



# PROCEDURE 17: CHANGING A MODEL

AP01

Job Aid AP01-17

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The purpose of this job aid is to explain how to change a 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 **V** for *vendor* or **P** for *paying entity* in the first blank of the MODEL INV NUMBER field.
4. Type the **model's name that needs to be changed** in the second blank of in the MODEL INV NUMBER field.
5. Press **ENTER** to retrieve the model information.
6. Type **any additional information** in the appropriate fields or type over the incorrect data and press **ENTER**.
7. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to save the changes made to the model.