The purpose of this job aid is to explain how to respond to an invoice line exception in NCAS.

After accessing the *Invoice Line Audit (ILA)* screen:

1. Identify and tag the appropriate PO line for the amount of the invoice. (Refer to **Procedure 21: Entering Invoice Line Information for Matching Invoices**.)

2. Type **N** or **NEXT** in the REQUEST field to balance the invoice and to access the blank *IMP* screen.

3. The system displays one of the following error messages:

   a. **222 - TAX/VAT IS NOT AUTHORIZED FOR THIS PO**
   b. **224 - FREIGHT IS NOT AUTHORIZED FOR THIS PO**
   c. **226 - ADDITIONAL COST IS NOT AUTHORIZED FOR THIS PO**
   d. **391 - PTP AMOUNT + EXTENDED VALUE TOLERANCE FOR THIS PO LINE HAS BEEN EXCEEDED**
   e. **392 - INVOICE UNIT PRICE GREATER THAN PO UNIT-PRICE + TOLERANCE**
   f. **660 - INVOICE UNIT PRICE IS LESS THAN PO UNIT PRICE - TOLERANCE**
   g. **685 - PTP AMOUNT + EXTENDED VALUE TOLERANCE FOR THIS PO LINE HAS BEEN EXCEEDED**

4. If no further information is needed about the PO line, go to Step 12. If an inquiry on this PO line is needed, deselect the tagged PO line.

5. Type **P** in the S field to select the *PO Line Information (PLI)* screen.

6. Press **ENTER** to process the information and to access the *PLI* screen.

After accessing the *PO Line Information (PLI)* screen:

7. Press **ENTER** to process the information that has defaulted to the *PLI* screen and to see a list of PO lines for this PO.

8. Type **S** in the:

   a. PLG field to select the *PO Line General Information (PLG)* screen.
   b. PLO field to select the *PO Line Ordered Item Information (PLO)* screen.
   c. PLC field to select the *PO Line Receipt/Invoice Controls (PLC)* screen.
   d. PLR field to select the *PO Line Receipt/Invoice Information (PLR)* screen.
   e. PLF field to select the *PO Line Financial Information (PLF)* screen.
   f. PCI field to select the *PO Comment Inquiry (PCI)* screen
   g. PMI field to select the *PO Invoice Matching Information (PMI)* screen.

   (Refer to **QRG 14: Accounts Payable Matching Screens and QRG 15: Related Purchasing Inquiry Screens** for more information about these screens.)

9. Press **ENTER** to process the information. Keep pressing **ENTER** to scroll through the selected screen(s).

10. Type **BACK** in the NEXT FUNCTION field to return to the *ILA* screen.

11. Retag the appropriate PO line on the *ILA* screen.

12. Type **C** in the EXCEPTION CMNTS field and press **ENTER** to pass the exception to the buyer and access the *Invoice Exception Comments (IEC)* screen.

    a. If no comments need to be added to the invoice, type **PASS** in the REQUEST field and press **ENTER** to pass the invoice to the buyer for resolution of the exception. Skip to step 17.

13. On the *IEC* screen, type a **number between 01 and 50** in the CMT # field.

14. Type the **comments** in the COMMENTS field.

15. Repeat steps 13 and 14 until you have finished entering comments.

16. Type **R** in the REQUEST field and press **ENTER** to return to a blank *IMP* screen.

    The system places the invoice in the buyer's *Invoice Work Queue (IWQ)*. The system also places a copy of the invoice in your *Invoice Reapplication Work Queue (IRQ)* with a **B** (*pending buyer review*) status. rype **IRQ** in the NEXT FUNCTION field and press **ENTER** to access the *IRQ* screen and see all the invoices you have passed.

17. Wait for the buyer's instructions regarding further processing of the invoice.