The purpose of this job aid is to explain how to record manual checks n NCAS.

After accessing the Accounts Payable module:

1. Type **MPE** in the NEXT FUNCTION field and press **ENTER** to access the *Manual Payment Entry (MPE)* screen.

2. Type the **BAP code** in the BANK ACCT PAY CODE field.

3. Type the **manual check number** in the PYMT REF NBR field.

4. Type the **total amount of the manual check** in the PAYMENT AMOUNT field.

5. Type the **date of the manual check** in the PAYMENT DATE field.

6. Type the **paying entity** in the PAY ENTITY field to indicate the paying entity of the vendor or employee.

7. Type the **vendor short name**@ in the SHORT NAME field to identify the vendor.

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

9. Type **R** in the ACTIVITY field and press **ENTER** to r*eturn* to the *Manual Payment Entry (MPE)* screen.

10. Type **Y** in the PRINT CHECK field to push check to the CSeries check-printing software.

11. Type **S** in the NET AMOUNT field to identify that the net amount of the document was paid (or type **S** in the GROSS AMOUNT field, depending on how the invoice was paid).

12. Verify that all information is correct before completing the manual payment.
    a. Once the manual payment has been entered into the system, it *cannot* be modified.

13. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to process the information and access a blank *MPE* screen.

14. The cash needs to be requisitioned for the total amount of the manual check.