The purpose of this job aid is to explain how to establish a paying entity model in NCAS.

After accessing the Accounts Payable module:

1. Type **MWS** in the NEXT FUNCTION field and press **ENTER** to access the *Model Invoice Worksheet 1 (MWS-1T)* screen.

2. Type the **paying entity** in the PAY ENTITY field.

3. Type **P** for *paying entity* in the first blank of the MODEL INV NUMBER field.

4. Type the **model number** in the second blank of in the MODEL INV NUMBER field. (Model numbers are determined by agency.)

5. Press **ENTER** to verify the information.

   a. Enter more or less information depending on the purpose of the model.

6. Type the **terms code** in the TERMS CODE field, if applicable.

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

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

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

10. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to establish this model in the NCAS for this vendor and the paying entity.