



PROCEDURE 56A:

DOCUMENT INQUIRY (WITH VENDOR INFORMATION)

AP01

Job Aid AP01-56A

The purpose of this job aid is to explain how to complete a document inquiry in NCAS.

Use this procedure if the vendor name or number is known but the exact document number is uncertain.

After accessing the Accounts Payable module:

1. Type **DCL** (Document List) in the NEXT FUNCTION field and press **ENTER** to access the *DCL* screen.
2. Type the **paying trade entity (XXPT)** in the PAY ENTITY field.
3. Type the **vendor short name@** in the SHORT NAME field and press **ENTER**.
4. If the short name is not unique to one vendor, the system displays the *VSL (Vendor*
5. *Short Name Lookup)* screen with all vendors that match the specified short name.
6. Locate the specific document needed to inquire on in the DOCUMENT NUMBER field.
7. If there are additional documents that cannot fit on one screen, the word **MORE** displays at the bottom of the screen. Press **ENTER** to view the next screen. Type UP in the REQUEST field and press **ENTER** to scroll up the list. To scroll up or down the list more than one page at a time, type **UP** or **DOWN** (or **DN**) in the REQUEST field followed by the number of pages and press ENTER. For example, DN4 scrolls down 4 pages. Ten pages can be scrolled at a time. Type **TOP** or **T** in the REQUEST field and press **ENTER** to return to the top of the list.
8. Type **S** next to the document display with the document number specified under the inquiry screen labels (*DGI, DPA, DCI, DLL*) listed in the SELECT column. The system displays the selected inquiry screens in sequence for the specified document and then returns to the *DCL* screen.
9. Access the *DGI, DPA, DCI*, and the *DLL* screens from any AP screen. Simply type the three-digit indicator in the NEXT FUNCTION field and press **ENTER**.
10. Press **ENTER** to access the *DGI (Document General Information)* screen. This screen provides the typical header information associated with a document.
11. Press **ENTER** to access the *DPG (Document Payment General Information)* screen. The screen provides detailed payment information for invoices and employee expenses.
12. Press **ENTER** to access the *DPA (Document Payment Additional Info)* screen. The screen summarizes discount information and provides general ledger distribution information if applicable.
13. Press **ENTER** to access the *DCI (Document Comment Inquiry)* screen. The screen displays the comments recorded for the document (e.g., vendor information, information between processors.)

14. Press **ENTER** to access the *DLL (Document Detail Line List)* screen. The screen provides the detail for every line, shows the expense amount, allows for the selection of a document line and shows the changes made to the General Ledger.
15. Type **C** in the SEL field and press **ENTER** to access the *DLA (Detail Line Additional Information)* screen. The screen shows additional detail information for the line.
16. Press **ENTER** to return to the *DLL* screen.
17. Type **H** in the SEL field and press **ENTER** to display the *DLH (Document Distribution Line History)* screen. The screen indicates whether the General Ledger lines have been changed since the document was first entered and how it was changed.
18. Press **ENTER** to return to the *DLL* screen.
19. Press **ENTER** to return to the *DCL* screen.