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

Ensure that a completed Control Group Header sheet has been received.

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**.

    a. If the *Vendor Short Name Lookup (VSL)* screen is accessed, 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 the **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-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 **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.
    a. **W -** Weekly
    b. **M -** Monthly
    c. **Q -** Quarterly
    d. **S -** Semiannually
    e. **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.