PROCEDURE 20B:

ENTERING INVOICE HEADER INFORMATION FOR MATCHING INVOICES (WITH TAX)

AP01

Job Aid AP01-20B

The purpose of this job aid is to explain how to enter invoice header information for matching invoices (with tax) in NCAS.

After completing the *Control Document Entry (CDE)* screen and accessing the *Invoice Matching (IMP)* screen:

1. Type the **invoice number** in the INVOICE NUMBER field.

2. Type the **invoice date** in the DATE field.

3. Type **part of a vendor name@** in the VENDOR SHORT NAME field. (If the vendor number is known, type the vendor and group number in the VENDOR NUMBER field and press **ENTER** to return the vendor number and address to the *IMP* screen. Then, skip to step 8.)

4. Press **ENTER** to return the vendor number and address to the *IMP* screen.

    a. If the short name is unique to a vendor, the vendor name and address is returned to the *IMP* screen. In this case, skip to Step 8.

    b. If the short name is not unique to a vendor name and address, the *Vendor Short Name List (VSL)* screen displays with a list of all the vendors that match the specified short name.

5. Type **B** in the ADDRESS TYPE field to display both the order from and the remit-to address.

6. Press **ENTER** to scroll through the list until you locate the required vendor.

7. Type **R** in the ACTIVITY field for the required vendor and press **ENTER** to return the vendor number and address to the *IMP* screen.

8. To verify that the correct vendor name and address have been returned to the *IMP* screen, type **VRS** in the NEXT FUNCTION field and press **ENTER** to access the *Remit to Vendor Setup (VRS)* screen. The *VRS* screen displays detailed information about the vendor.

9. Type **R** in the NEXT FUNCTION field and press **ENTER** to return to *the Invoice Matching (IMP)* screen.

10. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.

11. Type the **purchase order number** in the PO NUMBER field and press **ENTER** to process the entered information.

12. If a PO is not referenced, type **F** in the REQUEST field and press **ENTER** to access the *PO Finder (POF)* screen. The *POF* screen lists open purchase orders by vendor within a buying entity.

13. View the listed purchase orders and choose the corresponding purchase order.

14. Type **S** in the SEL field next to the required PO and press **ENTER** to access the *Invoice Matching (IMP)* screen. The purchase order information defaults from the *POF* screen.

15. Verify that the payment terms that defaulted into the TERMS CODE field are correct. Change the terms code to match the terms indicated on the invoice, if necessary.

16. Type the **total amount of the invoice** in the GROSS AMOUNT field.

17. Type the **sales tax amount** in the SALES TAX/VAT AMOUNT field.

18. Type the **county code** in the COUNTY CODE field.

19. Press **ENTER** to process the information and to access the *Invoice Line Audit (ILA)* screen.