payment.

25. Type the **amount of the second payment** in the VARIABLE AMOUNT 2 field.

26. If there are more payments, type the **date** and **amount information** in the fields for the third and fourth payments in the remaining fields.

27. If the last payment should be held, type **H** in the LAST PAYMENT HOLD field. Otherwise, type **N** in the LAST PAYMENT HOLD field so that the last payment will not be held.

28. Press **ENTER** to complete the document.

Procedure 11B: Entering Variable Payments (with tax)

🗁 Make sure you have received a completed Control Group Header sheet.

After completing the *Control Document Entry (CDE)* screen and accessing the *Invoice Worksheet 1 (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 short name@** in the VENDOR SHORT NM field and press **ENTER**.
   🗁 If you access the *Vendor Setup (VSL)* screen, select the appropriate vendor. Type **R** in the ACTIVITY field and press **ENTER** to *return* to the *IWS-1T* screen.
4. If any messages display, read the messages and press **ENTER** to override the messages and continue entering the invoice.
5. Type the **county code** in the COUNTY CODE field.
6. Type **Y** in the MULTI PYMT field to indicate that variable payments will be set up for this invoice.
7. Remove the **terms code** from the TERMS CODE field and press **ENTER**.
8. To add a remit message to the check, access the *Remit Message List (RML)* screen by typing **RML** in the NEXT FUNCTION field and pressing **ENTER**. (Or enter the message directly on the *IWS-1T* screen and press **ENTER**. Then skip to Step 12.).
9. Type **your paying entity (XXPT)** in the PAY ENTITY field and press **ENTER** to review the remit message.
10. Once you have located the appropriate message on the *RML* screen, type **R** in the NEXT FUNCTION field and press **ENTER** to *return* to the *IWS-IT* screen.
11. Type the **three-character code** that corresponds to the message in the first REMIT MSG field.
12. At the 0001 line, type the **first line total amount** in the AMOUNT/PERCENT field to indicate the amount of the first line of the invoice.
13. Type **your company number** in the CO field.
14. Type the **account number** in the ACCOUNT field.
15. Type the **center number** in the CENTER field.

16. If no tax is prorated against this line, type **N** in the T field (part of the TFAD field) to indicate that a portion of the total tax is not to be expensed.

    🗁 If there is only one line of expense, proceed to the next step. If there is more than one line of expense, repeat Steps 12 through 16 and then proceed with Step 17.

17. If there is a **NO** in the 99 field, you must override the NO with the applicable 1099 code.

18. Type **TNL** in the NEXT FUNCTION field and press **ENTER** to access the *1099 Codes List (TNL)* screen.

19. Press **ENTER** to view the 1099 codes. Scroll down to find the correct 1099 code to process the invoice line.

20. Type **R** in the NEXT FUNCTION field and press **ENTER** to *return* to the *Invoice Worksheet 1 (IWS-IT)* screen.

21. Type **the 1099 code** over the NO in the 99 field of the invoice line.

22. Type the **sales tax value** in the second black space of the SALES TAX/VAT field to identify the tax amount to be posted to the General Ledger for the entire invoice.

23. Type the **total invoice amount** in the GROSS AMOUNT field.

24. Type **NEXT** or **N** in the REQUEST field and press **ENTER** to balance the document and access the *Multiple Payments (MPY)* screen.

25. On the *MPY* screen, type the **due date for the first payment** in the VARIABLE DUE DATE 1 field.

26. Type the **amount of the first payment** in the VARIABLE AMOUNT 1 field.

27. Type the **due date for the second payment** in the VARIABLE DUE DATE 2 field.

    🗁This due date should be after the due date for the first payment.

28. Type the **amount of the second payment** in the VARIABLE AMOUNT 2 field.

29. If there are more payments, type the **date** and **amount information** in the fields for the third and fourth payments in the remaining fields.

30. If the last payment should be held, type **H** in the LAST PAYMENT HOLD field. Otherwise, type **N** in the LAST PAYMENT HOLD field so that the last payment will not be held.

31. Press **ENTER** to complete the document.

Procedure 12A: Entering Multiple Payments (without tax)

Multiple payments are a combination of recurring and variable payments.

🗁 Make sure you have received a completed Control Group Header sheet.

After completing the *Control Document Entry (CDE)* screen and accessing the *Invoice Worksheet 1 (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 short name@** in the VENDOR SHORT NM field and press **ENTER**

   🗁 If you access the *Vendor Setup (VSL)* screen, select the appropriate vendor. Type **R** in the ACTIVITY field and press **ENTER** to *return* to the *IWS-1T* screen.

4. If any messages display, read the messages and press **ENTER** to override the messages and continue entering the invoice.
5. Type **Y** in the MULIT PYMT field to indicate that recurring payments will be set up for this invoice.
6. Remove the **terms code** from the TERMS CODE field and press **ENTER**.
7. To add a remit message to the check, access the *Remit Message List (RML)* screen by typing **RML** in the NEXT FUNCTION field and pressing **ENTER**. (Or enter the message directly on the *IWS-1T* screen and press **ENTER**. Then skip to Step 12.).
8. Type **your paying entity (XXPT)** in the PAY ENTITY field and press **ENTER** to review the remit message.
9. Once you have located the appropriate message on the *RML* screen, type **R** in the NEXT FUNCTION field and press **ENTER** to *return* to the *IWS-IT* screen.
10. Type the **three-character code** that corresponds to the message in the first REMIT MSG field.
11. At the 0001 line, type the **first line total amount** in the AMOUNT/PERCENT field to indicate the amount of the first line of the invoice.
12. Type **your company number** in the CO field.
13. Type the **account number** in the ACCOUNT field.
14. Type the **center number** in the CENTER field.

15. If there is a **NO** in the 99 field, you must override the NO with the applicable 1099 code.

16. Type **TNL** in the NEXT FUNCTION field and press **ENTER** to access the *1099 Codes List (TNL)* screen.

17. Press **ENTER** to view the 1099 codes. Scroll down to locate the correct 1099 code to process the invoice line.

18. Type **R** in the NEXT FUNCTION field and press **ENTER** to *return* to the *Invoice Worksheet 1 (IWS-IT)* screen.

19. Type **the 1099 code** over the NO in the 99 field of the invoice line.

20. Type the **total invoice amount** in the GROSS AMOUNT field.

21. Type **NEXT** or **N** in the REQUEST field and press **ENTER** to balance the document and access the *Multiple Payments (MPY)* screen.

22. On the *MPY* screen, type the **number of payments** in the NBR OF RECURRING PYMTS field.

23. Type the **payment amount** in the RECURRING PYMT AMOUNT field.

24. Type the **due date for the first payment** in the 1ST PAYMENT DUE DATE field. This date should correspond to the General Ledger effective date for the invoice.

25. Type one of the following codes in the FREQUENCY field to determine how often payments should be made.

    W Weekly
    M Monthly
    Q Quarterly
    S Semiannually
    A Annually

26. Type the **due date for the first variable payment** in the VARIABLE DUE DATE 1 field.

    🗁 The variable payments must occur after the recurring payments.

27. Type the **amount of the first payment** in the VARIABLE AMOUNT 1 field.

28. Type the **due date for the second payment** in the VARIABLE DUE DATE 2 field.

29. This due date should be after the due date for the first payment.

30. Type the **amount of the second payment** in the VARIABLE AMOUNT 2 field.

31. If there are more payments, type the **date** and **amount information** in the fields for the third and fourth payments in the remaining fields.

32. If the last payment should be held, type **H** in the LAST PAYMENT HOLD field. Otherwise, type **N** in the LAST PAYMENT HOLD field so that the last payment is not held.

33. Press **ENTER** to complete the document.

Procedure 12B: Entering Multiple Payments (with tax)

Multiple payments are a combination of recurring and variable payments.

🗁 Make sure you have received a completed Control Group Header sheet.

After completing the *Control Document Entry (CDE)* screen and accessing the *Invoice Worksheet 1 (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 short name@** in the VENDOR SHORT NM field and press **ENTER**.
   🗁 If you access the *Vendor Setup (VSL)* screen, select the appropriate vendor. Type **R** in the ACTIVITY field and press **ENTER** to return to the *IWS-1T* screen.

4. If any messages display, read the messages and press **ENTER** to override the messages and continue entering the invoice.
5. Type the **county code** in the COUNTY CODE field.

6. Type **Y** in the MULIT PYMT field to indicate that recurring payments will be set up for this invoice.

7. Remove the **terms code** from the TERMS CODE field and press **ENTER**.

8. To add a remit message to the check, access the *Remit Message List (RML)* screen by typing **RML** in the NEXT FUNCTION field and pressing **ENTER**. (Or enter the message directly on the *IWS-1T* screen and press **ENTER**. Then skip to Step 12.).
9. Type **your paying entity (XXPT)** in the PAY ENTITY field and press **ENTER** to review the remit message.

10. Once you have located the appropriate message on the *RML* screen, type **R** in the NEXT FUNCTION field and press **ENTER** to return to the *IWS-IT* screen.
11. Type the **three-character code** that corresponds to the message in the first REMIT MSG field.

12. At the 0001 line, type the **first line total amount** in the AMOUNT/PERCENT field to indicate the amount of the first line of the invoice.
13. Type **your company number** in the CO field.

14. Type the **account number** in the ACCOUNT field.
15. Type the **center number** in the CENTER field.

16. If no tax is prorated against this line, type **N** in the T field (part of the TFAD field) to indicate that a portion of the total tax is not to be expensed.

    🗁 If there is only one line of expense, proceed to the next step. If there is more than one line of expense, repeat Steps 12 through 16 and then proceed with Step 17.

17. If there is a **NO** in the 99 field, you must override the NO with the applicable 1099 code.

18. Type **TNL** in the NEXT FUNCTION field and press **ENTER** to access the 1099 Codes List (TNL) screen.
19. Press **ENTER** to view the 1099 codes. Scroll down to locate the correct 1099 code to process the invoice line.

20. Type **R** in the NEXT FUNCTION field and press **ENTER** to return to the *Invoice Worksheet 1 (IWS-IT)* screen.
21. Type **the 1099 code** over the NO in the 99 field of the invoice line.

22. Type the **sales tax value** in the second black space of the SALES TAX/VAT field to identify the tax amount to be posted to the General Ledger for the entire invoice.
23. Type the **total invoice amount** in the GROSS AMOUNT field.

24. Type **NEXT** or **N** in the REQUEST field and press **ENTER** to balance the document and access the *Multiple Payments (MPY)* screen.

25. On the MPY screen, type the **number of payments** in the NBR OF RECURRING PYMTS field.

26. Type the **payment amount** in the RECURRING PYMT AMOUNT field.

27. Type the **due date for the first payment** in the 1ST PAYMENT DUE DATE field.

    🗁 This date should correspond to the General Ledger effective date for the invoice.

28. Type one of the following codes in the FREQUENCY field to determine how often payments should be made.

    W Weekly
    M Monthly
    Q Quarterly
    S Semiannually
    A Annually

29. Type the **due date for the first variable payment** in the VARIABLE DUE DATE 1 field.

    🗁 The variable payments must occur after the recurring payments.

30. Type the **amount of the first payment** in the VARIABLE AMOUNT 1 field.

31. Type the **due date for the second payment** in the VARIABLE DUE DATE 2 field.

32. This due date should be after the due date for the first payment.

33. Type the **amount of the second payment** in the VARIABLE AMOUNT 2 field.

34. If there are more payments, type the **date** and **amount information** in the fields for the third and fourth payments in the remaining fields.

35. If the last payment should be held, type **H** in the LAST PAYMENT HOLD field. Otherwise, type **N** in the LAST PAYMENT HOLD field so that the last payment is not held.

36. Press **ENTER** to complete the document.

Procedure 13: Establishing a Vendor Model

After accessing the Accounts Payable module:

1. Type **MWS** in the NEXT FUNCTION field and press **ENTER** to access the *Model Invoice Worksheet 1 (MWS-1T)* screen.

2. Type **your paying entity** in the PAY ENTITY field.

3. Type **V** for *vendor* in the first blank of the MODEL INV NUMBER field.

4. Type the **model number** in the second blank of the MODEL INV NUMBER field. (Model numbers are determined by your agency.)

5. Type the **vendor's shortname@** (e.g., Sams@) in the SHORT NAME field or type the vendor's number in the VENDOR NUMBER field.

6. Press **ENTER** to verify the information.

   🗁 Depending on the purpose of the model, you may wish to enter more or less information.

7. Type **terms code** in the TERMS CODE field, if applicable.

8. Type **your company number** in the CO field.

9. Type the **account number** in the ACCOUNT field.

10. Type the **center number** in the CENTER field.

11. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to establish this model in the NCAS for your paying entity.

Procedure 14: Establishing a Paying Entity Model

After accessing the Accounts Payable module:

1. Type **MWS** in the NEXT FUNCTION field and press **ENTER** to access the *Model Invoice Worksheet 1 (MWS-1T)* screen.

2. Type **your paying entity** in the PAY ENTITY field.

3. Type **P** for *paying entity* in the first blank of the MODEL INV NUMBER field.

4. Type the **model number** in the second blank of in the MODEL INV NUMBER field. (Model numbers are determined by your agency.)

5. Press **ENTER** to verify the information.

   🗁 Depending on the purpose of the model, you may wish to enter more or less information.

6. Type the **terms code** in the TERMS CODE field, if applicable.

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 **N** or **NEXT** in the REQUEST field and press **ENTER** to establish this model in the NCAS for this vendor and your paying entity.

Procedure 15: Retrieving a Model

🗁 Accounts payable processors enter invoices or employee reimbursements through the *IWS-1T* or *EWS-1T* screens. The model is referenced with the invoice or employee reimbursement header information. Before the AP module retrieves the model, all key fields in the header on the document worksheet must be completed.

After accessing the Accounts Payable module and the *IWS-1T* or *EWS-1T* screens:

1. From the invoice or employee reimbursement sheet, type the **invoice number** in the INVOICE NUMBER field or the **employee reimbursement number** in the EMP VOUCHER NBR. field.

2. Type the **document date** in the DATE field.

3. Type **V** for *vendor* or **P** for *paying entity* in the first blank of the MODEL field.

4. Type the **model number** in the second blank of the MODEL field. (Model numbers are determined by your agency).

   🗁 If you are entering an invoice on the *IWS-1T* screen, type the **vendor's shortname** in the VENDOR SHORT NM field or the **vendor's number** in the VENDOR NUMBER field.

   🗁 On vendor models, the vendor number defaults to the VENDOR NUMBER field.

5. If you are entering an employee expense on the *EWS-1T* screen, type the **employee's short name** in the EMP SHORT NAME field or the **employee's Beacon Id** in the EMPLOYEE NUMBER field.

6. Press **ENTER** to retrieve the model information.

7. Continue to follow your standard procedures for document entry.

Procedure 16: Copying a Document

🗁 Accounts payable processors copy invoices or employee reimbursements through the *IWS-1T* or *EWS-1T* screens. The invoice to be copied is referenced with the invoice or employee reimbursement header information. Before the AP module retrieves the original document, all key fields in the header on the document worksheet must be completed.

After accessing the Accounts Payable module and the IWS-1T or EWS-1T screens:

1. Type the **invoice number** in the INVOICE NUMBER field. It cannot be the same as the original document number.

   🗁 On the *EWS-1T* screen, this field is called the EMP VOUCHER NBR field.

2. Type the **document date** in the DATE field. This should be the same as the original.

3. Type **C** for copy document in the first blank of the MODEL field.

4. Type the **invoice number from the original document** in the second blank of the MODEL field.

5. Type the **vendor number** in the VENDOR NUMBER field and press **ENTER**. The lines from the first invoice should be copied into the new document.

   🗁 On the *EWS-1T* screen, this field is called the EMPLOYEE NUMBER field.

Procedure 17: Changing a Model

After accessing the Accounts Payable module:

1. Type **MWS** in the NEXT FUNCTION field and press **ENTER** to access the *Model Invoice Worksheet 1 (MWS-1T)* screen.

2. Type **your paying entity** in the PAY ENTITY field.

3. Type **V** for *vendor* or **P** for *paying entity* in the first blank of the MODEL INV NUMBER field.

4. Type the **model's name that needs to be changed** in the second blank of in the MODEL INV NUMBER field.

5. Press **ENTER** to retrieve the model information.

6. Type **any additional information** in the appropriate fields or type over the incorrect data and press **ENTER**.

7. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to save the changes made to the model.

Procedure 18: Deleting a Model

After accessing the Accounts Payable module:

1. Type **MWS** in the NEXT FUNCTION field and press **ENTER** to access the *Model Invoice Worksheet 1 (MWS-1T)* screen.
2. Type **your paying entity** in the PAY ENTITY field.
3. Type **V** for *vendor* or **P** for *paying entity* in the first blank of the MODEL INV NUMBER field.
4. Type the **model's name that needs to be deleted** in the second blank of the MODEL INV NUMBER field.
5. Press **ENTER** to retrieve the model information.
6. Type **REJECT** in the REQUEST field and press **ENTER** to delete the model from the system.

Procedure 19A: Applying a Debit or Credit Memo for Matching Invoices (with tax)

After accessing a blank Invoice Matching (IMP) screen in the appropriate control group:

1. Type the **debit/credit memo number** in the INVOICE NUMBER field.
2. Type the **debit/credit memo date** in the DATE field.
3. Type the **vendor number (or vendor shortname)** in the VENDOR NUMBER (or VENDOR SHORTNAME) field.
4. Type **D** for debit memo or **C** for credit memo in the CM/DM field and press **ENTER**.
5. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.
6. Type the **purchase order number** in the PO NUMBER field and press **ENTER** to process the entered information.
7. If a PO is not referenced, type **F** in the REQUEST field and press **ENTER** to access the *PO Finder (POF)* screen. The *POF* screen lists open purchase orders by vendor within a buying entity.
8. View the listed purchase orders and select the corresponding purchase order.
9. Type **S** in the SEL field next to the chosen invoice and press **ENTER** to access the *Invoice Matching (IMP)* screen. The purchase order information defaults from the *POF* screen.
10. Verify the vendor's information. Type **VRS** in the NEXT FUNCTION field and press **ENTER** to access the *Remit To Vendor Setup (VRS)* screen.
11. If the information is correct, type **R** in the NEXT FUNCTION field and press **ENTER** to return to the *Invoice Matching (IMP)* screen.
12. Type the **total amount of the debit/credit memo** in the GROSS AMOUNT field.
13. Type the sales tax value in the second blank space of the SALES TAX/VAT field to identify the tax amount to be posted to the General Ledger for the entire invoice.
14. Press **ENTER** to process the information and to access the *Invoice Line Audit (ILA)* screen. After accessing the *Invoice Line Audit (ILA)* screen:

After accessing the Invoice Line Audit (ILA) screen:

15. Verify that the correct accounting distribution is being used.

16. If the debit/credit memo reflects a quantity and dollar adjustment:

    - Type the **quantity of returned goods** in the QUANTITY field.
    - Type the **value of dollar adjustment** in the AMOUNT field.

    If the debit/credit memo reflects a dollar adjustment only:

    - Type **0 (zero)** in the QUANTITY field.
    - Type **the value of dollar adjustment** in the AMOUNT field.

17. If tax is prorated against the line, type **Y** in the SALES TAX/VAT field for that line to indicate that tax should be prorated for this invoice line.

18. Type **A** in the REQUEST field to tag a line.

    🗁 Each sequence letter (A, B, C) corresponds to a specific line on the purchase order. To indicate each line that is to be paid, you must tag the line. To tag a line, type the sequence letter in the REQUEST field and press **ENTER**. If all lines are to be paid, type **S** in the REQUEST field and press **ENTER**.

19. Press **ENTER** to process the information.

20. If the invoice is a 1099 transaction, type **3** in the REQUEST field and press **ENTER** to access the *Invoice Worksheet (IWS-IT)* screen. (If the invoice is not a 1099 transaction, go to Step 25.)

21. Type **TNL** in the NEXT FUNCTION field and press **ENTER** to access the *1099 Codes List (TNL)* screen.

22. Press **ENTER** to scroll down the possible 1099 codes until the correct code is located.

23. Type **R** in the NEXT FUNCTION field and press **ENTER** to return to the *Invoice Worksheet (IWS-IT)* screen.

24. Type **the correct 1099 code** over the NO in the 99 field to categorize the payment on the 1099 form.

25. Type **N** in the REQUEST field and press **ENTER** to complete the debit/credit memo entry. A blank *Invoice Matching (IMP)* screen is displayed.

    🗁 *If a debit/credit memo was not accounted for in a control group total*, the control group does not balance. Because a debit/credit memo is a negative value, the gross document amount of a control group is reduced by the value of the debit/

credit memo. To balance the control group, the control amount must be correspondingly reduced. Adjust the control group total as follows:

26. Type **CGS** in the NEXT FUNCTION field and press **ENTER** to access the *Control Group Status (CGS)* screen.

27. Type **S** in the S (SELECT) field for your control group.

28. Press **ENTER** to process the information and to access the *Control Entry Status (CES)* screen.

29. Reduce the CONTROL AMOUNT value by the amount of the debit/credit memo.

30. Press **ENTER** to process the change.

Procedure 19B: Applying a Debit or Credit Memo for Matching Invoices (without tax)

After accessing a blank Invoice Matching (IMP) screen in the appropriate control group:

1. Type the **debit/credit memo number** in the INVOICE NUMBER field.
2. Type the **debit/credit memo date** in the DATE field.
3. Type the **vendor number** (or **vendor shortname**) in the VENDOR NUMBER (or VENDOR SHORTNAME) field.
4. Type **D** for debit memo or **C** for credit memo in the CM/DM field and press **ENTER**.
5. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.
6. Type the **purchase order number** in the PO NUMBER field and press **ENTER** to process the entered information.
7. If a PO is not referenced, type **F** in the REQUEST field and press **ENTER** to access the *PO Finder (POF)* screen. The *POF* screen lists open purchase orders by vendor within a buying entity.
8. View the listed purchase orders and select the corresponding purchase order.
9. Type **S** in the SEL field next to the chosen invoice and press **ENTER** to access the *Invoice Matching (IMP)* screen. The purchase order information defaults from the *POF* screen.
10. Verify the vendor's information. Type **VRS** in the NEXT FUNCTION field and press **ENTER** to access the *Remit To Vendor Setup (VRS)* screen.
11. If the information is correct, type **R** in the NEXT FUNCTION field and press **ENTER** to return to the *Invoice Matching (IMP)* screen.
12. Type the **total amount of the debit/credit memo** in the GROSS AMOUNT field.
13. Press **ENTER** to process the information and to access the *Invoice Line Audit (ILA)* screen. After accessing the *Invoice Line Audit (ILA)* screen:

After accessing the Invoice Line Audit (ILA) screen:

14. Verify that the correct accounting distribution is being used.
15. If the debit/credit memo reflects a quantity and dollar adjustment:
    - Type the **quantity of returned goods** in the QUANTITY field.
    - Type the **value of dollar adjustment** in the AMOUNT field.

If the debit/credit memo reflects a dollar adjustment only:

- Type **0 (zero)** in the QUANTITY field.
- Type **the value of dollar adjustment** in the AMOUNT field.

16. Type **A** in the REQUEST field to tag a line.

    🗁 Each sequence letter (A, B, C) corresponds to a specific line on the purchase order. To indicate each line that is to be paid, you must tag the line. To tag a line, type the sequence letter in the REQUEST field and press **ENTER**. If all lines are to be paid, type **S** in the REQUEST field and press **ENTER**.

17. Press **ENTER** to process the information.

18. If the invoice is a 1099 transaction, type **3** in the REQUEST field and press **ENTER** to access the *Invoice Worksheet (IWS-IT)* screen. (If the invoice is not a 1099 transaction, go to Step 25.)

19. Type **TNL** in the NEXT FUNCTION field and press **ENTER** to access the *1099 Codes List (TNL)* screen.

20. Press **ENTER** to scroll down the possible 1099 codes until the correct code is located.

21. Type **R** in the NEXT FUNCTION field and press **ENTER** to return to the *Invoice Worksheet (IWS-IT)* screen.

22. Type **the correct 1099 code** over the NO in the 99 field to categorize the payment on the 1099 form.

23. Type **N** in the REQUEST field and press **ENTER** to complete the debit/credit memo entry. A blank *Invoice Matching (IMP)* screen is displayed.

    🗁 *If a debit/credit memo was not accounted for in a control group total*, the control group does not balance. Because a debit/credit memo is a negative value, the gross document amount of a control group is reduced by the value of the debit/credit memo. To balance the control group, the control amount must be correspondingly reduced. Adjust the control group total as follows:

24. Type **CGS** in the NEXT FUNCTION field and press **ENTER** to access the *Control Group Status (CGS)* screen.

25. Type **S** in the S (SELECT) field for your control group.

26. Press **ENTER** to process the information and to access the **Control Entry Status (CES)** screen.

27. Reduce the CONTROL AMOUNT value by the amount of the debit/credit memo.

28. Press **ENTER** to process the change.

Procedure 20A: Entering Invoice Header Information for Matching Invoices (without tax)

After completing the *Control Document Entry (CDE)* screen and accessing the *Invoice Matching (IMP)* screen:

1. Type the **invoice number** in the INVOICE NUMBER field.

2. Type the **invoice date** in the DATE field.

3. Type **part of a vendor name@** in the VENDOR SHORT NAME field. (If you know the vendor number, type the vendor and group number in the VENDOR NUMBER field and press **ENTER** to return the vendor number and address to the *IMP* screen. Then, skip to step 8.)

4. Press **ENTER** to return the vendor number and address to the *IMP* screen.

   - If the short name is unique to a vendor, the vendor name and address is returned to the *IMP* screen. In this case, skip to Step 8.

   - If the short name is not unique to a vendor name and address, the *Vendor Short Name List (VSL)* screen displays with a list of all the vendors that match the specified short name.

5. Type **B** in the ADDRESS TYPE field to display both the order-from and the remit-to address.

6. Press **ENTER** to scroll through the list until you locate the required vendor.

7. Type **R** in the ACTIVITY field for the required vendor and press **ENTER** to *return* the vendor number and address to the *IMP* screen.

8. To verify that the correct vendor name and address have been returned to the *IMP* screen, type **VRS** in the NEXT FUNCTION field and press **ENTER** to access the *Remit to Vendor Setup (VRS)* screen. The *VRS* screen displays detailed information about the vendor.

9. Type **R** in the NEXT FUNCTION field and press **ENTER** to return to the *Invoice Matching (IMP)* screen.

10. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.

11. Type the **purchase order number** in the PO NUMBER field and press **ENTER** to process the entered information.

12. If a PO is not referenced, type **F** in the REQUEST field and press **ENTER** to access the *PO Finder (POF)* screen. The *POF* screen lists open purchase orders by vendor within a buying entity.

13. View the listed purchase orders and choose the corresponding purchase order.

14. Type **S** in the SEL field next to the required PO and press **ENTER** to access the *Invoice Matching (IMP)* screen. The purchase order information defaults from the *POF* screen.

15. Verify that the payment terms that defaulted into the TERMS CODE field are correct. Change the terms code to match the terms indicated on the invoice, if necessary.

16. Type the **total amount of the invoice** in the GROSS AMOUNT field.

17. Press **ENTER** to process the information and to access the *Invoice Line Audit (ILA)* screen.

Procedure 20B: Entering Invoice Header Information for Matching Invoices (with tax)

After completing the *Control Document Entry (CDE)* screen and accessing the *Invoice Matching (IMP)* screen:

1. Type the **invoice number** in the INVOICE NUMBER field.

2. Type the **invoice date** in the DATE field.

3. Type **part of a vendor name@** in the VENDOR SHORT NAME field. (If you know the vendor number, type the vendor and group number in the VENDOR NUMBER field and press **ENTER** to return the vendor number and address to the *IMP* screen. Then, skip to step 8.)

4. Press **ENTER** to return the vendor number and address to the *IMP* screen.
   - If the short name is unique to a vendor, the vendor name and address is returned to the *IMP* screen. In this case, skip to Step 8.

   - If the short name is not unique to a vendor name and address, the *Vendor Short Name List (VSL)* screen displays with a list of all the vendors that match the specified short name.

5. Type **B** in the ADDRESS TYPE field to display both the order-from and the remit-to address.

6. Press **ENTER** to scroll through the list until you locate the required vendor.

7. Type **R** in the ACTIVITY field for the required vendor and press **ENTER** to return the vendor number and address to the *IMP* screen.

8. To verify that the correct vendor name and address have been returned to the *IMP* screen, type **VRS** in the NEXT FUNCTION field and press **ENTER** to access the *Remit to Vendor Setup (VRS)* screen. The *VRS* screen displays detailed information about the vendor.

9. Type **R** in the NEXT FUNCTION field and press **ENTER** to return to *the Invoice Matching (IMP)* screen.

10. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.

11. Type the **purchase order number** in the PO NUMBER field and press **ENTER** to process the entered information.

12. If a PO is not referenced, type **F** in the REQUEST field and press **ENTER** to access the *PO Finder (POF)* screen. The *POF* screen lists open purchase orders by vendor within a buying entity.

13. View the listed purchase orders and choose the corresponding purchase order.

14. Type **S** in the SEL field next to the required PO and press **ENTER** to access the *Invoice Matching (IMP)* screen. The purchase order information defaults from the *POF* screen.

15. Verify that the payment terms that defaulted into the TERMS CODE field are correct. Change the terms code to match the terms indicated on the invoice, if necessary.

16. Type the **total amount of the invoice** in the GROSS AMOUNT field.

17. Type the **sales tax amount** in the SALES TAX/VAT AMOUNT field.

18. Type the **county code** in the COUNTY CODE field.

19. Press **ENTER** to process the information and to access the *Invoice Line Audit (ILA)* screen.

Procedure 21: Entering Invoice Line Information for Matching Invoices

After accessing the Invoice Line Audit (ILA) screen:

1. Verify that the correct accounting distribution is being used.

2. Compare the value in the UOP field to the unit of measure used on the invoice (UOI).
   - If the UOP and the UOI are the same, skip to Step 4.
   - If the UOP and the UOI are not the same, convert the UOP to the UOI, using either Step 3a or Step 3b.

3. Type the **Unit of Invoice (UOI)** in the UOP field if:

   - the UOI is defined on the *Units of Measure List (UML)* screen and
   - the system-calculated conversion factor equals the true numerical relationship between the UOP and the UOI.

   OR

   Type the **manually calculated conversion factor** in the CONV FACTOR field if *either* of the two conditions in Step 3a are not satisfied.

4. Compare the PO line quantity in the QUANTITY field to the invoice quantity.

   - If they are the same, skip to Step 5.
   - If the values are not the same, type the **invoice quantity** in the QUANTITY field.
   - If the invoice quantity is a fraction, convert the UOI to a unit of measure that permits the quantity to be a whole number. Use any option in Step 3 that applies to change the UOI.

5. Compare the PO line amount in the AMOUNT field to the invoice amount. If the values are the same, skip to Step 6.

   🗁 If the values are not the same, type the **invoice amount** in the AMOUNT field.

6. Type **A** in the REQUEST field to tag a line.

   🗁 Each sequence letter (A, B, C) corresponds to a specific line on the purchase order. To indicate each line that is to be paid, you must tag the line. To tag a line, type the sequence letter in the REQUEST field and press **ENTER**. If all lines are to be paid, type **S** in the REQUEST field and press **ENTER**.

7. Press **ENTER** to process the information.

8. If the invoice is a 1099 transaction, type **3** in the REQUEST field and press **ENTER** to access the *Invoice Worksheet (IWS-IT)* screen. (If the invoice is not a 1099 transaction, go to Step 13.)

9. Type **TNL** in the NEXT FUNCTION field and press **ENTER** to access the *1099 Codes List (TNL)* screen.

10. Press **ENTER** to scroll down the possible 1099 codes until the correct code is located.

11. Type **R** in the NEXT FUNCTION field and press **ENTER** to *return* to the *Invoice Worksheet (IWS-IT)* screen.

12. Type the **correct 1099 code** over the NO in the 99 field to categorize the payment on the 1099 form.

13. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to complete the invoice entry. A blank *Invoice Matching (IMP)* screen is displayed.

Procedure 22: Responding to an Invoice Header Exception

After accessing the *Invoice Matching (IMP)* screen:

1. Type **the invoice header information** on the *IMP* screen. (Refer to **Procedure 20A/B: Entering Invoice Header Information for Matching Invoices**.)

2. Press **ENTER** to process the invoice header information and to access the *Invoice Line Audit (ILA)* screen.

3. The system displays one of the following exception messages:

   220: EXCEPTION - VENDOR ENTERED DOES NOT MATCH VENDOR ON THE PO
   222: TAX/VAT IS NOT AUTHORIZED FOR THIS PO
   224: FREIGHT IS NOT AUTHORIZED FOR THIS PO
   226: ADDITIONAL COST IS NOT AUTHORIZED FOR THIS PO

4. Review the information you have entered. Change any mistakes.

5. If you have entered all the information correctly, type **CONT** in the REQUEST field to continue processing the invoice.

6. Press **ENTER** again to access the *Invoice Line Audit (ILA)* screen.

7. Identify and tag the appropriate PO line for the amount on the invoice. (Refer to **Procedure 21: Entering Invoice Line Information for Matching Invoices**.)

8. Type **N** or **NEXT** in the REQUEST field to balance the invoice and access a blank *IMP* screen.

9. The system displays the error message from Step 3 again.

10. Type **C** in the EXCEPTION CMNTS field and press **ENTER** to pass the exception to the buyer and access the *Invoice Exception Comments (IEC)* screen.

    🗁 If you do not wish to add comments to the invoice, type **PASS** in the REQUEST field and press **ENTER** to pass the invoice to the buyer for resolution of the exception. Skip to step 15.

11. On the *IEC* screen, type a **number between 01 and 50** in the CMT # field.

12. Type **your comments** in the COMMENTS field.

13. Repeat steps 11 and 12 until you have finished entering all your comments.

14. Type **R** in the REQUEST field and press **ENTER** to return to a blank *IMP* screen.

The system places the invoice you passed into the buyer's *Invoice Work Queue (IWQ*). The *IWQ* screen lists all the invoices that have been passed to a particular buyer for review. From this screen, a buyer can review invoice details, resolve any errors and release the invoice for the AP processor to finish processing it.

The system also places a copy of the invoice in your *Invoice Reapplication Work Queue (IRQ)* with a **B** (*pending buyer review*) status. You can type *IRQ* in the NEXT FUNCTION field and press **ENTER** to access the *IRQ* screen and see all the invoices you have passed.

15. Wait for the buyer's instructions regarding further processing of the invoice

Procedure 23: Responding to an Invoice Line Exception

After accessing the *Invoice Line Audit (ILA)* screen:

1. Identify and tag the appropriate PO line for the amount of the invoice. (Refer to **Procedure 21: Entering Invoice Line Information for Matching Invoices**.)

2. Type **N** or **NEXT** in the REQUEST field to balance the invoice and to access the blank *IMP* screen.

3. The system displays one of the following error messages:

   222 - TAX/VAT IS NOT AUTHORIZED FOR THIS PO
   224 - FREIGHT IS NOT AUTHORIZED FOR THIS PO
   226 - ADDITIONAL COST IS NOT AUTHORIZED FOR THIS PO
   391 - PTP AMOUNT + EXTENDED VALUE TOLERANCE FOR THIS PO LINE HAS BEEN EXCEEDED
   392 - INVOICE UNIT PRICE GREATER THAN PO UNIT-PRICE + TOLERANCE
   660 - INVOICE UNIT PRICE IS LESS THAN PO UNIT PRICE - TOLERANCE
   685 - PTP AMOUNT + EXTENDED VALUE TOLERANCE FOR THIS PO LINE HAS BEEN EXCEEDED

4. If you don't need further information about the PO line, go to Step 12. If you need to inquire on this PO line, deselect the tagged PO line.

5. Type **P** in the S field to select the *PO Line Information (PLI)* screen.

6. Press **ENTER** to process the information and to access the *PLI* screen.

After accessing the *PO Line Information (PLI)* screen:

7. Press **ENTER** to process the information that has defaulted to the *PLI* screen and to see a list of PO lines for this PO.

8. Type **S** in the:

   - PLG field to select the *PO Line General Information (PLG)* screen.
   - PLO field to select the *PO Line Ordered Item Information (PLO)* screen.
   - PLC field to select the *PO Line Receipt/Invoice Controls (PLC)* screen.
   - PLR field to select the *PO Line Receipt/Invoice Information (PLR)* screen.
   - PLF field to select the *PO Line Financial Information (PLF)* screen.
   - PCI field to select the *PO Comment Inquiry (PCI)* screen
   - PMI field to select the *PO Invoice Matching Information (PMI)* screen.

   (Refer to **QRG 14: Accounts Payable Matching Screens and QRG 15: Related Purchasing Inquiry Screens** for more information about these screens.)

9. Press **ENTER** to process the information. Keep pressing **ENTER** to scroll through the selected screen(s).

10. Type **BACK** in the NEXT FUNCTION field to return to the *ILA* screen.

11. Retag the appropriate PO line on the *ILA* screen.

12. Type **C** in the EXCEPTION CMNTS field and press **ENTER** to pass the exception to the buyer and access the *Invoice Exception Comments (IEC)* screen.

    🗁 If you do not wish to add comments to the invoice, type **PASS** in the REQUEST field and press **ENTER** to pass the invoice to the buyer for resolution of the exception. Skip to step 17.

13. On the *IEC* screen, type a **number between 01 and 50** in the CMT # field.

14. Type **your comments** in the COMMENTS field.

15. Repeat steps 13 and 14 until you have finished entering your comments.

16. Type **R** in the REQUEST field and press **ENTER** to return to a blank *IMP* screen.

    The system places the invoice you passed in the buyer's *Invoice Work Queue (IWQ)*. The system also places a copy of the invoice in your *Invoice Reapplication Work Queue (IRQ)* with a **B** (*pending buyer review*) status. You can type **IRQ** in the NEXT FUNCTION field and press **ENTER** to access the *IRQ* screen and see all the invoices you have passed.

17. Wait for the buyer's instructions regarding further processing of the invoice.

Procedure 24A: Applying the Buyer's Instructions to Invoice Header and Line Exceptions: Pay As Is or Pay with Debit/Credit Memo

1. Type **IRQ** in the NEXT FUNCTION field and press **ENTER** to access your *Invoice Reapplication Work Queue (IRQ)* screen.

   The invoice is listed on your *IRQ* screen with status **A** which means that the invoice is available for accounts payable processing.

2. Type **V** in the S (SELECT) field and press **ENTER** to access the *View Exception Comments (VEC)* screen.

   🗁 The *VEC* screen displays any comments entered by Accounts Payable as well as the buyer's instructions for processing the invoice. The buyer's instructions are also printed on the *AP Action Report* the day after the buyer enters them in the NCAS.

3. Type **BACK** in the REQUEST field and press **ENTER** to return to the *IRQ* screen.

4. Type **P** in the S (SELECT) field and press **ENTER** to pay the invoice as is.

   🗁 If you receive the following message: **"90B - PTP + EXTENDED PO LINE EXCEEDED, 'F' PAY AS IS OR 'S' REAPPLY"**, type **F** in the S (SELECT) field and press **ENTER** to *force pay* the invoice.

5. Issue a debit or apply a credit memo, if necessary. (Refer to **Procedure 19 A/B: Applying a Debit/Credit Memo for Matching Invoices**.)

6. Type **IRQ** in the NEXT FUNCTION field and press **ENTER** to access the *IRQ* screen. Note that the invoice is no longer listed on your *IRQ* screen.

Procedure 24B: Applying the Buyer's Instructions to Invoice Header and Line Exceptions: Additional Processing

1. Type **IRQ** in the NEXT FUNCTION field and press **ENTER** to access your *Invoice Reapplication Work Queue (IRQ)* screen.

   The invoice is listed on your *IRQ* screen with status A which means that the invoice is *available for accounts payable processing*.

2. Type **V** in the S (SELECT) field and press **ENTER** to access the *View Exception Comments (VEC)* screen.

   🗁 The *VEC* screen displays any comments entered by Accounts Payable as well as the buyer's instructions for processing the invoice. The buyer's instructions are also printed on the *AP Action Report* the day after the buyer enters them in the NCAS.

3. Type **BACK** in the REQUEST field and press **ENTER** to return to the *IRQ* screen.

4. Type **S** in the S (SELECT) field to make changes to the invoice information you had already entered.

5. Press **ENTER** to process the information and to access the *ILA* screen with the invoice information.

After accessing the Invoice Line Audit (ILA) screen:

6. To make changes to the invoice header information, type **CONT** in the REQUEST field to return to the *IMP* screen for this invoice. Otherwise skip to Step 11.

7. Press **ENTER** to process the information and to access the *IMP* screen with the invoice information.

8. Make the buyer's changes to the invoice header information.

9. Press **ENTER** to process the information and to access the *ILA* screen. Note that an invoice header exception does not occur.

10. Make the buyer's requested changes to invoice line information.

11. Tag the appropriate PO line for the invoice, if it is not already tagged. (Refer to **Procedure 21: Entering Invoice Line Information for Matching Invoices**.)

12. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to balance the invoice and to access a blank *IMP* screen.
    Note that an exception message does not occur. The error has been resolved and the system has accepted the invoice for payment.

13. Type **IRQ** in the NEXT FUNCTION field and press **ENTER** to access the *IRQ* screen. Note that the invoice is no longer listed on your *IRQ* screen.

Procedure 24C: Applying the Buyer's Instructions to Invoice Header and Line Exceptions: Passing the Invoice Back for Further Instructions

1. Type **IRQ** in the NEXT FUNCTION field and press **ENTER** to access the *Invoice Reapplication Work Queue (IRQ)* screen.

   🗁 The invoice is listed on your *IRQ* screen with status **A** which means that the invoice is available for *accounts payable processing*.

2. Type **V** in the S (SELECT) field and press **ENTER** to access the *View Exception Comments (VEC)* screen.

   🗁 The *VEC* screen displays any comments entered by Accounts Payable as well as the buyer's instructions for processing the invoice. The buyer's instructions are also printed on the *AP Action Report* the day after the buyer enters them into the NCAS.

3. Type **BACK** in the REQUEST field and press **ENTER** to return to the *IRQ* screen.

4. Type **C** in the S (SELECT) field and press **ENTER** to access the *Invoice Exception Comments (IEC)* screen for this invoice.

   🗁 The *IEC* screen displays the following message: **"E13 - INVOICE HAS BEEN PASSED. ENTER EXCEPTION COMMENTS."**

5. On the *IEC* screen, type **a number between 01 and 50** in the CMT # field.

6. Type **your comments** in the COMMENTS field.

7. Repeat steps 5 and 6 until you have finished entering your comments.

   🗁 You may want to include a date on these comments to indicate to the buyer that these are new comments.

8. Press **ENTER** to process the information.

   🗁 The system places the invoice you passed in the buyer's *Invoice Work Queue (IWQ)*. The system also places a copy of the invoice in your *Invoice Reapplication Work Queue (IRQ)* with a **B** (*pending buyer review*) status. You can type **IRQ** in the NEXT FUNCTION field and press **ENTER** to access the *IRQ* screen and see all the invoices you have passed.

Procedure 25: Processing a Matching Invoice with Grant and Award Identifiers

After completing the *Invoice Matching (IMP)* screen and *Invoice Line Audit (ILA)* screen for matching invoice:

1. Type **S** in the REQUEST field and press **ENTER** to tag all invoice lines that need to be processed on the *ILA* screen.

2. Type **3** in the REQUEST field and press **ENTER** to access the *Invoice Worksheet (IWS-1T)* screen.

3. Verify/Add/Change/Delete : The identifiers for BID, FED, and/or NCG in the corresponding fields if applicable to the invoice line(s).

   If the identifiers are entered onto the PO, these identifiers will default on the IWS-1T screen on the matching invoice.

   If an ARRA company/fund is entered on a line, the FED identifier will default automatically.

4. Type **N** in the REQUEST field to next and process the invoice.

Procedure 26: Purchasing Inquiries

- Each inquiry screen is displayed in succession when the **ENTER** key is pressed. The series of inquiry screens can be selected for one purchase order line at a time.

From the *Invoice Line Audit (ILA)* screen:

1. Type **P** in the S (SELECT) field and press **ENTER** to access the *Purchase Order Line Inquiry (PLI)* screen. This screen displays a list of purchase order lines based on the search criteria entered.

2. Type **a buying entity** in the BUYING ENTITY field.

3. Type **a purchase order number** in the PO NO. field and press **ENTER** to retrieve the information.

4. Type **X's** in the INQUIRY SELECTIONS fields (*PLG*, *PLO*, *PLC*, *PLR*, *PLF*, *PCI*, and *PMI*) next to the purchase order line to be reviewed.

5. Press **ENTER** to view the *PO Line General Information (PLG)* screen. This screen displays general information for a purchase order line.

6. Press **ENTER** to access the *PO Line Ordered Item Information (PLO)* screen. This screen provides detailed information about the item ordered on the purchase order.

7. Press **ENTER** to access the *PO Line Receipt/Invoice Control (PLC)* screen. This screen shows the invoice control established for the purchase order.

8. Press **ENTER** to access the *PO Line Receipt/Invoice Information (PLR)* screen. This screen offers a comparison of quantity ordered and the quantity on the invoice.

9. Press **ENTER** to access the *PO Line Financial Information (PLF)* screen. This screen shows the basic financial data about the purchase order lines.

10. Press **ENTER** to access the *PO Comment Inquiry (PCI)* screen. This screen displays the comments written for the purchase order header, blanket release and PO lines.

11. Press **ENTER** to access the *PO Invoice Matching Information (PMI)* screen. This screen displays the permit-to-pay amounts calculated for AP versus the amount actually invoiced.

12. Type **BACK** in the NEXT FUNCTION field and press **ENTER** to return to the *Invoice Line Audit (ILA)* screen.

Procedure 27: Processing a Signature Basis Invoice

After accessing a blank a *Invoice Matching (IMP)* screen in your control group:

1. Enter the **invoice header information** on the *IMP* screen. (Refer to **Procedure 20A/B: Entering Invoice Header Information for Matching Invoices**.)

2. Press **ENTER** to process the information and to access the *Invoice Line Audit (ILA)* screen.

3. Identify and tag the appropriate PO line for the amount of the invoice. (Refer to **Procedure 21: Entering Invoice Line Information for Matching Invoices**.)

4. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to balance the invoice.

The system displays the message**: 445 - INVOICE HAS NOT BEEN PROCESSED BECAUSE OF SIGNATURE PAYMENT BASIS.**

5. Type **PASS** in the REQUEST field and press **ENTER** to pass the invoice to your *Invoice Reapplication Queue (IRQ).*

6. Wait until you receive the *Matching Invoice Verification Report* or a signed invoice indicating that you have the required signature approval to pay this invoice.

   Along with signature approval, the requester may provide instructions on how to pay the invoice.

7. Type **IRQ** in the NEXT FUNCTION field and press **ENTER** to access your *Invoice Reapplication Work Queue (IRQ)* screen.

8. Process this invoice as per the requester's instructions. Follow **Procedure 24A/B/C to complete processing this invoice.**

The invoice disappears from the *IRQ* screen. The system has accepted the invoice for payment.

Procedure 28: Processing Out-of-State Sales Tax for Matching Invoice

After accessing the Accounts Payable module:

If the invoice is a matching invoice, complete the invoice header and line information (for further assistance, see **Procedure 20A/B: Entering Invoice Header information for Matching Invoices and Procedure 21: Entering Invoice Line Information for Matching Invoices).**

1. If the invoice is a matching invoice and you are on the *Invoice Matching (IMP)* or *Invoice Line Audit (ILA)* screen, type **3** in the REQUEST field and press **ENTER** to access the *IWS-1T* screen.

   🗁 If this is a matching invoice, make sure you tag the invoice line(s) before accessing the *IWS-1T* screen.

2. If the invoice is a direct invoice, access the *Invoice Worksheet 1 (IWS-1T)* screen.

3. Enter all detail lines for the invoice.

4. Calculate the tax amount for the taxable good by multiplying by the appropriate tax percentage.

Current Tax: 7 ½% (Mecklenburg County – 8%)
Food Tax: 2 %

After all detail lines for the invoice are entered, enter an additional line.

5. At the next line, type **the negative tax amount** in the AMOUNT/PERCENT field.

6. Type your **company number** in the CO field.

7. Type **211940** in the ACCOUNT field to indicate the Taxes Payable to Revenue liability account.

8. Type your **fund number** in the CENTER field.

9. Type the **positive tax amount (tax total)** in the SALES TAX/VAT field.

10. Type the **invoice total (without the tax)** in the GROSS AMOUNT field.

    🗁 For matching invoices, this total should default.

11. Press **ENTER** to display and verify all defaults.

12. Verify that **Y** has defaulted in the T (TAX) field for all taxable invoice lines. If it does not default, type **Y** in the T field for each taxable invoice line.

13. If this is a matching invoice, tag the desired lines in the REQUEST field.

14. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to process the invoice.

Procedure 29: Entering an Employee Travel Advance

🗁 Make sure you have a completed Employee Advance Request sheet.

After accessing the Accounts Payable module:

1. Type **EAR** in the NEXT FUNCTION field and press **ENTER** to access the *Employee Advance Request (EAR)* screen.

2. Type **your employee paying entity (XXPE)** in the PAY ENTITY field.

3. Type the **employee's short name@** (e.g., martinj@) in the EMPLOYEE SHORT NAME field.

4. Type **ADV and the date of the advance beginning** (e.g., ADV090104) in the ADVANCE VOUCHER NBR field.

5. Type the **date the employee submitted the request** in the VOUCHER DATE field.

6. Type **P** (permanent) in the ADVANCE TYPE field.

7. Type the **date the advance should be issued** to the employee in the ADVANCE ISSUE DATE field.

   🗁 If the employee does not need the advance immediately, enter a date that corresponds to your agency's policies before the business expense occurs.

8. Type the **total amount of the advance** to be issued in the ADVANCE AMOUNT field. For a temporary advance, this is the amount used to offset expenses from the employee.

9. Type a **valid accounting distribution** (company, account, center) in the CO/ACCT/CTR field.

10. Press **ENTER** to validate the entries and access a blank *Employee Advance Request (EAR)* screen.

Procedure 30A: Entering an Employee Reimbursement (not against an advance)

- 🗁 Make sure you have received a completed Control Group Header sheet.
- 🗁 Before processing the expense, access the *Outstanding Employee Advances r*eport to verify that there are no open temporary advances for this employee.

After completing the *Control Document Entry (CDE)* screen and accessing the *Employee Worksheet 1 (EWS-1T)* screen:

1. Type the **expense invoice number** in the EMP VOUCHER NBR field.
   - 🗁 This field may be any range of numbers or dates that the agency chooses. However, entering the dates of the expense (preceded by "exp") is suggested. (Example: EXP030107-030207)
2. Type the **current date** in the DATE field to indicate the date the expense is entered into the system.
3. Type the **employee number** (obtained from the reimbursement request form) in the EMPLOYEE NUMBER field.
   - 🗁 You can also use the EMP SHORT NAME field or the *Vendor Short Name Lookup VSL)* screen to search for the employee's name.
4. Press **ENTER** to verify that the employee number (or short name) is correct. The employee name and number should both be displayed.
5. At the 0001 line, type the **amount** of the requested reimbursement in the AMOUNT/PERCENT field to indicate the amount of the first line of the document.
6. Type **your company number** in the CO field.
7. Type **the account number** in the ACCOUNT field.
8. Type **the center number** in the CENTER field.
9. Repeat steps 5-8 for additional lines.
10. Type the **total invoice amount** in the GROSS AMOUNT field.

11. Type **NEXT** or **N** in the REQUEST field and press **ENTER** to balance the document. A blank *Employee Expense Worksheet 1 (EWS-1T)* screen is displayed, indicating that the employee reimbursement balanced successfully.

Procedure 30B: Entering an Employee Reimbursement (against an advance)

- Make sure you have received a completed Control Group Header sheet.
- Before processing the expense, access the *Outstanding Employee Advances* report to verify if the required advance has a temporary status.

If the required advance has a permanent status, you must change it to a temporary status before processing the expense reimbursement:

1. Type **EAR** in the NEXT FUNCTION field and press **ENTER** to access the *Employee Advance Request (EAR)* field.
2. Type **C** in the REQUEST field to indicate you want to *change* this record.
3. Type the **employee number** (obtained from the advance request form) in the EMPLOYEE NUMBER field.
4. Type the **advance number** in the ADVANCE VOUCHER NBR field and press **ENTER** to retrieve the advance information.
5. Type **T** in the ADVANCE TYPE field to change the status of this advance to *temporary* and press **ENTER** to process the change.
   - Note that the advance status must be correct *before* you process the expense. If you change the status of an advance after you enter the expense, the system does *not* change the way the expense was processed.
6. Type **CGS** in the NEXT FUNCTION field and press **ENTER** to access the *Control Group Status (CGS)* screen.
7. Type **your employee paying entity** in the PAY ENTITY field and press **ENTER** to access a list of control groups.
8. Type **S** in the S (SELECT) field to select the desired control group.
9. Type **5** in the REQUEST field and press **ENTER** to access a blank *Employee Worksheet(EWS-1T)* screen.
10. Type the **expense number** in the EMP VOUCHER NBR field.
11. Type the **current date** in the DATE field.
12. Type the **employee number** (obtained from the request form) in the EMPLOYEE NUMBER field.

13. Press **ENTER** to verify that the employee number (or short name) is correct. The employee name and number should both be displayed.

14. At the 0001 line, type the **amount** of the requested reimbursement in the AMOUNT/PERCENT field to indicate the amount of the first line of the document.

15. Type **your company number** in the CO field.

16. Type **the account number** in the ACCOUNT field.

17. Type **the center number** in the CENTER field.

18. Repeat steps 14-17 for additional lines.

19. Type the **total invoice amount** in the GROSS AMOUNT field.

20. Type **NEXT** or **N** in the REQUEST field and press **ENTER** to balance the document. A blank *Employee Expense Worksheet 1 (EWS-1T)* screen is displayed, indicating that the employee reimbursement balanced successfully.

Procedure 31: Locating Grants and Awards in the NCAS

After accessing the Accounts Payable module:

Type **GBL** in the NEXT FUNCTION field and press **ENTER**.

Federal Grants

1. Type the **first two digits of the agency company followed by ** (XX**)** in the PAY ENTITY field for agency specific federal awards.

   OR

1. Type **SW**** in the PAY ENTITY field for statewide federal awards.

2. Type **FED** in the CATEGORY CODE field.

3. Press **ENTER** to receive a list of all agency specific or statewide federal grants.

   - May search by four digit FED identifier if known in the GRANT/BID ID field
   - May search by the GRANT/BID TYPE: A (ARRA) ; F (NON-ARRA)
   - May search by the NCOB number if known in the NCOB/CONTRACT# field

Bid Awards

1. Type the **first two digits of the agency company followed by ** (XX**)** in the PAY ENTITY field for agency specific bid awards.

   OR

1. Type **SW**** in the PAY ENTITY field for statewide bid awards.

2. Type **BID** in the CATEGORY CODE field.

3. Press **ENTER** to receive a list of all agency specific or statewide bid awards.

   - May search by four digit BID identifier if known in the GRANT/BID ID field
   - May search by the Bid Contract number if known in the NCOB/CONTRACT# field

NC Grants

1. Type the **first two digits of the agency company followed by ** (XX**)** in the PAY ENTITY field.

2. Type **NCG** in the CATEGORY CODE field.

3. Press **ENTER** to receive a list of NC Grants for your agency.

   - May search by four digit NCG identifier if known in the GRANT/BID ID field
   - May search by the NC Grant number if known in the NCOB/CONTRACT# field

Procedure 32: Entering a Direct Invoice with Grant and Award Identifiers

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 a NC Grant account, the 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.

Procedure 33: Entering an Employee Advance with Grant and Award Identifiers

After accessing the Accounts Payable module:

1. Type **EAR** in the NEXT FUNCTION field and press **ENTER** to access the *Employee Advance Request (EAR)* screen.
2. Type **your employee paying entity (XXPE)** in the PAY ENTITY field.
3. Type the **employee number** in the EMPLOYEE NUMBER field.
4. Type the **advance number** in the ADVANCE NUMBER field.
5. Type the **advance date** the VOUCHER DATE field.
6. Press **ENTER** to verify employee number and advance number.
7. Type **P** (permanent) in the ADVANCE TYPE field.
8. Type the **date the advance should be issued** in the ADVANCE ISSUE date.
9. Type the **four digit BID identifier** in the BID field.
10. Type the **amount** in the ADVANCE AMOUNT field.
11. Type the **four digit statewide FED identifier or an agency specific FED identifier** in the FED field. ***(If the company/fund entered on the advance is for ARRA, the FED identifier will default automatically)***
12. Type **your company** number in the ADVANCE CO field.
13. Type account number **532799** in the ADVANCE ACCT field.
14. Type the **center number** in the ADVANCE CTR field.
15. Press **ENTER** to process the advance.

> Advances are always keyed to account 532799, an NCG code will never be keyed to an advance since it is needed only for certain 536 accounts.
>
> The NCAS will not allow navigation to the GBL screen while processing an advance. Four digit indicators will need to be known while processing the advance.

Procedure 34: Entering an Employee Reimbursement with Grant and Award Identifiers

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

1. Type the **employee reimbursement number** in the EMP VOUCHER NBR field.
2. Type the **reimbursement date** in the DATE field.
3. Type the **employee number** in the EMPLOYEE NUMBER field.
4. Press **ENTER** to verify the reimbursement and employee number.

At the 0001 line, type the amount in the AMOUNT/PERCENT field to indicate the amount of the first line of the reimbursement.

5. Type **your company number** in the CO field.
6. Type the **account number** in the ACCOUNT field.
7. Type the **center number** in the CENTER field.
8. Type the **four digit BID identifier** in the BID field.
9. Type the **four digit NCG identifier** in the NCG field, if a NC Grant account is entered.
10. Type the **four digit statewide FED identifier or agency specific NON-ARRA FED identifier** in the FED field. ***(If the company/fund entered is for ARRA, the FED identifier will default automatically)***
11. Type the **total reimbursement amount** in the GROSS AMOUNT field.
12. Press **ENTER** to display defaults.
13. Type **NEXT** in the NEXT FUNCTION field to process the reimbursement

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

Procedure 35: Requesting Checks

After accessing the Accounts Payable module:

1. Type **PCC** in the NEXT FUNCTION field and press **ENTER** to access the *Payment Entity Cycle Controls (PCC)* screen.

2. Type the **paying entity** in the PAY ENTITY field to indicate payments should be made.

3. Type **Y** in the PAY CYCLE field to include the selected paying entity in this payment cycle.

4. Type the **date the parameters are set (today's date)** in the CURRENT PAY DATE field to indicate the effective date of the current payment cycle.

5. Type the **next date the parameters will be set** in the NEXT PAYMENT DATE field.

6. Type the **date printed on the checks** in the PAYMENT DATE field.

   🗁 The date in the PAYMENT DATE field must always match the date entered in the CURRENT PAY DATE field (today's date).

7. Press **ENTER** for the system search.

8. Type **S** in the SELECT fields besides the paying entities that should be included in the payment cycle under the same parameter as the paying entity above and press **ENTER** to process the information.

9. Type **BCCL** in the NEXT FUNCTION field and press **ENTER** to access the *Bank Cycle Control List (BCCL)* screen.

10. Type **your BAP code** in the BEGIN BANK ACCT PYMT CODE field and press **ENTER** to identify the BAP code used to make payments in the current cycle.

11. Type **S** in the SEL field that corresponds to the BAP code used to make the payments.

12. Press **ENTER** to access the *Bank Cycle Controls (BCC)* screen.

13. Type the **first check number** in the BEGINNING PYMT REF NUMBER field to identify the first check number that will be used for the current payment cycle. In most cases, this number is one number greater than the number in the LAST PYMT REF NBR USED field.

14. Press **ENTER** to process the information.

Procedure 36: Canceling Payments

After accessing the Accounts Payable module:

🗁 Before canceling checks, the BAP code and payment reference number (check number) must be known. If you do not know the check number, follow Steps 1 - 7.

1. Type **PYL** in the NEXT FUNCTION field and press **ENTER** to access the *Payment List (PYL)* screen.

2. Type **your paying entity** in the PAY ENTITY field.

3. Type the **vendor's shortname@** (e.g., Buy@) in the SHORT NAME field.

4. Press **ENTER** to access the *Vendor Short Name Lookup (VSL)* screen.

5. Type **R** in the ACTIVITY field next to the vendor's name.

6. Press **ENTER** to *return* to the *Payment List (PYL)* screen.

7. Make note of the BAP code from this screen which is found in the BAP CODE field. Record the BAP code in the following space:

   BAP CODE: _____

   and

   Make note of the check number found in the PYMT REF NUMBER field in the following space:

   PYMT REF NUMBER: _____

8. Type **PCN** in the NEXT FUNCTION field and press **ENTER** to access the *Payment Cancellation (PCN)* screen.

9. Type the **BAP code** in the BANK ACCT PAY CODE field.

10. Type the **check number** in the PAYMENT REF NUMBER field.

11. Press **ENTER** to retrieve the information associated with the BAP code and check number.

12. Review the information displayed concerning the payment to be canceled.

13. Type **Y** in the ENTER Y OR N field to confirm the cancellation of this check. Press **ENTER** to process the cancellation and access a blank *Payment Cancellation (PCN)* screen.

Procedure 37: Canceling Remaining Payments

After accessing the Accounts Payable module:

🗁 Before canceling the remaining payments, the vendor number and invoice number must be known. If you do not know the vendor number or invoice number, follow steps 2-6.

1. Type **DCL** in the NEXT FUNCTION field and press **ENTER** to access the *Document List (DCL)* screen.

2. Type **your paying entity** in the PAY ENTITY field.

3. Type the **vendor's shortname@** (e.g., Buy@) in the SHORT NAME field.

4. Press **ENTER** to access the *Vendor Short Name Lookup (VSL)* screen.

5. Type **R** in the ACTIVITY field next to the vendor's name.

6. Press **ENTER** to return to the *Document List (DCL)* screen.

7. On the *DCL* screen, find the invoice associated with the payments to be canceled. Note whether the status of the invoice is BALANCED or PRTL-PD.

   🗁 If the invoice is BALANCED, cancel all future payments when you cancel a payment. If the status is PRTL-PD, then cancel each payment individually.

8. Type **IPC** in the NEXT FUNCTION field and press **ENTER** to access the *Invoice Remaining Payment Cancel (IPC)* screen.

9. Find the first payment that you wish to cancel and type **C** in the C (CANCEL) field to the right of the payment to *cancel* the payment.

10. If the invoice has a status of BALANCED, or if this is the only payment you wish to cancel for a partially paid invoice, press **ENTER** to complete the cancellation. Otherwise, proceed to step 11.

11. If there are additional payments for a partially paid invoice appearing on this screen that you wish to cancel, type **C** in the C (CANCEL) field to the right of each payment you wish to cancel.

12. Press **ENTER** to process the cancellations for this screen and access additional payments eligible for cancellation (if any).

13. If there are additional payments to be canceled, type **C** in the C (CANCEL) field to the right of each payment and press **ENTER**.

Procedure 38: Releasing a Held Document

After accessing the Accounts Payable module:

1. Type **HDR** in the NEXT FUNCTION field and press **ENTER** to access the *Held Document Release (HDR)* screen.

2. Type **your paying entity** in the PAY ENTITY field and press **ENTER** to view all documents being held.

3. Type **R** in the ACT field beside the invoice(s) you want to release and press **ENTER** to release the document for payment.

   🗁 You may select a document on the *HDR* screen for inquiry. To inquire on a held document, type the **appropriate inquiry screen identifier** (ex. *DCL*) in the ACT field and press **ENTER** to inquire on the document.

Procedure 39: Designating a Non-Trade 1099 Vendor

After accessing the Accounts Payable module:

1. Type **TNL** in the NEXT FUNCTION field and press **ENTER** to access the *1099 Codes List (TNL)* screen.

2. Press **ENTER** to view the 1099 codes. Scroll down the list until you find the correct 1099 code for the vendor. (For example, M7 identifies the vendor as a miscellaneous non-employee compensation vendor.)

3. Type **VPN** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Payable Information (VPN)* screen.

4. Type the **non-trade paying entity** (XXPT) in the PAY ENTITY field.

5. Type the **vendor's short name@** in the SHORT NAME field.

6. Type the **vendor's social security number** or **federal ID number** in the TAX ID NUMBER field.

7. Type the **valid 1099 code** in the 1099 CODE field. You could also type **NO** in this field.

   🗁 Typing **NO** in the 1099 CODE field alerts the AP processor of possible 1099 transactions. It is then the processor's responsibility to determine the appropriate 1099 code for each transactions.

8. Press **ENTER** to process the information.

Procedure 40: Setting up a Non-Trade Vendor for Withholding

This procedure outlines the steps for setting up the vendor for backup withholding. However, a 1099 code is still required on all invoice lines subject to backup withholding.

1. Type **VPN** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Payable Information (VPN)* screen.

2. Type **XXPN** in the PAY ENTITY field.

3. Type the **vendor's federal ID number** or the **social security number** in the VENDOR NO. field.

4. Type **C** in the REQUEST field and press **ENTER** to indicate that you are changing information about the vendor.

5. Type **yesterday's date** in the in the TAX ID EXPIRATION DATE field.

6. Type the **appropriate percentage** in the 1099 WITHHOLDING RATE field.

   - To withhold federal taxes only, type **28.00**. To withhold state taxes only, type **4.00**. To withhold both state and federal, type **32.00**.

7. Press **ENTER** to complete entry and process the changes.

8. Type **G** in the REQUEST field and press **ENTER** to display the vendor record.

9. Type **VDD** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Default Distribution (VDD)* screen.

10. Type the **appropriate withholding indicator** in the 1099 WITHHOLD field and press **ENTER** to complete the entry.

    - If you are withholding federal taxes only, type **950** in the 1099 WITHHOLD field. If you are withholding state taxes only, type **951** in the 1099 WITHHOLD field. If you are withholding both state and federal taxes, type **952** in the 1099 WITHHOLD field. This indicator controls the accounts to which the withheld amount is posted.

Procedure 41A: Correcting Withholding for Non-1099 Transactions

Use this procedure when the invoice should not have been 1099 reportable and the payment was erroneously withheld.

1. If the vendor is a non-trade vendor, type **VPN** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Payable Information (VPN)* screen.

2. Verify that the TAX ID EXPIRATION DATE field has an expired date.

3. Verify that the 1099 WITHHOLDING RATE field contains the appropriate withholding percentage.

4. Type **VDD** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Default Distribution (VDD)* screen.

5. Verify that the 1099 WITHHOLD field contains the appropriate indicator.

   🗁 Refer to **Procedure 40: Setting Up a Non-trade Vendor for Withholding** to setup the TAX ID EXPIRATION DATE and 1099 WITHHOLDING RATE fields, if necessary. If the vendor is a trade vendor, contact the NCAS Support Services at 707-0795 to verify the information.

6. Type **CDE** in the NEXT FUNCTION field and press **ENTER** to access the *Control Document Entry (CDE)* screen.

7. Type **your paying entity** (**XXPT** or **XXPN**) in the PAY ENTITY field.

8. Type the **control group number** in the CONTROL NUMBER field.

9. Type **.00** in the CNTL AMT field. Since the invoice is a zero-dollar invoice, the control group total is zero.

10. Type **your first and last initials** in the APPL AREA field.

11. Type **D** in the ENTRY METHOD field to indicate this is a direct invoice.

12. Type **your bank account payment code** in the BANK ACCT PYMT IND field and press **ENTER** to access the *Invoice Worksheet 1 (IWS-1T)* screen.

    🗁 Do *not* type **ZRO** in the BANK ACCT PYMT IND field.

13. Type the invoice information on the *IWS-1T* screen. Use the same vendor as the original

invoice.

14. Type **NET** in the TERMS CODE field.

15. On line 0001, type the **positive dollar amount** in the AMOUNT/PERCENT field.

16. Type the **company number** in the CO field.

17. Type the **account number** in the ACCOUNT field.

18. Type the **center number** in the CENTER field.

    🗁 Use the same accounting distribution as the original invoice. Do *not* type a 1099 code for this line.

19. On line 0002, type the **negative dollar amount** in the AMOUNT/PERCENT field.

20. Type the **company number** in the CO field.

21. Type the **account number** in the ACCOUNT field.

22. Type the **center number** in the CENTER field.

    🗁 Use the same accounting distribution as the first line.

23. Type the **1099 code** in the 99 field**. Use the same 1099 code displayed on the original invoice.**

24. Type **R** in the REQUEST field and press **ENTER** to access the *Invoice Worksheet 2 (IWS-2T)* screen. Verify that the BANK PYMT field contains your BAP code (not ZRO).

25. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to balance the invoice.

Procedure 41B: Correcting Withholding for 1099 Transactions

Use this procedure when the invoice should still be 1099 reportable and the payment was erroneously withheld.

1. If the vendor is a non-trade vendor, type **VPN** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Payable Information (VPN)* screen.

2. Verify that the TAX ID EXPIRATION DATE field has an expired date.

3. Verify that the 1099 WITHHOLDING RATE field contains the appropriate withholding percentage.

4. Type **VDD** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Default Distribution (VDD)* screen.

5. Verify that the 1099 WITHHOLD field contains the appropriate indicator.

   🗁 Refer to **Procedure 40: Setting Up a Non-trade Vendor for Withholding** to set up the TAX ID EXPIRATION DATE and 1099 WITHHOLDING RATE fields, if necessary. If the vendor is a trade vendor, contact the NCAS Support Services at 707-0795 to verify the information.

6. Type **CDE** in the NEXT FUNCTION field and press **ENTER** to access the *Control Document Entry (CDE)* screen.

7. Type **your paying entity (XXPT or XXPN)** in the PAY ENTITY field.

8. Type the **control group number** in the CONTROL NUMBER field.

9. Type **.00** in the CNTL AMT field. Since the invoice is a zero-dollar invoice, the control group total is zero.

10. Type **your first and last initials** in the APPL AREA field.

11. Type **D** in the ENTRY METHOD field to indicate this is a direct invoice.

12. Type **your bank account payment code** in the BANK ACCT PYMT IND field and press **ENTER** to access the *Invoice Worksheet 1 (IWS-1T)* screen.

    🗁 Do not type ZRO in the BANK ACCT PYMT IND field.

13. Type the invoice information on the *IWS-1T* screen. Use the same vendor as the original invoice.

14. Type **NET** in the TERMS CODE field.

15. On line 0001, type the **positive dollar amount** in the AMOUNT/PERCENT field.

16. Type the **company number** in the CO field.

17. Type the **account number** in the ACCOUNT field.

18. Type the **center number** in the CENTER field.

    🗁 Use the same accounting distribution as the original invoice.

19. Type **NO** in the 99 field.

20. On line 0002, type the **negative dollar amount** in the AMOUNT/PERCENT field.

21. Type the **company number** in the CO field.

22. Type the **account number** in the ACCOUNT field.

23. Type the **center number** in the CENTER field.

    🗁 Use the same accounting distribution as the first line.

24. Type **the same 1099 code that was keyed on the original invoice** in the 99 field.

25. Type **R** in the REQUEST field and press **ENTER** to access the *Invoice Worksheet 2 (IWS-2T)* screen. Verify that the BANK PYMT field contains your BAP code (not ZRO).

26. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to balance the invoice.

27. After the check has been produced for the amount withheld in error, access the *Invoice Maintenance 1 (IMW-1T)* screen and **change the 1099 field on line 0001 to the same 1099 code used on line 0002.**

    🗁 Step 27 will ensure that the 1099 reports reflect that the withholding is zeroed out and will have zero net effect on the 1099 totals for this vendor.

Procedure 42: Processing Out-of-State Sales Tax

After accessing the Accounts Payable module, in the next function field, type *IWS-1T* to access the screen.

1. Enter all detail lines for the invoice.
2. Calculate the tax amount for the taxable good by multiplying by the appropriate tax percentage.

Current tax:	7 1/2% (Mecklenburg County - 8%)
Food tax:	2%
Motel/Restaurant:	Varies by county

After all detail lines for the invoice are entered, enter an additional line.

3. At the next line, type **the negative tax amount** in the AMOUNT/PERCENT field.
4. Type **your company number** in the CO field.
5. Type **211940** in the ACCOUNT field to indicate the Taxes Payable to Revenue liability account.
6. Type **your fund number** in the CENTER field.
7. Type **the positive tax amount** (tax total) in the SALES TAX/VAT field.
8. Type **the invoice total** (without the tax) in the GROSS AMOUNT field.

   🗁 For matching invoices, this total should default.

9. Press **ENTER** to display and verify all defaults.
10. Verify that **Y** has defaulted in the T (TAX) field for all taxable invoice lines. It it did not default, type **Y** in the T field for each taxable invoice line.
11. If this is a matching invoice, tag the desired lines in the REQUEST field.
12. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to process the invoice.

Procedure 43A: Factoring Vendor Payments on a Direct Invoice

Note: The vendor file for the factor vendor must have an **F *(factor)*** status in order to be able to successfully factor vendor payments. Contact the OSC Support Services Center if you need help with setting up a vendor as a factor.

After accessing the *Invoice Worksheet 1 (IWS-1T)*:

1. Type the **invoice number** in the INVOICE NUMBER field.
2. Type the **invoice date** in the DATE field.
3. Type the **vendor's number** in the first blank of the VENDOR NUMBER field.
4. Type the **vendor's group number** in the second blank of the VENDOR NUMBER field and press **ENTER** to retrieve the vendor information.
5. At the proper line, type the **amount or percent owed** in the AMOUNT/PERCENT field.
6. Type **your company number (XX01)** in the CO field.
7. Type the **account number** in the ACCOUNT field.
8. Type the **center number** in the CENTER field.
9. Type the **description of the invoice** in the DESCRIPTION field.
10. Type the **gross amount of the invoice** in the GROSS AMOUNT field. Delete the zeros at the end of the field.
11. Press **ENTER** to process the information.
12. Type **R** in the REQUEST field and press **ENTER** to access the *Invoice Worksheet 2 (IWS-2T)* screen.
13. Type the **factor's vendor number** in the FACTOR NUMBER field and press **ENTER** to process the information.

    🗁 If the vendor's factor file does not have a factor status, the following error message is displayed: **162 - VENDOR ENTERED IS NOT A FACTOR**.

14. Type **N** in the REQUEST field to balance the document and press **ENTER** to access a blank *Invoice Worksheet 1 (IWS-1T)* screen.

Procedure 43B: Factoring Vendor Payments on a Matching Invoice

Note: The vendor file for the factor vendor must have an **F *(factor)*** status in order to be able to successfully factor vendor payments. Contact the OSC Support Services Center if you need help with setting up a vendor as a factor.

After accessing the *Invoice Matching (IMP)*:

1. Type the **invoice number** in the INVOICE NUMBER field.

2. Type the **invoice date** in the DATE field.

3. Type **vendor number and group** in the VENDOR NUMBER fields and press **ENTER**.

4. Verify that the payment terms that defaulted into the TERMS CODE field are correct. Change the terms code to match the terms indicated on the invoice, if necessary.

5. Type the **total amount of the invoice** in the GROSS AMOUNT field.

6. Type the **Factor number** and group in the FACTOR NUMBER field.

7. Press **ENTER** to process the information and to access the *Invoice Line Audit (ILA)* screen.

After accessing the Invoice Line Audit (ILA) screen:

8. Verify that the correct accounting distribution is being used.

9. Compare the value in the UOP field to the unit of measure used on the invoice (UOI).
   - If the UOP and the UOI are the same, skip to Step 4.
   - If the UOP and the UOI are not the same, convert the UOP to the UOI, using either Step 3a or Step 3b.

10. Type the **Unit of Invoice (UOI)** in the UOP field if:

    - the UOI is defined on the *Units of Measure List (UML)* screen and
    - the system-calculated conversion factor equals the true numerical relationship between the UOP and the UOI.

    OR

    Type the **manually calculated conversion factor** in the CONV FACTOR field if *either* of the two conditions in Step 3a are not satisfied.

11. Compare the PO line quantity in the QUANTITY field to the invoice quantity.

- If they are the same, skip to Step 5.
- If the values are not the same, type the **invoice quantity** in the QUANTITY field.
- If the invoice quantity is a fraction, convert the UOI to a unit of measure that permits the quantity to be a whole number. Use any option in Step 3 that applies to change the UOI.

12. Compare the PO line amount in the AMOUNT field to the invoice amount. If the values are the same, skip to Step 6.

    🗁 If the values are not the same, type the **invoice amount** in the AMOUNT field.

13. Type **A** in the REQUEST field to tag a line.

    🗁 Each sequence letter (A, B, C) corresponds to a specific line on the purchase order. To indicate each line that is to be paid, you must tag the line. To tag a line, type the sequence letter in the REQUEST field and press **ENTER**. If all lines are to be paid, type **S** in the REQUEST field and press **ENTER**.

14. Press **ENTER** to process the information.

15. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to complete the invoice entry. A blank *Invoice Matching (IMP)* screen is displayed.

Procedure 44A: Factoring International Wire Payments on a Direct Invoice

Note: The vendor file for the factor vendor must have an **F *(factor)*** status in order to be able to successfully factor vendor payments. Contact the OSC Support Services Center if you need help with setting up a vendor as a factor.

After accessing the *Invoice Worksheet 1 (IWS-1T)*:

1. Type the **invoice number** in the INVOICE NUMBER field.

2. Type the **invoice date** in the DATE field.

3. Type the **vendor's number** in the first blank of the VENDOR NUMBER field.

4. Type the **vendor's group number** in the second blank of the VENDOR NUMBER field and press **ENTER** to retrieve the vendor information.

5. At line 0001, type the **amount owed to the foreign vendor** in the AMOUNT/PERCENT field.

6. Type **your company number (XX01)** in the CO field.

7. Type the **account number** in the ACCOUNT field.

8. Type the **center number** in the CENTER field.

9. Type the **description of the invoice** in the DESCRIPTION field.

10. Verify that "**NR**" is in the 99 field or enter "**NR**" in the 99 field.

    🗁 If the foreign vendor is in the statewide trade vendor file, the "**NR**" 1099 code should default in the 99 field. If the foreign vendor is a "nontrade" vendor and the "NR" code does not default, type "**NR**" in the 99 field for invoice line 0001. This "NR" code ensures that any backup withholding that may be required for this international vendor is processed.

11. At line 0002, type the **amount of the international wire fee** in the AMOUNT/PERCENT field.

12. Type **your company number (XX01)** in the CO field.

13. Type the **account number** in the ACCOUNT field.

14. Type the **center number** in the CENTER field.

15. Type the **description of the invoice** in the DESCRIPTION field.

16. If "**NR**" is in the 99 field, change the "NR" code to "**NO**"

    🗁 If the foreign vendor is in the statewide trade vendor file, the "**NR**" 1099 code will default in the 99 field. If backup withholding is required for this foreign vendor, the "**NO**" 1099 code will ensure that the backup withholding does not apply to the international wire fee amount.

17. Type the **gross amount of the invoice** in the GROSS AMOUNT field. Delete the zeros at the end of the field.

18. Press **ENTER** to process the information.

19. Once **ENTER** has been pressed and the defaults have displayed, verify that the "**NR**" 1099 code has displayed only for the invoice line that is for the amount the vendor is being paid. If "NR" is in the wire fee invoice line, change the 1099 code to "**NO**" to avoid backup withholding from applying to the wire fee amount.

20. Type **R** in the REQUEST field and press **ENTER** to access the *Invoice Worksheet 2 (IWS-2T)* screen.

21. Type **941347393 18** in the FACTOR NUMBER and GROUP fields and press **ENTER** to process the information.

    🗁 ***Always*** use this vendor number and group in order to pay the international wire payment to the correct Wells Fargo vendor.

22. Type **N** in the REQUEST field to balance the document and press **ENTER** to access a blank *Invoice Worksheet 1 (IWS-1T)* screen.

Procedure 44B: Factoring International Wire Payments on a Matching Invoice

Note: The vendor file for the factor vendor must have an **F *(factor)*** status in order to be able to successfully factor vendor payments. Contact the OSC Support Services Center if you need help with setting up a vendor as a factor.

After accessing the *Invoice Matching (IMP)*:

1. Type the **invoice number** in the INVOICE NUMBER field.

2. Type the **invoice date** in the DATE field.

3. Type **vendor number and group** in the VENDOR NUMBER fields and press **ENTER**.

4. Verify that the payment terms that defaulted into the TERMS CODE field are correct. Change the terms code to match the terms indicated on the invoice, if necessary.

5. Type the **total amount of the invoice** in the GROSS AMOUNT field.

6. Type **941347393 18** in the FACTOR NUMBER and GROUP fields.

   🗁 ***Always*** use this vendor number and group in order to pay the international wire payment to the correct Wells Fargo vendor

7. Press **ENTER** to process the information and to access the *Invoice Line Audit (ILA)* screen.

After accessing the Invoice Line Audit (ILA) screen:

8. Verify that the correct accounting distribution is being used.

9. Compare the value in the UOP field to the unit of measure used on the invoice (UOI).
   - If the UOP and the UOI are the same, skip to Step 10.
   - If the UOP and the UOI are not the same, convert the UOP to the UOI.

10. Type the **Unit of Invoice (UOI)** in the UOP field if:

    - the UOI is defined on the *Units of Measure List (UML)* screen and
    - the system-calculated conversion factor equals the true numerical relationship between the UOP and the UOI.

    OR

    Type the **manually calculated conversion factor** in the CONV FACTOR field if *either* of the two conditions in are not satisfied.

11. Compare the PO line quantity in the QUANTITY field to the invoice quantity.

    - If they are the same, skip to Step 12.
    - If the values are not the same, type the **invoice quantity** in the QUANTITY field.
    - If the invoice quantity is a fraction, convert the UOI to a unit of measure that permits the quantity to be a whole number.

12. Compare the PO line amount in the AMOUNT field to the invoice amount.

    🗁 If the values are not the same, type the **invoice amount** in the AMOUNT field.

13. Type **A** in the REQUEST field to tag a line.

    🗁 Each sequence letter (A, B, C) corresponds to a specific line on the purchase order. To indicate each line that is to be paid, you must tag the line. To tag a line, type the sequence letter in the REQUEST field and press **ENTER**. If all lines are to be paid, type **S** in the REQUEST field and press **ENTER**.

14. Press **ENTER** to process the information.

15. Type **3** in the REQUEST field in order to proceed to the *IWS-1T* screen for direct invoices.

16. If the PO this invoice is being matched has not separated the "***International Wire Fee***" from the amount being paid to the international vendor, this wire fee will need to separated. If the international wire fee is included, reduce the vendor payment amount by the wire fee amount and enter a new line for the wire fee amount. The invoice will then have two separate lines.

17. Verify that "**NR**" is in the 99 field or enter "**NR**" in the 99 field for the invoice line for the vendor payment.

    🗁 If the foreign vendor is in the statewide trade vendor file, the "**NR**" 1099 code should default in the 99 field. If the foreign vendor is a "nontrade" vendor and the "NR" code does not default, type "**NR**" in the 99 field for invoice line 0001. This "NR" code ensures that any backup withholding that may be required for this international vendor is processed.

18. <u>If</u> "**NR**" is in the 99 field for the wire fee invoice line, change the "NR" code to "**<u>NO</u>**"

    🗁 If the foreign vendor is in the statewide trade vendor file, the "**NR**" 1099 code will default in the 99 field. If backup withholding is required for this foreign vendor, the "**NO**" 1099 code will ensure that the backup withholding does not apply to the international wire fee amount.

19. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to complete the invoice entry. A blank *Invoice Matching (IMP)* screen is displayed.

Procedure 45A: Entering a Refund of a Current Year Expenditure

Use this procedure when the refund occurred during the current year and requires an adjustment to the original distribution account.

1. Complete the *Control Document Entry (CDE)* screen following standard NCAS procedures for a zero dollar invoice.

   🗁 Use **ZRO** in the bank ACCT PYMT IND field.

2. On the *Invoice Worksheet 1 (IWS-1T)* screen, type the **invoice number** in the INVOICE NUMBER field.

3. Type the **invoice date** in the DATE field.

4. Type the **vendor number** in the first blank of the VENDOR NUMBER field.

   🗁 Use the same vendor as the original invoice.

5. Type the **group code** in the second blank of the VENDOR NUMBER field.

6. On line 0001, type the **amount of the refund** in the AMOUNT/PERCENT field.

   🗁 Be sure to type the amount as a negative number. This posts a credit to the original account.

7. Type the **company used on the original invoice** in the CO field.

8. Type the **account used on the original invoice** in the ACCOUNT field.

9. Type the **center used on the original invoice** in the CENTER field.

10. On line 0002, type the **amount of the refund** in the AMOUNT/PERCENT field.

    🗁 Be sure to type the amount as a positive number. This posts a debit to the Vendor Refund Clearing Account.

11. Type the **company** in the CO field.

12. Type **535680** in the ACCOUNT field. Account 535680 is the Vendor Refund Clearing Account.

13. Type the **center** in the CENTER field.

14. Type **.00** in the GROSS AMOUNT field.

15. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to balance the document.

Procedure 45B: Entering a Refund of a Prior Year Expenditure

Before recording a refund of a prior year expenditure, you must ensure that a reimbursement account (5383AA) has been established within the NCAS to handle prior year reimbursement.

1. Complete the *Control Document Entry (CDE)* screen following standard NCAS procedures for a zero dollar invoice.

   🗁 Use **ZRO** in the BANK ACCT PYMT IND field.

2. On the *Invoice Worksheet 1 (IWS-1T)* screen, type the **invoice number** in the INVOICE NUMBER field.

3. Type the **invoice date** in the DATE field.

4. Type the **vendor number** in the first blank on the VENDOR NUMBER field.

   🗁 Use the same vendor as the original invoice.

5. Type the **group code** in the second blank of the VENDOR NUMBER field.

6. On line 0001, type the **amount of the refund** in the AMOUNT/PERCENT field.

   🗁 Be sure to type the amount as a negative number. This posts a credit to the prior year reimbursement account.

7. Type the **company** in the CO field.

8. Type the **prior year reimbursement account (5383AA)** in the ACCOUNT field.

9. Type the **center** in the CENTER field.

10. On line 0002, type the **amount of the refund** in the AMOUNT/PERCENT field.

    🗁 Be sure to type the amount as a positive. This debits the Vendor Refund Clearing Account.

11. Type the **company** in the CO field.

12. Type **535680** in the ACCOUNT field. Account 535680 is the Vendor Refund Clearing Account.

13. Type the **center** in the CENTER field.

14. Type **.00** in the GROSS AMOUNT field.

15. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to balance the document.

Procedure 45C: Entering an Accrued Refund of a Prior Year Expenditure

Before recording a refund of a prior year expenditure, you must ensure that a reimbursement account (5383AA) has been established within the NCAS to handle prior year reimbursements.

1. Complete the *Control Document Entry (CDE)* screen following standard NCAS procedures for a zero dollar invoice.

   🗁 Use **ZRO** in the BANK ACCT PYMT IND field.

2. On the *Invoice Worksheet 1 (IWS-1T)* screen, type the **invoice number** in the INVOICE NUMBER field.

3. Type the **invoice date** in the DATE field.

4. Type the **vendor number** in the first blank of the VENDOR NUMBER field.

   🗁 Use the same vendor as the original invoice.

5. Type the **group code** in the second blank of the VENDOR NUMBER field.

6. On line 0001, type the **amount of the refund** in the AMOUNT/PERCENT field.

   🗁 Be sure to type the amount as a negative number. This posts a credit to the prior year reimbursement account.

7. Type **ARC** in the EXP field to indicate that this is an accrual.

8. Type the **company** in the CO field.

9. Type the **prior year reimbursement account (5383AA)** in the ACCOUNT field.

10. Type the **center** in the CENTER field.

11. On line 0002, type the **amount of the refund** in the AMOUNT/PERCENT field.

    🗁 Be sure to type the amount as a positive number. This debits the Vendor Refund Clearing Account.

12. Type the **company** in the CO field.

13. Type **535680** in the ACCOUNT field. Account 535680 is the Vendor Refund Clearing Account.

14. Type the **center** in the CENTER field.

15. Type .**00** in the GROSS AMOUNT field.

16. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to balance the document.

Procedure 45D: Entering a Combination Refund of Expenditure

In some circumstances, an agency may receive a refund that needs to be split between the current year and the previous year. Before recording a combination refund, you must ensure that a reimbursement account (5383AA) has been established with the NCAS to the prior year portion of the refund.

1. Complete the *Control Document Entry (CDE)* screen following standard NCAS procedures for a zero dollar invoice.

   🗁 Use **ZRO** in the BANK ACCT PYMT IND field.

2. On the *Invoice Worksheet 1 (IWS-1T)* screen, type the **invoice number** in the INVOICE NUMBER field.

3. Type the **invoice date** in the DATE field.

4. Type the **vendor number** in the first blank of the VENDOR NUMBER field.

   🗁 Use the same vendor as the original invoice.

5. Type the **group code** in the second blank of the VENDOR NUMBER field.

6. On line 0001, type the **prior year portion of the refund** in the AMOUNT/PERCENT field.

   🗁 Be sure to type the amount as a negative number. This posts a credit to the prior year reimbursement account.

7. Type **ARC** in the EXP field to indicate that this is an accrual.

8. Type the **company** in the CO field.

9. Type the **prior year reimbursement account (5383AA)** in the ACCOUNT field.

10. Type the **center** in the CENTER field.

11. On line 0002, type the **current year portion of the refund** in the AMOUNT/PERCENT field.

    🗁 Be sure to type the amount as a negative number. This posts a credit to your original account.

12. Type the **company** from the original invoice in the CO field.

13. Type the **account** used on the original invoice in the ACCOUNT field.

14. Type the **center** used on the original invoice in the CENTER field.

15. On line 0003, type the **total amount of the refund** in the AMOUNT/PERCENT field.

    Be sure to type the amount as a positive number. This debits the Vendor Refund Clearing Account.

16. Type the **company** in the CO field.

17. Type **535680** in the ACCOUNT field. Account 535680 is the Vendor Refund Clearing Account.

18. Type the **center** in the CENTER field.

19. Type **.00** in the GROSS AMOUNT field.

20. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to balance the document.

Procedure 46: Recording Manual Checks

After accessing the Accounts Payable module:

1. Type **MPE** in the NEXT FUNCTION field and press **ENTER** to access the *Manual Payment Entry (MPE)* screen.

2. Type the **BAP code** in the BANK ACCT PAY CODE field.

3. Type the **manual check number** in the PYMT REF NBR field.

4. Type the **total amount of the manual check** in the PAYMENT AMOUNT field.

5. Type the **date of the manual check** in the PAYMENT DATE field.

6. Type the **paying entity** in the PAY ENTITY field to indicate the paying entity of the vendor or employee.

7. Type the **vendor short name**@ in the SHORT NAME field to identify the vendor.

8. Press **ENTER** to access the *Vendor Short Name (VSL)* screen.

9. Type **R** in the ACTIVITY field and press **ENTER** to r*eturn* to the *Manual Payment Entry (MPE)* screen.

10. Type **Y** in the PRINT CHECK field to push check to the CSeries check printing software.

11. Type **S** in the NET AMOUNT field to identify that the net amount of the document was paid (or type **S** in the GROSS AMOUNT field, depending on how the invoice was actually paid).

12. Verify that all information is correct before completing the manual payment.

    🗁 Once the manual payment has been entered into the system, it *cannot* be modified.

13. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to process the information and access a blank *MPE* screen.

14. The cash needs to be requisitioned for the total amount of the manual check.

Procedure 47A: Escheating a Check to NC State Treasure

After accessing the Accounts Payable module:

1. Type **PES** in the NEXT FUNCTION field.

2. Type the **BAP code** in the BANK PYMT IND: field.

3. Press **ENTER** to display a list of outstanding checks beginning with the check number entered.

4. Type **S** in the SEL field next to the check number to be escheated and press **ENTER**.

Procedure 47B: Escheating a Check to Another State

IMPORTANT: DO NOT PERFORM THIS PROCEDURE ON THE SAME DAY AS A PAYMENT CYCLE.

1. Type **PES** in the NEXT FUNCTION field.

2. Type the **BAP code** in the BANK PYMT IND: field.

3. Press **ENTER** to display a list of outstanding checks beginning with the check number entered.

4. Type **S** in the SEL field next to the check number to be escheated and press **ENTER**.

5. Wait for an overnight production run of NCAS. After the production run, proceed to the next step.

6. After the NCAS production run an invoice will be in the Accounts Payable module that was created to Department of State Treasurer. The invoice will be under your agency's **XXPT** pay entity and vendor number **561545517 D.**

NOTE: If the Department of State Treasurer's invoice is paid, you will need to first cancel this payment on the PCN screen before proceeding with step 7. See Procedure 36: Canceling Payments.

7. Confirm that the invoice is in *BALANCED* status. This invoice will need to be cancelled on the **ICD** screen. Use your agency's **XXPT** pay entity and **561545517 D** vendor number on the **ICD** screen.

8. On the **ICD** screen, type **C** in the C/D field next to the DST invoice that was created from escheating the check.

9. After the DST invoice has been cancelled, create a new direct invoice to the state that this escheated check needs to be remitted. When entering the accounting distribution, **ALWAYS** enter **111250** for the *account* and **1000** for the *center* on the invoice.

Keying the invoice to account 111250 and center 1000 will ensure that the cash accounts are reflecting correctly.

10. After the invoice has been processed, this invoice needs to be manually paid on the **MPE** screen and sent to the *CSeries* check printing software in order to print the manual

check. (***See Procedure 46: Recording Manual Checks*** for steps of manually paying a check)

11. The agency's CSeries check printing user(s) will then be able to print the check for this escheated check that needs to be remitted to another state.

12. If all of these steps are completed correctly, the following will be in the AP module:
    a. The original check will have a status of "ESCHEATS" on the PYL screen.
    b. The Department of State Treasure invoice will be cancelled on the DCL screen.
    c. The new invoice to pay the state for the escheated check will be in "PAID" status.

13. The next day, review the General Ledger to verify that the cash account 111250 is zeroed out from this invoice.

Procedure 48: Adding a Trade NRA Vendor

- Complete the NCAS Backup Withholding form and forward to the OSC Support Services Center.

- Before entering any invoices, you must first check the Statewide Trade Vendor File to see if the vendor exists. If it does not, then you must request the Office of State Controller to add the vendor to the file.

After accessing the Accounts Payable module:

1. If the vendor is not listed on the *VSL* screen, type **VSU** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Setup (VSU)* screen to request the addition of a NRA trade vendor.

2. Type **VADD** in the PAY ENTITY field. VADD stores vendor names temporarily until they can be added to the Statewide Trade Vendor File.

3. Type the word **foreign** in the VENDOR NO field.

   - When a NRA vendor is added to the NCAS, they will not have a standard tax identification number (TIN) as do US vendors.

4. Type the **vendor name** in the VENDOR NAME field.

5. Type a **valid vendor type code** in the VENDOR TYPE field.

   - The following types are valid codes:

     D = Direct vendor (no purchase order issued)
     M = Matching vendor

6. Type the **vendor's fax number** in the FAX field, if available.

   - This field is not required.

7. Type the **vendor's phone number** in the PHONE field in the REMIT TO section of the screen.

8. Type the **vendor's address** (PO box or street address) in the ADDR LINE 2 field.

9. Type the correct **state code** in the STATE CODE field.

   - If this address is located outside the US, leave this field blank.

10. Type the **correct code** in the VAL field

    - For US addresses, type a Y. For foreign addresses, type an N.

11. Type the **vendor's city** in the ADDR LINE 3 field of the REMIT TO section.

    🗁 If the address is located outside of the US, type the city name, province (if applicable) and nation in the ADDR LINE 3 field of the REMIT TO section.

12. Type the **postal code** (zip) in the POSTAL CODE field.

13. Type the message **VENDOR IS A NON RESIDENT ALIEN** in the OPT ADDR 1 or OPT ADDR 2 field to notify the OSC Support Services Center that the *VGN* and *VPN* screens need to be completed to begin the withholding for this trade vendor.

14. Press **ENTER**. The following message is displayed on your screen: **VENDOR HAS BEEN ADDED TO THE SYSTEM. HIT ENTER!!!**

15. Press **ENTER** to send your request to the OSC Support Services Center for further processing.

Procedure 49: Adding a Non-Trade NRA Vendor

When a NRA vendor is added as a non-trade vendor, the addition is similar to adding a trade vendor, except that the agency is responsible for completing the withholding information required for the NRA. The agency must complete the information for non-trade vendors in the same manner that the OSC does for trade vendors. Non-trade vendors are not shared with other agencies.

After accessing the Accounts Payable module:

1. Type **VSU** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Setup (VSU)* screen to add a NRA non-trade vendor.

2. Type the *non-trade paying entity (XXPN)* in the PAY ENTITY field.

   🗁 Your agency and OSC have determined the non-trade paying entity code.

3. Type **the numbering scheme** utilized by your agency for non-trade NRA vendors in the VENDOR NO field. (Do not type hyphens.)

   🗁 When a NRA vendor is added to the NCAS they will not have a standard tax identification number (TIN) as our US vendors. The OSC suggests using a ten-digit numbering scheme such as FOR0000001, FOR0000002, etc.

4. Type the **vendor group number** in the GROUP field, if applicable.

5. Type the **vendor's name** in the VENDOR NAME field.

6. Type **D** in the VENDOR TYPE field to indicate that this is a *direct* vendor.

7. Type the **vendor name** in the SHORT NAME field. (Do not type any spaces between the names.)

   🗁 For an individual, type the last name first followed by the first name.

8. Type the **vendor's fax number** in the FAX field, if available.

   🗁 This field is not required.

9. Type the **vendor's phone number** in the PHONE field.

10. Type the **vendor's address** (PO box or street address) in the ADDR LINE 2 field of the REMIT TO section.

11. Type the correct **state code** in the STATE CODE field.

    🗁 If the address is located outside the US, leave this field blank.

12. Type the **correct validation code** in the VAL field.

    🗁 For US addresses, type a Y. For foreign addresses, type an N.

13. Type the **vendor's city** in the ADDR LINE 3 field of the REMIT TO section.

    🗁 If the address is located outside of the US, type the city name, province (if applicable) and nation in the ADDR LINE 3 field of the REMIT TO section.

14. Type the **vendor's postal code** (zip) in the POSTAL CODE field. (Use the "plus 4" zip)

15. Type a **contact name** at the vendor's company in the CONTACT field.

16. Press **ENTER** to add this vendor to your non-trade paying entity and to clear the screen.

17. Type **G** in the REQUEST field and press **ENTER** to display the vendor record.

18. Type **VGN** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor General Information (VGN)* screen.

19. Type the **vendor's business characteristic** in the CATEGORY CODES 1 field.

> You can locate the corresponding Category Codes on the *Description Table (DTL)* screen.
> - Type **DTL** in the NEXT FUNCTION field and press **ENTER** to access the Description Table (DTL) screen.
> - Type your **paying entity (XXPN)** in the ENTITY field.
> - Type **pay** in the ENTITY TYPE field and press **ENTER**.
> - Once you have located the appropriate code, access the *VGN* screen to add the code.
>
> 🗁 An example of an often used Category Code is TAX. This code is used to describe a "Tax Exempt, Non-Profit Vendor."

> An abbreviated list of the most used Category Codes can be found in **QRG 4: 1099 Codes List.**

20. Type the remit-to county code in the CATETORY CODE 5 field.

    🗁 Type **999** in the CATETORY CODE 5 field to indicate that a vendor is an out-of-state vendor.

> If you know the city in the remit-to address on the VSU screen, you can identify the county code using **QRG 2: Post Office and Incorporated Cities and Towns.**
>
> If you know the county name, you can find the corresponding code on the *Description Table (DTL)* screen.
>
> Once you have located the appropriate code, access the *VGN* screen to add the code.

21. Type **today's date** in the VEND ADD field to track the date of the addition of the vendor to the system.

    🗁 This date must be entered in MM/DD/YYY format.

22. Press **ENTER** to process the *VGN* screen.

23. Type **G** in the REQUEST field and press **ENTER** to display the vendor record.

24. Type **VPN** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Payable Information (VPN)* screen.

25. To initiate withholding for a non-trade vendor, type **yesterday's date** in the TAX ID EXPIRATION DATE field.

    🗁 This date must be entered in MM/DD/YYYY format.

26. Type **30.00** in the 1099 WITHHOLDING RATE field.

    🗁 This is the rate (30%) for NRA withholding.

27. Type the **1099 code** in the 1099 CODE field.

    🗁 The code for NRA withholding is NR.

28. Press **ENTER** to process the *VPN* screen.

29. Type **G** in the REQUEST field and press **ENTER** to display the vendor record.

30. Type **VDD** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Default Distribution (VDD)* screen.

31. Type the **appropriate mini-chart indicator** in the 1099 WITHHOLD field.

    🗁 The mini-chart indicator determines how the accounting entries will post. The indicator for NRA withholding is 953.

32. Press **ENTER** to process the *VDD* screen.

Procedure 50: Setting Up a NRA Vendor for Withholding

Processing NRA withholding in the NCAS is similar to both State and Federal backup withholding. NRA withholding requires that the *Vendor Payable Information (VPN)* screen and the *Vendor Default Distribution (VDD)* screen be set up. The only differences are the withholding rates and the mini-chart indicators.

After accessing the Accounts Payable module:

1. Type **VPN** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Payable Information (VPN)* screen.
2. Type **XXPN** in the PAY ENTITY field.
3. Type the **vendor's number** in the VENDOR NUMBER field (if it does not default.)
4. Type the **vendor's group** in the GROUP field, if applicable. (Do NOT press **ENTER** here!)
5. Type **yesterday's date** in the TAX ID EXPIRATION DATE field.
6. Type the **appropriate percentage** in the 1099 WITHHOLDING RATE field to withhold NRA taxes only, type **30.00**.
7. Type the **NR code** in the 1099 CODE field.
8. Press **ENTER** to complete the entry and process the changes.
9. Type **G** in the REQUEST field and press **ENTER** to display the vendor record.
10. Type **VDD** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Default Distribution (VDD)* screen.
11. Type the **appropriate withholding indicator** in the 1099 WITHHOLD field.

    🗁 If you are withholding NRA taxes, type **953** in the 1099 WITHHOLD field. This indicator controls the accounts to which the withheld amount is posted.

12. Press **ENTER** to complete the entry.

Procedure 51: Processing a 1099 Applicable NRA Payment (Direct Invoice)

After accessing the Accounts Payable module:

After completing the *Control Document Entry (CDE)* screen and accessing the *Invoice Worksheet 1 (IWS-1T)* screen:

1. Type the **invoice number** in the INVOICE NUMBER field.
2. Type the **invoice date** in the DATE field.

   🗁 This date is used to determine the payment due date based on the payment terms code.
3. Type the **vendor short name@** in the VENDOR SHORT NM field and press **ENTER**.

   🗁 If you access the *Vendor Setup (VSL)* screen, select the appropriate vendor. Type **R** in the ACTIVITY field and press **ENTER** to return to the *IWS-1T* screen.
4. If any messages display, read the messages and press **ENTER** to override the messages andcontinue entering the invoice.
5. Verify that the appropriate payment terms have defaulted into the TERMS CODE field. Update this field if necessary.

   🗁 You can access the *Payment Terms Code List (PTL)* screen to obtain a list of payment terms and their corresponding codes.
6. Type **BACK** in the NEXT FUNCTION field and press **ENTER** to return to the *IWS-1T* screen.
7. To add a remit message to the check, access the *Remit Message List (RML)* screen by typing *RML* in the NEXT FUNCTION field and pressing **ENTER** (or enter the message directly on the *IWS-1T* screen and press **ENTER**. Then skip to Step 11.)
8. Type your **paying entity (XXPT)** in the PAY ENTITY field and press **ENTER** to review the remit message.
9. Once you have located the appropriate message on the *RML* screen, type **R** in the NEXT FUNCTION field and press **ENTER** to return to the *IWS-IT* screen.
10. Type the **three-character code** that corresponds to the message in the first (small) REMIT MSG field.
11. At the 0001 line, type the **first line total amount** in the AMOUNT/PERCENT field to indicate the amount of the first line of the invoice.

12. Type your **company number** in the CO field.

13. Type the **account number** in the ACCOUNT field.

14. Type the **center number** in the CENTER field.

If there is only one line of expense, proceed to the next step. If there is more than one line of expense, repeat Steps 11 through 14 and then proceed with Step 15.

Once the NRA vendor has been setup for withholding a1099 code of NR should default automatically to the 99 field.

15. Ensure that all payments to NRA's are coded with the NR 1099 code so withholding will occur. Otherwise, override the 1099 code with the appropriate code from the *TNL* screen.

16. Type **TNL** in the NEXT FUNCTION field and press **ENTER** to access the *1099 Codes List (TNL)* screen.

17. Press **ENTER** to view the 1099 codes. Scroll down to locate the correct 1099 code to process the invoice line.

18. Type **R** in the NEXT FUNCTION field and press **ENTER** to return to the *Invoice Worksheet 1 (IWS-IT)* screen.

19. Type the **total invoice amount** in the GROSS AMOUNT field.

20. Type **NEXT** or **N** in the REQUEST field and press **ENTER** to balance the document.

Procedure 52: Processing a 1099 Applicable NRA Payment (Matched Invoice)

After accessing the Accounts Payable module:

After completing the *Control Document Entry (CDE)* screen and accessing the *Invoice Matching (IMP)* screen:

1. Type the **invoice number** in the INVOICE NUMBER field.
2. Type the **invoice date** in the DATE field.

   🗁 This date is used to determine the payment due date based on the payment terms code.

3. Type **part of a vendor name@** in the VENDOR SHORT NAME field.

   🗁 If you know the vendor number, type the **vendor** and **group number** in the VENDOR NUMBER field and press **ENTER** to return the vendor number and address to the *IMP* screen. Then skip to step 8.

4. Press **ENTER** to return the vendor number and address to the *IMP* screen.

   🗁 If the short name is unique to a vendor, the vendor name and address are returned to the *IMP* screen. In this case, skip to Step 8. If the short name is not unique to a vendor name and address, the *Vendor Short Name List (VSL)* screen is displayed with a list of all vendors that match the requested short name.

5. Type **B** in the ADDRESS TYPE field to display both the order-from and the remit-to address.
6. Press **ENTER** to scroll through the list until you locate the required vendor.
7. Type **R** in the ACTIVITY field for the required vendor and press **ENTER** to return the vendor number and address to the *IMP* screen.
8. To verify that the correct vendor name and address have been returned to the *IMP* screen, type **VRS** in the NEXT FUNCTION field and press **ENTER** to access the *Remit to Vendor Setup (VRS)* screen. The *VRS* screen displays detailed information about the vendor.
9. Type **R** in the NEXT FUNCTION field and press **ENTER** to return to the *Invoice Matching (IMP)* screen.
10. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.
11. Type the **purchase order number** in the PO NUMBER field and press **ENTER** to process the information.

12. If a PO is not referenced, type **F** in the REQUEST field and press **ENTER** to access the *PO Finder (POF)* screen.

    🗁 The *POF* screen lists open purchase orders by vendor within a buying entity.

13. View the listed purchase orders and the corresponding purchase order. Type **S** in the SEL field next to the required PO and press **ENTER** to access the *Invoice Matching (IMP)* screen. The purchase order information defaults from the *POF* screen.

14. Verify that the payment terms that defaulted into the TERMS CODE field are correct. Change the terms code to match the terms indicated on the invoice, if necessary.

15. Type the **total amount of the invoice** in the GROSS AMOUNT field.

16. Press **ENTER** to process the information and to access the *Invoice Line Audit (ILA)* screen.

After accessing the *Invoice Line Audit (ILA)* screen:

17. Verify that the correct accounting distribution is being used.

18. Compare the value in the UOP field to the unit of measure used on the invoice (UOI).

    - If the UOP and the UOI are the same, skip to Step 21.
    - If the UOP and the UOI are not the same, convert the UOP to the UOI, using either Step 20a or Step 20b.

19. Type the **Unit of Invoice (UOI)** in the UOP field if:

    - the UOI is defined on the *Units of Measure List (UML)* screen and
    - the system-calculated conversion factor equals the true numerical relationship between the UOP and the UOI.

OR

Type the **manually calculated conversion factor** in the CONV FACTOR field if *either* of the two conditions in Step 20a is not satisfied.

20. Compare the PO line quantity in the QUANTITY field to the invoice quantity.

    - If they are the same, skip to Step 22.
    - If the values are not the same, type the **invoice quantity** in the QUANTITY field.
    - If the invoice quantity is a fraction, convert the UOI to a unit of measure that permits the quantity to be a whole number. Use any option in Step 20 that applies to change the UOI.

21. Compare the PO line amount in the AMOUNT field to the invoice amount. If the values are the same, skip to Step 23. If the values are not the same, type the **invoice amount** in the AMOUNT field.

22. Type **A** in the REQUEST field to tag a line. Each sequence letter (A, B, C) corresponds to a specific line on the purchase order. To indicate each line that is to be paid, you must tag the line. To tag a line, type the sequence letter in the REQUEST field and press **ENTER**. If all lines are to be paid, type **S** in the REQUEST field and press **ENTER**.

23. Press **ENTER** to process the information.

24. If the invoice is a 1099 transaction, type **3** in the REQUEST field and press **ENTER** to access the *Invoice Worksheet (IWS-IT)* screen. (If the invoice is not a 1099 transaction, go to Step 28.) Once the NRA vendor has been setup for withholding a 1099 code of **NR should default automatically** to the 99 field. Ensure that all payments to NRA's are coded with NR 1099 code so withholding will occur. Otherwise, override the 1099 code with the appropriate code from the *TNL* as listed in Steps 26 - 27.

25. Type **TNL** in the NEXT FUNCTION field and press **ENTER** to access the *1099 Codes List (TNL)* screen.

26. Press **ENTER** to scroll down the possible 1099 codes until the correct code is located.

27. Type **R** in the NEXT FUNCTION field and press **ENTER** to return to the *Invoice Worksheet (IWS-IT)* screen.

28. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to complete the invoice entry. A blank *Invoice Matching (IMP)* screen is displayed.

Procedure 53: Navigating Through a Control Group

1. Type **CGS** in the NEXT FUNCTION field and press **ENTER** to access the *Control Group Status (CGS)* screen.

2. Type **your paying entity** in the PAYING ENTITY field.

3. Press **ENTER** to process the information and to access a list of open control groups for that paying entity.

4. Type **S** in the S (SELECT) field for the control group you want to access.

5. Press **ENTER** to process the information and to access the *Control Entry Status (CES)* screen for that control group.

From the *Control Entry Status (CES)* screen, you can do the following:

6. To balance an outstanding control group, change the value in the CONTROL AMOUNT field to adjust the control group total. Press **ENTER** to process the change.

OR

To select an incomplete invoice, type **S** in the SEL field for that invoice. Press **ENTER** to access the selected invoice.

OR

To select a blank *Invoice Worksheet 1 (IWS-1T)* screen in that control group, type **3** in the REQUEST field. Press **ENTER** to access a blank *Invoice Worksheet 1 (IWS-1T)* screen in that control group.

Procedure 54: Balancing the Current Control Group

1. Type **BAL** in the REQUEST field and press **ENTER** to *balance* the control group.

   - If the control group balances, a blank *Control Document Entry (CDE)* screen is displayed.
   - If the control group does not balance, the *Control Entry Status (CES)* screen is displayed. Follow Steps 2-5 to balance this control group.

2. Check the invoice amounts on the calculator tape against the invoice amounts displayed on the *Control Entry (CES)* screen.

3. After you have located the error, enter the correct amount in the CONTROL AMOUNT field.

4. Write down the new system total on the Control Group Header sheet.

5. Type **BAL** in the REQUEST field and press **ENTER**. A message displays validating the balanced invoices.

Procedure 55: Balancing Outstanding Control Groups

1. Type **CGS** in the NEXT FUNCTION field and press **ENTER** to access the *Control Group Status (CGS*screen.

2. Type **S** in the S (SELECT) field corresponding to the outstanding control group.

3. Press **ENTER** to process the information and to access the *Control Entry Status (CES)* screen.

4. If the values in the GROSS DOCUMENT AMOUNT and the CONTROL AMOUNT fields match, go to Step 6.

   If the values don't match, check the invoice amounts against the actual invoices.

5. After you have located the error, enter the correct amount in the CONTROL AMOUNT field.

6. Write down the new system total on the Control Group Header sheet.

7. Type **BAL** in the REQUEST field and press **ENTER**. A message displays validating the balanced invoices.

Procedure 56A: Document Inquiry

Use this procedure if you know the vendor name or number but are not sure of the exact document number.

After accessing the Accounts Payable module:

1. Type **DCL** in the NEXT FUNCTION field and press **ENTER** to access the *Document List (DCL)* screen.

2. Type **your paying trade entity (XXPT)** in the PAY ENTITY field.

3. Type the **vendor short name@** in the SHORT NAME field and press **ENTER**.

   🗁 If the short name is not unique to one vendor, the system displays the *Vendor Short Name Lookup (VSL)* screen with all vendors that match the specified short name.

4. Locate the specific document you need to inquire on in the DOCUMENT NUMBER field.

   🗁 If there are additional documents that cannot fit on one screen, the word **MORE** displays at the bottom of the screen. Press **ENTER** to view the next screen. Type UP in the REQUEST field and press **ENTER** to scroll up the list. If you wish to scroll up or down the list more than one page at a time, type **UP** or **DOWN** (or **DN**) in the REQUEST field followed by the number of pages and press ENTER. For example, DN4 scrolls down 4 pages. You may scroll up to 10 pages at a time. Type **TOP** or **T** in the REQUEST field and press **ENTER** to return to the top of the list.

5. Type **S** next to the document display with the document number you specified under all the inquiry screen labels *(DGI, DPA, DCI, DLL)* listed in the SELECT column. The system displays the selected inquiry screens in sequence for the specified document and then returns to the *Document List (DCL)* screen.

   🗁 You can also access the *DGI, DPA, DCI*, and the *DLL* screens from any AP screen. Simply type the three-digit indicator in the NEXT FUNCTION field and press **ENTER**.

6. Press **ENTER** to access the *Document General Information (DGI)* screen. This screen provides the typical header information associated with a document.

7. Press **ENTER** to access the *Document Payment General Information (DPG)* screen. The screen provides detailed payment information for invoices and employee expenses.

8. Press **ENTER** to access the *Document Payment Additional Info (DPA)* screen. The screen summarizes discount information and provides general ledger distribution information if applicable.

9. Press **ENTER** to access the *Document Comment Inquiry (DCI)* screen. The screen displays the comments recorded for the document (e.g., vendor information, information between processors).

10. Press **ENTER** to access the *Document Detail Line List (DLL)* screen. The screen provides the detail for every line, shows the expense amount, allows for the selection of a document line and shows the changes made to the General Ledger.

11. Type **C** in the SEL field and press **ENTER** to access the *Detail Line Additional Information (DLA)* screen. The screen shows additional detail information for the line.

12. Press **ENTER** to return to the *Document Detail Line List (DLL)* screen.

13. Type **H** in the SEL field and press **ENTER** to display the *Document Distribution Line History (DLH)* screen. The screen indicates whether the General Ledger lines have been changed since the document was first entered and how it was changed.

14. Press **ENTER** to return to the *Document Detail Line List (DLL)* screen.

15. Press **ENTER** to return to the *Document List (DCL)* screen.

Procedure 56B: Document Inquiry

Use this procedure if you know the exact document number.

After accessing the Accounts Payable module:

1. Type **DCL** in the NEXT FUNCTION field and press **ENTER** to access the *Document List (DCL)* screen.

2. Type **your paying trade entity (XXPT)** in the PAY ENTITY field.

3. Type the **invoice number** in the DOCUMENT NBR field and press **ENTER.**

4. Locate the specific document you need to inquire on in the DOCUMENT NUMBER field. There may be more than one document listed if there are documents with the same name on the system for multiple vendors.

   🗁 If there are additional documents that cannot fit on one screen, the word **MORE** displays at the bottom of the screen. Press **ENTER** to view the next screen. Type **UP** in the REQUEST field and press **ENTER** to scroll up through the list. If you wish to scroll up or down more than one page at a time, type **UP** or **DOWN** (or **DN**) in the REQUEST field followed by the number of pages and press **ENTER**. For example, DN4 scrolls down 4 pages. You may scroll up to 10 pages at a time. Type **TOP** or **T** in the REQUEST field and press **ENTER** to return to the top of the list.

5. Type **S** next to the document display with the document number you specified under all the inquiry screen labels *(DGI, DPA, DCI, DLL)* listed in the SELECT column. The system displays the selected inquiry screens in sequence for the specified document and then returns to the *Document List (DCL)* screen.

   🗁 You can also access the *DGI, DPA, DCI,* and the *DLL* screens from any AP screen. Simply type the three-digit indicator in the NEXT FUNCTION field and press **ENTER**.

6. Press **ENTER** to access the *Document General Information (DGI)* screen. This screen provides the typical header information associated with a document.

7. Press **ENTER** to access the *Document Payment General Information (DPG)* screen. The screen provides detailed payment information for invoices and employee expenses.

8. Press **ENTER** to access the *Document Payment Additional Info (DPA)* screen. The screen summarizes discount information and provides general ledger distribution information if applicable

9. Press **ENTER** to access the *Document Comment Inquiry (DCI)* screen. The screen displays the comments recorded for the document (e.g., vendor information, information between processors).

10. Press **ENTER** to access the *Document Detail Line List (DLL)* screen. The screen provides the detail for every line, shows the expense amount, allows for the selection of a document line and shows the changes made to the General Ledger.

11. Type **C** in the SEL field and press **ENTER** to access the *Detail Line Additional Information (DLA)* screen. The screen shows additional detail information for the line.

12. Press **ENTER** to return to the *Document Detail Line List (DLL)* screen.

13. Type **H** in the SEL field and press **ENTER** to display the *Document Distribution Line History (DLH)* screen. The screen indicates whether the General Ledger lines have been changed since the document was first entered and how it was changed.

14. Press **ENTER** to return to the *Document Detail Line List (DLL)* screen.

15. Press **ENTER** to return to the *Document List (DCL)* screen.

Procedure 57: Payment Inquiry

After accessing the Accounts Payable module:

1. Type **PYL** in the NEXT FUNCTION field and press **ENTER** to access the *Payment List (PYL)* screen.

2. Type **your paying trade entity (XXPT)** in the PAY ENTITY field.

3. Type **three or four characters of the vendor name**@ (e.g., rale@) in the SHORT NAME field.

   OPTIONAL: If you know the Bank Account Payment (BAP) code or the payment reference number (PAYMENT REFERENCE NUMBER), you can add that information in the appropriate fields on the screen.

4. Press **ENTER** to retrieve the status of a series of payments attached to your paying entity and vendor.

5. Type **S** in the S field next to the payment reference number you selected and press **ENTER** to access the *Invoice By Payment Reference Number (IRL)* screen.

Procedure 58: How to Get HELP

Follow these steps to access HELP for the current screen:

1. Type **HELP** or **?** in the ACTION field.
2. Press **ENTER** to access the Help screen.

   ⇨ The system displays the first pages of Help text available for the screen and positions the cursor at this message: "**ENTER NEXT PAGE NO. BLANK (NEXT PAGE) 'END' TO TERMINATE HELP"**.

3. To view the next page of help text, press **ENTER**.
4. To view a specific page, type the **page number** in the BLANK (NEXT PAGE) field and press **ENTER**.
5. To exit Help, type **END** in the BLANK (NEXT PAGE) field and press **ENTER** to return to the screen.

Procedure 59: Accessing the Practice Region

🗁 The practice region resides in the "O" CICS region (SCCOCICS, CICSSCCO). To obtain practice region operator IDs or any other information regarding this region, contact your agency's NCAS System Administrator or Training Coordinator.

After the CICS region banner is displayed:

1. Type **your RACF ID** in the USERID field.
2. Ignore the BILL-CDE field. (Nothing needs to be entered in this field.)
3. TAB twice and **type your password** in the PASSWORD field.
4. Press **ENTER**.
5. On the blank screen, type **MSAS** and press **ENTER**.

Once the NCAS screen is displayed:

6. Type **your assigned user ID** in the OPERATOR ID field. (You may obtain a user ID from your Agency System Administrator or Training Coordinator.)
7. Type **password** in the PASSWORD field (do not change the password).
8. Press **ENTER**.

QRG 1: NCAS Standard Vendor Short Name Abbreviations

Common Abbreviations

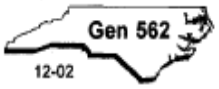
FULL NAME	SHORT NAME
America/American	AMER
Association/Associated	ASSN
International	INTRNTL
National	NATL
North Carolina	NC
Northeast/Northeastern	NE
Northwest/Northwestern	NW
Southeast/Southeastern	SE
Southwest/Southwestern	SW
United States	US
University	UNIV

Two-Letter State Abbreviations

Abbrev	State	Abbrev	State	Abbrev	State
AL	Alabama	KY	Kentucky	ND	North Dakota
AK	Alaska	LA	Louisiana	OH	Ohio
AZ	Arizona	ME	Maine	OK	Oklahoma
AR	Arkansas	MD	Maryland	OR	Oregon
CA	California	MA	Massachusetts	PA	Pennsylvania
CO	Colorado	MI	Michigan	RI	Rhode Island
CT	Connecticut	MN	Minnesota	SC	South Carolina
DE	Delaware	MS	Mississippi	SD	South Dakota
DC	District of Columbia	MO	Missouri	TN	Tennessee
FL	Florida	MT	Montana	TX	Texas
GA	Georgia	NE	Nebraska	UT	Utah
HI	Hawaii	NV	Nevada	VT	Vermont
ID	Idaho	NH	New Hampshire	VA	Virginia
IL	Illinois	NJ	New Jersey	WA	Washington
IN	Indiana	NM	New Mexico	WV	West Virginia
IA	Iowa	NY	New York	WI	Wisconsin
KS	Kansas	NC	North Carolina	WY	Wyoming

QRG 2: Post Offices and Incorporated Cities or Towns

See the following County Code sheet



North Carolina Department of Revenue
Post Office Box 25000
Raleigh, NC 27640-0001

County Sales and Use Tax Rates For Incorporated Cities and Towns

*Tax rates in counties denoted with ** are effective January 1, 2003; all other county tax rates are effective as of December 1, 2002.*

Qualifying sales of food are subject to the 2% county rate in all counties.

City or Town	County	Code	Rate
Abbottsburg	Bladen	9	2.5%
Aberdeen	Moore	63	2%
Advance	Davie	30	2.5%
Ahoskie	Hertford	46	2.5%
Alamance	Alamance	1	2.5%
Albemarle	Stanly	84	2%
Albertson	Duplin	31	2.5%
Alexander	Buncombe	11	2.5%
Alexander Mills	**Rutherford	81	2.5%
Alexis	Gaston	36	2.5%
Alliance	Pamlico	69	2%
Almond	**Swain	87	2.5%
Altamahaw	Alamance	1	2.5%
Anderson	Dare	28	2.5%
Andrews	**Cherokee	20	2.5%
Angier	Harnett	43	2.5%
Ansonville	Anson	4	2.5%
Apex	Wake	92	2.5%
Apple Grove	Ashe	5	2.5%
Aquone	Macon	56	2%
Arapahoe	Pamlico	69	2%
Ararat	Surry	86	2.5%
Archdale	*Randolph &	76	2.5%
	**Guilford	41	2.5%
Arcola	Warren	93	2.5%
Arden	Buncombe	11	2.5%
Arlington	Yadkin	99	2.5%
Ash	Brunswick	10	2.5%
Asheboro	Randolph	76	2.5%
Asheville	Buncombe	11	2.5%
Ashford	McDowell	59	2.5%
Askewville	Bertie	8	2.5%
Assembly	Haywood	44	2.5%
Atkinson	Pender	71	2.5%
Atlantic	Carteret	16	2.5%
Atlantic Beach	Carteret	16	2.5%
Aulander	Bertie	8	2.5%
Aurora	Beaufort	7	2.5%
Autryville	Sampson	82	2.5%
Avon	Dare	28	2.5%
Ayden	Pitt	74	2.5%
Aydlett	**Currituck	27	2.5%
Badin	Stanly	84	2%
Bahama	Durham	32	2.5%
Bailey	Nash	64	2.5%
Bakersville	Mitchell	61	2.5%
Bald Creek	Yancey	100	2.5%
Balfour	Henderson	45	2%
Balsam	Jackson	50	2.5%
Balsam Grove	Transylvania	88	2.5%
Banner Elk	Avery	6	2.5%
Barber	Rowan	80	2.5%
Barco	**Currituck	27	2.5%
Barium Springs	Iredell	49	2.5%
Barnardsville	Buncombe	11	2.5%
Barnesville	Robeson	78	2.5%
Bat Cave	Henderson	45	2%
Bath	Beaufort	7	2.5%
Bayboro	Pamlico	69	2%
Bear Creek	Chatham	19	2.5%
Bear Poplar	Rowan	80	2.5%
Beargrass	Martin	58	2.5%
Beaufort	Carteret	16	2.5%
Beech Mountain	Avery &	6	2.5%
	*Watauga	95	2.5%
Belcross	Camden	15	2.5%
Belews Creek	Forsyth	34	2.5%
Belhaven	Beaufort	7	2.5%
Bellarthur	Pitt	74	2.5%
Belmont	Gaston	36	2.5%
Belvidere	Perquimans	72	2.5%
Belville	Brunswick	10	2.5%
Belwood	Cleveland	23	2.5%
Bennett	Chatham	19	2.5%
Benson	Johnston	51	2%
Bermuda Run	Davie	30	2.5%
Bessemer City	Gaston	36	2.5%
Bethania	Forsyth	34	2.5%
Bethel	Pitt	74	2.5%
Bethlehem	Catawba	18	2.5%
Beulaville	Duplin	31	2.5%
Biltmore Forest	Buncombe	11	2.5%
Biscoe	Montgomery	62	2.5%
Black Creek	Wilson	98	2.5%
Black Mountain	Buncombe	11	2.5%
Bladenboro	Bladen	9	2.5%
Blanch	Caswell	17	2%
Blounts Creek	Beaufort	7	2.5%
Blowing Rock	*Watauga &	95	2.5%
	Caldwell	14	2.5%
Blue Ridge	Buncombe	11	2.5%
Boardman	Columbus	24	2.5%
Boger City	Lincoln	55	2.5%
Bogue	Carteret	16	2.5%
Boiling Springs	Cleveland	23	2.5%
Boiling Spring Lake	Brunswick	10	2.5%
Bolivia	Brunswick	10	2.5%
Bolton	Columbus	24	2.5%
Bonlee	Chatham	19	2.5%
Bonnie Doone	Cumberland	26	2.5%
Boomer	Wilkes	97	2.5%
Boone	Watauga	95	2.5%
Boonville	Yadkin	99	2.5%
Bostic	**Rutherford	81	2.5%
Bowdens	Duplin	31	2.5%
Brasstown	Clay	22	2%
Brevard	Transylvania	88	2.5%
Bridgeton	**Craven	25	2.5%
Broadway	**Lee	53	2.5%
Brookford	Catawba	18	2.5%
Brookside	Wayne	96	2.5%
Browns Summit	**Guilford	41	2.5%
Brunswick	Columbus	24	2.5%
Bryson City	**Swain	87	2.5%
Buies Creek	Harnett	43	2.5%
Bullock	Granville	39	2.5%
Bunn	**Franklin	35	2.5%
Bunnlevel	Harnett	43	2.5%
Burgaw	Pender	71	2.5%
Burlington	Alamance	1	2.5%
Burnsville	Yancey	100	2.5%
Butner	Granville	39	2.5%
Butters	Bladen	9	2.5%
Buxton	Dare	28	2.5%
Bynum	Chatham	19	2.5%
Cajah Mountain	Caldwell	14	2.5%
Calabash	Brunswick	10	2.5%
Calypso	Duplin	31	2.5%
Camden	Camden	15	2.5%
Cameron	Moore	63	2%
Camp Lejeune	**Onslow	67	2.5%
Candler	Buncombe	11	2.5%
Candor	Montgomery	62	2.5%
Cane River	Yancey	100	2.5%
Canton	Haywood	44	2.5%
Cape Carteret	Carteret	16	2.5%
Cape Fear	New Hanover	65	2%
Caroleen	**Rutherford	81	2.5%
Carolina Beach	New Hanover	65	2%
Carolina Hills	Henderson	45	2%
Carolina Shores	Brunswick	10	2.5%
Carrboro	Orange	68	2.5%
Carthage	Moore	63	2%
Cary	Wake	92	2.5%
Casar	Cleveland	23	2.5%
Cashiers	Jackson	50	2.5%
Castalia	Nash	64	2.5%
Castle Hayne	New Hanover	65	2%
Casville	Rockingham	79	2%
Caswell	Lenoir	54	2.5%
Caswell Beach	Brunswick	10	2.5%
Catawba	Catawba	18	2.5%
Catawba Heights	Gaston	36	2.5%
Ca-Vel	Person	73	2.5%
Cedar Falls	Randolph	76	2.5%
Cedar Grove	Orange	68	2.5%
Cedar Island	Carteret	16	2.5%
Cedar Mountain	Transylvania	88	2.5%
Cedar Point	Carteret	16	2.5%
Cedar Rock	Caldwell	14	2.5%
Centerville	**Franklin	35	2.5%
Central Falls	Randolph	76	2.5%
Cerro Gordo	Columbus	24	2.5%
Chadbourn	Columbus	24	2.5%
Chapel Hill	*Orange &	68	2.5%
	Durham	32	2.5%
Charlotte	**Mecklenburg	60	3%
Cherokee	**Swain	87	2.5%
Cherry Point	**Craven	25	2.5%
Cherryville	Gaston	36	2.5%
Chimney Rock Village	**Rutherford	81	2.5%
China Grove	Rowan	80	2.5%
Chinquapin	Duplin	31	2.5%
Chocowinity	Beaufort	7	2.5%
Claremont	Catawba	18	2.5%
Clarendon	Columbus	24	2.5%
Clarkton	Bladen	9	2.5%
Clayton	Johnston	51	2%
Clemmons	Forsyth	34	2.5%
Cleveland	Rowan	80	2.5%
Cliffside	**Rutherford	81	2.5%
Climax	**Guilford	41	2.5%
Clinton	Sampson	82	2.5%
Clyde	Haywood	44	2.5%
Coats	Harnett	43	2.5%
Cofield	Hertford	46	2.5%
Coinjock	**Currituck	27	2.5%
Colerain	Bertie	8	2.5%
Coleridge	Randolph	76	2.5%
Colfax	**Guilford	41	2.5%
Collettsville	Caldwell	14	2.5%
Colon	**Lee	53	2.5%
Columbia	Tyrrell	89	2.5%
Columbus	Polk	75	2.5%
Comfort	Jones	52	2.5%
Como	Hertford	46	2.5%
Concord	Cabarrus	13	2%
Conetoe	Edgecombe	33	2.5%
Conover	Catawba	18	2.5%
Connelly Springs	Burke	12	2.5%
Conway	Northampton	66	2.5%
Cooleemee	Davie	30	2.5%
Corapeake	Gates	37	2.5%
Cordova	Richmond	77	2.5%
Cornelius	**Mecklenburg	60	3%
Corolla	**Currituck	27	2.5%
Cottonade	Cumberland	26	2.5%
Council	Bladen	9	2.5%
Cove City	**Craven	25	2.5%
Cramerton	Gaston	36	2.5%
Cranberry	Avery	6	2.5%
Creedmoor	Granville	39	2.5%
Creston	Ashe	5	2.5%
Creswell	Washington	94	2.5%
Crisp	Edgecombe	33	2.5%
Crossnore	Avery	6	2.5%
Crouse	Lincoln	55	2.5%
Crumpler	Ashe	5	2.5%
Culberson	**Cherokee	20	2.5%
Cullowhee	Jackson	50	2.5%
Cumberland	Cumberland	26	2.5%
Cumnock	**Lee	53	2.5%
Currie	Pender	71	2.5%
Currituck	**Currituck	27	2.5%
Dallas	Gaston	36	2.5%
Dana	Henderson	45	2%
Danbury	Stokes	85	2.5%
Davidson	**Mecklenburg	60	3%

City or Town	County	Code	Rate
Davis	Carteret	16	2.5%
Deep Gap	Watauga	95	2.5%
Deep Run	Lenoir	54	2.5%
Delco	Columbus	24	2.5%
Denton	Davidson	29	2.5%
Denver	Lincoln	55	2.5%
Derita	**Mecklenburg	60	3%
Dillsboro	Jackson	50	2.5%
Dobson	Surry	86	2.5%
Dortches	Nash	64	2.5%
Dover	**Craven	25	2.5%
Drexel	Burke	12	2.5%
Dublin	Bladen	9	2.5%
Duck	Dare	28	2.5%
Dudley	Wayne	96	2.5%
Dunn	Harnett	43	2.5%
Durants Neck	Perquimans	72	2.5%
Durham	Durham	32	2.5%
Eagle Rock	Wake	92	2.5%
Eagle Springs	Moore	63	2%
Earl	Cleveland	23	2.5%
East Arcadia	Bladen	9	2.5%
East Bend	Yadkin	99	2.5%
East Fayetteville	Cumberland	26	2.5%
East Flat Rock	Henderson	45	2%
East Lake	Dare	28	2.5%
East Laurinburg	Scotland	83	2.5%
East Rockingham	Richmond	77	2.5%
East Spencer	Rowan	80	2.5%
Eden	Rockingham	79	2%
Edenton	Chowan	21	2.5%
Edgemont	Caldwell	14	2.5%
Edneyville	Henderson	45	2%
Edward	Beaufort	7	2.5%
Efland	Orange	68	2.5%
Elizabeth City	Pasquotank	70	2.5%
Elizabethtown	Bladen	9	2.5%
Elk Park	Avery	6	2.5%
Elkin	*Surry &	86	2.5%
	Wilkes	97	2.5%
Ellenboro	**Rutherford	81	2.5%
Ellerbe	Richmond	77	2.5%
Elm City	Wilson	98	2.5%
Elon	Alamance	1	2.5%
Emerald Isle	Carteret	16	2.5%
Emerson	Bladen	9	2.5%
Encas	Wilson	98	2.5%
Enfield	Halifax	42	2.5%
Engelhard	Hyde	48	2.5%
Enka	Buncombe	11	2.5%
Ennice	Alleghany	3	2.5%
Enochville	Rowan	80	2.5%
Emul	**Craven	25	2.5%
Erwin	Harnett	43	2.5%
Ether	Montgomery	62	2.5%
Etowah	Henderson	45	2%
Eure	Gates	37	2.5%
Eureka	Wayne	96	2.5%
Everetts	Martin	58	2.5%
Evergreen	Columbus	24	2.5%
Fair Bluff	Columbus	24	2.5%
Fairfield	Hyde	48	2.5%
Fairmont	Robeson	78	2.5%
Fairview	Buncombe	11	2.5%
Fairview	Union	90	2.5%
Faison	Duplin	31	2.5%
Faith	Rowan	80	2.5%
Falcon	Cumberland	26	2.5%
Falkland	Pitt	74	2.5%
Fallston	Cleveland	23	2.5%
Farmer	Randolph	76	2.5%
Farmerville	Pitt	74	2.5%
Fayetteville	Cumberland	26	2.5%
Ferguson	Wilkes	97	2.5%
Flat Rock	Henderson	45	2%
Fleetwood	Ashe	5	2.5%
Fletcher	Henderson	45	2%
Fontana Dam	Graham	38	2.5%
Forest City	**Rutherford	81	2.5%
Forest Hills	Jackson	50	2.5%
Fort Bragg	Cumberland	26	2.5%
Fountain	Pitt	74	2.5%
Four Oaks	Johnston	51	2%
Foxfire Village	Moore	63	2%
Frank	Avery	6	2.5%
Franklin	Macon	56	2%
Franklinton	**Franklin	35	2.5%
Franklinville	Randolph	76	2.5%
Freeland	Brunswick	10	2.5%
Fremont	Wayne	96	2.5%
Frisco	Dare	28	2.5%
Fuquay Varina	Wake	92	2.5%
Gamewell	Caldwell	14	2.5%
Garland	Sampson	82	2.5%
Garner	Wake	92	2.5%
Garysburg	Northampton	66	2.5%
Gaston	Northampton	66	2.5%
Gastonia	Gaston	36	2.5%
Gates	Gates	37	2.5%
Gatesville	Gates	37	2.5%
George	Northampton	66	2.5%
Germanton	Stokes	85	2.5%
Gerton	Henderson	45	2%
Gibson	Scotland	83	2.5%
Gibsonville	***Guilford &	41	2.5%
	Alamance	1	2.5%
Gilkey	**Rutherford	81	2.5%
Glade Valley	Alleghany	3	2.5%
Glen Alpine	Burke	12	2.5%
Glen Raven	Alamance	1	2.5%
Glendale Springs	Ashe	5	2.5%
Glendon	Moore	63	2%
Glenville	Jackson	50	2.5%
Glenwood	McDowell	59	2.5%
Gloucester	Carteret	16	2.5%
Godwin	Cumberland	26	2.5%
Gold Hill	Rowan	80	2.5%
Goldsboro	Wayne	96	2.5%
Goldston	Chatham	19	2.5%
Graham	Alamance	1	2.5%
Grandfather Village	Avery	6	2.5%
Grandy	**Currituck	27	2.5%
Granite Falls	Caldwell	14	2.5%
Granite Quarry	Rowan	80	2.5%
Grantham	Wayne	96	2.5%
Grantsboro	Pamlico	69	2%
Grassy Creek	Ashe	5	2.5%
Grayson	Ashe	5	2.5%
Green Mountain	Yancey	100	2.5%
Greenevers	Duplin	31	2.5%
Greenlevel	Alamance	1	2.5%
Greensboro	**Guilford	41	2.5%
Greenville	Pitt	74	2.5%
Gregory	**Currituck	27	2.5%
Grifton	*Pitt &	74	2.5%
	Lenoir	54	2.5%
Grimesland	Pitt	74	2.5%
Grover	Cleveland	23	2.5%
Guilford	**Guilford	41	2.5%
Guilford College	**Guilford	41	2.5%
Gulf	Chatham	19	2.5%
Gumberry	Northampton	66	2.5%
Half Moon	**Onslow	67	2.5%
Halifax	Halifax	42	2.5%
Hallsboro	Columbus	24	2.5%
Hamilton	Martin	58	2.5%
Hamlet	Richmond	77	2.5%
Hampstead	Pender	71	2.5%
Hamptonville	Yadkin	99	2.5%
Harbinger	**Currituck	27	2.5%
Harkers Island	Carteret	16	2.5%
Harmony	Iredell	49	2.5%
Harrells	*Sampson &	82	2.5%
	Duplin	31	2.5%
Harrellsville	Hertford	46	2.5%
Harris	**Rutherford	81	2.5%
Harrisburg	Cabarrus	13	2%
Hassell	Martin	58	2.5%
Hatteras	Dare	28	2.5%
Havelock	**Craven	25	2.5%
Haw River	Alamance	1	2.5%
Hayesville	Clay	22	2%
Hays	Wilkes	97	2.5%
Hazelwood	Haywood	44	2.5%
Hemby Bridge	Union	90	2.5%
Henderson	Vance	91	2.5%
Hendersonville	Henderson	45	2%
Henrico	Northampton	66	2.5%
Henrietta	**Rutherford	81	2.5%
Henry River	Burke	12	2.5%
Hertford	Perquimans	72	2.5%
Hickory	*Catawba &	18	2.5%
	Burke	12	2.5%
Hickory Grove	**Mecklenburg	60	3%
Hiddenite	Alexander	2	2.5%
High Point	Davidson	29	2.5%
	***Guilford &	41	2.5%
	Randolph	76	2.5%
High Rock	Davidson	29	2.5%
High Shoals	*Gaston &	36	2.5%
	Lincoln	55	2.5%
Highfalls	Moore	63	2%
Highlands	Jackson &	50	2.5%
	*Macon	56	2%
Hildebran	Burke	12	2.5%
Hillsborough	Orange	68	2.5%
Hobbsville	Gates	37	2.5%
Hobgood	Halifax	42	2.5%
Hobucken	Pamlico	69	2%
Hoffman	Richmond	77	2.5%
Holden Beach	Brunswick	10	2.5%
Hollister	Halifax	42	2.5%
Holly Ridge	**Onslow	67	2.5%
Holly Springs	Wake	92	2.5%
Holster	Halifax	42	2.5%
Hookerton	Greene	40	2.5%
Hope Mills	Cumberland	26	2.5%
Horse Shoe	Henderson	45	2%
Hot Springs	**Madison	57	2.5%
Hubert	**Onslow	67	2.5%
Hudson	Caldwell	14	2.5%
Huntersville	**Mecklenburg	60	3%
Hurdle Mills	Person	73	2.5%
Husk	Ashe	5	2.5%
Icard	Burke	12	2.5%
Idlewild	**Mecklenburg	60	3%
Indian Beach	Carteret	16	2.5%
Indian Trail	Union	90	2.5%
Ingalls	Avery	6	2.5%
Ingold	Sampson	82	2.5%
Iron Station	Lincoln	55	2.5%
Ivanhoe	Sampson	82	2.5%
Jackson	Northampton	66	2.5%
Jackson Hill	Davidson	29	2.5%
Jackson Park	Cabarrus	13	2%
Jackson Springs	Moore	63	2%
Jacksonville	**Onslow	67	2.5%
James City	**Craven	25	2.5%
Jamestown	**Guilford	41	2.5%
Jamesville	Martin	58	2.5%
Jarvisburg	**Currituck	27	2.5%
Jefferson	Ashe	5	2.5%
Jonas Ridge	Burke	12	2.5%
Jonesville	Yadkin	99	2.5%
Julian	*Randolph &	76	2.5%
	**Guilford	41	2.5%
Kannapolis	*Cabarrus &	13	2%
	Rowan	80	2.5%
Kelford	Bertie	8	2.5%
Kelly	Bladen	9	2.5%
Kenansville	Duplin	31	2.5%
Kenly	*Johnston &	51	2%
	Wilson	98	2.5%
Kernersville	Forsyth	34	2.5%
Kill Devil Hills	Dare	28	2.5%
King	Stokes	85	2.5%
Kings Mountain	*Cleveland &	23	2.5%
	Gaston	36	2.5%
Kingstown	Cleveland	23	2.5%
Kinston	Lenoir	54	2.5%
Kipling	Harnett	43	2.5%
Kittrell	Vance	91	2.5%
Kitty Hawk	Dare	28	2.5%
Knightdale	Wake	92	2.5%
Knotts Island	**Currituck	27	2.5%
Kure Beach	New Hanover	65	2%
La Grange	Lenoir	54	2.5%
Lafayette	Cumberland	26	2.5%
Lake Junaluska	Haywood	44	2.5%
Lake Lure	**Rutherford	81	2.5%
Lake Park	Union	90	2.5%
Lake Santeetlah	Graham	38	2.5%
Lake Toxaway	Transylvania	88	2.5%
Lake View	Moore	63	2%
Lake Waccamaw	Columbus	24	2.5%
Landis	Rowan	80	2.5%
Lansing	Ashe	5	2.5%
Lasker	Northampton	66	2.5%
Lattimore	Cleveland	23	2.5%
Laurel Hill	Scotland	83	2.5%
Laurel Park	Henderson	45	2%

City or Town	County	Code	Rate
Laurel Springs	Alleghany	3	2.5%
Laurinburg	Scotland	83	2.5%
Lawndale	Cleveland	23	2.5%
Lawsonville	Stokes	85	2.5%
Leasburg	Caswell	17	2%
Leggett	Edgecombe	33	2.5%
Leicester	Buncombe	11	2.5%
Leland	Brunswick	10	2.5%
Lemon Springs	**Lee	53	2.5%
Lenoir	Caldwell	14	2.5%
Lewiston-Woodville	Bertie	8	2.5%
Lewisville	Forsyth	34	2.5%
Lexington	Davidson	29	2.5%
Liberty	Randolph	76	2.5%
Lilesville	Anson	4	2.5%
Lillington	Harnett	43	2.5%
Lincolnton	Lincoln	55	2.5%
Linden	Cumberland	26	2.5%
Linville	Avery	6	2.5%
Linville Falls	Burke	12	2.5%
Linwood	Davidson	29	2.5%
Little Switzerland	McDowell	59	2.5%
Littleton	Halifax	42	2.5%
Locust	Stanly	84	2%
Long View	*Catawba &	18	2.5%
	Burke	12	2.5%
Longhurst	Person	73	2.5%
Longisland	Catawba	18	2.5%
Longwood	Brunswick	10	2.5%
Louisburg	**Franklin	35	2.5%
Love Valley	Iredell	49	2.5%
Lowell	Gaston	36	2.5%
Lowgap	Surry	86	2.5%
Lowland	Pamlico	69	2%
Lucama	Wilson	98	2.5%
Lumber Bridge	Robeson	78	2.5%
Lumberton	Robeson	78	2.5%
Lynn	Polk	75	2.5%
Macclesfield	Edgecombe	33	2.5%
Mackeys	Washington	94	2.5%
Macon	Warren	93	2.5%
Madison	Rockingham	79	2%
Maggie Valley	Haywood	44	2.5%
Magnolia	Duplin	31	2.5%
Maiden	Catawba	18	2.5%
Mamers	Harnett	43	2.5%
Mamie	**Currituck	27	2.5%
Manns Harbor	Dare	28	2.5%
Manson	Warren	93	2.5%
Manteo	Dare	28	2.5%
Maple	**Currituck	27	2.5%
Maple Hill	Pender	71	2.5%
Marble	Cherokee	20	2.5%
Margarettsville	Northampton	66	2.5%
Marietta	Robeson	78	2.5%
Marion	McDowell	59	2.5%
Marshall	**Madison	57	2.5%
Marshallberg	Carteret	16	2.5%
Mars Hill	**Madison	57	2.5%
Marshville	Union	90	2.5%
Marston	Richmond	77	2.5%
Marvin	Union	90	2.5%
Matthews	**Mecklenburg	60	3%
Maury	Greene	40	2.5%
Maxton	*Robeson &	78	2.5%
	Scotland	83	2.5%
Mayodan	Rockingham	79	2%
Maysville	Jones	52	2.5%
McAdenville	Gaston	36	2.5%
McCain	Hoke	47	2.5%
McDonald	Robeson	78	2.5%
McFarlan	Anson	4	2.5%
McGrady	Wilkes	97	2.5%
McLeansville	**Guilford	41	2.5%
Mebane	*Alamance &	1	2.5%
	Orange	68	2.5%
Merritt	Pamlico	69	2%
Merry Hill	Bertie	8	2.5%
Mesic	Pamlico	69	2%
Micaville	Yancey	100	2.5%
Micro	Johnston	51	2%
Middleburg	Vance	91	2.5%
Middlesex	Nash	64	2.5%
Middletown	Hyde	48	2.5%
Midland	Cabarrus	13	2%
Midway	Cabarrus	13	2%
Midway Park	**Onslow	67	2.5%
Mill Spring	Polk	75	2.5%
Millers Creek	Wilkes	97	2.5%
Milton	Caswell	17	2%
Milwaukee	Northampton	66	2.5%
Mineral Springs	Union	90	2.5%
Minneapolis	Avery	6	2.5%
Minnesott Beach	Pamlico	69	2%
Minpro	Mitchell	61	2.5%
Mint Hill	**Mecklenburg	60	3%
Misenheimer	Stanly	84	2%
Mocksville	Davie	30	2.5%
Momeyer	Nash	64	2.5%
Moncure	Chatham	19	2.5%
Monroe	Union	90	2.5%
Montezuma	Avery	6	2.5%
Montreat	Buncombe	11	2.5%
Mooreboro	Cleveland	23	2.5%
Mooresville	Iredell	49	2.5%
Moravian Falls	Wilkes	97	2.5%
Morehead City	Carteret	16	2.5%
Morgans Corner	Pasquotank	70	2.5%
Morganton	Burke	12	2.5%
Morrisville	Wake	92	2.5%
Morven	Anson	4	2.5%
Mount Airy	Surry	86	2.5%
Mount Gilead	Montgomery	62	2.5%
Mount Holly	Gaston	36	2.5%
Mount Mourne	Iredell	49	2.5%
Mount Olive	*Wayne &	96	2.5%
	Duplin	31	2.5%
Mount Pleasant	Cabarrus	13	2%
Mount Ulla	Rowan	80	2.5%
Mount Vernon Springs	Chatham	19	2.5%
Mountain Home	Henderson	45	2%
Moyock	**Currituck	27	2.5%
Murfreesboro	Hertford	46	2.5%
Murphy	**Cherokee	20	2.5%
Nags Head	Dare	28	2.5%
Nakina	Columbus	24	2.5%
Naples	Henderson	45	2%
Nashville	Nash	64	2.5%
Navassa	Brunswick	10	2.5%
Nebo	McDowell	59	2.5%
Neuse	Wake	92	2.5%
Neuse Forest	**Craven	25	2.5%
New Bern	**Craven	25	2.5%
New Hill	Wake	92	2.5%
New Holland	Hyde	48	2.5%
New Hope	Wake	92	2.5%
New London	Stanly	84	2%
Newell	**Mecklenburg	60	3%
Newland	Avery	6	2.5%
Newport	Carteret	16	2.5%
Newton	Catawba	18	2.5%
Newton Grove	Sampson	82	2.5%
Niagra	Moore	63	2%
Norlina	Warren	93	2.5%
Norman	Richmond	77	2.5%
North Asheboro	Randolph	76	2.5%
North Belmont	Gaston	36	2.5%
North Topsail Beach	**Onslow	67	2.5%
North Wilkesboro	Wilkes	97	2.5%
Northside	Granville	39	2.5%
Northwest	Brunswick	10	2.5%
Norwood	Stanly	84	2%
Oak City	Martin	58	2.5%
Oak Island	Brunswick	10	2.5%
Oak Ridge	**Guilford	41	2.5%
Oakboro	Stanly	84	2%
Ocean Isle Beach	Brunswick	10	2.5%
Ocracoke	Hyde	48	2.5%
Old Fort	McDowell	59	2.5%
Old Trap	Camden	15	2.5%
Olin	Iredell	49	2.5%
Olivia	Harnett	43	2.5%
Oriental	Pamlico	69	2%
Orrum	Robeson	78	2.5%
Ossipee	Alamance	1	2.5%
Oteen	Buncombe	11	2.5%
Otto	Macon	56	2%
Overhills	Harnett	43	2.5%
Oxford	Granville	39	2.5%
Pactolus	Pitt	74	2.5%
Palmyra	Halifax	42	2.5%
Pantego	Beaufort	7	2.5%
Parkton	Robeson	78	2.5%
Parkwood	Durham	32	2.5%
Parmele	Martin	58	2.5%
Patterson	Caldwell	14	2.5%
Patterson Springs	Cleveland	23	2.5%
Paw Creek	**Mecklenburg	60	3%
Peachland	Anson	4	2.5%
Peletier	Carteret	16	2.5%
Pelham	Caswell	17	2%
Pembroke	Robeson	78	2.5%
Pendleton	Northampton	66	2.5%
Penland	Mitchell	61	2.5%
Penrose	Transylvania	88	2.5%
Pensacola	Yancey	100	2.5%
Pfafftown	Forsyth	34	2.5%
Pike Road	Beaufort	7	2.5%
Pikeville	Wayne	96	2.5%
Pilot Mountain	Surry	86	2.5%
Pine Hall	Stokes	85	2.5%
Pine Hill	Lenoir	54	2.5%
Pine Knoll Shores	Carteret	16	2.5%
Pine Level	Johnston	51	2%
Pinebluff	Moore	63	2%
Pinehurst	Moore	63	2%
Pinola	Avery	6	2.5%
Pinetops	Edgecombe	33	2.5%
Pinetown	Beaufort	7	2.5%
Pineville	**Mecklenburg	60	3%
Piney Creek	Alleghany	3	2.5%
Pinkney	Gaston	36	2.5%
Pinnacle	Stokes	85	2.5%
Pisgah Forest	Transylvania	88	2.5%
Pittsboro	Chatham	19	2.5%
Pleasant Garden	**Guilford	41	2.5%
Pleasant Hill	Northampton	66	2.5%
Plumtree	Avery	6	2.5%
Plymouth	Washington	94	2.5%
Point Harbor	**Currituck	27	2.5%
Polkton	Anson	4	2.5%
Polkville	Cleveland	23	2.5%
Pollocksville	Jones	52	2.5%
Pope Air Force Base	Cumberland	26	2.5%
Poplar Branch	**Currituck	27	2.5%
Potecasi	Northampton	66	2.5%
Powells Point	**Currituck	27	2.5%
Powellsville	Bertie	8	2.5%
Princeton	Johnston	51	2%
Princeville	Edgecombe	33	2.5%
Proctorville	Robeson	78	2.5%
Prospect Hill	Caswell	17	2%
Providence	Caswell	17	2%
Purlear	Wilkes	97	2.5%
Raeford	Hoke	47	2.5%
Raleigh	Wake	92	2.5%
Ramseur	Randolph	76	2.5%
Randleman	Randolph	76	2.5%
Ranlo	Gaston	36	2.5%
Ranlo Smyre	Gaston	36	2.5%
Ransomville	Beaufort	7	2.5%
Raynham	Robeson	78	2.5%
Red Cross	Stanly	84	2%
Red Oak	Nash	64	2.5%
Red Springs	Robeson	78	2.5%
Reidsville	Rockingham	79	2%
Relief	Mitchell	61	2.5%
Rennert	Robeson	78	2.5%
Research Triangle Park (RTP)	*Durham &	32	2.5%
	Wake	92	2.5%
Rex	Robeson	78	2.5%
Rhodhiss	*Caldwell &	14	2.5%
	Burke	12	2.5%
Rich Square	Northampton	66	2.5%
Richfield	Stanly	84	2%
Richlands	**Onslow	67	2.5%
Ridgecrest	Buncombe	11	2.5%
Ridgeway	Warren	93	2.5%
Riegelwood	Columbus	24	2.5%
River Bend	**Craven	25	2.5%
Rivermont	Lenoir	54	2.5%
Roanoke Rapids	Halifax	42	2.5%
Roaring Gap	Alleghany	3	2.5%
Roaring River	Wilkes	97	2.5%
Robbins	Moore	63	2%
Robbinsville	Graham	38	2.5%
Robersonville	Martin	58	2.5%
Rockford	Surry	86	2.5%
Rockingham	Richmond	77	2.5%
Rockwell	Rowan	80	2.5%

City or Town	County	Code	Rate
Rocky Mount	*Nash & Edgecombe	64 / 33	2.5%
Rocky Point	Pender	71	2.5%
Rodanthe	Dare	26	2.5%
Roduco	Gates	37	2.5%
Rolesville	Wake	92	2.5%
Ronda	Wilkes	97	2.5%
Roper	Washington	94	2.5%
Roseboro	Sampson	82	2.5%
Rose Hill	Duplin	31	2.5%
Rosman	Transylvania	88	2.5%
Rougemont	Durham	32	2.5%
Rowan Mill	Rowan	80	2.5%
Rowland	Robeson	78	2.5%
Roxboro	Person	73	2.5%
Roxobel	Bertie	8	2.5%
Ruffin	Rockingham	79	2%
Rural Hall	Forsyth	34	2.5%
Ruth	**Rutherford	81	2.5%
Rutherford College	Burke	12	2.5%
Rutherfordton	**Rutherford	81	2.5%
Saint Helena	Pender	71	2.5%
Saint Pauls	Robeson	78	2.5%
Salemburg	Sampson	82	2.5%
Salisbury	Rowan	80	2.5%
Salter Path	Carteret	16	2.5%
Saluda	Polk	75	2.5%
Salvo	Dare	28	2.5%
Sandy Creek	Brunswick	10	2.5%
Sandy Ridge	Stokes	85	2.5%
Sandyfield	Columbus	24	2.5%
Sanford	**Lee	53	2.5%
Sapphire	Transylvania	88	2.5%
Saratoga	Wilson	98	2.5%
Sawmills	Caldwell	14	2.5%
Saxapahaw	Alamance	1	2.5%
Scaly Mountain	Macon	56	2%
Scotland Neck	Halifax	42	2.5%
Scotts	Iredell	49	2.5%
Scottville	Ashe	6	2%
Scranton	Hyde	48	2.5%
Seaboard	Northampton	66	2.5%
Seagrove	Randolph	76	2.5%
Sealevel	Carteret	16	2.5%
Sedalia	**Guilford	41	2.5%
Selma	Johnston	51	2%
Semora	Caswell	17	2%
Seven Devils	Avery & *Watauga	6 / 95	2.5%
Seven Springs	Wayne	96	2.5%
Severn	Northampton	66	2.5%
Seymour Johnson Air Force Base	Wayne	96	2.5%
Shady Forest	Brunswick	10	2.5%
Shallotte	Brunswick	10	2.5%
Shannon	Robeson	78	2.5%
Sharpsburg	*Nash Edgecombe & Wilson	64 / 33 / 98	2.5%
Shawsboro	**Currituck	27	2.5%
Shelby	Cleveland	23	2.5%
Sherrills Ford	Catawba	18	2.5%
Shiloh	Camden	15	2.5%
Siler City	Chatham	19	2.5%
Siloam	Surry	86	2.5%
Simpson	Pitt	74	2.5%
Sims	Wilson	98	2.5%
Skyland	Buncombe	11	2.5%
Sloop Point	Pender	71	2.5%
Smithfield	Johnston	51	2%
Smyrna	Carteret	16	2.5%
Sneads Ferry	**Onslow	67	2.5%
Snow Camp	Alamance	1	2.5%
Snow Hill	Greene	40	2.5%
Sophia	Randolph	76	2.5%
South Mills	Camden	15	2.5%
Southern Pines	Moore	63	2%
Southern Shores	Dare	28	2.5%
Southmont	Davidson	29	2.5%
Southport	Brunswick	10	2.5%
Sparta	Alleghany	3	2.5%
Speed	Edgecombe	33	2.5%
Spencer	Rowan	80	2.5%
Spencer Mountain	Gaston	36	2.5%
Spindale	**Rutherford	81	2.5%
Spot	**Currituck	27	2.5%
Spring Hope	Nash	64	2.5%
Spring Lake	Cumberland	26	2.5%
Spruce Pine	Mitchell	61	2.5%
St. James	Brunswick	10	2.5%
Stacy	Carteret	16	2.5%
Staley	Randolph	76	2.5%
Stallings	Union	90	2.5%
Stanfield	Stanly	84	2%
Stanley	Gaston	36	2.5%
Stantonsburg	Wilson	98	2.5%
Star	Montgomery	62	2.5%
State Road	Surry	86	2.5%
Statesville	Iredell	49	2.5%
Stedman	Cumberland	26	2.5%
Stella	Carteret	16	2.5%
Stem	Granville	39	2.5%
Stokes	Pitt	74	2.5%
Stokesdale	**Guilford	41	2.5%
Stoneville	Rockingham	79	2%
Stonewall	Pamlico	69	2%
Stony Point	Alexander	2	2.5%
Stovall	Granville	39	2.5%
Stumpy Point	Dare	28	2.5%
Sugar Grove	Watauga	95	2.5%
Suit	**Cherokee	20	2.5%
Summerfield	**Guilford	41	2.5%
Sunbury	Gates	37	2.5%
Sunset Beach	Brunswick	10	2.5%
Supply	Brunswick	10	2.5%
Surf City	Pender	71	2.5%
Swannanoa	Buncombe	11	2.5%
Swan Quarter	Hyde	48	2.5%
Swansboro	**Onslow	67	2.5%
Swepsonville	Alamance	1	2.5%
Sylva	Jackson	50	2.5%
Tabor City	Columbus	24	2.5%
Tapoco	Graham	38	2.5%
Tar Heel	Bladen	9	2.5%
Tarboro	Edgecombe	33	2.5%
Taylorsville	Alexander	2	2.5%
Taylortown	Moore	63	2%
Teachey	Duplin	31	2.5%
Terrell	Catawba	18	2.5%
Thomasville	Davidson	29	2.5%
Thurmond	Wilkes	97	2.5%
Tillery	Halifax	42	2.5%
Timberlake	Person	73	2.5%
Toast	Surry	86	2.5%
Tobaccoville	Forsyth	34	2.5%
Todd	*Ashe & Watauga	5 / 95	2.5%
Tomahawk	Sampson	82	2.5%
Topsail Beach	Pender	71	2.5%
Topton	**Cherokee	20	2.5%
Townsville	Vance	91	2.5%
Traphill	Wilkes	97	2.5%
Trenton	Jones	52	2.5%
Trent Woods	**Craven	25	2.5%
Trinity	Randolph	76	2.5%
Triplett	Watauga	95	2.5%
Troutman	Iredell	49	2.5%
Troy	Montgomery	62	2.5%
Tryon	Polk	75	2.5%
Tuckasegee	Jackson	50	2.5%
Turkey	Sampson	82	2.5%
Turnersburg	Iredell	49	2.5%
Tuxedo	Henderson	45	2%
Tyner	Chowan	21	2.5%
Unaka	**Cherokee	20	2.5%
Union	Hertford	46	2.5%
Union Grove	Iredell	49	2.5%
Union Mills	**Rutherford	81	2.5%
Unionville	Union	90	2.5%
Valdese	Burke	12	2.5%
Vale	Lincoln	55	2.5%
Valle Crucis	Watauga	95	2.5%
Vanceboro	**Craven	25	2.5%
Vandemere	Pamlico	69	2%
Varnamtown	Brunswick	10	2.5%
Vass	Moore	63	2%
Vaughan	Warren	93	2.5%
Verona	**Onslow	67	2.5%
Viewmont	Catawba	18	2.5%
Vilas	Watauga	95	2.5%
Waco	Cleveland	23	2.5%
Wade	Cumberland	26	2.5%
Wadesboro	Anson	4	2.5%
Wagram	Scotland	83	2.5%
Wake Forest	Wake	92	2.5%
Wakula	Robeson	78	2.5%
Walkertown	Forsyth	34	2.5%
Wallace	*Duplin & Pender	31 / 71	2.5%
Wallburg	Davidson	29	2.5%
Walnut	**Madison	57	2.5%
Walnut Cove	Stokes	85	2.5%
Walnut Creek	Wayne	96	2.5%
Walstonburg	Greene	40	2.5%
Wanchese	Dare	28	2.5%
Warne	Clay	22	2%
Warrensville	Ashe	5	2.5%
Warrenton	Warren	93	2.5%
Warsaw	Duplin	31	2.5%
Washington	Beaufort	7	2.5%
Washington Park	Beaufort	7	2.5%
Watha	Pender	71	2.5%
Waves	Dare	28	2.5%
Waxhaw	Union	90	2.5%
Waynesville	Haywood	44	2.5%
Weaverville	Buncombe	11	2.5%
Webster	Jackson	50	2.5%
Weddington	Union	90	2.5%
Weeksville	Pasquotank	70	2.5%
Welcome	Davidson	29	2.5%
Weldon	Halifax	42	2.5%
Wendell	Wake	92	2.5%
Wentworth	Rockingham	79	2%
Wesley Chapel	Union	90	2.5%
West Concord	Cabarrus	13	2%
West End	Moore	63	2%
West Jefferson	Ashe	5	2.5%
Westfield	Surry	86	2.5%
Whispering Pines	Moore	63	2%
Whitakers	*Edgecombe & Nash	33 / 64	2.5%
White Lake	Bladen	9	2.5%
White Oak	Bladen	9	2.5%
White Plains	Surry	86	2.5%
Whitehead	Alleghany	3	2.5%
Whiteville	Columbus	24	2.5%
Whitnel	Caldwell	14	2.5%
Whitsett	**Guilford	41	2.5%
Whittier	*Jackson & **Swain	50 / 87	2.5%
Wilbar	Wilkes	97	2.5%
Wildwood	Carteret	16	2.5%
Wilkesboro	Wilkes	97	2.5%
Willard	Pender	71	2.5%
Williamston	Martin	58	2.5%
Williston	Carteret	16	2.5%
Willow Springs	Wake	92	2.5%
Wilmington	New Hanover	65	2%
Wilson	Wilson	98	2.5%
Wilson's Mills	Johnston	51	2%
Windsor	Bertie	8	2.5%
Winfall	Perquimans	72	2.5%
Wingate	Union	90	2.5%
Winnabow	Brunswick	10	2.5%
Winston-Salem	Forsyth	34	2.5%
Winterville	Pitt	74	2.5%
Winton	Hertford	46	2.5%
Wise	Warren	93	2.5%
Woodland	Northampton	66	2.5%
Woodfin	Buncombe	11	2.5%
Woodleaf	Rowan	80	2.5%
Woodsdale	Person	73	2.5%
Woodville	Bertie	8	2.5%
Worthville	Randolph	76	2.5%
Wrightsville Beach	New Hanover	65	2%
Yadkinville	Yadkin	99	2.5%
Yanceyville	Caswell	17	2%
Youngsville	**Franklin	35	2.5%
Zebulon	Wake	92	2.5%
Zionville	Watauga	95	2.5%
Zirconia	Henderson	45	2%

***Use this county if unsure of the county in which the business is located.**
****County tax rate effective January 1, 2003.**

QRG 3: DTL Most Used Codes List

CODE	ABBR. DESC	DESCRIPTION
DCC	COMMUNITY COLLEGES	A MEMBER OF THE NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
GVF	FEDERAL GOVERNMENT	DENOTES A VENDOR THAT IS PART OF OR OPERATED BY AN AGENCY OF THE FEDERAL GOVERNMENT
GVL	NC LOCAL GOVERNMENT	DENOTES A VENDOR THAT IS PART OF OR OPERATED BY AN AGENCY OF LOCAL GOVERNMENT
GVS	NC STATE GOV	DENOTES A VENDOR THAT IS A STATE GOVERNMENT AGENCY, WHICH EXCLUDES THE COMMUNITY COLLEGE SYSTEM
GVU	NC UNIVERSITY	DENOTES A N.C. STATE SUPPORTED UNIVERSITY. THIS EXCLUDES THE COMMUNITY COLLEGE SYSTEM AND (HBC) HISTORICALLY BLACK COLLEGES AND UNIVERSITIES
HBC	HIST BLACK UNIV	HISTORICALLY BLACK COLLEGES AND UNIVERSITIES
IND	INDIVIDUAL	A VENDOR THAT IS AN INDIVIDUAL AS OPPOSED TO A CORPORATION, PARTNERSHIP, ETC.
OSG	OUTSIDE STATE GOVT	STATE OR LOCAL GOVERNMENT VENDOR LOCATED OUTSIDE THE STATE OF NORTH CAROLINA
OSU	NON-STATE UNIV	STATE-AFFILIATED UNIVERSITY LOCATED OUTSIDE THE STATE OF NORTH CAROLINA
S01	SMALL BUSINESS	DENOTES A VENDOR THAT FITS THE "SMALL BUSINESS" DESCRIPTION AS DEFINED BY THE DIVISION OF PURCHASE AND CONTRACT.
S02	DISABLED OWNED	DENOTES A VENDOR THAT IS OWNED BY A HANDICAPPED PERSON OR PERSONS
S03	MINORITY OWNED	DENOTES A VENDOR THAT IS OWNED BY A MEMBER OR MEMBERS OF A MINORITY RACE
S04	WOMAN OWNED	DENOTES A VENDOR THAT IS OWNED BY A WOMAN OR WOMEN
S04	SMALL/DISABLED	DENOTES A VENDOR THAT IS BOTH A SMALL BUSINESS AND OWNED BY A HANDICAPPED PERSON OR PERSONS
S06	SMALL/MINORITY	DENOTES A VENDOR THAT IS BOTH A SMALL BUSINESS AND OWNED BY A MEMBER OR MEMBERS OF A MINORITY RACE
S07	SMALL/WOMAN	DENOTES A VENDOR THAT IS BOTH A SMALL BUSINESS AND OWNED BY A WOMAN OR WOMEN
S08	DISABL/MINORITY	DENOTES A VENDOR THAT IS OWNED BY A PERSON OR PERSONS THAT ARE BOTH HANDICAPPED AND MEMBERS OF A MINORITY RACE
TAX	TAX EXEMPT	DENOTES A VENDOR THAT IS EXEMPT FROM PAYMENT OF TAXES IN NORTH CAROLINA
UNT	SCHOOL UNIT	DENOTES A LOCAL SCHOOL ADMINISTRATIVE UNIT OR SCHOOL IN NORTH CAROLINA'S PUBLIC SCHOOL SYSTEM
999	OUT-OF-STATE	OUT-OF-STATE-VENDOR REMIT-TO AND/OR ORDER-FROM ADDRESS ARE OUT OF STATE

QRG 4: 1099 Codes List

CODE	ABBREVIATED DESCRIPTION	DESCRIPTION
B1	1099-M-ATT	1099-GROSS PAYMENTS TO ATTORNEYS
G1	1099-G-UNEMPLOY	1099-GOVERNMENT-UNEMPLOYMENT COMPENSATION
G2	1099-G-T REFUND	1099-GOVERNMENT-STATE OR LOCAL TAX REFUNDS
G4	1099-G-TAX WHLD	1099-GOVERNMENT-FEDERAL INCOME WITHHELD
G5	1099-G-INDEBTED	1099-GOVERNMENT-DISCHARGE OF INDEBTEDNESS
G6	1099-G-GRANTS	1099-GOVERNMENT-TAXABLE GRANTS
G7	1099-G-AGR PMTS	1099-GOVERNMENT-AGRICULTURE PAYMENTS
I1	1099-I-INT EARN	1099-INTEREST INCOME-EARNINGS FROM SAVINGS & LOAN ASSN., CR. UNION, BANK DEPOSITS, BEARER CERTIFICATES OF DEPOSIT, ETC.
I2	1099-I-EARLY WD	1099-INTEREST INCOME-EARLY WITHDRAWAL PENALTY
I3	1099-I-US BONDS	1099-INTEREST INCOME-US SAVINGS BONDS, ETC
I4	1099-I-TAX WHLD	1099-INTEREST INCOME-FEDERAL INCOME TAX WITHHELD
I5	1099-I-FOREIGN	1099-I-FOREIGN TAX PAID
I6	1099-I-US POSSN	1099-INTEREST INCOME-FOREIGN COUNTRY OR US POSSESSION
M0	1099-M-CROP INS	1099-MISCELLANEOUS-CROP INSURANCE PROCEEDS
M1	1099-M-RENTS	1099-MISCELLANEOUS-RENTS
M2	1099-M-ROYALTY	1099-MISCELLANEOUS-ROYALTIES
M3	1099-M-PRIZE/AW	1099-MISCELLANEOUS-PRIZES AND AWARDS
M4	1099-M-TAX WHLD	1099-MISCELLANEOUS-FEDERAL TAX WITHHELD
M5	1099-M-BOAT PRO	1099-MISCELLANEOUS-FISHING BOAT PROCEEDS
M6	1099-M-MED HLTH	1099-MISCELLANEOUS-MEDICAL AND HEALTH CARE PAYMENTS
M7	1099-M-NON-EMP	1099-MISCELLANEOUS-NONEMPLOYEE COMPENSATION
M8	1099-M-SUBS PMT	1099-MISCELLANEOUS-SUBSTITUTE PAYMENTS IN LIEU OF DIVIDENDS AND INTEREST
NO	NOT 1099	NOT APPLICABLE TO 1099
NR	NONRESIDENT ALIEN	CODE USED TO IDENTIFY WITHHOLDING FOR NONRESIDENT ALIEN
ST	STATE WITHHOLD	CODE USED TO IDENTIFY PAYMENTS SUBJECT TO STATE REPORTING & WITHHOLDING, BUT NOT SUBJECT TO FEDERAL REPORTS
99	0 DOLLAR CODE	0 DOLLAR CODE FOR OFFSET ENTRY

QRG 5: Frequently Used Acronyms

AFF	Available Funds File
AIM	Agency Implementation Methodology
AIT	Agency Implementation Team
BC	Budgetary Control
BPM	Budget Preparation Module
BPS	Budget Preparation System
BRS	Budget Revision System
CAFR	Comprehensive Annual Financial Report
CBT	Computer-Based Training
CFDA	Catalog of Federal Domestic Assistance
CFF	Core Financial Functions
COA	Chart of Accounts
CPMS	Construction and Property Management System
DASD	Data Access Storage Device
DSS	Decision Support System
FA	Fixed Assets
FC	Financial Controller
FCP	FOUNDATION for Cooperative Processing
FMS	Facilities Management System
FRC	Federal Reimbursement Code
FSMP	Financial Systems Master Plan
GEAC	GEAC Software
GL	General Ledger
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
IE	Information Expert
IRM	Information Resources Management
IRMC	Information Resources Management Commission
JE	Journal Entries
JV	Journal Voucher
MARS\G	GEAC Government Package
NCAPS	North Carolina Automated Purchasing System
NCAS	North Carolina Accounting System
NRA	Nonresident Alien
OSBM	Office of the State Budget and Management
OSC	Office of State Controller
P&C	Purchase and Contract Division
PMIS	Personnel Management Information System
RCC	Responsibility Cost Center
RFP	Request for Proposal
RFQ	Request for Quotation
SBM	Suspended Batch Master
ITS	Information Technology Services
SRS	Salary Reserve System

QRG 6: Accounts Payable Control Group Header

See the following Control Group Header sheet.

Agency Name

Accounts Payable Control Group Header

PAYING ENTITY ☐ _____ ☐ _____

☐ _____ **Other** _____

ENTRY METHOD ☐ DIRECT INVOICES

☐ MATCHING INVOICES

☐ EMPLOYEE INVOICES

CONTROL GROUP DATE: _____

CONTROL GROUP NUMBER: _____

OPERATOR ID: _____ _____

DBS # Initials

	INVOICE NUMBER	NUMBER OF DOCUMENTS	AMOUNT
PER TAPE			
ADJUSTMENTS			
AMOUNT ENTERED			

QRG 7: Reimbursement of Travel and Other Expenses Incurred in the Discharge of Official Duty

See the following for an example of an Employee Reimbursement Sheet

REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES INCURRED IN THE DISCHARGE OF OFFICIAL DUTY

INSTRUCTIONS TO CLAIMANT: Submit one original to Accounting. Attach all necessary receipts and other supporting documents to this form. Retain one (1) copy for your records. Please complete AMOUNT, COMPANY , ACCOUNT, and CENTER fields. Must be filed at lease monthly and not later than 30 days after month ends. Must be prepared ink or typed.

Payee's Name (First, Middle Initial, Last)	Division/Section	Soc. Sec. #
Payee's Address (Street)	Title	Headquarters (City)
(City, State, Zip)	Period Covered by this Request (from/to)	

Under penalties of perjury, I certify this is a true and accurate statement of the city of lodging, expenses and allowances incurred in the service of the State.

I have examined this reimbursement request and certify that it is just and reasonable.

(Claimant) (Date) (Supervisor) (Date)

NOTE: ORIGINAL SIGNATURE AND DATES ARE REQUIRED FOR PROCESSING

Accounting Office Use Only

Pay Entity: Control #: Expense Voucher No.:

Payment Due Date: < OR >> Terms Code:

REMIT MESSAGE: (Write check disposition instructions on this line.)

Line No.	AMOUNT	COMPANY	ACCOUNT	CENTER	ACCRUAL CODE
0001					
0002					
0003					
0004					
Total Expense					
Less Advance					
Tot. Due (Owe)					

Approved as to proper travel chargeable to above accounting code verified as conforming to authorized reimbursable expenses.

A/P Accountant

	Travel (show each city visited)		Transportation				Subsistence				Misc. Expenses	
Day	from	to	1	In-	Out-of-	Out-of	2	In-State	Out-of-State	Out-of Country	Explanation	Amount
			G				B					
Depart			A				L					
Arrive			O				D					
Daily Private Car Mileage @ /mi			P				H					
Daily Private Car Mileage @ /mi			P				tot					
			G				B					
Depart			A				L					
Arrive			O				D					
Daily Private Car Mileage @ /mi			P				H					
Daily Private Car Mileage @ /mi			P				tot					
GRAND TOTALS												

(1) Mode of Travel:
P - Private Car
A - Air
G - Ground, rail, bus, taxi, parking fees
O - Other

(2) Type of Subsistence:
B - Breakfast
L - Lunch
D - Dinner
H - Housing (Room)

NOTE: Daily total of subsistence not to exceed authorized amount for in-state or out-of-state travel.

QRG 8: Employee Advance Request Form

See the following for an example of an Employee Advance sheet

Enter your Agency Name Here
EMPLOYEE ADVANCE REQUEST

INSTRUCTIONS TO REQUESTER:

Enter data in green areas. Submit original to be received in Accounts Payable ten working days prior to date travel begins in order for the check to be available five working days prior to travel beginning date.

Payee's Name (First, Middle Initial, Last)	Division
Payee's Home Address	EMPLOYEE SOC. SEC. #
Purpose :	
Has budget authorization been approved for this trip? ( ) YES ( ) NO	
Destination	

Advance Request #1 ( ) **Subsistence**	Date Advance Needed	Date Travel Begins
PAY ENTITY	00/00/00	00/00/00

COMPANY	ACCOUNT	CENTER	AMOUNT

Advance Request #2 ( ) **Airfare**	Date Advance Needed	
PAY ENTITY	00/00/00	

COMPANY	ACCOUNT	CENTER	AMOUNT

Advance Request #3 ( ) **Registration Fee**	Date Advance Needed	
PAY ENTITY	00/00/00	

COMPANY	ACCOUNT	CENTER	AMOUNT

I certify that funds requested hereon are to be used for the purpose stated. I further certify that any funds advanced to be will be repaid immediately on request from Agency authorities and that any funds advanced will be repaid prior to my last day of employment should I terminate my employment for any reason.

REQUESTER	DATE	AUTHORIZED SIGNATURE	DATE

QRG 9: Agency Cash Disbursements Code Sheet

See the following Accounting Code sheet

AGENCY NAME

CASH DISBURSEMENTS CODE SHEET

Invoice Number _____ Buy Entity _____ (Matching Inv Only)

Invoice Date _____ PO Number _____

Vendor Number _____ Grp Nbr _____ Terms Code _____ <or> Due Date _____

Vendor Name _____ Voucher Nbr _____

Remit Code/Message _____

Amount	DR/CR	(4 char) Company	(Max 11 char) Account	(Max 12 char) Center	(Direct Invoices Only) NCAS Item Number	1099 Code	Accrual Code

Sales Tax Amt _____ Comments: _____ Prepared by: _____

Freight Amt _____ Approved by: _____

Gross Amt _____ Entered by: _____

Accounting Control Use Only: Pay Entity: _____ Control Grp Nbr: _____ Control Grp Date: _____

QRG 10: Accounts Payable Control Batch Log

See the following Control Batch Log sheet

Accounts Payable Control Batch Log Form

Agency Name: ______________________________

Paying Entity	Control Group Date	Control Group Number	Operator ID:		Number of Documents	Amount	
			DBS #	Initials			

QRG 11: Expense Accrual Indicators

Mini-Chart of Accounts Indicator	Accrual Account	Account Description
A10	211200	Accounts Payable
A11	211110	Due to Employees
A12	211210	Accrued Salaries and Wages
A13	211220	Withholdings and Employer Matching Payable
***A14**	211230	Payroll Garnishment Payable
***A15**	211240	Central Payroll Clearing
A16	211310	Local Government Payable
A17	211320	Federal Agency Payable
A18	211910	Obligation for Workers' Compensation
A19	211920	Accrued Vacation
***A20**	211930	Health Benefits Clearing
A21	211940	Accrued Sales Tax Payable
A22	211950	1099 Withholding
A23	211960	Escheats Payable
***A24**	211970	Federal Funds Payable Clearing
A25	212310	Intra-Gov't Payable - Due to General Fund
A26	212311	Intra-Gov't Payable - Due to Special Revenue Fund
A27	212312	Intra-Gov't Payable - Due to Debt Service Fund
A28	212313	Intra-Gov't Payable - Due to Capital Improvement Fund
A29	212314	Intra-Gov't Payable - Due to Enterprise Fund
A30	212315	Intra-Gov't Payable - Due to Internal Service Fund
A33	212318	Due to Pension Trust Fund
A34	212319	Intra-Gov't Payable - Due to Agency Fund
A56	212320	Intra-Gov't Payable - Due to Permanent Fund
A57	212321	Intra-Gov't Payable - Due to Private Purpose Trust
A35	212410	Inter-Gov't Payable - Due to General Fund
A36	212411	Inter-Gov't Payable - Due to Special Revenue Fund

A37	212412	Inter-Gov't Payable - Due to Debt Service Fund
A38	212413	Inter-Gov't Payable - Due to Capital Improvement Fund
A39	212414	Inter-Gov't Payable - Due to Enterprise Fund
A40	212415	Inter-Gov't Payable - Due to Internal Service Fund
A41	212415	Inter-Gov't Payable - Due to Internal Service Fund
A42	212415	Inter-Gov't Payable - Due to Internal Service Fund
A43	212418	Inter-Gov't Payable - Due to Pension Trust Fund
A44	212419	Inter-Gov't Payable - Due to Agency Fund
A58	212420	Inter-Gov't Payable - Due to Permanent Fund
A59	212421	Inter-Gov't Payable - Due to Private Purpose Fund
A45	212500	Due to Primary Government Agencies
A46	212600	Due to Component Units
A47	216220	Accrued Interest Payable
A48	217110	Deposits Payable - Contract Retainage
A49	217120	Deposits Payable - Federal Government
A50	217130	Deposits Payable - NC Funds and Government Units
A51	217140	Deposits Payable - Patient Deposits
A52	217150	Deposits Payable - Student Deposits
A53	217160	Deposits Payable - Tenants Deposits
A54	217170	Deposits Payable - Due to Deferred Compensation Plan Participants
A55	217190	Deposits Payable - Funds Held for Others
A60	215210	Medical Claims Payable
***These accounts represent clearing accounts and should not be used permanently.**		

QRG 12: NCAS Backup Withholding Form

See the following page for an example of the NCAS Backup Withholding Form for Trade Vendors

NCAS Backup Withholding Form
Trade Vendors

Agency Name: _____

Vendor Name: _____ Vendor Number: _____

☐	Start Federal Backup Withholding (28%)	☐	Stop Federal Backup Withholding
☐	Start State Backup Withholding (4%)	☐	Stop State Backup Withholding
☐	Start Non Resident Alien Withholding (30%)	☐	Stop Non Resident Alien Withholding

Please check the appropriate Box to Start Backup Withholding:

- ☐ Vendor will not provide their taxpayer identification number (TIN).
- ☐ B Notice returned because of undeliverable address.
- ☐ No receipt of W-9 form by date on First B Notice.
- ☐ No receipt of IRS letter 147C or SSA form 7028 by date on Second B Notice.
- ☐ Non Resident Alien.

Please check the appropriate Box to Stop Backup Withholding:

- ☐ Vendor provided a taxpayer identification number (TIN).
- ☐ Vendor provided a deliverable address.
- ☐ Receipt of current W-9 form.
- ☐ Receipt of IRS letter 147C or SSA 7028 form.
- ☐ No longer a Non Resident Alien.

Please attach any documentation to support the above request.

_____ Signature

_____ Printed Name

_____ Date

OSC Use Only

Date Received: _____

☐	Verify Files	☐	Withholding On
☐	Update System	☐	Withholding Off

Date Completed: _____ Completed by: _____

If you have any questions about this form, contact the OSC NCAS Support Services at 875-HELP (4357)
Fax # (919)981-5561

Revised: 11/04

QRG 13: Accounts Payable Matching Screens

Screen	Description
Invoice Matching (IMP)	Collects identifying information about the invoice and the PO you want to match. Creates the invoice header and the related records.
Purchase Order Finder (POF)	Use *Purchase Order Finder (POF)* screen to identify a matching PO. Lists open purchase orders issued to the vendor referenced on the *Invoice Matching Screen (IMP)*. When you select a PO from the list, the system redisplays *IMP* with the information about the order.
Invoice Line Audit (ILA)	Lists PO lines open to invoicing and collects invoice information.
Invoice Worksheet (IWS)	When matching, you can use this screen to record additional information or change certain information entered on the PO. It is also used when you are entering an invoice directly into the system.
Document Level Comments (DLC)	Provides space for you to write comments about the invoice you are matching.
Invoice Reapplication Work Queue (IRQ)	Lists invoices passed to the purchasing department for review or awaiting signature verification. When you receive processing instructions, select the document from the list and either pay the document as is or process it and reaudit.
Invoice Exception Comments (IEC)	Provides space for you to write comments to the buyer when passing an invoice header or line exception.
View Exception Comments (VEC)	Lists all invoices associated with an invoice header or line exception. AP and Purchasing comments are displayed on the same screen.
Invoice Delivery Audit (IDA)	Lists receipts open to invoicing and collects invoice information.

QRG 14: Related Purchasing Inquiry Screens

Screen	Description
PO Comment Inquiry (PCI)	Displays the purchasing staff's comments about a PO.
PO Line Inquiry (PLI)	Lists brief identifying information about PO lines. You select a line and a specific PO inquiry screen for reviewing additional information about the line. You can access the following information through this screen: • General information: *PO Line General Information (PLG)* • Item information: *PO Line Ordered Item Information (PLO)* • Invoice controls: *PO Line Receipt/Invoice Controls (PLC)* • Financial data: *PO Line Financial Information (PLF)* • Permit-to-pay calculations: *PO Invoice Matching Information (PMI)* • Summary of order, receipt, inspection, and invoice information: *PO Line Receipt/Invoice Information (PLR)*

QRG 15: Julian Date Calendars

PERPETUAL

DAY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	DAY
1	001	032	060	091	121	152	182	213	244	274	305	335	1
2	002	033	061	092	122	153	183	214	245	275	306	336	2
3	003	034	062	093	123	154	184	215	246	276	307	337	3
4	004	035	063	094	124	155	185	216	247	277	308	338	4
5	005	036	064	095	125	156	186	217	248	278	309	339	5
6	006	037	065	096	126	157	187	218	249	279	310	340	6
7	007	038	066	097	127	158	188	219	250	280	311	341	7
8	008	039	067	098	128	159	189	220	251	281	312	342	8
9	009	040	068	099	129	160	190	221	252	282	313	343	9
10	010	041	069	100	130	161	191	222	253	283	314	344	10
11	011	042	070	101	131	162	192	223	254	284	315	345	11
12	012	043	071	102	132	163	193	224	255	285	316	346	12
13	013	044	072	103	133	164	194	225	256	286	317	347	13
14	014	045	073	104	134	165	195	226	257	287	318	348	14
15	015	046	074	105	135	166	196	227	258	288	319	349	15
16	016	047	075	106	136	167	197	228	259	289	320	350	16
17	017	048	076	107	137	168	198	229	260	290	321	351	17
18	018	049	077	108	138	169	199	230	261	291	322	352	18
19	019	050	078	109	139	170	200	231	262	292	323	353	19
20	020	051	079	110	140	171	201	232	263	293	324	354	20
21	021	052	080	111	141	172	202	233	264	294	325	355	21
22	022	053	081	112	142	173	203	234	265	295	326	356	22
23	023	054	082	113	143	174	204	235	266	296	327	357	23
24	024	055	083	114	144	175	205	236	267	297	328	358	24
25	025	056	084	115	145	176	206	237	268	298	329	359	25
26	026	057	085	116	146	177	207	238	269	299	330	360	26
27	027	058	086	117	147	178	208	239	270	300	331	361	27
28	028	059	087	118	148	179	209	240	271	301	332	362	28
29	029		088	119	149	180	210	241	272	302	333	363	29
30	030		089	120	150	181	211	242	273	303	334	364	30
31	031		090		151		212	243		304		365	31

LEAP YEAR

DAY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	DAY
1	001	032	061	092	122	153	183	214	245	275	306	336	1
2	002	033	062	093	123	154	184	215	246	276	307	337	2
3	003	034	063	094	124	155	185	216	247	277	308	338	3
4	004	035	064	095	125	156	186	217	248	278	309	339	4
5	005	036	065	096	126	157	187	218	249	279	310	340	5
6	006	037	066	097	127	158	188	219	250	280	311	341	6
7	007	038	067	098	128	159	189	220	251	281	312	342	7
8	008	039	068	099	129	160	190	221	252	282	313	343	8
9	009	040	069	100	130	161	191	222	253	283	314	344	9
10	010	041	070	101	131	162	192	223	254	284	315	345	10
11	011	042	071	102	132	163	193	224	255	285	316	346	11
12	012	043	072	103	133	164	194	225	256	286	317	347	12
13	013	044	073	104	134	165	195	226	257	287	318	348	13
14	014	045	074	105	135	166	196	227	258	288	319	349	14
15	015	046	075	106	136	167	197	228	259	289	320	350	15
16	016	047	076	107	137	168	198	229	260	290	321	351	16
17	017	048	077	108	138	169	199	230	261	291	322	352	17
18	018	049	078	109	139	170	200	231	262	292	323	353	18
19	019	050	079	110	140	171	201	232	263	293	324	354	19
20	020	051	080	111	141	172	202	233	264	294	325	355	20
21	021	052	081	112	142	173	203	234	265	295	326	356	21
22	022	053	082	113	143	174	204	235	266	296	327	357	22
23	023	054	083	114	144	175	205	236	267	297	328	358	23
24	024	055	084	115	145	176	206	237	268	298	329	359	24
25	025	056	085	116	146	177	207	238	269	299	330	360	25
26	026	057	086	117	147	178	208	239	270	300	331	361	26
27	027	058	087	118	148	179	209	240	271	301	332	362	27
28	028	059	088	119	149	180	210	241	272	302	333	363	28
29	029	060	089	120	150	181	211	242	273	303	334	364	29
30	030		080	121	151	182	212	243	274	304	335	365	30
31	031		091		152		213	244		305		366	31

QRG 16: Check-Numbering Guidelines

Introduction

The North Carolina Accounting System (NCAS) users are responsible for assigning and maintaining check numbers for agency checks. This memo provides guidelines for assigning check numbers, especially for agencies that have multiple types of checks. NCAS prevents the use of duplicate check numbers. The system validates all check numbers used against both the payment file and the check reconciliation file. Since several types of checks may exist for your agency, the chance of duplicate check numbers is possible unless a specific range of numbers is assigned for each check (or payment) type.

Types of Checks (or Payments)

Your agency may have the following types of checks (or payments) that require special check numbering considerations:

- **Automated Checks**

  The automated checks are generated each night. The automated checks are produced from a file of vendor payments that is passed from NCAS check printing software. This should be the source for most checks generated by your organization.

  Users specify the beginning check number for automated checks on the *BCC* screen before each check run.

- **Manual Checks Produced Using the Check Printer Software**

  These manual checks are produced when a check must be generated immediately. These checks are pushed from the NCAS MPE screen for printing in the check printing software or created by directly entering the check information into the check printing software. A separate transaction is required to record the transaction in NCAS when entering check information directly in the check printing software. The volume of these manual checks should be very light (with some agency-specific exceptions.)

- **Manual Checks Produced Using Old Check Stock**

  These checks are created by writing a check using the existing supply of check stock. A separate transaction is required to record the transaction in NCAS. This is the fallback process when the check printer is not functioning and an alternative check printer is not available.

- **Manual Checks Produced Using a Manual Check Book**

  These checks are created by writing a check from a checkbook. A separate transaction is required to record the transaction in NCAS. The use of these manual checks should be very limited.

- **Electronic Transfer Payments**

  These are electronic payments made by agencies (e.g., payroll payments). The electronic transfers are processed through the Cash Management System the same way they presently are. To record the transfers in NCAS, an invoice is entered and a manual payment created for the invoice on the *MPE* screen. Do not process an actual check from the check printer or other manual means (remember, the money is transferred electronically). These payments must be cleared manually using the Payment Clearance (*PCR*) screen. A range of numbers must be set aside for these electronic transfer payments. The statewide model for numbering these payments requires that these numbers begin with 9900000000.

Check Numbering Guidelines and Procedures

Listed below are the general check numbering guidelines, as well as specific guidelines for each type of check (or payment).

- **General Guidelines**

  — The check number in NCAS is limited to 9 digits. Although NCAS can support up to10 digits, the Department of the State Treasury systems are limited to 9 digits.

  — Estimate the annual volume of checks for each type of check (or payment) and multiply by five years to determine the range of numbers that must be reserved for the check type. The State allows outstanding checks to remain open for five years before being escheated.

- **Automated Checks**

  — Since this check series represents the largest volume of checks, avoid assigning an upper limit to the automated check series. This may be achieved by starting the automated check series numbering at a higher number than the ranges assigned to all other check series.

  — For your initial check run in NCAS, it is critical that you establish the first check number of your check range on the *BCC* screen. For subsequent check runs, the number of the last check printed is displayed and the user must enter the next check number on the *BCC* screen.

- The BCC screen is associated to a BAP code, so it is possible to establish a separate check number range for each BAP code. However, if different BAP codes share the same bank account, the same check number range can be shared by all of those BAP codes. In general, a separate check number range should be established for each bank account used to make automated payments.

- **Manual Checks Produced Using the Check Printer Software**

  - It is possible *(but not recommended)* to use the same check series for both automated checks and manual checks produced using the check printer software. If this approach is used, the starting check number for automated checks has to be manually adjusted after each time that manual checks are generated. We do not recommend that the same check series be used for both automated and manual checks produced using the check printer.

  - The same exact check number must be used on the manual check and on the transaction entered into NCAS in order to support bank reconciliation for manual checks.

  - For all of the manual types of payments, the check number is entered into NCAS at the time the manual check transaction is entered. You should maintain a log for each type of manual check (or payment), so users can readily identify the next available check number in the range. You are not required to set up initial check numbering on the *BCC* screen for manual checks (or manual payments).

- **Manual Checks Produced Using Old Check Stock**

  - The range assigned must correspond to the numbers on the pre-printed check stock.

  - The same exact check number must be used on the manual check and on the transaction entered into NCAS in order to support bank reconciliation for manual checks.

  - For all of the manual types of payments, the check number will be entered into NCAS at the time the manual check transaction is entered. You should maintain a log for each type of manual check (or payment), so the users can readily identify the next available check number in the range. You will not be required to set up initial check numbering on the *BCC* screen for manual checks (or manual payments).

- **Manual Checks Produced Using a Manual Check Book**

  — The range assigned must correspond to the numbers on the pre-printed checks in the checkbook.

  — The same exact check number must be used on the manual check and on the transaction entered into NCAS in order to support bank reconciliation for manual checks.

  — For all of the manual types of payments, the check number is entered into NCAS at the time the manual check transaction is entered. You should maintain a log for each type of manual check (or payment), so users can readily identify the next available check number in the range. You are not required to set up initial check numbering on the *BCC* screen for manual checks (or manual payments).

- **Electronic Transfer Payments**

  — Since the Treasurer's Office does not process these payments, all ten digits of the NCAS check number may be used. The statewide model requires that you use 9900000000 as the first number in the range of check numbers assigned to this payment type

QRG 17: NCAS Check Printing Policy

See the following link for the current NCAS Check Printing Policy.

http://osc.nc.gov/state-employees/statewide-policies/Section-1100