PROCEDURE 9B:

APPLYING A DEBIT OR CREDIT MEMO FOR DIRECT INVOICES (WITH TAX)

Job Aid AP01-9B

The purpose of this job aid is to explain how to apply a debit or credit memo for direct invoices (with tax) in NCAS.

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 the **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 the **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**.

    a. If *Vendor Setup (VSL)* screen is accessed, 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.

    a. 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.