PROCEDURE 24A:

APPLYING THE BUYER'S INSTRUCTIONS TO INVOICE HEADER AND LINE EXCEPTIONS: PAY AS IS OR PAY WITH DEBIT/CREDIT MEMO

AP01

Job Aid AP01-24A

The purpose of this job aid is to explain how to apply the buyer's instructions to invoice header and line exceptions: pay as is or pay with debit/credit memo in NCAS.

1. Type **IRQ** in the NEXT FUNCTION field and press **ENTER** to access your *Invoice Reapplication Work Queue (IRQ)* screen.

    The invoice is listed on your *IRQ* screen with status **A** which means that the invoice is available for accounts payable processing.

2. Type **V** in the S (SELECT) field and press **ENTER** to access the *View Exception Comments (VEC)* screen.

    a. The *VEC* screen displays any comments entered by Accounts Payable as well as the buyer's instructions for processing the invoice. The buyer's instructions are also printed on the *AP Action Report* the day after the buyer enters them in the NCAS.

3. Type **BACK** in the REQUEST field and press **ENTER** to return to the *IRQ* screen.

4. Type **P** in the S (SELECT) field and press **ENTER** to pay the invoice as is.

    a. If the following message IS RECEIVED: **"90B - PTP + EXTENDED PO LINE EXCEEDED, 'F' PAY AS IS OR 'S' REAPPLY,"** type **F** in the S (SELECT) field and press **ENTER** to *force pay* the invoice.

5. Issue a debit or apply a credit memo, if necessary. (Refer to **Procedure 19 A/B: Applying a Debit/Credit Memo for Matching Invoices**.)

6. Type **IRQ** in the NEXT FUNCTION field and press **ENTER** to access the *IRQ* screen. Note that the invoice is no longer listed on your *IRQ* screen.