PROCEDURE 21:

ENTERING INVOICE LINE INFORMATION FOR MATCHING INVOICES

AP01

Job Aid AP01-21

The purpose of this job aid is to explain how to enter invoice line information for matching invoices in NCAS.

After accessing the Invoice Line Audit (ILA) screen:

1. Verify that the correct accounting distribution is being used.
2. Compare the value in the UOP field to the unit of measure used on the invoice (UOI).
    a. If the UOP and the UOI are the same, skip to Step 4.
    b. If the UOP and the UOI are not the same, convert the UOP to the UOI, using either Step 3a or Step 3b.
3. Type the Unit of Invoice (UOI) in the UOP field if:
    a. the UOI is defined on the Units of Measure List (UML) screen and
    b. the system-calculated conversion factor equals the true numerical relationship between the UOP and the UOI.

    OR

    Type the manually calculated conversion factor in the CONV FACTOR field if either of the two conditions in Step 3 are not satisfied.

4. Compare the PO line quantity in the QUANTITY field to the invoice quantity.
    a. If they are the same, skip to Step 5.
    b. If the values are not the same, type the invoice quantity in the QUANTITY field.
    c. If the invoice quantity is a fraction, convert the UOI to a unit of measure that permits the quantity to be a whole number. Use any option in Step 3 that applies to change the UOI.
5. Compare the PO line amount in the AMOUNT field to the invoice amount. If the values are the same, skip to Step 6.
    a. If the values are not the same, type the invoice amount in the AMOUNT field.
6. Type A in the REQUEST field to tag a line.
    a. Each sequence letter (A, B, C) corresponds to a specific line on the purchase order. To indicate each line that is to be paid, the line must be tagged. To tag a line, type the sequence letter in the REQUEST field and press ENTER. If all lines are to be paid, type S in the REQUEST field and press ENTER.

7. Press ENTER to process the information.
8. If the invoice is a 1099 transaction, type 3 in the REQUEST field and press ENTER to access the Invoice Worksheet (IWS-IT) screen. (If the invoice is not a 1099 transaction, go to Step 13.)
9. Type TNL in the NEXT FUNCTION field and press ENTER to access the 1099 Codes List (TNL) screen.
10. Press ENTER to scroll down the possible 1099 codes until the correct code is located.
11. Type R in the NEXT FUNCTION field and press ENTER to return to the Invoice Worksheet (IWS-IT) screen.
12. Type the correct 1099 code over the NO in the 99 field to categorize the payment on the 1099 form.
13. Type N or NEXT in the REQUEST field and press ENTER to complete the invoice entry. A blank Invoice Matching (IMP) screen is displayed.