The purpose of this job aid is to explain how to request a check in NCAS.

After accessing the Accounts Payable module:

1. Type **PCC** in the NEXT FUNCTION field and press **ENTER** to access the *Payment Entity Cycle Controls (PCC)* screen.

2. Type the **paying entity** in the PAY ENTITY field to indicate payments should be made.

3. Type **Y** in the PAY CYCLE field to include the selected paying entity in this payment cycle.

4. Type the **date the parameters are set (today's date)** in the CURRENT PAY DATE field to indicate the effective date of the current payment cycle.

5. Type the **next date the parameters will be set** in the NEXT PAYMENT DATE field.

6. Type the **date printed on the checks** in the PAYMENT DATE field.

    a. The date in the PAYMENT DATE field must match the date entered in the CURRENT PAY DATE field (today's date).

7. Press **ENTER** for the system search.

8. Type **S** in the SELECT fields besides the paying entities that should be included in the payment cycle under the same parameter as the paying entity above and press **ENTER** to process the information.

9. Type **BCCL** in the NEXT FUNCTION field and press **ENTER** to access the *Bank Cycle Control List (BCCL)* screen.

10. Type **your BAP code** in the BEGIN BANK ACCT PYMT CODE field and press **ENTER** to identify the BAP code used to make payments in the current cycle.

11. Type **S** in the SEL field that corresponds to the BAP code used to make the payments.

12. Press **ENTER** to access the *Bank Cycle Controls (BCC)* screen.

13. Type the **first check number** in the BEGINNING PYMT REF NUMBER field to identify the first check number that will be used for the current payment cycle. In most cases, this number is one number greater than the number in the LAST PYMT REF NBR USED field.

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