PROCEDURE 8B:

ENTERING DIRECT INVOICES WITH TAX

AP01

Job Aid AP01-8B

The purpose of this job aid is to explain how to enter direct invoices (with tax) in NCAS.

Make sure a completed Control Group Header sheet has been received.

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. 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. When accessing the *Vendor Setup (VSL)* screen, choose the appropriate vendor. Type **R** in the ACTIVITY field and press **ENTER** to *return* to the *IWS-1T* screen.
4. If any messages display, read the messages and press **ENTER** to override the messages and continue entering the invoice.
5. Type the **county code** in the COUNTY CODE field.
6. Verify that the appropriate payment terms have defaulted into the TERMS CODE field. Update this field if necessary.
   a. The *Payment Terms Code List (PTL)* screen can be accessed to obtain a list of payment terms and their corresponding codes. Type **BACK** in the NEXT FUNCTION field and press **ENTER** to return to the *IWS-1T* screen.
7. To add a remit message to the check, access the *Remit Message List (RML)* 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.)
8. Type the **paying entity (XXPT)** in the PAY ENTITY field and press **ENTER** to review the remit message.
9. Once you have located the appropriate message on the *RML* screen, type **R** in the NEXT FUNCTION field and press **ENTER** to *return* to the *IWS-IT* screen.
10. Type the **three-character code** that corresponds to the message in the first REMIT MSG field.
11. At the 0001 line, type the **first line total amount** in the AMOUNT/PERCENT field to indicate the amount of the first line of the invoice.
12. Type the **company number** in the CO field.
13. Type the **account number** in the ACCOUNT field.

14. Type the **center number** in the CENTER field.
15. If no tax is prorated against this line, type **N** in the T field (part of the FTAD field) to indicate that a portion of the total tax is not to be expensed.
    a. If there is only one line of expense, proceed to the next step. For more than one line of expense, repeat Steps 10 through 14 and then proceed with Step 15.
16. If there is a **NO** in the 99 field, you must override the NO with the applicable 1099 code.
17. Type **TNL** in the NEXT FUNCTION field and press **ENTER** to access the *1099 Codes List (TNL)* screen.
18. Press **ENTER** to view the 1099 codes. Scroll down to locate the correct 1099 code to process the invoice line.
19. Type **R** in the NEXT FUNCTION field and press **ENTER** to *return* to the *Invoice Worksheet 1 (IWS-IT)* screen.
20. Type **the 1099 code** over the NO in the 99 field of the invoice line.
21. Type the **sales tax value** in the second blank space of the SALES TAX/VAT field to identify the tax amount to be posted to the General Ledger for the entire invoice.
22. Type the **total invoice amount** in the GROSS AMOUNT field.
23. Type **NEXT** or **N** in the REQUEST field and press **ENTER** to balance the document.