



PROCEDURE 55:

BALANCING OUTSTANDING CONTROL GROUPS

AP01

Job Aid AP01-55

The purpose of this job aid is to explain how to balance outstanding control groups in NCAS.

1. Type CGS in the NEXT FUNCTION field and press ENTER to access the CGS (Control Group Status) screen.
2. Type S in the S (SELECT) field corresponding to the outstanding control group.
3. Press ENTER to process the information and to access the Control Entry Status (CES) screen.
4. If the values in the GROSS DOCUMENT AMOUNT and the CONTROL AMOUNT fields match, go to Step 6.
 - a. If the values don't match, check the invoice amounts against the actual invoices.
5. After the error has been located, enter the correct amount in the CONTROL AMOUNT field.
6. Write down the new system total on the Control Group Header sheet.
7. Type BAL in the REQUEST field and press ENTER. A message displays validating the balanced invoices.