



PROCEDURE 9A:

APPLYING A DEBIT OR CREDIT MEMO FOR DIRECT INVOICES (WITHOUT TAX)

AP01

Job Aid AP01-9A

The purpose of this job aid is to explain how to apply a debit or credit memo for direct invoices (without 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 the *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. 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 the **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.