PROCEDURE 7:
ENTERING A CONTROL GROUP

AP01

Job Aid AP01-7

The purpose of this job aid is to explain how to enter a Control Group in NCAS.

NOTE: Ensure there is 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 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 **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:
    a. **D** = d*irect* entry
    b. **M** = *matching* entry
    c. **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:
    a. **D** accesses the *Invoice Worksheet 1 (IWS-1T)* screen
    b. **M** accesses the *Invoice Matching (IMP)* screen
    c. **E** accesses the *Employee Worksheet 1 (EWS-1T)* screen

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