



# QRG 9: AGENCY CASH DISBURSEMENTS CODE SHEET

## AP01

## Job Aid AP01-QRG9

The purpose of this job aid is to show an example of the agency cash disbursements code sheet for NCAS.

**AGENCY NAME**  
**CASH DISBURSEMENTS CODE SHEET**

Invoice Number	<input style="width: 100%;" type="text"/>	Buy Entity	<input style="width: 100%;" type="text"/> (Matching Inv Only)
Invoice Date	<input style="width: 100%;" type="text"/>	PO Number	<input style="width: 100%;" type="text"/>
Vendor Number	<input style="width: 100%;" type="text"/>	Grp Nbr	<input style="width: 100%;" type="text"/>
Vendor Name	<input style="width: 100%;" type="text"/>	Terms Code	<input style="width: 100%;" type="text"/> <or> Due Date <input style="width: 100%;" type="text"/>
		Voucher Nbr	<input style="width: 100%;" type="text"/>

Remit Code/Message

Amount	DR/ CR	(4 char) Company	(Max 11 char) Account	(Max 12 char) Center	(Direct Invoices Only) NCAS Item Number	1099 Code	Accrual Code

Sales Tax Amt	Comments: _____	Prepared by: _____
Freight Amt	_____	Approved by: _____
Gross Amt	_____	Entered by: _____

Accounting Control Use Only:	Pay Entity: <input style="width: 100%;" type="text"/>	Control Grp Nbr: <input style="width: 100%;" type="text"/>	Control Grp Date: <input style="width: 100%;" type="text"/>
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