



PROCEDURE 43B:

FACTORING VENDOR PAYMENTS ON A MATCHING INVOICE

AP01

Job Aid AP01-43B

The purpose of this job aid is to explain how to factor vendor payments on a matching 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 Matching (IMP)*:

1. Type the **invoice number** in the INVOICE NUMBER field.
2. Type the **invoice date** in the DATE field.
3. Type **vendor number and group** in the VENDOR NUMBER fields and press **ENTER**.
4. Verify that the payment terms that defaulted into the TERMS CODE field are correct. Change the terms code to match the terms indicated on the invoice, if necessary.
5. Type the **total amount of the invoice** in the GROSS AMOUNT field.
6. Type the **Factor number** and group in the FACTOR NUMBER field.
7. Press **ENTER** to process the information and to access the *Invoice Line Audit (ILA)* screen.

After accessing the *Invoice Line Audit (ILA)* screen:

8. Verify that the correct accounting distribution is being used.
9. Compare the value in the UOP field to the unit of measure used on the invoice (UOI).
 - a. If the UOP and the UOI are the same, skip to Step 4.
 - b. If the UOP and the UOI are not the same, convert the UOP to the UOI, using either Step 10a or 10b.
10. Type the **Unit of Invoice (UOI)** in the UOP field if:
 - a. the UOI is defined on the *Units of Measure List (UML)* screen and
 - b. the system-calculated conversion factor equals the true numerical relationship between the UOP and the UOI.

OR

 - c. Type the **manually calculated conversion factor** in the CONV FACTOR field if *either* of the two conditions in Step 10a and b are not satisfied.

11. Compare the PO line quantity in the QUANTITY field to the invoice quantity.
 - a. If they are the same, skip to Step 5.
 - b. If the values are not the same, type the **invoice quantity** in the QUANTITY field.
 - c. If the invoice quantity is a fraction, convert the UOI to a unit of measure that permits the quantity to be a whole number. Use any option in Step 10 that applies to change the UOI.
12. Compare the PO line amount in the AMOUNT field to the invoice amount. If the values are the same, skip to Step 13.
 - a. If the values are not the same, type the **invoice amount** in the AMOUNT field.
13. Type **A** in the REQUEST field to tag a line.
 - a. Each sequence letter (A, B, C) corresponds to a specific line on the purchase order. To indicate each line that is to be paid, you must tag the line. To tag a line, type the sequence letter in the REQUEST field and press **ENTER**. If all lines are to be paid, type **S** in the REQUEST field and press **ENTER**.
14. Press **ENTER** to process the information.
15. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to complete the invoice entry. A blank *Invoice Matching (IMP)* screen is displayed.