The purpose of this job aid is to explain how to enter multiple payments with tax in NCAS.

Multiple payments are a combination of recurring and variable payments.

NOTE: Ensure 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 accessing the *Vendor Setup (VSL)* screen, 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 the **county code** in the COUNTY CODE field.

6. Type **Y** in the MULTI PYMT field to indicate that recurring payments will be set up for this invoice.

7. Remove the **terms code** from the TERMS CODE field and press **ENTER**.

8. 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 12.).

9. Type the **paying entity (XXPT)** in the PAY ENTITY field and press **ENTER** to review the remit message.

10. 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.

11. Type the **three-character code** that corresponds to the message in the first REMIT MSG field.

12. 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.

13. Type **your company number** in the CO field.

14. Type the **account number** in the ACCOUNT field.

15. Type the **center number** in the CENTER field.

16. 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 12 through 16 and then proceed with Step 17.

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 1 (IWS-IT)* screen.

21. Type the 1099 code over the NO in the 99 field of the invoice line.

22. 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.

23. Type the **total invoice amount** in the GROSS AMOUNT field.

24. Type **NEXT** or **N** in the REQUEST field and press **ENTER** to balance the document and access the *Multiple Payments (MPY)* screen.

25. On the MPY screen, type the **number of payments** in the NBR OF RECURRING PYMTS field.

26. Type the **payment amount** in the RECURRING PYMT AMOUNT field.

27. Type the **due date for the first payment** in the 1ST PAYMENT DUE DATE field.

    a. This date should correspond to the General Ledger effective date for the invoice.

28. 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** - Semi-annually

    e. **A** - Annually

29. Type the **due date for the first variable payment** in the VARIABLE DUE DATE 1 field.

30. The variable payments must occur after the recurring payments.

31. Type the **amount of the first payment** in the VARIABLE AMOUNT 1 field.

32. Type the **due date for the second payment** in the VARIABLE DUE DATE 2 field.

    a. This due date should be after the due date for the first payment.

33. Type the **amount of the second payment** in the VARIABLE AMOUNT 2 field.

34. If there are more payments, type the **date** and **amount information** in the fields for the third and fourth payments in the remaining fields.

35. 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 held.

36. Press **ENTER** to complete the document.