The purpose of this job aid is to explain how to process a 1099 applicable NRA payment (Matched Invoice) in NCAS.

After accessing the Accounts Payable module:

After completing the CDE (*Control Document Entry)* screen and accessing the IMP (*Invoice Matching)* 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 **part of a vendor name@** in the VENDOR SHORT NAME field.

    a. If the vendor number is known, type the **vendor** and **group number** in the VENDOR NUMBER field and press **ENTER** to return the vendor number and address to the *IMP* screen. Then skip to step 8.

4. Press **ENTER** to return the vendor number and address to the *IMP* screen.

    a. If the short name is unique to a vendor, the vendor name and address are returned to the *IMP* screen. In this case, skip to Step 8. If the short name is not unique to a vendor name and address, the VSL (*Vendor Short Name List)* screen is displayed with a list of all vendors that match the requested short name.

5. Type **B** in the ADDRESS TYPE field to display both the order-from and the remit-to address.

6. Press **ENTER** to scroll through the list until the required vendor is located.

7. Type **R** in the ACTIVITY field for the required vendor and press **ENTER** to return the vendor number and address to the *IMP* screen.

8. To verify that the correct vendor name and address have been returned to the *IMP* screen, type **VRS** in the NEXT FUNCTION field and press **ENTER** to access the *VRS* screen. The *VRS (Remit to Vendor Setup)* screen displays detailed information about the vendor.

9. Type **R** in the NEXT FUNCTION field and press **ENTER** to return to the *IMP (Invoice Matching)* screen.

10. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.

11. Type the **purchase order number** in the PO NUMBER field and press **ENTER** to process the information.

12. If a PO is not referenced, type **F** in the REQUEST field and press **ENTER** to access the *PO Finder (POF)* screen.

   a. The *POF* screen lists open purchase orders by vendor within a buying entity.

13. View the listed purchase orders and the corresponding purchase order. Type **S** in the SEL field next to the required PO and press **ENTER** to access the *IMP* screen. The purchase order information defaults from the *POF* screen.

14. 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.

15. Type the **total amount of the invoice** in the GROSS AMOUNT field.

16. Press **ENTER** to process the information and to access the *ILA (Invoice Line Audit)* screen.

After accessing the *ILA* screen:

17. Verify that the correct accounting distribution is being used.

18. 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 21.
   b. If the UOP and the UOI are not the same, convert the UOP to the UOI, using either Step 19.

19. Type the **UOI** (Unit of Invoice) in the UOP field if:

   a. the UOI is defined on the *UML (Units of Measure List)* screen and
   b. the system-calculated conversion factor equals the true numerical relationship between the UOP and the UOI.

<div align="center">

OR

</div>

   Type the **manually calculated conversion factor** in the CONV FACTOR field if *either* of the two conditions in Step 19 is not satisfied.

20. Compare the PO line quantity in the QUANTITY field to the invoice quantity.

   a. If they are the same, skip to Step 22.
   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 20 that applies to change the UOI.

21. Compare the PO line amount in the AMOUNT field to the invoice amount. If the values are the same, skip to Step 23. If the values are not the same, type the **invoice amount** in the AMOUNT field.

22. Type **A** in the REQUEST field to tag a line. Each sequence letter (A, B, C) corresponds to a specific line on the purchase order. To indicate each line that is to be paid, 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**.

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

24. If the invoice is a 1099 transaction, type **3** in the REQUEST field and press **ENTER** to access the *IWS-IT (Invoice Worksheet)* screen. (If the invoice is not a 1099 transaction, go to Step 28.) Once the NRA vendor has been setup for withholding a 1099 code of **NR should default automatically** to the 99 field. Ensure that all payments to NRAs are coded with NR 1099 code so withholding will occur. Otherwise, override the 1099 code with the appropriate code from the *TNL* as listed in Steps 26 - 27.

25. Type **TNL** (1099 Codes List) in the NEXT FUNCTION field and press **ENTER** to access the *TNL* screen.

26. Press **ENTER** to scroll down the possible 1099 codes until the correct code is located.

27. Type **R** in the NEXT FUNCTION field and press **ENTER** to return to the *IWS-IT* screen.

28. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to complete the invoice entry. A blank IMP (*Invoice Matching)* screen is displayed.