



QRG 6:

ACCOUNTS PAYABLE CONTROL GROUP HEADER

AP01

Job Aid AP01-QRG6

The purpose of this job aid is to provide information about the accounts payable control group header in NCAS.

Agency Name

Accounts Payable Control Group Header

PAYING ENTITY _____ _____

_____ **Other** _____

ENTRY METHOD DIRECT INVOICES
 MATCHING INVOICES
 EMPLOYEE INVOICES

CONTROL GROUP DATE: _____

CONTROL GROUP NUMBER: _____

OPERATOR ID: _____
DBS # _____ Initials _____

	INVOICE NUMBER	NUMBER OF DOCUMENTS	AMOUNT
PER TAPE			
ADJUSTMENTS			
AMOUNT ENTERED			