



PROCEDURE 16: COPYING A DOCUMENT

AP01

Job Aid AP01-16

The purpose of this job aid is to explain how to copy a document in NCAS.

NOTE: Accounts payable processors copy invoices or employee reimbursements through the *IWS-1T* or *EWS-1T* screens. The invoice to be copied is referenced with the invoice or employee reimbursement header information. Before the AP module retrieves the original document, all key fields in the header on the document worksheet must be completed.

After accessing the Accounts Payable module and the *IWS-1T* or *EWS-1T* screens:

1. Type the **invoice number** in the INVOICE NUMBER field. It cannot be the same as the original document number.
2. On the *EWS-1T* screen, this field is called the EMP VOUCHER NBR field.
3. Type the **document date** in the DATE field. This should be the same as the original.
4. Type **C** for copy document in the first blank of the MODEL field.
5. Type the **invoice number from the original document** in the second blank of the MODEL field.
6. Type the **vendor number** in the VENDOR NUMBER field and press **ENTER**. The lines from the first invoice should be copied into the new document.
7. On the *EWS-1T* screen, this field is called the EMPLOYEE NUMBER field.