The purpose of this job aid is to explain how to cancel remaining payments in NCAS.

After accessing the Accounts Payable module:

Before cancelling the remaining payments, the vendor number and invoice number must be known. To find the vendor number or invoice number, follow steps 2-6.

1. Type **DCL** in the NEXT FUNCTION field and press **ENTER** to access the *Document List (DCL)* screen.

2. Type the **paying entity** in the PAY ENTITY field.

3. Type the **vendor's shortname@** (e.g., Buy@) in the SHORT NAME field.

4. Press **ENTER** to access the *Vendor Short Name Lookup (VSL)* screen.

5. Type **R** in the ACTIVITY field next to the vendor's name.

6. Press **ENTER** to return to the *Document List (DCL)* screen.

7. On the *DCL* screen, find the invoice associated with the payments to be cancelled. Note whether the status of the invoice is BALANCED or PRTL-PD.

8. If the invoice is BALANCED, cancel all future payments when cancelling a payment. If the status is PRTL-PD, then cancel each payment individually.

9. Type **IPC** in the NEXT FUNCTION field and press **ENTER** to access the *Invoice Remaining Payment Cancel (IPC)* screen.

10. Find the first payment that needs to be cancelled and type **C** in the C (CANCEL) field to the right of the payment to *cancel* the payment.

    a. If the invoice has a status of BALANCED, or if this is the only payment to be cancelled for a partially paid invoice, press **ENTER** to complete the cancellation. Otherwise, proceed to step 11

11. If there are additional payments for a partially paid invoice appearing on this screen that need to be cancelled, type **C** in the C (CANCEL) field to the right of each payment to be cancelled.

12. Press **ENTER** to process the cancellations for this screen and access additional payments eligible for cancellation (if any).

13. If there are additional payments to be cancelled, type **C** in the C (CANCEL) field to the right of each payment and press **ENTER**.