Procedure 24C: Applying the Buyer's Instructions to Invoice Header and Line Exceptions: Passing the Invoice Back for Further Instructions

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

   📁　The invoice is listed on the *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.

   📁　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 into the NCAS.

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

4. Type **C** in the S (SELECT) field and press **ENTER** to access the *Invoice Exception Comments (IEC)* screen for this invoice.

   📁　The *IEC* screen displays the following message: **"E13 - INVOICE HAS BEEN PASSED. ENTER EXCEPTION COMMENTS."**

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

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

7. Repeat steps 5 and 6 until all comments have been entered.

   📁　Include a date on these comments to indicate to the buyer that these are new comments.

8. Press **ENTER** to process the information.

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