PROCEDURE 8A:

ENTERING DIRECT INVOICES (WITHOUT TAX)

AP01

Job Aid AP01-8A

The purpose of this job aid is to explain how to enter direct invoices (without tax) in NCAS.

NOTE: Make sure a completed Control Group Header sheet has been submitted.

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**.
    a. On the *Vendor Setup (VSL)* screen, choose the appropriate vendor.
4. Type **R** in the ACTIVITY field and press **ENTER** to *return* to the *IWS-1T* screen.
5. If any messages display, read the messages and press **ENTER** to override the messages and continue entering the invoice.
6. Verify that the appropriate payment terms have defaulted into the TERMS CODE field. Update this field if necessary.
    a. The *Payment Terms Code List (PTL)* screen will provide 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 10.)
8. Type the **paying entity (XXPT)** in the PAY ENTITY field and press **ENTER** to review the remit message.
9. Once the appropriate message on the *RML* screen has been located, type **R** in the NEXT FUNCTION field and press **ENTER** to *return* to the *IWS-IT* screen.
10. Type the **three-character code** that corresponds to the message in the first REMIT MSG field.
11. At the 0001 line, type the **first line total amount** in the AMOUNT/PERCENT field to indicate the amount of the first line of the invoice.
12. Type the **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, 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.