The purpose of this job aid is to explain how to factor vendor payments on a direct invoice in NCAS.

Note: The vendor file for the factor vendor must have an **F *(factor)*** status to be able to successfully factor vendor payments. Contact the OSC Support Services Center (919-707-0795) if you need help with setting up a vendor as a factor.

After accessing the *Invoice Worksheet 1 (IWS-1T)*:

1. Type the **invoice number** in the INVOICE NUMBER field.

2. Type the **invoice date** in the DATE field.

3. Type the **vendor's number** in the first blank of the VENDOR NUMBER field.

4. Type the **vendor's group number** in the second blank of the VENDOR NUMBER field and press **ENTER** to retrieve the vendor information.

5. On the proper line, type the **amount or percent owed** in the AMOUNT/PERCENT field.

6. Type **the company number (XX01)** in the CO field.

7. Type the **account number** in the ACCOUNT field.

8. Type the **center number** in the CENTER field.

9. Type the **description of the invoice** in the DESCRIPTION field.

10. Type the **gross amount of the invoice** in the GROSS AMOUNT field. Delete the zeros at the end of the field.

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

12. Type **R** in the REQUEST field and press **ENTER** to access the *Invoice Worksheet 2 (IWS-2T)* screen.

13. Type the **factor's vendor number** in the FACTOR NUMBER field and press **ENTER** to   process the information.

    a. If the vendor's factor file does not have a factor status, the following error message is displayed: **162 - VENDOR ENTERED IS NOT A FACTOR**.

14. Type **N** in the REQUEST field to balance the document and press **ENTER** to access a blank *Invoice Worksheet 1 (IWS-1T)* screen.