Accounts Payable Overview
Training Course

State of North Carolina
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<td>Accessing the Practice Region</td>
</tr>
</tbody>
</table>

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| QRG 2     | Post Offices and Incorporated Cities or Towns                         | 511  |
| QRG 3     | DTL Most Used Codes List                                              | 517  |
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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.
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.
ACCOUNTS PAYABLE PROCESSING

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

IBIS INTERFACE

E-Procurement & other PO Interfaces
AP Interfaces
Invoice Processing
Accounts Payable Processing
Accounting Function
Financial System Interfaces: HB, FI, MI, BPS, BRS 2nd Yr 606s and other Agency Interfaces
Billing System Interfaces

PC
AP
FA
AFF
BC
INV
AR
PS
FC
GL
SBM File

MM: AP01
Accounts Payable Processing
Section Overview
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. X XB G 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.

Y our 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:

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

  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.

<table>
<thead>
<tr>
<th>NEXT FUNCTION:</th>
<th>ACTION:</th>
<th>05/02/2011 15:40:23</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUEST:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAY ENTITY:</td>
<td>5</td>
<td>VENDOR NO:</td>
</tr>
<tr>
<td>VENDOR NAME:</td>
<td>8</td>
<td>VENDOR TYPE:</td>
</tr>
<tr>
<td>SHORT NAME:</td>
<td>10</td>
<td>EDI/FAX CODE:</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>ORDER FROM</td>
<td>HOLD:</td>
<td>DEFAULT ADDR:</td>
</tr>
<tr>
<td>ADDR LINE 1:</td>
<td></td>
<td>PHONE:</td>
</tr>
<tr>
<td>ADDR LINE 2:</td>
<td></td>
<td>STATE CODE:</td>
</tr>
<tr>
<td>ADDR LINE 3:</td>
<td></td>
<td>POSTAL CODE:</td>
</tr>
<tr>
<td>OPT ADDR 1:</td>
<td></td>
<td>OPT ADDR USE:</td>
</tr>
<tr>
<td>OPT ADDR 2:</td>
<td></td>
<td>OPT STATE CD:</td>
</tr>
<tr>
<td>CONTACT:</td>
<td></td>
<td>OPT POSTAL CD:</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>REMIT TO</td>
<td>HOLD:</td>
<td></td>
</tr>
<tr>
<td>ADDR LINE 1:</td>
<td></td>
<td>PHONE:</td>
</tr>
<tr>
<td>ADDR LINE 2:</td>
<td></td>
<td>STATE CODE:</td>
</tr>
<tr>
<td>ADDR LINE 3:</td>
<td></td>
<td>POSTAL CODE:</td>
</tr>
<tr>
<td>OPT ADDR 1:</td>
<td></td>
<td>OPT ADDR USE:</td>
</tr>
<tr>
<td>OPT ADDR 2:</td>
<td></td>
<td>OPT STATE CD:</td>
</tr>
<tr>
<td>CONTACT:</td>
<td></td>
<td>OPT POSTAL CD:</td>
</tr>
<tr>
<td>PAYMENT TERMS:</td>
<td>16</td>
<td>PAY ENTITY:</td>
</tr>
<tr>
<td>CONSL REPORTING INFO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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/ZipLookupActioninput.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: 22 ACTION: ________ 05/03/2011 14:47:11
REQUEST: ______________________________________________________________
------------------------------------------------------------------------
PAY ENTITY : ________
SHORT NAME : ___________________________________
VENDOR NUMBER: ___________ GROUP: ____________
CATEGORY CODES  1: __  2: ___  3: ___  4: ___  5: ___
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: __________
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.

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 Mill Service Center
Raleigh, NC 27699-1410

Vendor Electronic Payment Form
Email: ap.support.services@nc.gov
Telephone: 919.704.0285
Fax: 919.704.5591

☐ New Add Request
☐ Change Existing ePay Account

For your convenience and benefit, the State of North Carolina offers 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.

Payee Name: Michael R Abrams
Required E-Mail Address: mreabrams@ymail.com
Federal ID #/SSN #: 878912345

Payee Address for Applicable Accounts:
902 Dunwoodie Dr
Raleigh, NC 27678

Bank Name: Truist Bank
Print Name and Title: Michael R Abrams, Landscape Designer
Bank Routing Number: 063000219
Contact Phone Number: 1234567890

☐ Checking Acct #:
☐ Savings Acct #:

ATTACH VOIED 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 subject to being transferred to a foreign bank account. I understand that any electronic payments that may be remitted to me may be indexed with “FATF” as the standard entry class. I acknowledge that availability of funds credited to the account will be subject to the 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 rescind it in writing.

SIGNATURE: 

DATE: 5/24/2013

24
1. Type **VSU** in the **NEXT FUNCTION** field and press **ENTER** to access the **Vendor Setup (VSU)** screen.

<table>
<thead>
<tr>
<th>OCP</th>
<th>VENDOR SETUP</th>
<th>VSU</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEXT FUNCTION: 15</td>
<td>ACTION: ______</td>
<td>06/09/2011 10:47:49</td>
</tr>
<tr>
<td>REQUEST: 14</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   PAY ENTITY : 2 VENDOR NO : 3 GROUP : 
   VENDOR NAME : 4 VENDOR TYPE : 5 
   SHORT NAME : 6 EDI/FAX CODE : 7 
   --- 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: ______________________________ POSTAL CODE : 11 
   OPT ADDR 1: ______________________________ OPT ADDR USE : 
   OPT ADDR 2: ______________________________ OPT STATE CD : __ VAL: _ 
   CONTACT : ______________________________ OPT POSTAL CD: 
   PAYMENT TERMS: 12 
   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.

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.

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 **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
REQUEST: ________
===============================================================================
PAY ENTITY : XXPE           ROBERT SMITH
SHORT NAME : SMITHROBERT  5555 FIFTH AVE N
VENDOR NUMBER : 333333333 GROUP: __ RALEIGH
PAYMENT METHOD : USCK       BAF 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 :
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.
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:

<table>
<thead>
<tr>
<th>Number</th>
<th>Screen Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The <em>Control Document Entry (CDE)</em> screen to view the control group header information for the specific control group</td>
</tr>
<tr>
<td>3</td>
<td>The <em>Invoice Worksheet (IWS-1T)</em> screen to process direct invoices</td>
</tr>
<tr>
<td>4</td>
<td>The <em>Invoice Matching (IMP)</em> screen to process matching invoices</td>
</tr>
<tr>
<td>5</td>
<td>The <em>Employee Worksheet (EWS-1T)</em> screen to process employee transactions</td>
</tr>
<tr>
<td>6</td>
<td>The <em>Document Level Comments (DLC)</em> screen to add comments to a document</td>
</tr>
<tr>
<td>8</td>
<td>The <em>Control Entry Status (CES)</em> screen to view a list of the documents already entered in the control group</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>PAYING ENTITY</th>
<th>XXPT</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTRY METHOD</td>
<td>DIRECT INVOICES</td>
<td>MATCHING INVOICES</td>
</tr>
<tr>
<td></td>
<td>EMPLOYEE INVOICES</td>
<td></td>
</tr>
</tbody>
</table>

CONTROL GROUP DATE: TODAY'S DATE
CONTROL GROUP NUMBER: 121

OPERATOR ID: DBS # YOUR INITIALS Initials

<table>
<thead>
<tr>
<th>INVOICE NUMBER</th>
<th>NUMBER OF DOCUMENTS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>PER TAPE</td>
<td>5</td>
<td>7,896.11</td>
</tr>
<tr>
<td>ADJUSTMENTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMOUNT ENTERED</td>
<td>5</td>
<td>7,896.11</td>
</tr>
</tbody>
</table>
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 **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.
Creating Control Groups

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.

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.
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.

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.
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.
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.

<table>
<thead>
<tr>
<th>Invoice: Bancrop Incorporated</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Box 2910</td>
</tr>
<tr>
<td>Wyman, NC 27890-2910</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Invoice Number: 5063471284</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Date: 01/08/2008</td>
</tr>
<tr>
<td>Terms: Net 30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description: Repairs to Propane Tank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity: 220 GL</td>
</tr>
<tr>
<td>Unit Price: 100.00</td>
</tr>
<tr>
<td>Total Price: 141.31</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description: Propane</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Price: 141.31</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description: Freight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax: Total: 241.31</td>
</tr>
</tbody>
</table>

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

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

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

---

**NOTE:**
- The TERMS CODE field can be overridden or deleted or a date can be entered in the PYMT DUE DATE field.
- The PAY ENTITY field can be overridden or deleted or a date can be entered in the PAY ENTITY field.

---

**PAY ENTITY:**
- PAY ENTITY: 13
- REMITTANCE CODE: ___
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.

<table>
<thead>
<tr>
<th>OCP</th>
<th>INVOICE WORKSHEET 1</th>
<th>IWS-1T</th>
</tr>
</thead>
<tbody>
<tr>
<td>235</td>
<td>ENTER REQUIRED KEY FIELDS</td>
<td>05/16/2011 11:43:03</td>
</tr>
<tr>
<td>NEXT FUNCTION:</td>
<td>ACTION:</td>
<td>REQUEST:</td>
</tr>
</tbody>
</table>

---

INVOICE NUMBER: 5063471284 DATE: 01/08/2008 MODEL: |
VENDOR SHORT NM: BANCROP INC WYMAN BANCROP INCORPORATED |
VENDOR NUMBER: 0951104040 C WYMAN CM/DM |
PO REFERENCE: COUNTY CODE: |
TERMS CODE: N30 PYMT DUE DATE: |
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 NCG FED |
0001 |
0002 |
0003 |
0004 |
SALES TAX/VAT: FREIGHT: |
ADDITIONAL COST: GROSS AMOUNT: |

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 an N is used 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, i.e., 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.
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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repairs to Propane Tank</td>
<td></td>
<td></td>
<td>(10.00)</td>
</tr>
</tbody>
</table>

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.

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 XX01-532512-1000100.

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.

<table>
<thead>
<tr>
<th>Description:</th>
<th>Quantity:</th>
<th>Unit Price:</th>
<th>Total Price:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Agreement for 2009</td>
<td></td>
<td>1,000.00</td>
<td>12,000.00</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td></td>
<td></td>
<td><strong>12,000.00</strong></td>
</tr>
</tbody>
</table>
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).

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.
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.
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.

<table>
<thead>
<tr>
<th>OCP AP</th>
<th>DOCUMENT LIST</th>
<th>DCL</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUEST: ________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>===========================================================================</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAY ENTITY : XXPT</td>
<td>CONTROL DATE : ________ CONTROL NBR: ________</td>
<td></td>
</tr>
<tr>
<td>SHORT NAME : DEXSONREALTY</td>
<td>VEND/EMP NBR : 560787926 A</td>
<td></td>
</tr>
<tr>
<td>DOCUMENT DTE: ________ DOCUMENT NBR: ________ DOCUMENT STAT: ________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DOCUMENT NBR: ________ DOCUMENT AMT : ________ CURR: ________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIST MRQ INV: ________ DOCUMENT AMT2: ________ - SELECT -</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VEN/EMP NBR</td>
<td>DOCUMENT NUMBER</td>
<td>DOCUMENT</td>
</tr>
<tr>
<td>-----</td>
<td>---------------</td>
<td>--------</td>
</tr>
<tr>
<td>560787926 A</td>
<td>RENTAL #1 05/11/07</td>
<td>12,000.00</td>
</tr>
<tr>
<td>560787926 A</td>
<td>RENTAL #2 03/11/07</td>
<td>6,000.00</td>
</tr>
<tr>
<td>560787926 A</td>
<td>DEXSONRENTAL1 01/05/09</td>
<td>6,000.00</td>
</tr>
</tbody>
</table>

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.

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

<table>
<thead>
<tr>
<th>PAY ENTITY</th>
<th>Vendor Number</th>
<th>Invoice Number</th>
<th>Invoice Date</th>
<th>Paid Amount</th>
<th>Payment Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXPT</td>
<td>560787926 A</td>
<td>RENTAL #2</td>
<td>03/11/2007</td>
<td>500.00</td>
<td>11/11/2007</td>
</tr>
<tr>
<td>XXPT</td>
<td>560787926 A</td>
<td>RENTAL #2</td>
<td>03/11/2007</td>
<td>500.00</td>
<td>12/11/2007</td>
</tr>
<tr>
<td>XXPT</td>
<td>560787926 A</td>
<td>RENTAL #2</td>
<td>03/11/2007</td>
<td>500.00</td>
<td>01/11/2007</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>PAY ENTITY</th>
<th>Vendor Number</th>
<th>Invoice Number</th>
<th>Invoice Date</th>
<th>Paid Amount</th>
<th>Payment Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXPT</td>
<td>560787926 A</td>
<td>RENTAL #2</td>
<td>03/11/2007</td>
<td>500.00</td>
<td>11/11/2007</td>
</tr>
<tr>
<td>XXPT</td>
<td>560787926 A</td>
<td>RENTAL #2</td>
<td>03/11/2007</td>
<td>500.00</td>
<td>12/11/2007</td>
</tr>
<tr>
<td>XXPT</td>
<td>560787926 A</td>
<td>RENTAL #2</td>
<td>03/11/2007</td>
<td>500.00</td>
<td>01/11/2007</td>
</tr>
</tbody>
</table>
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.

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.

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.

```plaintext
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: __
```
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:  26
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     : ___      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: ___
```
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**.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirts</td>
<td>10</td>
<td>1.00</td>
<td>10.00</td>
</tr>
<tr>
<td>Pants</td>
<td>10</td>
<td>3.00</td>
<td>30.00</td>
</tr>
<tr>
<td>Overalls</td>
<td>5</td>
<td>5.00</td>
<td>25.00</td>
</tr>
</tbody>
</table>

**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.
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.

3. Press ENTER to scroll to the next page if necessary.
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.
2. The Invoice Matching (IMP) screen to process matching invoices.
3. The Invoice Worksheet (IWS-1T) screen to process direct invoices.
4. The Employee Worksheet (EWS-1T) screen to process employee transactions.
5. The Document Level Comments (DLC) screen to add comments to a document.
6. The Control Entry Status (CES) screen to view a list of the documents already entered in the control group.

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.
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.
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.
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.
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.

<table>
<thead>
<tr>
<th>Prorate flag fields, located on the <em>Invoice Line Audit (ILA)</em> screen, include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>T  Tax</td>
</tr>
<tr>
<td>F  Freight</td>
</tr>
<tr>
<td>A  Additional Cost</td>
</tr>
<tr>
<td>D  Discount</td>
</tr>
</tbody>
</table>

**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)*
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

<table>
<thead>
<tr>
<th>PAYING ENTITY</th>
<th>XXPT</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTRY METHOD</td>
<td>MATCHING INVOICES</td>
<td></td>
</tr>
<tr>
<td>CONTROL GROUP DATE: TODAY'S DATE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONTROL GROUP NUMBER: 123</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPERATOR ID:</td>
<td>YOUR INITIALS</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INVOICE NUMBER</th>
<th>NUMBER OF DOCUMENTS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>PER TAPE</td>
<td>11</td>
<td>8,875.23</td>
</tr>
<tr>
<td>ADJUSTMENTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMOUNT ENTERED</td>
<td>11</td>
<td>8,875.23</td>
</tr>
</tbody>
</table>

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.
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.
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.

<table>
<thead>
<tr>
<th>OCP</th>
<th>REMIT TO VENDOR SETUP</th>
<th>VRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEXT FUNCTION: 7</td>
<td>ACTION: __________</td>
<td>08/25/2011 08:54:26</td>
</tr>
</tbody>
</table>

--- CONSOLIDATED REPORTING INFORMATION ---

| 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 : |
| VENDOR NUMBER : |
| GROUP NUMBER : |

--- CONSOLIDATED REPORTING INFORMATION ---
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.

<table>
<thead>
<tr>
<th>OCP AP</th>
<th>INVOICE MATCHING</th>
<th>IMP</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEXT FUNCTION:</td>
<td>________</td>
<td>ACTION:</td>
</tr>
<tr>
<td>REQUEST:</td>
<td>________</td>
<td></td>
</tr>
<tr>
<td>INVOICE NUMBER:</td>
<td>3527819735</td>
<td>DATE:</td>
</tr>
<tr>
<td>VENDOR SHORT NAME:</td>
<td>DAKOTAOFFICE SUP</td>
<td>DAKOTA OFFICE SUPPLIES</td>
</tr>
<tr>
<td>VENDOR NUMBER:</td>
<td>560746125 A</td>
<td>RALEIGH</td>
</tr>
<tr>
<td>NC:</td>
<td>27602</td>
<td></td>
</tr>
<tr>
<td>P O BUY ENTITY:</td>
<td>3</td>
<td>P O NUMBER:</td>
</tr>
<tr>
<td>GROSS AMOUNT:</td>
<td>10</td>
<td>FREIGHT:</td>
</tr>
<tr>
<td>SALES TAX/VAT:</td>
<td>________</td>
<td>ADDITIONAL COST:</td>
</tr>
<tr>
<td>SALES TAX 2:</td>
<td>________</td>
<td>SALES TAX 3:</td>
</tr>
<tr>
<td>REMIT MSG:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COUNTY CODE:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TERMS CODE:</td>
<td>11</td>
<td>DISCOUNT AMT/PCT:</td>
</tr>
<tr>
<td>PAYMENT DUE DATE:</td>
<td>________</td>
<td>REASON CODE:</td>
</tr>
<tr>
<td>GL EFFECTIVE DATE:</td>
<td></td>
<td>FACTOR NUMBER:</td>
</tr>
<tr>
<td>PROVISIONAL DATE:</td>
<td></td>
<td>IND:</td>
</tr>
<tr>
<td>PAYMENT ROUTE CD:</td>
<td></td>
<td>BAP CODE:</td>
</tr>
<tr>
<td>EXPENSE:</td>
<td>001</td>
<td>PAYABLES:</td>
</tr>
<tr>
<td>ACCOUNTING RULE:</td>
<td>01</td>
<td>HANDLING:</td>
</tr>
</tbody>
</table>

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

9. Type **XX400000204** 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:

\[
\text{Base PTP} = (\text{Quantity}) \times (\text{PO Unit Price})
\]

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.

\[
\text{Base PTP} = (\text{Quantity Ordered}) \times (\text{PO Unit Price})
\]

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

\[
\text{Base PTP} = (\text{Quantity Rec’d - Returns}) \times (\text{PO Unit Price})
\]

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).

\[
(\text{Base PTP}) - (\text{Invoiced-to-Date Amount}) = \text{PTP}
\]

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.

<table>
<thead>
<tr>
<th>OCP PS</th>
<th>PO INVOICE MATCHING INFORMATION</th>
<th>PMI</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEXT FUNCTION:</td>
<td>ACTION:</td>
<td>HISTORY:</td>
</tr>
<tr>
<td>BROWSE:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUY ENT:</td>
<td>XXBG</td>
<td></td>
</tr>
<tr>
<td>PO NO:</td>
<td>XX00000021</td>
<td></td>
</tr>
<tr>
<td>BLANKET REL NO:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CURRENCY CODE:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAYMENT BASIS:</td>
<td>PO</td>
<td></td>
</tr>
<tr>
<td>PO HEADER</td>
<td>74.00</td>
<td>.00</td>
</tr>
<tr>
<td>PO HEADER TAX/VAT</td>
<td>.00</td>
<td>.00</td>
</tr>
<tr>
<td>PO HEADER ADDL COST</td>
<td>.00</td>
<td>.00</td>
</tr>
<tr>
<td>BLANKET</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BLANKET TAX/VAT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BLANKET ADDL COST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO LINE</td>
<td>49.00</td>
<td>.00</td>
</tr>
<tr>
<td>PO LINE TAX/VAT</td>
<td>.00</td>
<td>.00</td>
</tr>
<tr>
<td>PO LINE ADDL COST</td>
<td>.00</td>
<td>.00</td>
</tr>
</tbody>
</table>

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.
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.

<table>
<thead>
<tr>
<th>OCP PS</th>
<th>PO INVOICE MATCHING INFORMATION</th>
<th>PMI</th>
</tr>
</thead>
<tbody>
<tr>
<td>BROWSE: _</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

===============================================================================
BUY ENTITY : XXBG
PO NO. : XX400000207
PO LINE NO. : 0001
BLANKET REL. NO. :
CURRENCY CODE : [RECEIPT]
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.

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.

\[
\text{Base PTP} = (\text{Quantity Rec'd} - \text{Returns}) \times \text{(PO Unit Price)}
\]

\[
500 = (5) \times (100)
\]
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.
**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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-hole paper hole punchers</td>
<td>100</td>
<td>1.00</td>
<td>100.00</td>
</tr>
<tr>
<td>PO# XX40000208</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Freight</th>
<th>Tax</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>110.00</td>
</tr>
</tbody>
</table>

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

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

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.
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.
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.

---CONTROL---

OCP AP

INVOICE REAPPLICATION WORK QUEUE

IRQ

NEXT FUNCTION: _______ ACTION: _______

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 69638523008 250.00 BUY B01 A _
0124 07/06/2008 561301618 A 7939513006 55.00 BUY B01 A _
0124 07/06/2008 561493308 A 2887533011 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.

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

<table>
<thead>
<tr>
<th>GROUP</th>
<th>DATE</th>
<th>VENDOR NUMBER</th>
<th>NUMBER</th>
<th>AMOUNT</th>
<th>REFERRAL T S</th>
</tr>
</thead>
<tbody>
<tr>
<td>0124</td>
<td>07/06/2008</td>
<td>561301618 A</td>
<td>7939513006</td>
<td>55.00</td>
<td>BUY B01 A _</td>
</tr>
<tr>
<td>0124</td>
<td>07/06/2008</td>
<td>561493308 A</td>
<td>2587533011</td>
<td>1,000.00</td>
<td>BUY B01 A _</td>
</tr>
</tbody>
</table>

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

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.

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.
Note that invoice 7939513006 is no longer listed on theIRQ 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.

<table>
<thead>
<tr>
<th>OCP AP</th>
<th>CONTROL GROUP STATUS</th>
<th>CGS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>NEXT FUNCTION:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>ACTION:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>REQUEST:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>09/19/2011 15:21:05</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>09/19/2011 15:24:09</strong></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>OCP AP</th>
<th>CONTROL ENTRY STATUS</th>
<th>CES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>NEXT FUNCTION:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>ACTION:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>REQUEST:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>09/19/2011 15:24:09</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>09/19/2011 15:21:05</strong></td>
<td></td>
</tr>
</tbody>
</table>

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 processed.

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.

- **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.

   ![CGS Screen](image)

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

### Invoice:

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steel Vertical File Cabinets</td>
<td>10</td>
<td>58.65</td>
<td>586.50</td>
</tr>
<tr>
<td>PO# XX40000212</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freight</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>586.50</td>
</tr>
</tbody>
</table>

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:
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.
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.

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.

```
<table>
<thead>
<tr>
<th>OCP PS</th>
<th>PO LINE INQUIRY SELECTION</th>
<th>PLI</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NEXT FUNCTION: ________</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ACTION: ________</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HISTORY: _</td>
<td>09/22/2011 10:26:34</td>
</tr>
<tr>
<td></td>
<td>REQUEST: __________</td>
<td></td>
</tr>
<tr>
<td>BUY ENTITY XXBG</td>
<td>PO NO. : XX400000212</td>
<td>BLANKET REL: ______</td>
</tr>
<tr>
<td>PO LINE NO. 1</td>
<td>LN STATUS : _</td>
<td>BUYER ID : ___</td>
</tr>
<tr>
<td>PROMISE DAT ______</td>
<td>CATALOG NO: ______</td>
<td>ITEM NO. : ___________</td>
</tr>
<tr>
<td>PAY ENTITY ___</td>
<td>VENDOR NO.: _________</td>
<td>SHORT NAME : __________</td>
</tr>
<tr>
<td>PO BLANKET LINE BUYER --LINE STATUS--</td>
<td>---INQUIRY SELECTIONS---</td>
<td></td>
</tr>
<tr>
<td>NUMBER</td>
<td>REL. NO.</td>
<td>NO.</td>
</tr>
<tr>
<td>XX400000212</td>
<td>0001</td>
<td>B01</td>
</tr>
<tr>
<td>CATALOG NO:</td>
<td>ITEM NO: GN42541</td>
<td>PROMISE DATE: 02/18/2008</td>
</tr>
</tbody>
</table>
```

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.

```
<table>
<thead>
<tr>
<th>OCP PS</th>
<th>PO LINE RECEIPT/INVOICE CONTROLS</th>
<th>PLC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BROWSE: _</td>
<td></td>
</tr>
<tr>
<td></td>
<td>----------------------------------</td>
<td>-----</td>
</tr>
<tr>
<td>BUY ENTITY : XXBG</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO NO. : XX400000212</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO LINE NO. : 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BLANKET REL. NO. : ______</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RECIPE</td>
<td>RECEि</td>
<td>INVOICE</td>
</tr>
<tr>
<td>TOLERANCE OVER : .00</td>
<td>CURRENCY CODE :</td>
<td></td>
</tr>
<tr>
<td>TOLERANCE UNDER : .00</td>
<td>PAYMENT BASIS :</td>
<td>RECEि</td>
</tr>
<tr>
<td>DELIVERY POINT CHECK : WARNING</td>
<td>UNIT PRICE TOL AMT :</td>
<td>1.50</td>
</tr>
<tr>
<td>EARLY DELIVERY : NO</td>
<td>UNIT PRICE TOL PCT :</td>
<td>5.00</td>
</tr>
<tr>
<td>EARLY DAYS ALLOWED : 0</td>
<td>TAX/VAT AUTHORIZED :</td>
<td>YES</td>
</tr>
<tr>
<td>LATE DELIVERY : WARNING</td>
<td>ADD COST AUTHORIZED:</td>
<td>YES</td>
</tr>
<tr>
<td>LATE DAYS ALLOWED : 5</td>
<td>EXTENDED VALUE TOL :</td>
<td>(10.00)</td>
</tr>
</tbody>
</table>
```

123
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.

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.

<table>
<thead>
<tr>
<th>Description:</th>
<th>Quantity:</th>
<th>Unit Price:</th>
<th>Total Price:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steel Vertical File</td>
<td>10</td>
<td>58.65</td>
<td>586.50</td>
</tr>
<tr>
<td>Cabinets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO# XX40000213</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Type **IRQ** in the NEXT FUNCTION field and press ENTER to access the Invoice Reapprication Work Queue (IRQ) screen.
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.

<table>
<thead>
<tr>
<th>PAGE:</th>
<th>STATUS:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PAYING ENTITY: XXPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP OPERATOR  : 0000XX</td>
</tr>
<tr>
<td>STATUS       : A               GL EFFECTIVE DT:   __________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>---CONTROL---</th>
<th>INVOICE</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUP DATE</td>
<td>VENDOR NUMBER</td>
<td>NUMBER</td>
</tr>
<tr>
<td>0124 07/06/2008</td>
<td>560746125 A</td>
<td>7418523010</td>
</tr>
<tr>
<td>0124 07/06/2008</td>
<td>560746125 A</td>
<td>9638523008</td>
</tr>
<tr>
<td>0124 07/06/2008</td>
<td>561301618 A</td>
<td>7939513006</td>
</tr>
<tr>
<td>0124 07/06/2008</td>
<td>561493308 A</td>
<td>2587533011</td>
</tr>
</tbody>
</table>

| PAGE:    1 STATUS: END OF LIST |
|----------|-----------------------------|
|          |                             |

126
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.

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.
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 Image]

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

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.
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.

<table>
<thead>
<tr>
<th>OCP AP</th>
<th>CONTROL ENTRY STATUS</th>
<th>CES</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEXT FUNCTION: _______ ACTION: _______</td>
<td>09/29/2011 15:45:30</td>
<td></td>
</tr>
<tr>
<td>REQUEST: _______</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PAY ENTITY : XXPT</th>
<th>CNTL NBR : 0124</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNTL DATE : 07/06/2008</td>
<td>CURRENCY :</td>
</tr>
<tr>
<td>GL EFF DATE :</td>
<td>CONTROL AMT : 3,886.50</td>
</tr>
<tr>
<td>APPL AREA: SC</td>
<td>GROSS DOC AMT: 1,874.00</td>
</tr>
<tr>
<td>NBR OF DOC'S: 5</td>
<td>DIFFERENCE : 2,012.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VENDOR/EMPLOYEE</th>
<th>DOCUMENT NUMBER</th>
<th>GROSS AMOUNT</th>
<th>DOC DATE</th>
<th>STATUS</th>
<th>SEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>560746125 A</td>
<td>9638523008</td>
<td>250.00</td>
<td>02/09/2008</td>
<td>BALANCED</td>
<td>-</td>
</tr>
<tr>
<td>561301618 A</td>
<td>7939513006</td>
<td>55.00</td>
<td>02/06/2008</td>
<td>BALANCED</td>
<td>-</td>
</tr>
<tr>
<td>560746125 A</td>
<td>7418523010</td>
<td>586.50</td>
<td>02/17/2008</td>
<td>BALANCED</td>
<td>-</td>
</tr>
<tr>
<td>561493308 A</td>
<td>2587533011</td>
<td>1,000.00</td>
<td>02/11/2008</td>
<td>BALANCED</td>
<td>-</td>
</tr>
<tr>
<td>560746125 A</td>
<td>7418523010CM</td>
<td>-12.50</td>
<td>02/19/2008</td>
<td>BALANCED</td>
<td>-</td>
</tr>
</tbody>
</table>

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 a **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 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 IRAQ:

- **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 IRAQ 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.

<table>
<thead>
<tr>
<th>Invoice: SBM Corporation</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Box 5709</td>
</tr>
<tr>
<td>Denver, CO 34569-5709</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Invoice Number: 7594863011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Date: 02/19/2008</td>
</tr>
<tr>
<td>Terms: Net 30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Repairs</td>
<td>1</td>
<td>2000.00</td>
<td>2000.00</td>
</tr>
<tr>
<td>PO# XX40000000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: SMBDENVER  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 : XBD  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.
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.
<table>
<thead>
<tr>
<th>LINE CO</th>
<th>ACCOUNT CENTER</th>
<th>VENDOR ITEM DESCRIPTION</th>
<th>INVOICE QUANTITY</th>
<th>UOM</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>XX01</td>
<td>03451</td>
<td>1003010</td>
<td>EA</td>
<td>2000.00</td>
</tr>
</tbody>
</table>

**NOTE:**
- **PAY AS INVOICED:** X
- **DATES SERVICE/GOODS RECEIVED:** 02/01 - 02/10/2008
- **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.
 Obtaining Signature Verification

Accounts Payable Processing

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.
---
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.
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.

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:

\[
\text{Conversion Factor (System)} = \frac{\text{NUMERICAL AMOUNT OF UOI}}{\text{NUMERICAL AMOUNT OF UOP}}
\]
For example, the NUMERICAL AMOUNT for dozen is 12 on the *UML* screen.

<table>
<thead>
<tr>
<th>OCP</th>
<th>UNITS OF MEASURE LIST</th>
<th>UML</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NEXT FUNCTION: ________ ACTION: ________</td>
<td>10/06/2011 11:14:48</td>
</tr>
<tr>
<td>-----</td>
<td>----------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>UOM</td>
<td>PACK</td>
<td>CODE</td>
</tr>
<tr>
<td>-----</td>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>DR</td>
<td>DRUM</td>
<td>DR</td>
</tr>
<tr>
<td>DY</td>
<td>DAY</td>
<td>DY</td>
</tr>
<tr>
<td>DZ</td>
<td>DOZEN</td>
<td>DZ</td>
</tr>
</tbody>
</table>

The NUMERICAL AMOUNT for each is 1 on the *UML* screen.

<table>
<thead>
<tr>
<th>OCP</th>
<th>UNITS OF MEASURE LIST</th>
<th>UML</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NEXT FUNCTION: ________ ACTION: ________</td>
<td>10/06/2011 10:43:27</td>
</tr>
<tr>
<td>-----</td>
<td>----------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>UOM</td>
<td>PACK</td>
<td>CODE</td>
</tr>
<tr>
<td>-----</td>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>EA</td>
<td>EACH</td>
<td>EA</td>
</tr>
<tr>
<td>EN</td>
<td>ENVELOPE</td>
<td>EN</td>
</tr>
<tr>
<td>FD</td>
<td>FOLD</td>
<td>FD</td>
</tr>
</tbody>
</table>

PAGE NO: 30  SCREEN STATUS: MORE

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:

\[
\text{Conversion Factor} = \frac{\text{NUMERICAL AMOUNT OF UOI}}{\text{NUMERICAL AMOUNT OF UOP}}
\]

\[
= \frac{12}{1}
\]

\[
= 12
\]

**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.
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:
Conversion Factor (System) = \frac{\text{NUMERICAL AMOUNT OF UOI}}{\text{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.
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**.

<table>
<thead>
<tr>
<th>OCP AP</th>
<th>INVOICE LINE AUDIT</th>
<th>ILA</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEXT FUNCTION:</td>
<td>ACTION:</td>
<td>10/17/2011 08:30:29</td>
</tr>
<tr>
<td>REQUEST:</td>
<td>PAGE STATUS: END OF LIST</td>
<td></td>
</tr>
<tr>
<td>VENDOR : 710410518 AO</td>
<td>PO NUMBER : XX00001061</td>
<td>EXCEPTION CMNTS: _</td>
</tr>
<tr>
<td>INVOICE NO: 111</td>
<td>RELEASE : REM AMT: _11.28</td>
<td></td>
</tr>
<tr>
<td>S VENDOR'S PO LAST AP MULT</td>
<td>INVOICE-------- P P C</td>
<td></td>
</tr>
<tr>
<td>Q ITEM NUMBER</td>
<td>LINE DELIV. ATTN UOP DISTR QUANTITY</td>
<td>AMOUNT S R D L</td>
</tr>
<tr>
<td>A 00000068</td>
<td>0001 04/29/08 NO DZ</td>
<td><em>4</em> 48.00 _ Y _</td>
</tr>
<tr>
<td>DESK CALENDAR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IND CO ACCOUNT CENTER TX/VAT</td>
<td>___________</td>
<td>Y</td>
</tr>
<tr>
<td>XX01 533110</td>
<td>10001000</td>
<td>ADD'L</td>
</tr>
<tr>
<td>CONV FACTOR</td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>
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.

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: ________

   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 3,874.00 7 07/06/2008
   XXPT 04/30/2008 0123 8,875.23 8 04/30/2008

   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
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.
9. Press **ENTER** to scroll down the *UML* screen to find a gross.

The numerical amount attached to a gross is 144.
The system-calculated conversion factor for dozen to gross is:

\[
\text{Conversion Factor (System)} = \frac{\text{NUMERICAL AMOUNT OF UOI}}{\text{NUMERICAL AMOUNT OF UOP}}
\]

\[
= \frac{144}{12} = 12
\]

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.

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.

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.

<table>
<thead>
<tr>
<th>Unit of Purchase</th>
<th>Unit of Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box of 10 bottles</td>
<td>Box of 20 bottles</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Invoice:</th>
<th>Criterion Chemicals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2003 Riddell Rd</td>
</tr>
<tr>
<td></td>
<td>Manheim, GA 30144-2033</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Invoice Number:</th>
<th>1597413013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Date:</td>
<td>02/24/2008</td>
</tr>
<tr>
<td>Terms:</td>
<td>Net 30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description:</th>
<th>Quantity:</th>
<th>Unit Price:</th>
<th>Total Price:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bulk Paint Additives</td>
<td>1000 gallons</td>
<td>1.45</td>
<td>1450.00</td>
</tr>
</tbody>
</table>

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
2. The **Invoice Worksheet (IWS-1T)** screen to process direct invoices
3. The **Invoice Matching (IMP)** screen to process matching invoices
4. The **Employee Worksheet (EWS-1T)** screen to process employee transactions
5. The **Document Level Comments (DLC)** screen to add comments to a document
6. 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:

```plaintext
OCAP 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 : 001
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.

```plaintext
OCAP AP   INVOICE LINE AUDIT  ILA
NEXT FUNCTION: _____ 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 F C
Q ITEM NUMBER LINE DELIV. ATTN UOP DISTR QUANTITY AMOUNT S R D L
A GN63003 0001 02/17/08 NO LB 10000 1,450.00 Y _
BULK PAINT ADDITIVES X 10001 534511 10001000 Y _
IND CO ACCOUNT CENTER TX/VAT CENTER   Y
XX01 534511 10201000 _
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.

<table>
<thead>
<tr>
<th>Unit of Purchase</th>
<th>Unit of Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pound</td>
<td>Gallon</td>
</tr>
</tbody>
</table>

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.
6. Press ENTER to scroll down the UML screen to find a pound.

The numerical amount attached to a pound is 1.

<table>
<thead>
<tr>
<th>OCP</th>
<th>UNITS OF MEASURE LIST</th>
<th>UML</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEXT FUNCTION: _______ ACTION: _______</td>
<td>10/19/2011 11:43:11</td>
<td></td>
</tr>
<tr>
<td>===============================================================================</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UOM</td>
<td>PACK CODE</td>
<td>CODE</td>
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<td>-----</td>
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</tr>
<tr>
<td>KW</td>
<td>KILOWATT</td>
<td></td>
</tr>
<tr>
<td>LB</td>
<td>POUND</td>
<td></td>
</tr>
</tbody>
</table>

Both conditions for an electronic conversion are not satisfied:

- A gallon is defined in the NCAS but
- The system-calculated conversion factor is:

\[
\text{Conversion Factor (System)} = \frac{\text{NUMERICAL AMOUNT OF THE UOI}}{\text{NUMERICAL AMOUNT OF THE UOP}} = \frac{1}{1} = 1
\]

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.
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.
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.
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.
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.
<table>
<thead>
<tr>
<th>EMPLOYEE NUMBER</th>
<th>SHORT NAME</th>
<th>ADVANCE NUMBER</th>
<th>ADVANCE NBR</th>
<th>PAY</th>
<th>PYMT DATE</th>
<th>VOUCHER</th>
<th>ADVANCE STATUS</th>
<th>TYPE OF ADVANCE</th>
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<th>ADVANCE ISSUE DT</th>
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<td>AUGUSTUSFERN</td>
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</tbody>
</table>
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.

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.
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 Agency. Attach all necessary receipts and other supporting documents to this form. Retain one copy for your records. Please include an amount, company, account, and center fields. Must be filed at least monthly and not later than 30 days after month ends. Must be ordered ink or typed.

Sarah Windham
2345 North Moore Blvd
Roanoke, VA 20000-22454

Period Covered: 03/08 - 03/24/08

Payable to: X X P E
Control #: 0 1 2 5
Expense Voucher #: E X P O 3 2 0 8

Accounting Officer Only
NOTE: Original signatures and dates are required for processing.
Accounting Officer Signature: Pat Johnson

<table>
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<th>Account Code</th>
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Approved as to proportion travel chargeable to above account code verified as conforming authorized reimbursable expenses.

Karen Gardner
A/P Accountant

Travel Expense Reimbursement:

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<tr>
<th>Item Description</th>
<th>From</th>
<th>To</th>
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<th>Out of Country</th>
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(1) Meals and Travel: A - Air
(2) Type of Subsistence: B - Breakfast

NOTE: Date listed of subsistence not to exceed authorized amount for

$185
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.
<table>
<thead>
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<th>OUTSTANDING EMPLOYEE ADVANCES</th>
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</table>
2. Type **EAR** in the **NEXT FUNCTION** field and press **ENTER** to access the *Employee Advance Request (EAR)* screen.

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<tr>
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<td>GL EFFECTIVE DATE:</td>
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<td>ADVANCE AMOUNT:</td>
</tr>
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<tr>
<td>ADVANCE CO/ACCT/CTR:</td>
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</table>

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 **22234444** (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.
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.

<table>
<thead>
<tr>
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<th>EWS-1T</th>
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<td>ENTER REQUIRED KEY FIELDS</td>
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<td>NEXT FUNCTION: ________ ACTION: ________</td>
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<tr>
<th>LINE</th>
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<th>ACCOUNT CENTER</th>
<th>BID PROJ NBR</th>
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<tr>
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</table>

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.
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

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SALES TAX/VAT: | FREIGHT: |
ADDITIONAL COST: | GROSS AMOUNT: |
Employee Advances

EAR Screen

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Employee Reimbursements

EWS-1T Screen

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<tr>
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<td>APEMFEXPENSES</td>
<td>DATE:</td>
</tr>
<tr>
<td>EMP SHORT NAME:</td>
<td>DOEJOHN</td>
<td>CURR:</td>
</tr>
<tr>
<td>EMPLOYEE NUMBER:</td>
<td>123456789</td>
<td>CM/DM:</td>
</tr>
<tr>
<td>PO REFERENCE:</td>
<td>____ ____ ____ ____</td>
<td>TRAV REQST:</td>
</tr>
<tr>
<td>TERMS CODE:</td>
<td>NET</td>
<td>PYMT DUE DATE:</td>
</tr>
<tr>
<td>DISCOUNT AMT/PCT:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REMIT MSG:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SIGNATURE APPR CD:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LINE AMOUNT/PERCENT EXP CO ACCOUNT CENTER BID PROJ NBR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QUANTITY</td>
<td>UNIT ITEM NUMBER</td>
<td>DESCRIPTION PRORATE(T F A D) USE 99 NCG FED</td>
</tr>
<tr>
<td>0001</td>
<td>14.50</td>
<td>XX01 536132</td>
</tr>
<tr>
<td>0002</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0003</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SALES TAX/VAT:</td>
<td></td>
<td>FREIGHT:</td>
</tr>
<tr>
<td>ADDITIONAL COST:</td>
<td></td>
<td>GROSS AMOUNT:</td>
</tr>
</tbody>
</table>
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
- 536FAA 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.
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

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.
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.

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.

<table>
<thead>
<tr>
<th>OCP AP</th>
<th>BANK CYCLE CONTROL LIST</th>
<th>BCCL</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEXT FUNCTION:</td>
<td>ACTION:</td>
<td>06/07/2011 08:43:10</td>
</tr>
</tbody>
</table>

BEGIN BANK ACCT PYMT CODE: ___

<table>
<thead>
<tr>
<th>BANK ACCOUNT PAYMENT CODE &amp; OVERRIDE</th>
<th>LAST PYMT REF NBR</th>
<th>BEG PYMT REF NBR</th>
<th>END PYMT REF NBR</th>
<th>SEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>IGT</td>
<td>4200002302</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01D</td>
<td>19170</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02D</td>
<td>19170</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03D</td>
<td>19170</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04D</td>
<td>19170</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>05D</td>
<td>19170</td>
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<tr>
<td>06D</td>
<td>19170</td>
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<tr>
<td>07D</td>
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<tr>
<td>08D</td>
<td>19170</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09D</td>
<td>19170</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10D</td>
<td>19170</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

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.
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 alphanumerical 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.

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.
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:

<table>
<thead>
<tr>
<th>BANK ACCOUNT PAYMENT CODE &amp; OVERRIDE</th>
<th>LAST PYMT REF NBR</th>
<th>BEG PYMT REF NBR</th>
<th>END PYMT REF NBR</th>
<th>SEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXD</td>
<td>19170</td>
<td>19171</td>
<td>9999999999</td>
<td></td>
</tr>
<tr>
<td>13D</td>
<td>19170</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14D</td>
<td>19170</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>15D</td>
<td>19170</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16D</td>
<td>19170</td>
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</tr>
<tr>
<td>23D</td>
<td>19170</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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.
5. Type **R** in the **ACTIVITY** column next to the vendor's name.

6. Press **ENTER** to return to the **Payment List (PYL)** screen.
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.

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.
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.

### Replacing a Payment Table

<table>
<thead>
<tr>
<th>VEN/EMP NBR</th>
<th>DOCUMENT NUMBER</th>
<th>DOCUMENT DATE</th>
<th>GROSS AMOUNT</th>
<th>CURR STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>710415188 C</td>
<td>S001-002</td>
<td>03/15/07</td>
<td>250.00</td>
<td>BALANCD</td>
</tr>
<tr>
<td>710415188 C</td>
<td>S001-201</td>
<td>03/01/07</td>
<td>300.00</td>
<td>BALANCD</td>
</tr>
<tr>
<td>710415188 C</td>
<td>S001-321</td>
<td>04/01/07</td>
<td>50.00</td>
<td>BALANCD</td>
</tr>
<tr>
<td>710415188 C</td>
<td>S001-654</td>
<td>02/01/07</td>
<td>50.00</td>
<td>BALANCD</td>
</tr>
</tbody>
</table>
(Replacing a payment does not change the status of the invoice document, however the payment status of the replaced check will change.)

<table>
<thead>
<tr>
<th>PAYMENT LIST</th>
<th>PAYMENT LIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCP AP</td>
<td>OCP AP</td>
</tr>
<tr>
<td>PYL</td>
<td>PYL</td>
</tr>
<tr>
<td>235 - ENTER REQUIRED KEY FIELDS</td>
<td>235 - ENTER REQUIRED KEY FIELDS</td>
</tr>
<tr>
<td>06/08/2011 09:45:49</td>
<td>06/08/2011 09:43:55</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PAY ENTITY</th>
<th>VENDOR NBR</th>
<th>SHORT NAME</th>
<th>BAP CODE</th>
<th>PAYMENT REFERENCE NUMBER</th>
<th>BEGINNING PAYMENT DATE</th>
<th>ENDING PAYMENT DATE</th>
<th>BAP</th>
<th>PYMT REF</th>
<th>TOTAL AMOUNT</th>
<th>PAYMENT TYPE</th>
<th>PAYMENT STATUS</th>
<th>CLEARANCE</th>
<th>REPLACE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>XXD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>XXD 9910001016</td>
<td>9910001016</td>
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<td>XXD</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>253.00</td>
<td>04/16/05</td>
<td>M CLEARED</td>
<td>03/31/05</td>
<td></td>
</tr>
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<td>XXD 9910001017</td>
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<td>XXD</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>3,796.31</td>
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</tr>
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<td>9910001018</td>
<td></td>
<td>XXD</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>82.60</td>
<td>04/16/05</td>
<td>M CLEARED</td>
<td>03/31/05</td>
<td></td>
</tr>
<tr>
<td>XXD 9910001019</td>
<td>9910001019</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>2.00</td>
<td>04/16/05</td>
<td>M CLEARED</td>
<td>03/31/05</td>
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</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td>45,978.40</td>
<td>04/16/05</td>
<td>M CLEARED</td>
<td>03/31/05</td>
<td></td>
</tr>
<tr>
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<td></td>
<td>XXD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>24.26</td>
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<td>M CLEARED</td>
<td>03/31/05</td>
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</tr>
<tr>
<td>XXD 9910001025</td>
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<td>XXD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>30.00</td>
<td>04/16/05</td>
<td>M CLEARED</td>
<td>03/31/05</td>
<td></td>
</tr>
<tr>
<td>XXD 9910001049</td>
<td>9910001049</td>
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<td>XXD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4,315.45</td>
<td>08/17/05</td>
<td>M REPLACED</td>
<td>990000049</td>
<td></td>
</tr>
<tr>
<td>XXD 9910001054</td>
<td>9910001054</td>
<td></td>
<td>XXD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,731.00</td>
<td>02/01/05</td>
<td>M CANCELLED</td>
<td>990000054</td>
<td></td>
</tr>
<tr>
<td>XXD 9910009064</td>
<td>9910009064</td>
<td></td>
<td>XXD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>573.00</td>
<td>06/16/05</td>
<td>M CANCELLED</td>
<td>990000064</td>
<td></td>
</tr>
</tbody>
</table>

STATUS: END OF LIST
On the Payment List (PYL) the system assigns one of three check status:

<table>
<thead>
<tr>
<th>M</th>
<th>S</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manual</td>
<td>System</td>
<td>Electronic</td>
</tr>
</tbody>
</table>

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.

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.
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

<table>
<thead>
<tr>
<th>SCENARIO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add the following vendor to your non-trade paying entity.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>OCP</th>
<th>VENDOR SETUP</th>
<th>VSU</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEXT FUNCTION:</td>
<td>ACTION:</td>
<td>06/14/2011 10:17:08</td>
</tr>
<tr>
<td>REQUEST:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAY ENTITY</td>
<td>VENDOR NO</td>
<td>GROUP</td>
</tr>
<tr>
<td>VENDOR NAME</td>
<td></td>
<td>VENDOR TYPE</td>
</tr>
<tr>
<td>SHORT NAME</td>
<td>EDI/FAX CODE</td>
<td></td>
</tr>
<tr>
<td>--- ORDER FROM --- HOLD:</td>
<td>DEFAULT ADDR:</td>
<td>--- REMIT TO --- HOLD:</td>
</tr>
<tr>
<td>ADDR LINE 1:</td>
<td>PHONE</td>
<td>ADDR LINE 1:</td>
</tr>
<tr>
<td>ADDR LINE 2:</td>
<td></td>
<td>ADDR LINE 2:</td>
</tr>
<tr>
<td>ADDR LINE 3:</td>
<td></td>
<td>ADDR LINE 3:</td>
</tr>
<tr>
<td>OPT ADDR 1:</td>
<td></td>
<td>OPT ADDR 1:</td>
</tr>
<tr>
<td>OPT ADDR 2:</td>
<td></td>
<td>OPT ADDR 2:</td>
</tr>
<tr>
<td>CONTACT</td>
<td></td>
<td>CONTACT</td>
</tr>
<tr>
<td>OPT ADDR USE:</td>
<td></td>
<td>OPT ADDR USE:</td>
</tr>
<tr>
<td>OPT STATE CD:</td>
<td></td>
<td>OPT STATE CD:</td>
</tr>
<tr>
<td>OPT POSTAL CD:</td>
<td></td>
<td>OPT POSTAL CD:</td>
</tr>
</tbody>
</table>

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

   ![Icon]

   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.

   ![Icon]

   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](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.

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

<table>
<thead>
<tr>
<th>OCP</th>
<th>VENDOR PAYABLE INFORMATION</th>
<th>VPN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NEXT FUNCTION: ________ ACTION: ________ 06/14/2011 10:51:20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>REQUEST: ____</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PAY ENTITY : ____</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SHORT NAME : _______________</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VENDOR NUMBER: __________ GROUP: __</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DISCOUNT DELAY DAYS : ___ PAYMENT DELAY DAYS : ___</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DOC ALERT MAX AMOUNT: _______________ COMBINED OR SINGLE PYMT: _</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DIRECT INVC ALLOWED : ___ PAYMENT PRINT SEQUENCE : ______</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FACTOR NUMBER : ____ FACTOR GROUP NUMBER : ___</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PAYMENT ROUTE CODE : ____ VAT INCLUSIVE : _</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SIGN APPROVAL CODES : ___ ___ ___ ___ ___ USE TAX : ___</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TAX ID NUMBER : ______ TAX ID EXPIRATION DATE : ___</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1099 PAYEE NAME : ______ 1099 PAYEE NAME: ___</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VENDOR CURR CODE : ___</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DUNS NUMBER: _______________ TYPE : ___</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CORPORATE CREDIT CARD 2: _______________ TYPE : ___</td>
<td></td>
</tr>
</tbody>
</table>

In this walkthrough the VGN will be skipped since it has been demonstrated in earlier walkthroughs.
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.
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.
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 this transaction.

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.

<table>
<thead>
<tr>
<th>NEXT FUNCTION: 16</th>
<th>ACTION:</th>
<th>06/14/2011 13:28:45</th>
</tr>
</thead>
<tbody>
<tr>
<td>CODE</td>
<td>GROUP</td>
<td>ABBREV.DESC</td>
</tr>
<tr>
<td>G1</td>
<td>M6</td>
<td>1099-M-MED HLTH</td>
</tr>
<tr>
<td></td>
<td>M7</td>
<td>1099-M-NON-EMP</td>
</tr>
</tbody>
</table>

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 Reaplication Work Queue (IRQ)*. After you receive the requestor’s signature, finish processing the invoice.

<table>
<thead>
<tr>
<th>Invoice: Loren B Bell, DDS</th>
<th>Invoice Number: 7594863011</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Box 3959</td>
<td>Invoice Date: 02/02/2008</td>
</tr>
<tr>
<td>Attaway, NC 28454-3959</td>
<td>Terms: Net 30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semiannual Checkups for Prisoners</td>
<td>1</td>
<td>2000.00</td>
<td>2000.00</td>
</tr>
<tr>
<td>PO# XX90000001</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
The system displays the message: **VENDOR MAY BE 1099 ELIGIBLE.**

5. **Press ENTER** to continue processing the invoice and to access the **ILA** screen.
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.)

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.
8. Type **M6** in the 99 field in the 0001 line.

```
Type M6 in the 99 field in the 0001 line.
```

<table>
<thead>
<tr>
<th>OCP</th>
<th>INVOICE WORKSHEET</th>
<th>IMP</th>
</tr>
</thead>
<tbody>
<tr>
<td>445</td>
<td>INVOICE HAS NOT BEEN PROCESSED BECAUSE OF SIGNATURE PAYMENT BASIS</td>
<td></td>
</tr>
<tr>
<td>REQUEST: 9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INVOICE NUMBER: 7594863011 DATE: 02/02/2008</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VENDOR SHORT NAME: BELLLORENBDDS LOREN B BELL DDS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VENDOR NUMBER: 888990000 A ATTAWAY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CM/DM: I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO REFERENCE: XXBS XX90000001 COUNTY CODE:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TERMS CODE: N30 FYMT DUE DATE:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DISCOUNT AMT/PCT:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REMIT MSG:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SIGNATURE APPR CD:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LINE AMOUNT/PERCENT EXP CO ACCOUNT CENTER BID PROJECT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QUANTITY UNIT ITEM NUMBER DESCRIPTION PRORATE (T F A D) USE 99 NCG FED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0001 2,000.00 001 XX01 534511 10003100 1 EA__ GN94874 SEMIANNUAL_CHECKUPS Y Y Y __ M6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0002</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0003</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SALES TAX/VAT:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADDITIONAL COST:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GROSS AMOUNT:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COUNTY CODE:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
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 (26%)

### Start State Backup Withholding (4%)

### Start Non Resident Alien Withholding (30%)

### Stop Federal Backup Withholding

### Stop State Backup Withholding

### 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)881-5561

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 **lakemed@** 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.

```
<table>
<thead>
<tr>
<th>OCP</th>
<th>VENDOR PAYABLE INFORMATION</th>
<th>VPN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NEXT FUNCTION: ______ ACTION: ______</td>
<td>06/22/2011 08:13:57</td>
<td></td>
</tr>
<tr>
<td>REQUEST: 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAY ENTITY : XXPN</td>
<td>LAKER MEDICAL OFFICE</td>
<td></td>
</tr>
<tr>
<td>SHORT NAME : LAKERMEDICALOFF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VENDOR NUMBER: 333445555 GROUP: A</td>
<td>RALEIGH</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NC 27611-0831</td>
<td></td>
</tr>
<tr>
<td>DISCOUNT DELAY DAYS : ___</td>
<td>PAYMENT DELAY DAYS : ___</td>
<td></td>
</tr>
<tr>
<td>DOC ALERT MAX AMOUNT: __________</td>
<td>COMBINED OR SINGLE PYMT:</td>
<td></td>
</tr>
<tr>
<td>DIRECT INV/C ALLOWED : Y</td>
<td>PAYMENT PRINT SEQUENCE :</td>
<td></td>
</tr>
<tr>
<td>FACTOR NUMBER : __________</td>
<td>FACTOR GROUP NUMBER :</td>
<td></td>
</tr>
<tr>
<td>PAYMENT ROUTE CODE : ___</td>
<td>VAT INCLUSIVE : N</td>
<td></td>
</tr>
<tr>
<td>SIGN APPROVAL CODES : ___ ___ ___ ___ ___</td>
<td>USE TAX :</td>
<td></td>
</tr>
<tr>
<td>TAX ID NUMBER : 333445555</td>
<td>TAX ID EXPIRATION DATE : __________</td>
<td></td>
</tr>
<tr>
<td>1099 CODE : NO</td>
<td>1099 WITHHOLDING RATE :</td>
<td></td>
</tr>
<tr>
<td>1099 PAYEE NAME : BARBARA LAKER</td>
<td>1099 USE NAME: Y</td>
<td></td>
</tr>
<tr>
<td>VENDOR CURR CODE : ___</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DUNS NUMBER: __________</td>
<td>TYPE :</td>
<td></td>
</tr>
<tr>
<td>CORPORATE CREDIT CARD 2: __________</td>
<td>TYPE :</td>
<td></td>
</tr>
</tbody>
</table>
```

6. **Type C** in the REQUEST field and press **ENTER** to obtain the vendor information in the change mode.

```
<table>
<thead>
<tr>
<th>OCP</th>
<th>VENDOR PAYABLE INFORMATION</th>
<th>VPN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NEXT FUNCTION: 6 ACTION: ______</td>
<td>06/22/2011 08:13:57</td>
<td></td>
</tr>
<tr>
<td>REQUEST: ______</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAY ENTITY : XXPN</td>
<td>LAKER MEDICAL OFFICE</td>
<td></td>
</tr>
<tr>
<td>SHORT NAME : LAKERMEDICALOFF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VENDOR NUMBER: 333445555 GROUP: A</td>
<td>RALEIGH</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NC 27611-0831</td>
<td></td>
</tr>
<tr>
<td>DISCOUNT DELAY DAYS : ___</td>
<td>PAYMENT DELAY DAYS : ___</td>
<td></td>
</tr>
<tr>
<td>DOC ALERT MAX AMOUNT: __________</td>
<td>COMBINED OR SINGLE PYMT:</td>
<td></td>
</tr>
<tr>
<td>DIRECT INV/C ALLOWED : Y</td>
<td>PAYMENT PRINT SEQUENCE :</td>
<td></td>
</tr>
<tr>
<td>FACTOR NUMBER : __________</td>
<td>FACTOR GROUP NUMBER :</td>
<td></td>
</tr>
<tr>
<td>PAYMENT ROUTE CODE : ___</td>
<td>VAT INCLUSIVE :</td>
<td></td>
</tr>
<tr>
<td>SIGN APPROVAL CODES : ___ ___ ___ ___ ___</td>
<td>USE TAX :</td>
<td></td>
</tr>
<tr>
<td>TAX ID NUMBER : 333445555</td>
<td>TAX ID EXPIRATION DATE : 7</td>
<td></td>
</tr>
<tr>
<td>1099 CODE : NO</td>
<td>1099 WITHHOLDING RATE : 8</td>
<td></td>
</tr>
<tr>
<td>1099 PAYEE NAME : BARBARA LAKER</td>
<td>1099 USE NAME: Y</td>
<td></td>
</tr>
<tr>
<td>VENDOR CURR CODE : ___</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DUNS NUMBER: __________</td>
<td>TYPE :</td>
<td></td>
</tr>
<tr>
<td>CORPORATE CREDIT CARD 2: __________</td>
<td>TYPE :</td>
<td></td>
</tr>
</tbody>
</table>
```

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.

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.
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.
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.

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.

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.
Factoring Vendor Payments

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.

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
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.**

```
<table>
<thead>
<tr>
<th>PAY ENTITY: XXPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAY --- CONTROL ---</td>
</tr>
<tr>
<td>ENTITY</td>
</tr>
<tr>
<td>12PT</td>
</tr>
<tr>
<td>12PT</td>
</tr>
<tr>
<td>12PT</td>
</tr>
<tr>
<td>12PT</td>
</tr>
<tr>
<td>12PT</td>
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<tr>
<td>12PT</td>
</tr>
<tr>
<td>12PT</td>
</tr>
<tr>
<td>12PT</td>
</tr>
<tr>
<td>12PT</td>
</tr>
</tbody>
</table>
```

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 Worksheet](image)
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.

<table>
<thead>
<tr>
<th>OCP AP</th>
<th>INVOICE WORKSHEET 2</th>
<th>IWS-2T</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEXT FUNCTION:</td>
<td></td>
<td>06/22/2011 10:43:02</td>
</tr>
<tr>
<td>REQUEST:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**HANDLING CODE**: 
**REASON CODE**: 
**GL EFFECTIVE DATE**: 
**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**: XX01 
**ACCT**: 99999999899

**LINE IND** | **SALES TAX/VAT** | **IND OPTIONAL AMNT** | **1099 USE I'REC AR** | **FREIGHT** | **ADDITIONAL COST** | **DESCRIPTION PRORATE (T F A D)** | **PAYMENT TO ST_TREAS** |
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<td><strong>SALES TAX 2</strong>:</td>
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<tr>
<td><strong>GROSS AMOUNT</strong>:</td>
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<td></td>
<td>500.00</td>
</tr>
</tbody>
</table>

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 always need to be used for international wire payments.

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.

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:


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.

<table>
<thead>
<tr>
<th>OCP</th>
<th>VENDOR PAYABLE INFORMATION</th>
<th>VPN</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEXT FUNCTION:</td>
<td>ACTION:</td>
<td>06/22/2011 15:55:02</td>
</tr>
<tr>
<td>REQUEST:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAY ENTITY:</td>
<td>SHORT NAME:</td>
<td>VENDOR NUMBER:</td>
</tr>
<tr>
<td>DISCOUNT DELAY DAYS:</td>
<td>PAYMENT DELAY DAYS:</td>
<td></td>
</tr>
<tr>
<td>DOC ALERT MAX AMOUNT:</td>
<td>COMBINED OR SINGLE PYMT:</td>
<td></td>
</tr>
<tr>
<td>DIRECT INVC ALLOWED:</td>
<td>PAYMENT PRINT SEQUENCE:</td>
<td></td>
</tr>
<tr>
<td>FACTOR NUMBER:</td>
<td>FACTOR GROUP NUMBER:</td>
<td></td>
</tr>
<tr>
<td>PAYMENT ROUTE CODE:</td>
<td>VAT INCLUSIVE:</td>
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</tr>
<tr>
<td>SIGN APPROVAL CODES:</td>
<td>USE TAX:</td>
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<tr>
<td>TAX ID NUMBER:</td>
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<td></td>
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<tr>
<td>1099 CODE:</td>
<td>NR</td>
<td>1099 WITHHOLDING RATE: 30.00</td>
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<tr>
<td>1099 PAYEE NAME:</td>
<td>1099 USE NAME:</td>
<td></td>
</tr>
<tr>
<td>VENDOR CURR CODE:</td>
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<td></td>
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<tr>
<td>DUNS NUMBER:</td>
<td>TYPE:</td>
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<tr>
<td>CORPORATE CREDIT CARD 2:</td>
<td>TYPE:</td>
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<tr>
<th>NCT</th>
<th>VENDOR DEFAULT DISTRIBUTION</th>
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<tbody>
<tr>
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<td>06/23/2011 08:52:17</td>
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<tr>
<td>REQUEST:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAY ENTITY:</td>
<td>XXPN</td>
<td></td>
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<tr>
<td>SHORT NAME:</td>
<td>CITIZENNADA</td>
<td></td>
</tr>
<tr>
<td>VENDOR NUMBER:</td>
<td>FOR0000001</td>
<td>GROUP: 01</td>
</tr>
<tr>
<td>DISTRIBUTION INDICATORS:</td>
<td>EXPENSE:</td>
<td>PAYABLES:</td>
</tr>
<tr>
<td></td>
<td>DISCOUNT:</td>
<td>FREIGHT:</td>
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<td></td>
<td>TAX/VAT:</td>
<td>VARIANCE:</td>
</tr>
<tr>
<td></td>
<td>ADD COST:</td>
<td>1099 WITHHOLD: 953</td>
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<td></td>
<td>BNK ACCT PYMT:</td>
<td>EMP ADVANCE:</td>
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<td>CURR GAIN/LOSS:</td>
<td>ACCOUNT RULE:</td>
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<td>GL EXPENSE DISTRIBUTION:</td>
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<td>ACCOUNT:</td>
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<td>CENTER:</td>
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<td>VALIDATE OPT:</td>
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<td>PROJECT ACCOUNTING INFORMATION:</td>
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<td>COMPANY:</td>
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</table>
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.
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.

```
NCT                                      INVOICE WORKSHEET 1               IWS-1T
235 - ENTER REQUIRED KEY FIELDS
REQUEST: ____________________

INVOICE NUMBER : 2346789001 DATE: 02/28/2008  MODEL: ______
VENDOR SHORT NM: ATLANTAOFFICESU ATLANTA OFFICE SUPPLY  Curr : ______
VENDOR NUMBER : 566446625 A_ ATLANTA, GA  CM/DM : I
PO REFERENCE : __________ COUNTY CODE: _______ MULTI PYMT: N
TERMS CODE: 10M 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 A D) USE 99 NCG FED
0001 100.00 001 XX01 533110 00010000 00000000
0002 -7.50 001 XX01 211940 00010000 00000000
0003 ___________________________ ___________________________ N
0004 ___________________________ ___________________________ N

SALES TAX/VAT : 7.50 FREIGHT : 
ADDITIONAL COST : 7.50 GROSS AMOUNT : 100.00
```

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.
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.
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.

<table>
<thead>
<tr>
<th>NCT</th>
<th>INVOICE WORKSHEET 1</th>
<th>IWS-1T</th>
</tr>
</thead>
<tbody>
<tr>
<td>235</td>
<td>ENTER REQUIRED KEY FIELDS</td>
<td></td>
</tr>
<tr>
<td>REQUEST:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

===============================================================================

INVOICE NUMBER : TEST INVOICE DATE: 08/27/2013 MODEL: |
VENDOR SHORT NM: | CURR : ___ |
VENDOR NUMBER : 123456789 A CM/DM : I |
PO REFERENCE : COUNTY CODE: |
TERMS CODE: N30 PYMT DUE DATE: DISCOUNT AMT/PCT: |
REMIT MSG: |

SIGNATURE APPR CD: |

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<th>LINE</th>
<th>AMOUNT/PERCENT EXP</th>
<th>CO</th>
<th>ACCOUNT CENTER</th>
<th>BID</th>
<th>PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUANTITY</td>
<td>UNIT</td>
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<td>DESCRIPTION</td>
<td>PRORATE</td>
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<tr>
<td>0001</td>
<td>100.00</td>
<td>ARC</td>
<td>XX01</td>
<td>538301</td>
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</tr>
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<td>0002</td>
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<td>XX01</td>
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<tr>
<td>0003</td>
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<td>FREIGHT :</td>
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<tr>
<td>ADDITIONAL COST:</td>
<td>GROSS AMOUNT: 0.00</td>
<td></td>
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</tbody>
</table>
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.
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
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.

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 *cannot* 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.

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.

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.


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.

   ![Image of PES screen](image)

   **OCP AP**  
   **PAYMENT ESCHEATS**  
   **PES**
   **235 - ENTER REQUIRED KEY FIELDS**
   **NEXT FUNCTION:** ________ **ACTION:** ________ 06/27/2011 10:18:42
   
   ------------------------------------------------
   **BANK PYMT IND:** ___  **PYMT REF NBR:** __________
   
   **PYMT REF** **PAYMENT** **PYMT** **PYMT**
   **NUMBER** **AMOUNT** **DATE** **TYPE** **SEL**

   ![Image of PES screen](image)

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.
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 # 00000020886 __ 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 ____________
0002 __________________ XXP_0000002086_XXPE_123456789D ____________
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:

```
Enteries 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
===============================================================================
PAY ENTITY: ____ VENDOR NBR: __________ __  SHORT NAME: _______________
BAP CODE  : XXD  PAYMENT REFERENCE NUMBER: 00000020886
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 ESCHRETS 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 ESCHRETS 07/18/01
XXD  0000020886
/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.**

2. **Type Y in the OPEN field and press ENTER to change the status back to open.**
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.
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.

   ![Invoice Cancel/Delete Screen]

   **OCP AP**  | **INVOICE CANCEL/DELETE**  | **ICD**
   --- | --- | ---
   **NEXT FUNCTION:** | | **06/27/2011 11:18:05**

   -------------------------------
   **PAY ENTITY** | | **VENDOR NUMBER**
   --- | --- | ---
   **VENDOR SHORT NAME** | | **INVOICE NUMBER**
   --- | --- | ---
   **INVOICE DATE** | | **06/27/2011**

   **VENDOR NUMBER** | **INVOICE NUMBER** | **INVOICE DATE** | **GROSS INVOICE AMOUNT** | **GL EFF** | **C/D DATE**
   --- | --- | --- | --- | --- | ---

   **PAGE:** | **STATUS:**

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.
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**.

```plaintext
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

STATUS: _____________
```

```plaintext
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 _ 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”.

<table>
<thead>
<tr>
<th>OCP AP</th>
<th>PAYMENT MAINTENANCE</th>
<th>PMN</th>
</tr>
</thead>
<tbody>
<tr>
<td>235</td>
<td>ENTER REQUIRED KEY FIELDS</td>
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<tr>
<td>NEXT FUNCTION: _______ ACTION: _______</td>
<td>06/27/2011 13:04:05</td>
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<tr>
<td>---------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BANK ACCT PAY CODE: ___ PYMT REF NUMBER: ______________</td>
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<tr>
<td>PYMT REF PAYMENT ----- PAYMENT ---- OPEN CLEARANCE CLEARANCE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUMBER AMOUNT CURR ST DATE TYPE DATE AMOUNT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0011601801 12,500.00 (O) 02/04/2009 E _ 02/28/2009 ______12,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STATUS: ____________</td>
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</tr>
</tbody>
</table>
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.
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.

![Report Image]

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300
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.
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 0
===============================================================================
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 _
621316188 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.
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.

```
<table>
<thead>
<tr>
<th>PAY ENTITY: XXPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAY --- CONTROL ---</td>
</tr>
<tr>
<td>ENTITY</td>
</tr>
<tr>
<td>XXPT 01/18/2008 0121</td>
</tr>
<tr>
<td>XXPT 01/18/2008 0123</td>
</tr>
<tr>
<td>XXPT 01/18/2008 0126</td>
</tr>
</tbody>
</table>
```

```
OCP AP                     CONTROL ENTRY STATUS                        CES
NEXT FUNCTION: ________ ACTION: ________                   06/29/2011  09:16:00
REQUEST: ____
===============================================================================
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   |
```
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.
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.
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
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.
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.

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.

<table>
<thead>
<tr>
<th>PAY ENTITY</th>
<th>DOCUMENT NBR</th>
<th>VEND/EMP NBR</th>
<th>DOCUMENT DTE</th>
<th>DOCUMENT STAT</th>
<th>DOCUMENT AMT</th>
<th>CURR</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXPT</td>
<td>4568151566781</td>
<td>123121234 A</td>
<td>02/18/07</td>
<td>PD</td>
<td>750.00</td>
<td></td>
</tr>
</tbody>
</table>

4. Type a S next to document number 4568151566781 under each 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)
- SHORT NAME
- DOCUMENT NUMBER
- DOCUMENT DATE

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
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
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).
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)

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.
Press ENTER to return to the Document Detail Line List (DLL) screen.
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.

13. Press **ENTER** to return to the *Document Detail Line List (DLL)* screen.
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.
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 000022334 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.

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.
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.

<table>
<thead>
<tr>
<th>PAY ENTITY</th>
<th>PT VENDOR NBR</th>
<th>SHORT NAME</th>
<th>BAP CODE</th>
<th>PAYMENT REFERENCE NUMBER</th>
<th>BEGINNING PAYMENT DATE</th>
<th>ENDING PAYMENT DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>XX</td>
<td>131455345 B</td>
<td>NEWSCOMMAND</td>
<td>___</td>
<td>__________</td>
<td>__________</td>
<td>__________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CODE</th>
<th>NUMBER</th>
<th>AMOUNT</th>
<th>DATE</th>
<th>TYPE</th>
<th>STAT</th>
<th>DATE</th>
<th>PYMT REF</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXD</td>
<td>0000222334</td>
<td>50.00</td>
<td>04/01/07</td>
<td>M</td>
<td>OPEN</td>
<td>_</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

STATUS: END OF LIST

<table>
<thead>
<tr>
<th>OCP AP</th>
<th>INVOICES BY PAYMENT REFERENCE NUMBER</th>
<th>IRL</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEXT FUNCTION: _______ ACTION: _______ HISTORY: _</td>
<td>06/30/2011 10:54:15</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BANK ACCT PAY CODE</th>
<th>PAYMT REF NUMBER</th>
<th>PAYMENT DATE</th>
<th>PAYMENT AMOUNT</th>
<th>VENDOR NUMBER</th>
<th>FACTOR NUMBER</th>
<th>PO BOX</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXD</td>
<td>0000222334</td>
<td>04/01/2007</td>
<td>50.00</td>
<td>131455345 B</td>
<td></td>
<td>964</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PAY</th>
<th>INVOICE</th>
<th>INVOICE</th>
<th>PYMT</th>
<th>PRTL</th>
<th>PAYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTITY</td>
<td>NUMBER</td>
<td>DATE</td>
<td>NBR</td>
<td>NBR</td>
<td>AMOUNT</td>
</tr>
<tr>
<td>XXPT</td>
<td>NEWS-1001</td>
<td>01/01/2007</td>
<td>001</td>
<td>000</td>
<td>15.00</td>
</tr>
<tr>
<td>XXPT</td>
<td>NEWS-1002</td>
<td>02/01/2007</td>
<td>001</td>
<td>000</td>
<td>15.00</td>
</tr>
<tr>
<td>XXPT</td>
<td>NEWS-1003</td>
<td>03/01/2007</td>
<td>001</td>
<td>000</td>
<td>20.00</td>
</tr>
</tbody>
</table>

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.
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.

```
PAY ENTITY MUST BE ENTERED
```

```
REQUEST: __________________________________________

OCP AP DOCUMENT LIST DCL

111 - PAY ENTITY MUST BE ENTERED

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 -
VEND/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.
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:


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 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@.)

   ![Note](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-1T 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-1T 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-1T 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-1T 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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Weekly</td>
</tr>
<tr>
<td>M</td>
<td>Monthly</td>
</tr>
<tr>
<td>Q</td>
<td>Quarterly</td>
</tr>
<tr>
<td>S</td>
<td>Semiannually</td>
</tr>
<tr>
<td>A</td>
<td>Annually</td>
</tr>
</tbody>
</table>
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-1T 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-1T 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-1T 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-1T** 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 short name 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 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 Reapapplication 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 Reapapplication 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: 7½% (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 report 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.
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 transaction.

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 **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.

   Use the same accounting distribution as the first line.

   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. If 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. If “NR” is in the 99 field for the wire fee invoice line, 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.

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.
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 return 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.

   ![Description Table (DTL) Screen](image)

   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.”

   ![QRG 4: 1099 Codes List](image)

   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 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.

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/YYYY 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 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.
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-1T 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

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<th>SHORT NAME</th>
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Two-Letter State Abbreviations
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QRG 2: Post Offices and Incorporated Cities or Towns

See the following County Code sheet
## North Carolina Department of Revenue
Post Office Box 525000
Raleigh, NC 27614-0001

## 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.

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<th>Rate</th>
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*Use this county if unsure of the county that is being located.

**County tax rate effective January 1, 2003.
# QRG 3: DTL Most Used Codes List

<table>
<thead>
<tr>
<th>CODE</th>
<th>ABBR. DESC</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCC</td>
<td>COMMUNITY COLLEGES</td>
<td>A MEMBER OF THE NORTH CAROLINA COMMUNITY COLLEGE SYSTEM</td>
</tr>
<tr>
<td>GVF</td>
<td>FEDERAL GOVERNMENT</td>
<td>DENOTES A VENDOR THAT IS PART OF OR OPERATED BY AN AGENCY OF THE FEDERAL GOVERNMENT</td>
</tr>
<tr>
<td>GVL</td>
<td>NC LOCAL GOVERNMENT</td>
<td>DENOTES A VENDOR THAT IS PART OF OR OPERATED BY AN AGENCY OF LOCAL GOVERNMENT</td>
</tr>
<tr>
<td>GVS</td>
<td>NC STATE GOV</td>
<td>DENOTES A VENDOR THAT IS A STATE GOVERNMENT AGENCY, WHICH EXCLUDES THE COMMUNITY COLLEGE SYSTEM</td>
</tr>
<tr>
<td>GVU</td>
<td>NC UNIVERSITY</td>
<td>DENOTES A N.C. STATE SUPPORTED UNIVERSITY. THIS EXCLUDES THE COMMUNITY COLLEGE SYSTEM AND (HBC) HISTORICALLY BLACK COLLEGES AND UNIVERSITIES</td>
</tr>
<tr>
<td>HBC</td>
<td>HIST BLACK UNIV</td>
<td>HISTORICALLY BLACK COLLEGES AND UNIVERSITIES</td>
</tr>
<tr>
<td>IND</td>
<td>INDIVIDUAL</td>
<td>A VENDOR THAT IS AN INDIVIDUAL AS OPPOSED TO A CORPORATION, PARTNERSHIP, ETC.</td>
</tr>
<tr>
<td>OSG</td>
<td>OUTSIDE STATE GOVT</td>
<td>STATE OR LOCAL GOVERNMENT VENDOR LOCATED OUTSIDE THE STATE OF NORTH CAROLINA</td>
</tr>
<tr>
<td>OSU</td>
<td>NON-STATE UNIV</td>
<td>STATE-AFFILIATED UNIVERSITY LOCATED OUTSIDE THE STATE OF NORTH CAROLINA</td>
</tr>
<tr>
<td>S01</td>
<td>SMALL BUSINESS</td>
<td>DENOTES A VENDOR THAT FITS THE “SMALL BUSINESS” DESCRIPTION AS DEFINED BY THE DIVISION OF PURCHASE AND CONTRACT.</td>
</tr>
<tr>
<td>S02</td>
<td>DISABLED OWNED</td>
<td>DENOTES A VENDOR THAT IS OWNED BY A HANDICAPPED PERSON OR PERSONS</td>
</tr>
<tr>
<td>S03</td>
<td>MINORITY OWNED</td>
<td>DENOTES A VENDOR THAT IS OWNED BY A MEMBER OR MEMBERS OF A MINORITY RACE</td>
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<td>S04</td>
<td>WOMAN OWNED</td>
<td>DENOTES A VENDOR THAT IS OWNED BY A WOMAN OR WOMEN</td>
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<tr>
<td>S04</td>
<td>SMALL/DISABLED</td>
<td>DENOTES A VENDOR THAT IS BOTH A SMALL BUSINESS AND OWNED BY A HANDICAPPED PERSON OR PERSONS</td>
</tr>
<tr>
<td>S06</td>
<td>SMALL/MINORITY</td>
<td>DENOTES A VENDOR THAT IS BOTH A SMALL BUSINESS AND OWNED BY A MEMBER OR MEMBERS OF A MINORITY</td>
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<tr>
<td>S07</td>
<td>SMALL/WOMAN</td>
<td>DENOTES A VENDOR THAT IS BOTH A SMALL BUSINESS AND OWNED BY A WOMAN OR WOMEN</td>
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<tr>
<td>S08</td>
<td>DISABL/MINORITY</td>
<td>DENOTES A VENDOR THAT IS OWNED BY A PERSON OR PERSONS THAT ARE BOTH HANDICAPPED AND MEMBERS OF A MINORITY RACE</td>
</tr>
<tr>
<td>TAX</td>
<td>TAX EXEMPT</td>
<td>DENOTES A VENDOR THAT IS EXEMPT FROM PAYMENT OF TAXES IN NORTH CAROLINA</td>
</tr>
<tr>
<td>UNT</td>
<td>SCHOOL UNIT</td>
<td>DENOTES A LOCAL SCHOOL ADMINISTRATIVE UNIT OR SCHOOL IN NORTH CAROLINA’S PUBLIC SCHOOL SYSTEM</td>
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<tr>
<td>999</td>
<td>OUT-OF-STATE</td>
<td>OUT-OF-STATE-VENDOR REMIT-TO AND/OR ORDER-FROM ADDRESS ARE OUT OF STATE</td>
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## QRG 4: 1099 Codes List

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<tr>
<th>CODE</th>
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<th>DESCRIPTION</th>
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<td>B1</td>
<td>1099-M-ATT</td>
<td>1099-GROSS PAYMENTS TO ATTORNEYS</td>
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<tr>
<td>G1</td>
<td>1099-G-UNEMPLOY</td>
<td>1099-GOVERNMENT-UNEMPLOYMENT COMPENSATION</td>
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<tr>
<td>G2</td>
<td>1099-G-T REFUND</td>
<td>1099-GOVERNMENT-STATE OR LOCAL TAX REFUNDS</td>
</tr>
<tr>
<td>G4</td>
<td>1099-G-TAX WHLD</td>
<td>1099-GOVERNMENT-FEDERAL INCOME WITHHELD</td>
</tr>
<tr>
<td>G5</td>
<td>1099-G-INDEBTED</td>
<td>1099-GOVERNMENT-DISCHARGE OF INDEBTEDNESS</td>
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<tr>
<td>G6</td>
<td>1099-G-GRANTS</td>
<td>1099-GOVERNMENT-TAXABLE GRANTS</td>
</tr>
<tr>
<td>G7</td>
<td>1099-G-AGR PMTS</td>
<td>1099-GOVERNMENT-AGRICULTURE PAYMENTS</td>
</tr>
<tr>
<td>I1</td>
<td>1099-I-INT EARN</td>
<td>1099-INTEREST INCOME-EARNINGS FROM SAVINGS &amp; LOAN ASSN., CR. UNION, BANK DEPOSITS, BEARER CERTIFICATES OF DEPOSIT, ETC.</td>
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<tr>
<td>I2</td>
<td>1099-I-EARLY WD</td>
<td>1099-INTEREST INCOME-EARLY WITHDRAWAL PENALTY</td>
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<tr>
<td>I3</td>
<td>1099-I-US BONDS</td>
<td>1099-INTEREST INCOME-US SAVINGS BONDS, ETC</td>
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<tr>
<td>I4</td>
<td>1099-I-TAX WHLD</td>
<td>1099-INTEREST INCOME-FEDERAL INCOME TAX WITHHELD</td>
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<tr>
<td>I5</td>
<td>1099-I-FOREIGN</td>
<td>1099-I-FOREIGN TAX PAID</td>
</tr>
<tr>
<td>I6</td>
<td>1099-I-US POSSN</td>
<td>1099-INTEREST INCOME-FOREIGN COUNTRY OR US POSSESSION</td>
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<tr>
<td>M0</td>
<td>1099-M-CROP INS</td>
<td>1099-MISCELLANEOUS-CROP INSURANCE PROCEEDS</td>
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<td>M1</td>
<td>1099-M-RENTS</td>
<td>1099-MISCELLANEOUS-RENTS</td>
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<tr>
<td>M2</td>
<td>1099-M-ROYALTY</td>
<td>1099-MISCELLANEOUS-ROYALTIES</td>
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<tr>
<td>M3</td>
<td>1099-M-PRIZE/AW</td>
<td>1099-MISCELLANEOUS-PRIZES AND AWARDS</td>
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<tr>
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<td>1099-M-TAX WHLD</td>
<td>1099-MISCELLANEOUS-FEDERAL TAX WITHHELD</td>
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<td>1099-MISCELLANEOUS-FISHING BOAT PROCEEDS</td>
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<td>M6</td>
<td>1099-M-MED HLTH</td>
<td>1099-MISCELLANEOUS-MEDICAL AND HEALTH CARE PAYMENTS</td>
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<td>M7</td>
<td>1099-M-NON-EMP</td>
<td>1099-MISCELLANEOUS-NONEMPLOYEE COMPENSATION</td>
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<td>M8</td>
<td>1099-M-SUBS PMT</td>
<td>1099-MISCELLANEOUS-SUBSTITUTE PAYMENTS IN LIEU OF DIVIDENDS AND INTEREST</td>
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<td>NO</td>
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<tr>
<td>NR</td>
<td>NONRESIDENT ALIEN</td>
<td>CODE USED TO IDENTIFY WITHHOLDING FOR NONRESIDENT ALIEN</td>
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<td>ST</td>
<td>STATE WITHHOLD</td>
<td>CODE USED TO IDENTIFY PAYMENTS SUBJECT TO STATE REPORTING &amp; WITHHOLDING, BUT NOT SUBJECT TO FEDERAL REPORTS</td>
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<td>99</td>
<td>0 DOLLAR CODE</td>
<td>0 DOLLAR CODE FOR OFFSET ENTRY</td>
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### QRG 5: Frequently Used Acronyms

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<td>AFF</td>
<td>Available Funds File</td>
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<tr>
<td>AIM</td>
<td>Agency Implementation Methodology</td>
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<td>AIT</td>
<td>Agency Implementation Team</td>
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<tr>
<td>BC</td>
<td>Budgetary Control</td>
</tr>
<tr>
<td>BPM</td>
<td>Budget Preparation Module</td>
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<tr>
<td>BPS</td>
<td>Budget Preparation System</td>
</tr>
<tr>
<td>BRS</td>
<td>Budget Revision System</td>
</tr>
<tr>
<td>CAFR</td>
<td>Comprehensive Annual Financial Report</td>
</tr>
<tr>
<td>CBT</td>
<td>Computer-Based Training</td>
</tr>
<tr>
<td>CFDA</td>
<td>Catalog of Federal Domestic Assistance</td>
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<tr>
<td>CFF</td>
<td>Core Financial Functions</td>
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<tr>
<td>COA</td>
<td>Chart of Accounts</td>
</tr>
<tr>
<td>CPMS</td>
<td>Construction and Property Management System</td>
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<tr>
<td>DASD</td>
<td>Data Access Storage Device</td>
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<tr>
<td>DSS</td>
<td>Decision Support System</td>
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<td>FA</td>
<td>Fixed Assets</td>
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<tr>
<td>FC</td>
<td>Financial Controller</td>
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<td>FCP</td>
<td>FOUNDATION for Cooperative Processing</td>
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<td>FMS</td>
<td>Facilities Management System</td>
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<td>FRC</td>
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<td>Financial Systems Master Plan</td>
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<td>GEAC Software</td>
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<td>General Ledger</td>
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<td>GAAP</td>
<td>Generally Accepted Accounting Principles</td>
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<td>Journal Voucher</td>
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<td>GEAC Government Package</td>
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<td>NCAPS</td>
<td>North Carolina Automated Purchasing System</td>
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<td>North Carolina Accounting System</td>
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<td>Nonresident Alien</td>
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<td>OSC</td>
<td>Office of State Controller</td>
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<td>Personnel Management Information System</td>
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<td>Responsibility Cost Center</td>
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<td>Request for Quotation</td>
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<td>ITS</td>
<td>Information Technology Services</td>
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<td>SRS</td>
<td>Salary Reserve System</td>
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</table>
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

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<th>PER TAPE</th>
<th>NUMBER OF DOCUMENTS</th>
<th>AMOUNT</th>
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**AMOUNT ENTERED**

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524
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 all fields. The fields must be filed at least monthly and not later than 30 days after month ends. Must be prepared in ink or typewritten.

**For Accounting Office Use Only:**

- **Payer’s Name:**
- **Division/Section:**
- **Social Sec. #:**
- **Payer’s Address:**
- **Title:**
- **Headquarters (City):**
- **Period Covered by Request (Month):**

Under penalties of perjury, I certify this to be a true and accurate statement of the type of lodging, expenses and allowances incurred in the service of the State.

<table>
<thead>
<tr>
<th>[Claimant]</th>
<th>[Date]</th>
<th>[Supervisor]</th>
<th>[Date]</th>
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**Note:** Original signature and dates are required for processing.

## REMITTANCE (Write check disbursement instructions on this line)

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<th>Account</th>
<th>Center</th>
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<td>0004</td>
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**Total Expense**

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<th>Tot Due (Net)</th>
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Approved by: ____________________________
Approved as a reasonable expense.

**Travel (show each city visited):**

<table>
<thead>
<tr>
<th>Day</th>
<th>Form</th>
<th>In</th>
<th>Out</th>
<th>Date</th>
<th>Mileage</th>
<th>Fare</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **(A) Mileage**
- **(B) Private Car Mileage**
- **(C) Per Diem**

**Spent Totals**

<table>
<thead>
<tr>
<th>(A) Mileage</th>
<th>(B) Private Car Mileage</th>
<th>(C) Per Diem</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Payee's Name (First, Middle Initial, Last)</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payee's Home Address</th>
<th>EMPLOYEE SOC. SEC. #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Purpose:

Has budget authorization been approved for this trip? ( ) YES ( ) NO

Destination

Advance Request #1 ( ) Subsistence

<table>
<thead>
<tr>
<th>PAY ENTITY</th>
<th>COMPANY</th>
<th>ACCOUNT</th>
<th>CENTER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date Advance Needed 00:00:00 Date Travel Begins 00:00:00

Advance Request #2 ( ) Airfare

<table>
<thead>
<tr>
<th>PAY ENTITY</th>
<th>COMPANY</th>
<th>ACCOUNT</th>
<th>CENTER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date Advance Needed 00:00:00

Advance Request #3 ( ) Registration Fee

<table>
<thead>
<tr>
<th>PAY ENTITY</th>
<th>COMPANY</th>
<th>ACCOUNT</th>
<th>CENTER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Date Advance Needed 00:00:00

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

528
QRG 9: Agency Cash Disbursements Code Sheet

See the following Accounting Code sheet
## AGENCY NAME

### CASH DISBURSEMENTS CODE SHEET

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Buy Entity</th>
<th>Invoice Date</th>
<th>PO Number</th>
<th>Vendor Number</th>
<th>Vendor Name</th>
<th>Grp Nbr</th>
<th>Terms Code</th>
<th>&lt;or&gt; Due Date</th>
<th>Remit Code Message</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Amount</th>
<th>OR</th>
<th>4 char Company</th>
<th>Max 11 char Account</th>
<th>Max 12 char Center</th>
<th>Gross Invoice Only</th>
<th>NCAS Item Number</th>
<th>1909 Code</th>
<th>Contract Code</th>
<th>Sales Tax Amt</th>
<th>Comments:</th>
<th>Prepared by:</th>
<th>Approved by:</th>
<th>Entered by:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Accounting Control Use Only: Pay Entity: | Control Grp Nbr: | Control Grp Date: | 

Pay Entity: | Control Grp Nbr: | Control Grp Date: | 

Entered by:
See the following Control Batch Log sheet
Accounts Payable Control Batch Log Form

<table>
<thead>
<tr>
<th>Paying Entity</th>
<th>Control Group Date</th>
<th>Control Group Number</th>
<th>Operator ID</th>
<th>Number of Documents</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>DBS #</td>
<td>Initials</td>
<td>Submit</td>
</tr>
</tbody>
</table>

Agency Name: ____________________________
## QRG 11: Expense Accrual Indicators

<table>
<thead>
<tr>
<th>Mini-Chart of Accounts Indicator</th>
<th>Accrual Account</th>
<th>Account Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A10</td>
<td>211200</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>A11</td>
<td>211110</td>
<td>Due to Employees</td>
</tr>
<tr>
<td>A12</td>
<td>211210</td>
<td>Accrued Salaries and Wages</td>
</tr>
<tr>
<td>A13</td>
<td>211220</td>
<td>Withholdings and Employer Matching Payable</td>
</tr>
<tr>
<td>*A14</td>
<td>211230</td>
<td>Payroll Garnishment Payable</td>
</tr>
<tr>
<td>*A15</td>
<td>211240</td>
<td>Central Payroll Clearing</td>
</tr>
<tr>
<td>A16</td>
<td>211310</td>
<td>Local Government Payable</td>
</tr>
<tr>
<td>A17</td>
<td>211320</td>
<td>Federal Agency Payable</td>
</tr>
<tr>
<td>A18</td>
<td>211910</td>
<td>Obligation for Workers’ Compensation</td>
</tr>
<tr>
<td>A19</td>
<td>211920</td>
<td>Accrued Vacation</td>
</tr>
<tr>
<td>*A20</td>
<td>211930</td>
<td>Health Benefits Clearing</td>
</tr>
<tr>
<td>A21</td>
<td>211940</td>
<td>Accrued Sales Tax Payable</td>
</tr>
<tr>
<td>A22</td>
<td>211950</td>
<td>1099 Withholding</td>
</tr>
<tr>
<td>A23</td>
<td>211960</td>
<td>Escheats Payable</td>
</tr>
<tr>
<td>*A24</td>
<td>211970</td>
<td>Federal Funds Payable Clearing</td>
</tr>
<tr>
<td>A25</td>
<td>212310</td>
<td>Intra-Gov’t Payable - Due to General Fund</td>
</tr>
<tr>
<td>A26</td>
<td>212311</td>
<td>Intra-Gov’t Payable - Due to Special Revenue Fund</td>
</tr>
<tr>
<td>A27</td>
<td>212312</td>
<td>Intra-Gov’t Payable - Due to Debt Service Fund</td>
</tr>
<tr>
<td>A28</td>
<td>212313</td>
<td>Intra-Gov’t Payable - Due to Capital Improvement Fund</td>
</tr>
<tr>
<td>A29</td>
<td>212314</td>
<td>Intra-Gov’t Payable - Due to Enterprise Fund</td>
</tr>
<tr>
<td>A30</td>
<td>212315</td>
<td>Intra-Gov’t Payable - Due to Internal Service Fund</td>
</tr>
<tr>
<td>A33</td>
<td>212318</td>
<td>Due to Pension Trust Fund</td>
</tr>
<tr>
<td>A34</td>
<td>212319</td>
<td>Intra-Gov’t Payable - Due to Agency Fund</td>
</tr>
<tr>
<td>A35</td>
<td>212410</td>
<td>Inter-Gov’t Payable - Due to General Fund</td>
</tr>
<tr>
<td>A36</td>
<td>212411</td>
<td>Inter-Gov’t Payable - Due to Special Revenue Fund</td>
</tr>
<tr>
<td>Account</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>-------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>A37</td>
<td>212412 Inter-Gov’t Payable - Due to Debt Service Fund</td>
<td></td>
</tr>
<tr>
<td>A38</td>
<td>212413 Inter-Gov’t Payable - Due to Capital Improvement Fund</td>
<td></td>
</tr>
<tr>
<td>A39</td>
<td>212414 Inter-Gov’t Payable - Due to Enterprise Fund</td>
<td></td>
</tr>
<tr>
<td>A40</td>
<td>212415 Inter-Gov’t Payable - Due to Internal Service Fund</td>
<td></td>
</tr>
<tr>
<td>A41</td>
<td>212415 Inter-Gov’t Payable - Due to Internal Service Fund</td>
<td></td>
</tr>
<tr>
<td>A42</td>
<td>212415 Inter-Gov’t Payable - Due to Internal Service Fund</td>
<td></td>
</tr>
<tr>
<td>A43</td>
<td>212418 Inter-Gov’t Payable - Due to Pension Trust Fund</td>
<td></td>
</tr>
<tr>
<td>A44</td>
<td>212419 Inter-Gov’t Payable - Due to Agency Fund</td>
<td></td>
</tr>
<tr>
<td>A58</td>
<td>212420 Inter-Gov’t Payable - Due to Permanent Fund</td>
<td></td>
</tr>
<tr>
<td>A59</td>
<td>212421 Inter-Gov’t Payable - Due to Private Purpose Fund</td>
<td></td>
</tr>
<tr>
<td>A45</td>
<td>212500 Due to Primary Government Agencies</td>
<td></td>
</tr>
<tr>
<td>A46</td>
<td>212600 Due to Component Units</td>
<td></td>
</tr>
<tr>
<td>A47</td>
<td>216220 Accrued Interest Payable</td>
<td></td>
</tr>
<tr>
<td>A48</td>
<td>217110 Deposits Payable - Contract Retainage</td>
<td></td>
</tr>
<tr>
<td>A49</td>
<td>217120 Deposits Payable - Federal Government</td>
<td></td>
</tr>
<tr>
<td>A50</td>
<td>217130 Deposits Payable - NC Funds and Government Units</td>
<td></td>
</tr>
<tr>
<td>A51</td>
<td>217140 Deposits Payable - Patient Deposits</td>
<td></td>
</tr>
<tr>
<td>A52</td>
<td>217150 Deposits Payable - Student Deposits</td>
<td></td>
</tr>
<tr>
<td>A53</td>
<td>217160 Deposits Payable - Tenants Deposits</td>
<td></td>
</tr>
<tr>
<td>A54</td>
<td>217170 Deposits Payable - Due to Deferred Compensation Plan Participants</td>
<td></td>
</tr>
<tr>
<td>A55</td>
<td>217190 Deposits Payable - Funds Held for Others</td>
<td></td>
</tr>
<tr>
<td>A60</td>
<td>215210 Medical Claims Payable</td>
<td></td>
</tr>
</tbody>
</table>

*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

<table>
<thead>
<tr>
<th>Agency Name:</th>
<th>Vendor Name:</th>
<th>Vendor Number:</th>
</tr>
</thead>
</table>

- [ ] 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)981-5581

Revised: 11/04
## QRG 13: Accounts Payable Matching Screens

<table>
<thead>
<tr>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Invoice Matching (IMP)</strong></td>
<td>Collects identifying information about the invoice and the PO you want to match. Creates the invoice header and the related records.</td>
</tr>
<tr>
<td><strong>Purchase Order Finder (POF)</strong></td>
<td>Use <em>Purchase Order Finder (POF)</em> screen to identify a matching PO. Lists open purchase orders issued to the vendor referenced on the <em>Invoice Matching Screen (IMP)</em>. When you select a PO from the list, the system redisplay <em>IMP</em> with the information about the order.</td>
</tr>
<tr>
<td><strong>Invoice Line Audit (ILA)</strong></td>
<td>Lists PO lines open to invoicing and collects invoice information.</td>
</tr>
<tr>
<td><strong>Invoice Worksheet (IWS)</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Document Level Comments (DLC)</strong></td>
<td>Provides space for you to write comments about the invoice you are matching.</td>
</tr>
<tr>
<td><strong>Invoice Reapplication Work Queue (IRQ)</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Invoice Exception Comments (IEC)</strong></td>
<td>Provides space for you to write comments to the buyer when passing an invoice header or line exception.</td>
</tr>
<tr>
<td><strong>View Exception Comments (VEC)</strong></td>
<td>Lists all invoices associated with an invoice header or line exception. AP and Purchasing comments are displayed on the same screen.</td>
</tr>
<tr>
<td><strong>Invoice Delivery Audit (IDA)</strong></td>
<td>Lists receipts open to invoicing and collects invoice information.</td>
</tr>
</tbody>
</table>
## QRG 14: Related Purchasing Inquiry Screens

<table>
<thead>
<tr>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PO Comment Inquiry (PCI)</strong></td>
<td>Displays the purchasing staff's comments about a PO.</td>
</tr>
<tr>
<td><strong>PO Line Inquiry (PLI)</strong></td>
<td>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:</td>
</tr>
<tr>
<td></td>
<td>• General information: <em>PO Line General Information (PLG)</em></td>
</tr>
<tr>
<td></td>
<td>• Item information: <em>PO Line Ordered Item Information (PLO)</em></td>
</tr>
<tr>
<td></td>
<td>• Invoice controls: <em>PO Line Receipt/Invoice Controls (PLC)</em></td>
</tr>
<tr>
<td></td>
<td>• Financial data: <em>PO Line Financial Information (PLF)</em></td>
</tr>
<tr>
<td></td>
<td>• Permit-to-pay calculations: <em>PO Invoice Matching Information (PMI)</em></td>
</tr>
<tr>
<td></td>
<td>• Summary of order, receipt, inspection, and invoice information: <em>PO Line Receipt/Invoice Information (PLR)</em></td>
</tr>
</tbody>
</table>
## QRG 15: Julian Date Calendars

### Perpetual

<table>
<thead>
<tr>
<th>DAY</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>001</td>
<td>032</td>
<td>060</td>
<td>091</td>
<td>121</td>
<td>152</td>
<td>182</td>
<td>213</td>
<td>244</td>
<td>274</td>
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<td>335</td>
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<tr>
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<td>002</td>
<td>033</td>
<td>061</td>
<td>092</td>
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<td>035</td>
<td>063</td>
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<td>006</td>
<td>037</td>
<td>065</td>
<td>096</td>
<td>126</td>
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<td>218</td>
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<td>279</td>
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<td>340</td>
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<tr>
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<td>007</td>
<td>038</td>
<td>066</td>
<td>097</td>
<td>127</td>
<td>158</td>
<td>188</td>
<td>219</td>
<td>250</td>
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<td>341</td>
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<tr>
<td>8</td>
<td>008</td>
<td>039</td>
<td>067</td>
<td>098</td>
<td>128</td>
<td>159</td>
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<td>220</td>
<td>251</td>
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<tr>
<td>9</td>
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<td>040</td>
<td>068</td>
<td>099</td>
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<td>282</td>
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<tr>
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<td>041</td>
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<td>042</td>
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<td>072</td>
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MM: AP01  
Accounts Payable Processing  
Quick Reference Guides
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 to 10 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
See the following link for the current NCAS Check Printing Policy.

http://osc.nc.gov/state-employees/statewide-policies/Section-1100