



PROCEDURE 18: DELETING A MODEL

AP01

Job Aid AP01-18

The purpose of this job aid is to explain how to delete 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 deleted** in the second blank of the MODEL INV NUMBER field.
5. Press **ENTER** to retrieve the model information.
6. Type **REJECT** in the REQUEST field and press **ENTER** to delete the model from the system.