PROCEDURE 53:

NAVIGATING THROUGH A CONTROL GROUP

AP01

Job Aid AP01-53

The purpose of this job aid is to explain how to navigate through a control group in NCAS.

1. Type **CGS** in the NEXT FUNCTION field and press **ENTER** to access the *Control Group Status (CGS)* screen.

2. Type **the paying entity** in the PAYING ENTITY field.

3. Press **ENTER** to process the information and to access a list of open control groups for that paying entity.

4. Type **S** in the S (SELECT) field for the control group you want to access.

5. Press **ENTER** to process the information and to access the CES (*Control Entry Status)* screen for that control group.

From the *CES* screen, you can do the following:

6. To balance an outstanding control group, change the value in the CONTROL AMOUNT field to adjust the control group total. Press **ENTER** to process the change.

OR

To select an incomplete invoice, type **S** in the SEL field for that invoice. Press **ENTER** to access the selected invoice.

OR

To select a blank *IWS-1T (Invoice Worksheet 1)* screen in that control group, type **3** in the REQUEST field. Press **ENTER** to access a blank *IWS-1T* screen in that control group.