The purpose of this job aid is to explain how to factor international wire 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. At line 0001, type the **amount owed to the foreign vendor** 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. Verify that "**NR**" is in the 99 field or enter "**NR**" in the 99 field.

    a. If the foreign vendor is in the statewide trade vendor file, the "**NR**" 1099 code should default in the 99 field. If the foreign vendor is a "non-trade" vendor and the "NR" code does not default, type "**NR**" in the 99 field for invoice line 0001. This "NR" code ensures that any backup withholding that may be required for this international vendor is processed.

11. At line 0002, type the **amount of the international wire fee** in the AMOUNT/PERCENT field.

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

13. Type the account number in the ACCOUNT field.

14. Type the center number in the CENTER field.

15. Type the description of the invoice in the DESCRIPTION field

16. If "NR" is in the 99 field, change the "NR" code to "NO."

    a. If the foreign vendor is in the statewide trade vendor file, the "NR" 1099 code will default in the 99 field. If backup withholding is required for this foreign vendor, the "NO" 1099 code will ensure that the backup withholding does not apply to the international wire fee amount.

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

18. Press ENTER to process the information.

19. Once ENTER has been pressed and the defaults have displayed, verify that the "NR" 1099 code has displayed only for the invoice line that is for the amount the vendor is being paid. If "NR" is in the wire fee invoice line, change the 1099 code to "NO" to avoid backup withholding from applying to the wire fee amount.

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

21. Type 941347393 18 in the FACTOR NUMBER and GROUP fields and press ENTER to process the information.

    a. Always use this vendor number and group to pay the international wire payment to the correct Wells Fargo vendor.

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