



# QRG 13:

## ACCOUNTS PAYABLE MATCHING SCREENS

**AP01**

### Job Aid AP01-QRG13

The purpose of this job aid is to provide descriptions for the accounts payable matching screens in NCAS.

| Screen  | Description  |
|---|--|
| <i>Invoice Matching (IMP)</i>                 | Collects identifying information about the invoice and the PO to match. Creates the invoice header and the related records.  |
| <i>Purchase Order Finder (POF)</i>            | Use <i>Purchase Order Finder (POF)</i> screen to identify a matching PO. Lists open purchase orders issued to the vendor referenced on the <i>Invoice Matching Screen (IMP)</i> . When a PO from the list is selected, the system redisplay <i>IMP</i> with the information about the order. |
| <i>Invoice Line Audit (ILA)</i>               | Lists PO lines open to invoicing and collects invoice information.   |
| <i>Invoice Worksheet (IWS)</i>                | When matching, use this screen to record additional information or change certain information entered on the PO. It is also used when entering an invoice directly into the system.  |
| <i>Document Level Comments (DLC)</i>          | Provides space to write comments about the invoice being matching.   |
| <i>Invoice Reapplication Work Queue (IRQ)</i> | Lists invoices passed to the purchasing department for review or awaiting signature verification. When processing instructions are received, select the document from the list and either pay the document as is or process it and audit again.  |
| <i>Invoice Exception Comments (IEC)</i>       | Provides space to write comments to the buyer when passing an invoice header or line exception.  |
| <i>View Exception Comments (VEC)</i>          | Lists all invoices associated with an invoice header or line exception. AP and Purchasing comments are displayed on the same screen.   |
| <i>Invoice Delivery Audit (IDA)</i>           | Lists receipts open to invoicing and collects invoice information.   |