



PROCEDURE 51:

PROCESSING A 1099 APPLICABLE NRA PAYMENT DIRECT INVOICE

AP01

Job Aid AP01-51

The purpose of this job aid is to explain how to process a 1099 applicable NRA payment direct invoice in NCAS.

After accessing the Accounts Payable module:

After completing the *Control Document Entry (CDE)* screen and accessing the *Invoice Worksheet 1 (IWS-1T)* screen:

1. Type the **invoice number** in the INVOICE NUMBER field.
2. Type the **invoice date** in the DATE field.
 - a. This date is used to determine the payment due date based on the payment terms code.
3. Type the **vendor short name@** in the VENDOR SHORT NM field and press **ENTER**.
 - a. If the *VSL (Vendor Setup)* screen is accessed, select the appropriate vendor.
4. Type **R** in the ACTIVITY field and press **ENTER** to return to the *IWS-1T* screen.
5. If any messages display, read the messages and press **ENTER** to override the messages and continue entering the invoice.
6. Verify that the appropriate payment terms have defaulted into the TERMS CODE field. Update this field if necessary.
 - a. Access the *Payment Terms Code List (PTL)* screen to obtain a list of payment terms and their corresponding codes.
7. Type **BACK** in the NEXT FUNCTION field and press **ENTER** to return to the *IWS-1T* screen.
8. To add a remit message to the check, access the *RML (Remit Message List)* screen by typing *RML* in the NEXT FUNCTION field and pressing **ENTER** (or enter the message directly on the *IWS-1T* screen and press **ENTER**. Then skip to Step 11.)
9. Type the **paying entity (XXPT)** in the PAY ENTITY field and press **ENTER** to review the remit message.
10. Once the appropriate message on the *RML* screen has been located, type **R** in the NEXT FUNCTION field and press **ENTER** to return to the *IWS-1T* screen.