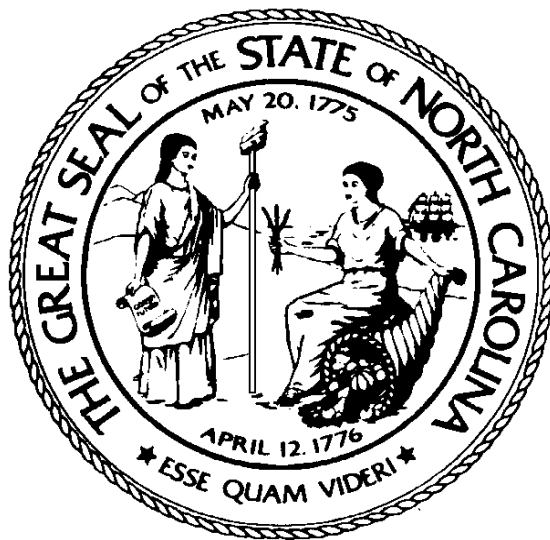


# AP Matching Training Course

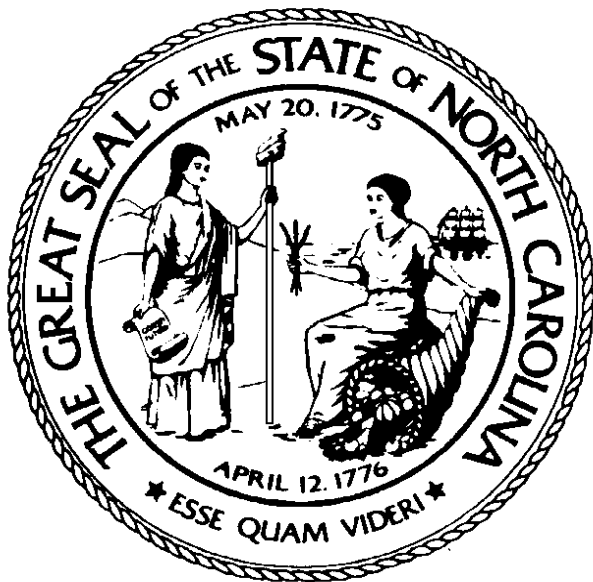


State of North Carolina

# NC Accounting System



North Carolina Accounting System  
**AP Matching**  
Training Course  
*15th Edition*



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State Controller  
March 1, 2011

This training was prepared by:  
**The Office of the State Controller**  
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## Course Overview

### Overview

The North Carolina Accounting System (NCAS) allows state agencies to perform automated matching of purchase orders, receiving documents, and invoices. Agencies do not need to manually audit these documents before entering them into the system.

This course provides an agency's Accounts Payable (AP) management and staff with the information necessary to match invoices to purchase orders using the NCAS.

### Audience

Accounts payable clerk  
Accounts payable management

### Length

7 hours

### Objectives

The primary objective of this course is to enable AP managers and staff to match invoices to purchase orders using the NCAS. Upon successful completion of this course, participants will be able to:

- Apply key matching concepts
- Process invoice exceptions
- Obtain signature verification for invoices
- Process matching invoices with grant and award identifiers
- Convert one unit of measure to another
- Adjust payments after goods have been returned
- Manually close a PO line
- Process other matching AP transactions

## **NOTES**

## **Sections**

- *Course Overview*
- *Business Process*
- *Policy Overview*
- *Applying Key Matching Concepts*
- *Processing Exceptions*
- *Obtaining Signature Verification*
- *Processing Grants and Awards*
- *Converting Units of Measure*
- *Adjusting Payments*
- *Manually Closing PO Lines*
- *Processing Other Matching AP Transactions*

This section includes detailed process steps that describe how to complete the tasks. These steps can be used after the training as a reference to use the North Carolina Accounting System to perform job functions.

## **Quick Reference Guides (QRGs)**

This section includes job aids that help participants complete the tasks involved with their jobs. These QRGs are referenced throughout the walk-throughs and activities.

## Business Process Overview

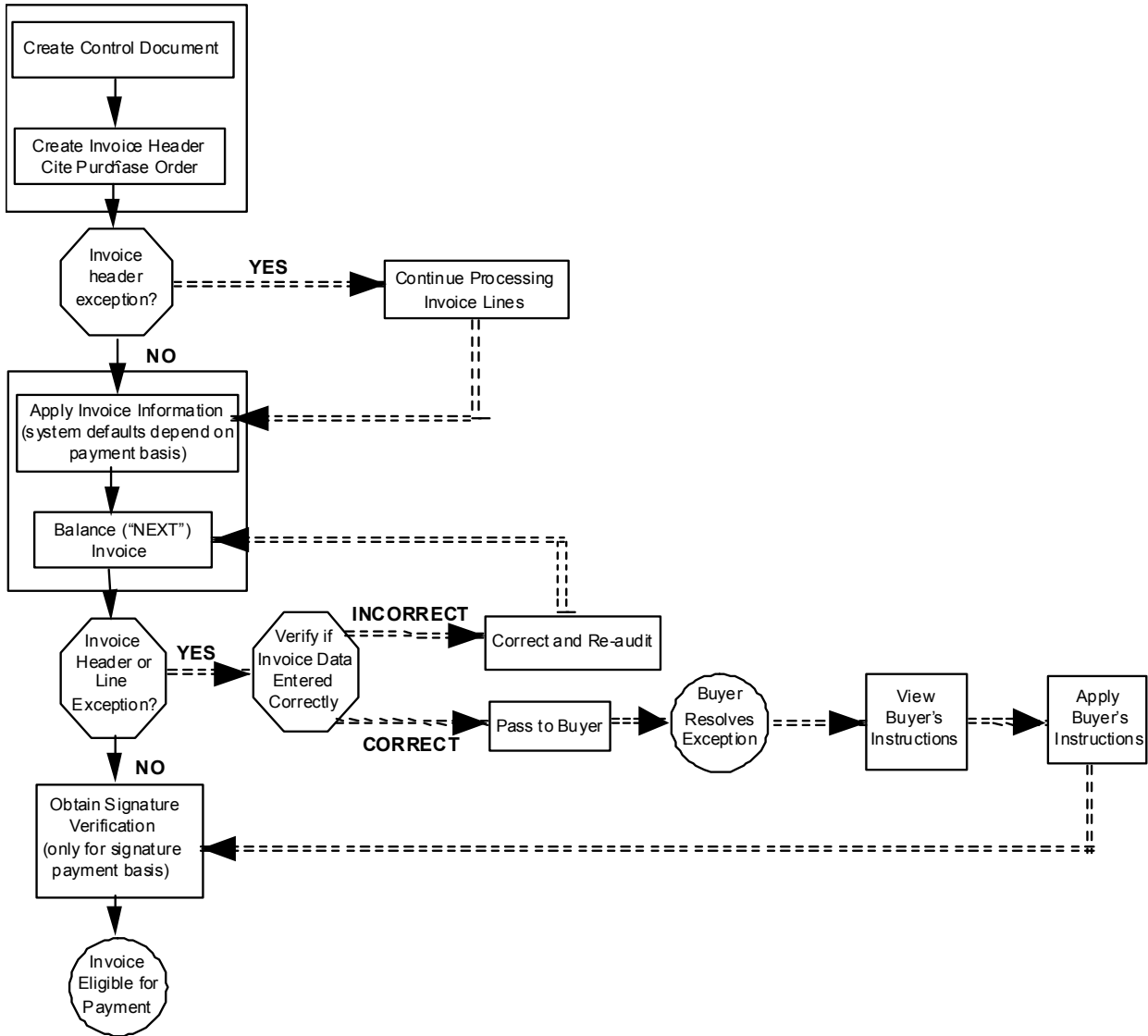
### Overview

The objective of matching an invoice to a purchase order (PO) and a receipt is to make the invoice eligible for payment by verifying that all the information is accurate. In the NCAS, an AP clerk no longer needs to manually compare invoices to purchase orders and receipts. The system performs the comparison and informs the AP clerk if the invoice information does not match the PO and/or receipt information.

In order to match invoices, an AP clerk must be able to:

- Apply key matching concepts
- Identify the PO that corresponds to the invoice
- Identify the PO line(s) that corresponds to the invoice line(s)
- Process exceptions, if any occur
- Obtain signature verification of the invoice, if necessary
- Convert one unit of measure to another
- Process matching invoices with grant and award identifiers, if applicable
- Adjust payment after goods have been returned
- Manually close the PO line to invoicing, if necessary

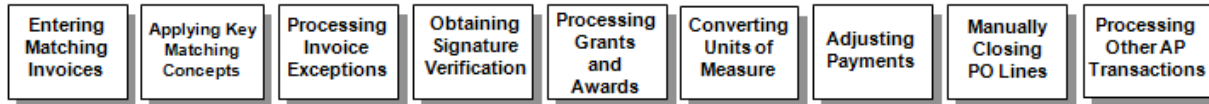
The following diagram illustrates the process of matching an invoice to a purchase order.



## Course Map

## NOTES

The following diagram, also known as the course map, lists the topics which are covered in this course. Each topic is highlighted as it is discussed.



## Entering Matching Invoices

A matching invoice references a purchase order that was issued to the vendor at the time the order was placed. The information on the invoice is matched to the information on the purchase order online. Matching invoices are processed on the Invoice Matching (IMP) and the Invoice Line Audit (ILA) screens.

## Applying Key Matching Concepts

To facilitate the processing of matching invoices, the AP clerk needs to understand the following two key matching concepts:

- **Payment Basis**

The conditions under which a matching invoice may be paid is referred to as the **payment basis**. North Carolina uses four different payment bases for invoices:

- Purchase order
- Signature
- Receipt
- Inspection

- **Base Permit-to-Pay**

The **base permit-to-pay** (PTP) is the extended value calculated by the NCAS for each PO line. The PTP is the maximum amount that may be paid for each matching invoice or invoice line.

## Processing Exceptions

If the difference between the information on the invoice and the PO is not within a predetermined acceptable range, a matching exception occurs. Since the NCAS audits the information on both the invoice header and the invoice line, two types of exceptions can occur:

- **Invoice header exceptions** occur when the difference between the information on the PO header and the invoice header is not within the acceptable range.

---

## **NOTES**

- **Invoice line exceptions** occur when the difference between the information on the PO line and the invoice line is not within the acceptable range.

The NCAS does not allow further processing of the invoice until the exception has been resolved. Processing an exception requires the AP clerk to do two things:

- Respond to the exception message
- Apply the buyer's instructions to clear the exception

## **Obtaining Signature Verification**

Generally, invoices for services cannot be paid without the requester's signature, which verifies that the invoiced services have actually been received. The NCAS holds an invoice that requires signature approval until the necessary signature is obtained. Once the signature is obtained, the AP clerk can release the invoice for payment.

## **Processing Grants and Awards**

The NCAS has the capability to flag grants and awards to direct invoices, matching invoices, employee transactions, and procurement card transactions. This course will only discuss flagging matching invoices with grant and award identifiers.

## **Converting Units of Measure**

Occasionally, a vendor's invoice may show a different quantity and unit of measure than those specified on the PO line. In such a case, the AP clerk must determine and indicate the quantity and relationship that allows one unit of measure to be converted to another.

## **Adjusting Payments**

When an agency returns goods to a vendor, the AP clerk needs to appropriately adjust the vendor's invoice and the payment. Generally, payment is adjusted by issuing a debit memo against the invoice or by applying a credit memo to that invoice.

## **Manually Closing PO Lines**

## ***NOTES***

Once a PO line has been fully invoiced, the system automatically closes the PO line to invoicing. Closing the PO line prevents additional invoices from being matched against that line. Under certain circumstances, the PO line does not automatically close after the invoice has been matched. In these cases, the AP clerk needs to manually close the PO line to invoicing.

## **Processing Other Matching AP Transactions**

Periodically, there may be additional Matching AP transactions that need to be performed. These additional transactions are processing 1099 transactions, processing year-end accruals, and processing sales tax.



## Policy Overview

### Accounts Payable Integration with Other Modules

The NCAS provides an integrated set of financial and materials management modules for managing business functions. Integration of the AP module with the Purchasing (PS) and the Budgetary Control (BC) modules provides AP with invoice processing controls. The AP module is linked to the PS and BC modules as follows:

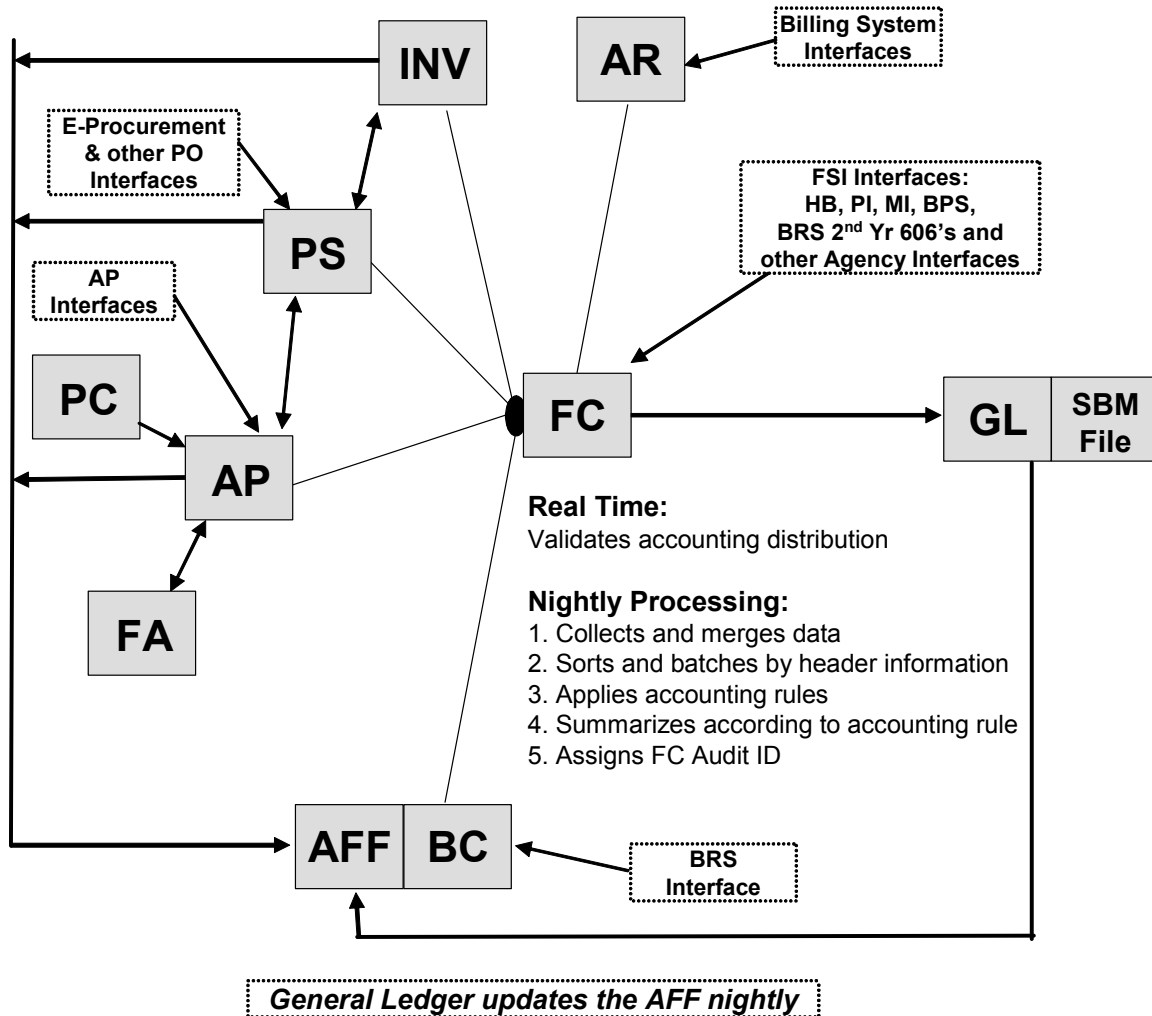
- When an invoice is matched to a purchase order, the AP module applies purchasing audit controls to the invoice.

By integrating Purchasing with Accounts Payable, the matched invoice is provided with audit controls to limit differences between the ordered, received or inspected amount and the invoiced amount. The controls are set up by the buyer in consultation with AP personnel.

The integration of Purchasing and Accounts Payable significantly reduces the data entry by the AP clerk because he or she does not have to reenter PO and receipt information already keyed into the system by the buyer and receiver.

- The Budgetary Control module provides funds-checking controls for the matched document.

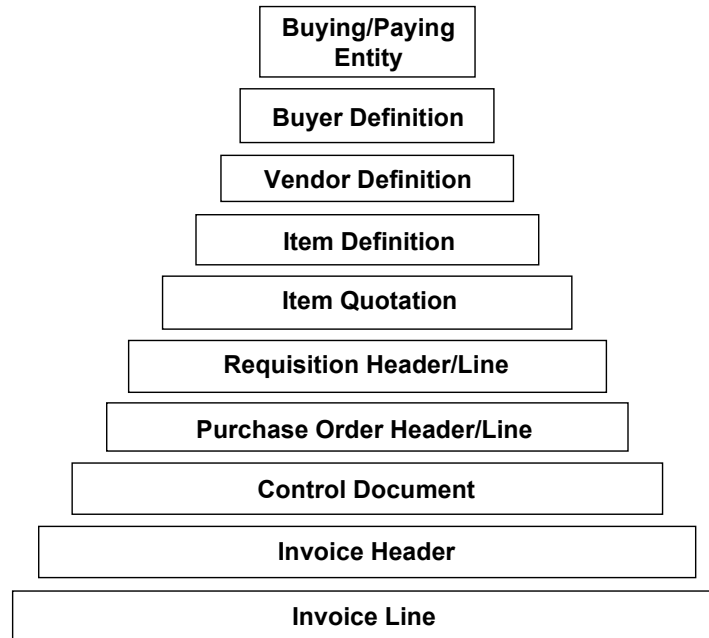
Integration with the Budgetary Control module provides online real-time available funds checking. The funds checking occurs for matched documents as PO encumbrances are relieved and invoice encumbrances are created.



## Default Heirarchy

The NCAS has the ability to carry forward—or default—values in certain fields from one screen to the next. These values are referred to as **default values**. Default values in the NCAS follow a hierarchy. This default hierarchy, illustrated in the diagram below, represents the levels at which matching policies are established and maintained.

## NOTES



At the highest level, the buying and paying entities act as an umbrella under which general matching policies are established and maintained. This information is set up to default into all NCAS documents.

As you progress down the pyramid, each level represents an opportunity to override previously established policies (or defaults). The last opportunity for purchasing personnel or buyers to override default information is at the purchase order line (PO line) level. The last opportunity for AP personnel to override default information is at the invoice line level.

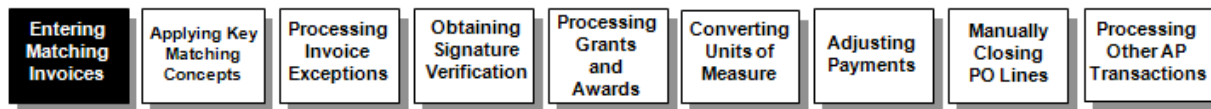
Most matching policies on PO documents are established by the buyer, in consultation with AP personnel. The matching defaults that you see on your screens are set up in the Purchasing and Accounts Payable modules. The integration of AP with the Purchasing module allows these values to default into AP matching screens.

- 📁 Your agency may have established payment terms of net 30 for a particular paying entity, such as net 30. These payment terms default to all transactions associated with this paying entity unless overridden at a lower level. However, a buyer may negotiate better payment terms with a specific vendor—for example, net 45. In this case, the buyer overrides the net 30 default with net 45 on the appropriate PO screen (PO header or PO line). The net 45 then defaults to all AP screens related to this PO.

The AP clerk can also override payment terms. For example, the vendor's invoice may arrive with the more favorable payment terms of net 60. The AP clerk can override the net 45 default on the *Invoice Matching (IMP)* screen when entering the matching invoice.



## Entering Matching Invoices



### Overview

Matching invoices are entered on the *Invoice Matching (IMP)* screen. The top portion of the screen resembles the top portion of an invoice. It includes:

- Invoice number
- Invoice date
- Vendor information
- Purchase order number
- Amount totals

After the top portion is completed, you can access the *Invoice Line Audit (ILA)* screen. The *ILA* screen displays the purchase order information that was issued in the purchasing system at the time the order was placed. The PO information online must be matched to the information on the invoice.

The following information about the invoice must be verified and corrected if there are any discrepancies:

- **AP ATTN Field**

It is vital that you check the AP ATTN field to determine if the buyer has sent any comments. If buyer comments exist, the AP ATTN field for the line displays “yes”. To access these notes, type **C** (comments) in the select field for the PO line. The *PO Comment Inquiry (PCI)* screen is displayed. Press **Enter** to list the comments for this PO line. Type **Back** in the NEXT FUNCTION field to return back to the *ILA* screen. The list begins with the first comment for the PO line. In addition to AP attention notes, comments may also include instructions to be printed on the PO. Make it a practice in your organization to begin all AP attention notes with a standard comment sequence number (such as 001 or 100). This will assist in easy location and review of instructions.

- **Vendor’s Remit-to Address**

It is important to validate that the vendor’s remit-to address is correct. The *Remit to Vendor Setup (VRS)* screen displays detailed information about the vendor, including the vendor’s remit-to address.

## NOTES

- **Quantity**

The *Invoice Line Audit (ILA)* screen displays the purchase order quantity. This quantity must match the invoice quantity and any discrepancies must be corrected. Discrepancies can cause funds to be unencumbered or PO lines to be closed to invoicing.

- **Amount**

The *Invoice Line Audit (ILA)* screen also displays the purchase order amount. This amount must match the invoice amount. Discrepancies must be corrected in order to ensure accurate payment to the vendor.

- **Unit of Measure**

The *Invoice Line Audit (ILA)* screen displays the purchase order unit of measure. This unit must match the invoice unit. It is important to convert the PO unit to the invoice unit because these discrepancies impact requisitioning and the Available Funds File.

- **Accounting Distribution**

It is also important to verify that the accounting distribution is valid for the invoice. The *Invoice Line Audit (ILA)* screen displays the accounting distribution from the purchase order in the CO, ACCOUNT, and CENTER fields.



If the account has 2 numbers at the end of the field in positions 17 and 18 (ex. 532199\_\_\_\_\_\_10), the system prevents the processing of matching invoices with a multi-year indicator. The multi-year indicator is not a part of a valid 11-digit account in NCAS, so any data in that field will stop processing. When processing matching invoices on the *ILA* screen, AP clerks encounters the error message: **U12: INVOICE CONTAINS A FUTURE YEAR IND. – MUST REMOVE IND. ON PO FIRST.** Once the error message displays, no further processing can be performed on the tagged line until the account number is corrected on the purchase order by Purchasing.

- **Prorate Flags**

It is extremely important that the prorate flags (Y or N) for each line be verified as to allowable or not allowable. An incorrect flag in these fields can lead to funds being sent to suspense, requiring a journal voucher entry to correct the error.

Prorate flag fields, located on the *Invoice Line Audit (ILA)* screen, include:

- **T** Tax
- **F** Freight
- **A** Additional Cost
- **D** Discount



# NOTES

- Press  to process the control group header information and to access the *Invoice Matching (IMP)* screen.

```

OCP AP                INVOICE MATCHING                IMP
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: _____ ACTION: _____                01/03/2008 13:33:45
REQUEST: _____
=====
INVOICE NUMBER      : 3 _____                DATE : 4 _____                EXCEPTION CMNTS : _
VENDOR SHORT NAME  : 5 _____
VENDOR NUMBER      : _____                CM/DM: I
P O BUY ENTITY     : _____                P O NUMBER: _____                RELEASE: _____                ALL: _
GROSS AMOUNT       : _____                FREIGHT          : _____
SALES TAX/VAT      : _____                ADDITIONAL COST  : _____
SALES TAX 2        : _____                SALES TAX 3      : _____
REMIT MSG          : _____
COUNTY CODE       : _____
=====
SUGGESTED VALUES =====
TERMS CODE         : _____                DISCOUNT AMT/PCT : _____
PAYMENT DUE DATE   : _____                REASON CODE        : _____
GL EFFECTIVE DATE  : _____                FACTOR NUMBER       : _____
PROVISIONAL DATE   : _____                IND: _____     SIGNATURE APPR CD : _____
PAYMENT ROUTE CD   : _____                BAP CODE           : _____     CURRENCY CODE      : _____
EXPENSE            : _____                PAYABLES           : _____     DISCOUNT          : _____
ACCOUNTING RULE    : _____                HANDLING           : _____     INTERCO PAYABLES  : _____
    
```

You are now ready to key in the first invoice.

<b>Invoice: Dakota Office Supplies 6020 Olde Eure Rd Raleigh, NC 27600-5337</b>		<b>Invoice Number: 3527819735 Invoice Date: 02/02/2008 Terms: 10M</b>	
<b>Description:</b>	<b>Quantity:</b>	<b>Unit Price:</b>	<b>Total Price:</b>
Diskettes	30 boxes		150.00
<b>PO# XX4000204</b>		<b>Freight: Tax: Total:</b>	<u>150.00</u>

- Type **3527819735** in the INVOICE NUMBER field.
- Type **020208** in the DATE field.
- Type **dakota@** in the VENDOR SHORT NAME field and press  to return the vendor number and address to the *IMP* screen.

If the short name is not unique to one vendor, the system displays the *Vendor Short Name Lookup (VSL)* screen with all vendors that match the specified short name. Press  to scroll through the list until you find the required vendor.

## NOTES

```

OCP AP                INVOICE MATCHING                IMP
142 - BUY ENTITY MUST BE ENTERED

NEXT FUNCTION: 6      ACTION: _____      01/03/2008 13:37:35
REQUEST: _____

=====
INVOICE NUMBER      :      3527819735      DATE: 02/02/2008      EXCEPTION CMNTS: _
VENDOR SHORT NAME  : DAKOTAOFFICESUP      DAKOTA OFFICE SUPPLIES
VENDOR NUMBER      :      560746125 A      RALEIGH                CM/DM: I
                                      NC 27602
P O BUY ENTITY     : _____      P O NUMBER: _____      RELEASE: _____      ALL: _

GROSS AMOUNT       : _____      FREIGHT                 : _____
SALES TAX/VAT      : _____      ADDITIONAL COST         : _____
SALES TAX 2        : _____      SALES TAX 3             : _____
REMIT MSG          : _____
COUNTY CODE       : _____

=====
SUGGESTED VALUES  =====
TERMS CODE         : _____      DISCOUNT AMT/PCT     : _____
PAYMENT DUE DATE   : _____      REASON CODE           : _____
GL EFFECTIVE DATE  : _____      FACTOR NUMBER         : _____
PROVISIONAL DATE   : _____      SIGNATURE APPR CD:    : _____
PAYMENT ROUTE CD   : _____      BAP CODE : 06D        CURRENCY CODE         : _____
EXPENSE            : 001      PAYABLES : _____      DISCOUNT             : 001
ACCOUNTING RULE    : 01      HANDLING : _____      INTERCO PAYABLES     : _____
    
```

- To verify that the correct vendor name and address have been returned to the *IMP* screen, type **VRS** in the NEXT FUNCTION field and press  to access the *Remit to Vendor Setup (VRS)* screen. The *VRS* screen displays detailed information about the vendor.

```

OCP                REMIT TO VENDOR SETUP                VRS

NEXT FUNCTION: 7      ACTION: _____      01/03/2008 13:39:24

=====
PAY ENTITY         : XXPT
VENDOR NUMBER      : 560746125
GROUP NUMBER       : A
SHORT NAME         : DAKOTAOFFICESUP
VENDOR TYPE        : M
REMIT TO VENDOR NAME: DAKOTA OFFICE SUPPLIES
  ADDR LINE 1:
  ADDR LINE 2: 6020 OLDE EURE RD      PHONE           : 800-226-5337
  ADDR LINE 3: RALEIGH                STATE CODE      : NC
  OPT ADDR 1:  PHONE#: 919-348-5331    POSTAL CODE     : 27600-5337
  OPT ADDR 2:
  CONTACT          : LOUIS CARL
  1099 PAYEE       : WESTERN OFFICE EQUIPMENTCO
  PAYMENT TERMS   : N30      STATUS:      REMIT HOLD:
  PAY IN 30 DAYS
  --- CONSOLIDATED REPORTING INFORMATION ---
  PAY ENTITY      :                CATEGORY CODE 1:
  VENDOR NUMBER   :                CATEGORY CODE 2:
  GROUP NUMBER    :                CATEGORY CODE 3:
    
```

Note that the vendor's remit to address is correct.

- Type **R** in the NEXT FUNCTION field and press  to return to the *Invoice Matching (IMP)* screen.

# NOTES

```

OCP AP                INVOICE MATCHING                IMP
142 - BUY ENTITY MUST BE ENTERED
NEXT FUNCTION: _____ ACTION: _____                01/03/2008 13:41:41
REQUEST: _____
=====
INVOICE NUMBER      :      3527819735      DATE: 02/02/2008      EXCEPTION CMNTS: _
VENDOR SHORT NAME:  DAKOTAOFFICESUP      DAKOTA OFFICE SUPPLIES
VENDOR NUMBER      :      560746125 A      RALEIGH                CM/DM: I
                                                NC 27602
P O BUY ENTITY      :      8                P O NUMBER: 9                RELEASE: _____ ALL: _

GROSS AMOUNT        :      10                FREIGHT                : _____
SALES TAX/VAT        : _____                ADDITIONAL COST        : _____
SALES TAX 2          : _____                SALES TAX 3            : _____
REMIT MSG           : _____
COUNTY CODE        : _____
=====
SUGGESTED VALUES  =====
TERMS CODE          :      11                DISCOUNT AMT/PCT     : _____
PAYMENT DUE DATE    : _____                REASON CODE           : _____
GL EFFECTIVE DATE   : _____                FACTOR NUMBER          : _____
PROVISIONAL DATE    : _____                SIGNATURE APPR CD     : _____
PAYMENT ROUTE CD    : _____                BAP CODE : 06D         CURRENCY CODE          : _____
EXPENSE             : 001 PAYABLES : _____ DISCOUNT              : 001
ACCOUNTING RULE     : 01 HANDLING : _____ INTERCO PAYABLES      : _____
    
```

8. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.
9. Type **XX4000204** in the PO NUMBER field and press  to process the entered information.
10. Type **150.00** in the GROSS AMOUNT field.
11. Type **10M** over the payment terms have defaulted into the TERMS CODE field.
12. Press  to process the information and to access the *Invoice Line Audit (ILA)* screen. The *ILA* screen displays purchase order lines that are eligible to be matched with an invoice.

```

OCP AP                INVOICE LINE AUDIT                ILA
NEXT FUNCTION: _____ ACTION: _____                01/03/2008 13:44:51
REQUEST: 17 19                PAGE STATUS: END OF LIST
=====
VENDOR      : 560746125 A      PO NUMBER : XX4000204      EXCEPTION CMNTS: _
INVOICE NO:  3527819735      RELEASE   :                REM AMT:          150.00
S  VENDOR'S  PO  LAST  AP  MULT  -----INVOICE-----  P  P  C
Q  ITEM NUMBER  LINE  DELIV.  ATTN  UOP  DISTR  QUANTITY  AMOUNT  S  R  D  L
A 0000574      0001      NO  BX10  _____  30      150.00  _  Y  _
  3-1/2" DISKETTE, DOUBLE SIDED, HIGH DENSITY  FRT  _____  Y
  IND CO ACCOUNT  CENTER  TX/VAT  _____  Y
  XX01 533120      10001000  ADD'L  _____  Y
                                                CONV FACTOR      1.
    
```

## NOTES

13. Verify that the unit of measure (**BX10**) shown in the UOP field is the same as the unit of measure used on the invoice. Change the unit of measure if there are any discrepancies.

The procedure for changing the unit of measure on the *ILA* screen will be explained in the chapter entitled *Converting Units of Measure*.

14. Verify that the quantity (**30**) shown in the QUANTITY field on the *ILA* screen is the same as the invoice quantity. Change the quantity if there are any discrepancies.
15. Verify that the amount (**150.00**) in the AMOUNT field on the *ILA* screen is the same as the invoice amount. Change the amount if there are any discrepancies.

If there is a **YES** in the AP ATTN field, type **C** in the S (SELECT) field and press  to access the *PO Comment Inquiry (PCI)* screen. The *PCI* screen displays comments that the Purchasing department has entered for the attention of the Accounts Payable department. After viewing the comment, type **BACK** in the REQUEST field and press  to return to the *ILA* screen.

16. Verify the accounting distribution that appears in the CO, ACCOUNT and CENTER fields. Change the accounting distribution if incorrect.
17. Type **A** in the REQUEST field to identify ("tag") line 0001. This selects or sets aside a line to pay.

Each sequence letter (A, B, C) corresponds to a specific line on the purchase order. **A** corresponds to line 0001; while **B** corresponds to line 0002. To indicate each line to be paid, you must "tag" the line by typing the sequence letter in the REQUEST field and pressing . If all lines are to be paid, type **S** in the REQUEST field.

18. Press  to tag the PO line.
19. Type **N** in the REQUEST field and press  to complete this invoice entry.

Type **CONT** in the REQUEST field and press  to retrieve the original *Invoice Matching (IMP)* screen to:

- Change any fields on the *IMP* screen except vendor information.
- Enter another PO number that is referenced by the invoice.

You have completed entering the first matching invoice of control group 123.

# NOTES

## ACTIVITY: Entering a Matching Invoice

**SCENARIO**

The second invoice in control group 123 is an invoice from Vacuum Central. This invoice does not have a PO number on it. Locate the PO number using the *PO Finder (POF)* screen.

You are on the *IMP* screen. Enter this invoice in the NCAS.

You are now ready to key in the second invoice in the control group 123.

<b>Invoice: Vacuum Central</b> 3423 Avalon Pkwy Piccard, NC 28000-3423		<b>Invoice Number: 5671689876</b> <b>Invoice Date: 02/25/2008</b> <b>Terms: Net 30</b>	
<b>Description:</b>	<b>Quantity:</b>	<b>Unit Price:</b>	<b>Total Price:</b>
Red Devil Vacuum	5	150.00	750.00
Vacuum Bags	100	1.00	100.00
Replacement Belts	10	3.50	35.00
Replacement Bulbs	5	2.00	10.00
		<b>Freight:</b>	
		<b>Tax:</b>	
		<b>Total:</b>	<b>895.00</b>

```

OCP AP                               INVOICE MATCHING                               IMP
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: 4 _____ ACTION: _____ 01/05/2006 09:35:27
REQUEST: _____
=====
INVOICE NUMBER : 1 _____ DATE: 2 _____ EXCEPTION CMNTS: _
VENDOR SHORT NAME: 3 _____
VENDOR NUMBER : _____ CM/DM: I
P O BUY ENTITY : _____ P O NUMBER: _____ RELEASE: _____ ALL: _
GROSS AMOUNT : _____ FREIGHT : _____
SALES TAX/VAT : _____ ADDITIONAL COST : _____
SALES TAX 2 : _____ SALES TAX 3 : _____
REMIT MSG : _____
COUNTY CODE : _____
=====
SUGGESTED VALUES =====
TERMS CODE : _____ DISCOUNT AMT/PCT : _____
PAYMENT DUE DATE : _____ REASON CODE : _____
GL EFFECTIVE DATE: _____ FACTOR NUMBER : _____
PROVISIONAL DATE : _____ IND: _____ SIGNATURE APPR CD: _____
PAYMENT ROUTE CD : _____ BAP CODE : _____ CURRENCY CODE : _____
EXPENSE : _____ PAYABLES : _____ DISCOUNT : _____
ACCOUNTING RULE : _____ HANDLING : _____ INTERCO PAYABLES : _____
  
```

1. Type **5674389876** in the INVOICE NUMBER field.
2. Type **022508** in the DATE field.

3. Type **vac@** in the VENDOR SHORT NAME field and press **Enter** to return the vendor number and address to the *IMP* screen.
4. To verify that the correct vendor name and address have been returned to the *IMP* screen, type **VRS** in the NEXT FUNCTION field and press **Enter** to access the *Remit to Vendor Setup (VRS)* screen. The *VRS* screen displays detailed information about the vendor.

## NOTES

```

OCP                                REMIT TO VENDOR SETUP                                VRS
NEXT FUNCTION: 5 ACTION: _____ 01/05/2008 14:24:47
=====
PAY ENTITY      : XXPT
VENDOR NUMBER  : 987654321
GROUP NUMBER   : A
SHORT NAME     : VACUUMCENTRAL
VENDOR TYPE    : M
REMIT TO VENDOR NAME: VACUUM CENTRAL
  ADDR LINE 1:                PHONE      : 888-456-4500
  ADDR LINE 2: 3423 AVALON PKWY STATE CODE : NC
  ADDR LINE 3: PICCARD        POSTAL CODE : 28000-3423
  OPT ADDR 1:                OPT ADDR USE :
  OPT ADDR 2:                OPT STATE CD :
  CONTACT      : MIKE MANNING OPT POSTAL CD:
  1099 PAYEE  :
  PAYMENT TERMS :          STATUS:          REMIT HOLD:

--- CONSOLIDATED REPORTING INFORMATION ---
PAY ENTITY      :          CATEGORY CODE 1:
VENDOR NUMBER  :          CATEGORY CODE 2:
GROUP NUMBER   :          CATEGORY CODE 3:
    
```

Note that the vendor's remit to address is correct.

5. Type **R** in the NEXT FUNCTION field and press **Enter** to return to the *Invoice Matching (IMP)* screen.

```

OCP AP                                INVOICE MATCHING                                IMP
142 - BUY ENTITY MUST BE ENTERED
NEXT FUNCTION: _____ ACTION: _____ 01/05/2008 14:26:03
REQUEST: 6
=====
INVOICE NUMBER : 5671689876 DATE: 02/25/2008 EXCEPTION CMNTS: _
VENDOR SHORT NAME: VACUUMCENTRAL VACUUM CENTRAL
VENDOR NUMBER : 987654321 A PICCARD CM/DM: I
NC 28000-3423
P O BUY ENTITY : _____ P O NUMBER: _____ RELEASE: _____ ALL: _
GROSS AMOUNT : _____ FREIGHT : _____
SALES TAX/VAT : _____ ADDITIONAL COST : _____
SALES TAX 2 : _____ SALES TAX 3 : _____
REMIT MSG : _____
COUNTY CODE : _____
===== SUGGESTED VALUES =====
TERMS CODE : _____ DISCOUNT AMT/PCT : _____
PAYMENT DUE DATE : _____ REASON CODE : _____
GL EFFECTIVE DATE: _____ FACTOR NUMBER : _____
PROVISIONAL DATE : _____ IND: _____ SIGNATURE APPR CD: _____
PAYMENT ROUTE CD : _____ BAP CODE : 06D CURRENCY CODE : _____
EXPENSE : 001 PAYABLES : _____ DISCOUNT : 001
ACCOUNTING RULE : 01 HANDLING : _____ INTERCO PAYABLES : _____
    
```

Because this invoice does not reference a purchase order, you must access the *PO Finder (POF)* screen to locate the PO number. The *POF* screen lists open purchase orders by vendor within a buying entity.

# NOTES

- Type **F** in the REQUEST field and press **Enter** to access the *PO Finder (POF)* screen.

```

OCP AP                                PO FINDER                                POF
NEXT FUNCTION: _____ ACTION: _____                                01/05/2008 15:21:26
REQUEST: _____
=====
PAY ENTITY      : XXPT VENDOR NUMBER: 987654321 A SHORT NAME: VACUUMCENTRAL
BUY ENTITY      : _____ PO NUMBER      : _____ ALL: _

      PURCHASE ORDER
B/E      NUMBER RELEASE      PO DATE      LINES TPE ST      PERMIT TO PAY      SEL
      AMOUNT
XXBG XX00002312      04/11/2008      1 P 1      750.00
XXBG XX40000205      02/17/2008      4 P 1      895.00
    
```

PAGE: 1 STATUS: END OF LIST

- View the listed purchase orders and choose the one for \$895.00.
- Type **S** in the SEL field next to the chosen purchase order and press **Enter** to access the *Invoice Matching (IMP)* screen. The purchase order information defaults from the *POF* screen.

```


OCP AP                                INVOICE MATCHING                                IMP
NEXT FUNCTION: _____ ACTION: _____                                01/05/2006 15:25:20
REQUEST: _____
=====
INVOICE NUMBER   : 5671689876      DATE: 02/25/2008      EXCEPTION CMNTS: _
VENDOR SHORT NAME: VACUUMCENTRAL      VACUUM CENTRAL
VENDOR NUMBER    : 987654321 A      PICCARD      CM/DM: I
      NC 28000-3423
P O BUY ENTITY   : XXBG      P O NUMBER: XX40000205      RELEASE: _____ ALL: _

GROSS AMOUNT     : 10 _____      FREIGHT      : _____
SALES TAX/VAT    : _____      ADDITIONAL COST : _____
SALES TAX 2      : _____      SALES TAX 3      : _____
REMIT MSG        : _____
COUNTY CODE     : _____
=====
TERMS CODE       : N30      SUGGESTED VALUES =====
PAYMENT DUE DATE : _____      DISCOUNT AMT/PCT : _____
GL EFFECTIVE DATE : _____      REASON CODE       : _____
PROVISIONAL DATE : _____      FACTOR NUMBER      : _____
      IND: _____      SIGNATURE APPR CD : _____
PAYMENT ROUTE CD : _____      BAP CODE : 06D      CURRENCY CODE      : _____
EXPENSE          : 001      PAYABLES : _____      DISCOUNT          : 001
ACCOUNTING RULE  : 01      HANDLING : _____      INTERCO PAYABLES  : _____
    
```

- Verify that the correct payment terms have been defaulted into the TERMS CODE field.
- Type **895.00** in the GROSS AMOUNT field.

- Press **Enter** to process the information and to access the *Invoice Line Audit (ILA)* screen. The *ILA* screen displays purchase order lines that are eligible to be matched with an invoice.

## NOTES

-  The *ILA* screen displays only three purchase order lines at one time.

OCP AP		INVOICE LINE AUDIT										ILA			
NEXT FUNCTION: _____		ACTION: _____												01/05/2008 15:28:01	
REQUEST: <b>16</b>		PAGE STATUS: MORE													
=====		=====										=====			
VENDOR : 987654321 A		PO NUMBER : XX40000205		EXCEPTION CMNTS: -											
INVOICE NO: 5671689876		RELEASE :		REM AMT: -895.00											
S VENDOR'S PO LAST AP		MULT		-----INVOICE-----										P P C	
Q ITEM NUMBER LINE DELIV.		ATTN UOP		DISTR		QUANTITY		AMOUNT		S R D L					
A GN04577 0001		NO EA		---		5		750.00		- Y -					
RED DEVIL VACUUM CLEANERS						FRT				---		Y			
IND CO ACCOUNT		CENTER				TX/VAT				---		Y			
XX01 534529		10002000				ADD'L				---		Y			
						CONV FACTOR		1.							
B GN36580 0002		NO EA		---		100		100.00		- Y -					
RED DEVIL VACUUM CLEANER BAGS						FRT				---		Y			
IND CO ACCOUNT		CENTER				TX/VAT				---		Y			
XX01 533210		10002000				ADD'L				---		Y			
						CONV FACTOR		1.							
C GN36580 0003		NO EA		---		10		35.00		- Y -					
RED DEVIL REPLACEMENT BELTS FOR VACUUM CLEANER						FRT				---		Y			
IND CO ACCOUNT		CENTER				TX/VAT				---		Y			
XX01 533210		10002000				ADD'L				---		Y			
						CONV FACTOR		1.							


- Verify that the unit of measure (**EA**) shown in the UOP field on the first three lines is the same as the unit of measure used on the invoice. Change the unit of measure if there are any discrepancies.
- Verify that the quantity shown in the QUANTITY field on the first three lines on the *ILA* screen is the same as the quantity shown on the corresponding lines on the invoice. Change the quantity if there are any discrepancies.
- Verify that the amount in the AMOUNT field on the first three lines of the *ILA* screen is the same as the amount shown on the corresponding lines on the invoice. Change the amount if there are any discrepancies.
- Verify the accounting distribution that appears in the CO, ACCOUNT and CENTER fields for the first three lines. Change the accounting distribution if it is incorrect.
- Type **S** in the REQUEST field to identify all three lines displayed.
- Press **Enter** to tag the PO lines.

# NOTES

```

OCP AP                INVOICE LINE AUDIT                ILA
NEXT FUNCTION:        ACTION:                            01/05/2008 15:28:01
REQUEST: 21 23      PAGE STATUS: END OF LIST
=====
VENDOR      : 987654321 A      PO NUMBER : XX40000205  EXCEPTION CMNTS: -
INVOICE NO: 5671689876      RELEASE   :                REM AMT: 10.00
S  VENDOR'S  PO  LAST  AP  MULT  -----INVOICE-----  P  P  C
Q  ITEM NUMBER  LINE  DELIV.  ATTN  UOP  DISTR  QUANTITY  AMOUNT  S  R  D  L
A GN36580      0004      NO  EA      ---      5      10.00  -  Y  -
  RED DEVIL REPLACEMENT VACUUM BULBS      FRT  ---  ---  ---  ---  ---  Y
  IND CO ACCOUNT      CENTER      TX/VAT  ---  ---  ---  ---  ---  Y
  XX01 533210      10002000  ADD'L  ---  ---  ---  ---  ---  Y
  CONV FACTOR      1.
  
```

18. Verify that the unit of measure (**EA**) shown in the UOP field is the same as the unit of measure used on the invoice. Change the unit of measure if there is a discrepancy.
19. Verify that the quantity shown in the QUANTITY field is the same as the invoice quantity. Change the amount if there is a discrepancy.
20. Verify that the amount in the AMOUNT field is the same as the invoice amount. Change the amount if there is a discrepancy.
21. Type **A** in the REQUEST field to identify line 0004.
22. Press  to tag to PO line. NCAS returns you to the first screen since all lines are tagged.
23. Type **N** in the REQUEST field and press  to complete this invoice entry.

 Remember to delete any remaining characters after typing the "N."

You have completed entering the second matching invoice in control group 123. In this activity, you learned to use the *PO Finder (POF)* screen to locate the PO number associated with an invoice.

## Applying a Debit or Credit Memo to a Matching Invoice

## NOTES

Remember that an error in a direct invoice is corrected by issuing a debit or credit memo against that invoice. Similarly, if an error occurs in a matching invoice, the error must be corrected by issuing a debit or credit memo against the matching invoice.

In the NCAS, a debit or credit memo against a matching invoice is processed on the *Invoice Matching (IMP)* screen. However, you *must* type a **C** (for *credit* memo) or **D** (for *debit* memo) in the CM/DM field before you process the vendor information (i.e., after you type the vendor short name and before you press  to return the vendor number and address to the *IMP* screen).

The *ILA* screen for a debit or a credit memo is processed in the same way as it is for an invoice. Change the QUANTITY and AMOUNT fields as follows:

- If a credit memo reflects only a **dollar adjustment**, type **0** in the QUANTITY field to indicate that quantity is not applicable. Then type the value of the dollar adjustment in the AMOUNT field.
- If a credit memo reflects a **quantity and dollar adjustment** (e.g., when goods are returned), type the quantity of returned goods in the QUANTITY field and the value of the dollar adjustment in the AMOUNT field.

Remember that the NCAS automatically handles the amount as a negative if you have designated the document as a debit or credit memo by typing **C** or **D** in the CM/DM field. You, therefore, do *not* have to enter the debit/credit memo total as a negative amount.

In addition, remember to *subtract* debit or credit memo totals from the control total on the control group header sheet and the CONTROL AMOUNT on the *CES* screen.

Verify the due date of the invoice and make sure that the payment terms or payment due date entered on the debit or credit memo fall within the same payment cycle if possible. Otherwise, the vendor may be overpaid, and the debit or credit memo will not be applied.

You will practice entering debit and credit memos against matching invoices in the chapter entitled *Processing Exceptions*.

## NOTES

### Inquiries

During matching, the AP clerk should use purchasing inquiry screens to obtain detailed information about a particular PO or PO line.

The *PO Line Inquiry Selection (PLI)* screen is the primary screen used by the AP clerk to access purchasing information. The *PLI* screen provides detailed PO line information. This screen is accessed during invoice processing by typing **P** in the S (SELECT) field on the *Invoice Line Audit (ILA)* screen. After reviewing the detailed PO line information, type **BACK** in the NEXT FUNCTION field and press  to return to the *ILA* screen.

The *PLI* screen can also be accessed directly by typing **PLI** in the NEXT FUNCTION field of any screen.

The *PLI* screen displays a list of purchase order lines based upon the following search criteria:

- Buying entity
- Paying entity
- Vendor number or short name
- PO number (if known)
- PO line number (if known)

It also allows you to access several other inquiry screens:

- *PO Line General Information (PLG)*
- *PO Line Ordered Item Information (PLO)*
- *PO Line Receipt/Invoice Controls (PLC)*
- *PO Line Receipt/Invoice Information (PLR)*
- *PO Line Financial Information (PLF)*
- *PO Comment Inquiry (PCI)*
- *PO Invoice Matching Information (PMI)*

You select the inquiry screen you would like to view by typing an **X** in the INQUIRY SELECTION field next to the purchase order line to be reviewed. Each inquiry screen selected is displayed in succession when  is pressed.

In Accounts Payable, the *Purchase Order to Invoice List (PIL)* screen lists all the documents that are matched to a purchase order. This allows the AP clerk to view information about previously matched invoices, debit memos, and credit memos. This screen is accessed directly by typing **PIL** in the NEXT FUNCTION field.

On the *PIL* screen, type the **buying entity** and **purchase order number** in the BUY ENTITY and PO NUMBER fields, respectively, and press  to obtain the list. If there are no documents matched to the specified purchase order, the following message is displayed: **482 - NO INVOICE LINES ASSOCIATED WITH THIS PURCHASE ORDER.**

## WALKTHROUGH: Purchasing Inquiries

## NOTES

### SCENARIO

This walkthrough demonstrates how to make purchasing inquiries. Use PO number XX40000200 in this scenario.

1. Type **PLI** in the NEXT FUNCTION field and press **Enter** to access the *Purchase Order Line Inquiry (PLI)* screen. (Note that you are accessing the *PLI* screen from the Purchasing module because you are not processing invoices during this example.)

The PLI screen displays a list of purchase order lines based upon the search criteria entered.

```

OCP PS                PO LINE INQUIRY SELECTION                PLI
NEXT FUNCTION: _____ ACTION: _____ HISTORY:          06/24/2008 15:34:56
REQUEST: _____
=====
BUY ENTITY             2          PO NO.           : 3          BLANKET REL: _____
PO LINE NO.           _____ LN STATUS      : _____ BUYER ID    : _____
PROMISE DAT           _____ CATALOG NO: _____ ITEM NO.    : _____
PAY ENTITY            _____ VENDOR NO.: _____ SHORT NAME  : _____

   PO      BLANKET  LINE BUYER  --LINE STATUS--  ---INQUIRY SELECTIONS ---
NUMBER    REL. NO.  NO.   ID      LINE RECEIPT INV  PLG PLO PLC PLR PLF PCI PMI
                                     5  5  5  5  5  5  5
PAGE:          STATUS:
    
```

2. Type **XXBG** in the BUY ENTITY field.
3. Type **XX40000200** in the PO NO. field.
4. Press **Enter** to retrieve the information.
5. Type **X**'s in the INQUIRY SELECTION fields (PLG, PLO, PLC, PLR, PLF, PCI and PMI) next to the purchase order line to be reviewed.
6. Press **Enter** to view the *PO Line General Information (PLG)* screen. The *PLG* screen displays general information for a purchase order line, including line and receipt status, related requisition and line number, and shipping instructions and important dates.

# NOTES

OCP PS	PO LINE GENERAL INFORMATION		PLG
NEXT FUNCTION: _____	ACTION: _____	HISTORY: _	06/24/2008 15:38:18
BROWSE: _	=====		
BUY ENTITY : XXBG	REQ. REF. NO. : XX10000000		
PO NO. : XX40000200	REQ. REF. LINE NO. : 0001		
PO LINE NO. : 0001	REQ. REF. SPLIT NO. : 01		
BLANKET REL. NO. : _____			
BLANKET REL. DATE :	SHIP-TO CODE : 300 - AGENCY 23		
	SHIP-VIA CODE : BST - BEST WAY		
LINE STATUS : READY	FOB CODE : 001 - PREPAID		
RECEIPT STATUS : CLOSED			
INVOICE STATUS : OPEN	DTS ROUTING CODE :		
DTS ACTIVITY : NO	DTS LEAD TIME :		
DATE ENTERED : 02/17/2008	VENDOR QUOTE NO. :		
DATE LAST PRINTED :	QUOTE ITEM SEQ. NO. :		
DATE LAST ACTIVITY: 07/12/2008	SUB. SOURCE CODE :		
	DOC. REF. NO. :		
RESCHEDULES :	PTS ITEM NO. :	PTS	
PRINT REQ. SPECS : NO	PTS PROJECT NO. :	COST	
PRINT ITEM SPECS : YES	PTS SUB-PROJECT :	CAT.:	

- Press  to access the *PO Line Ordered Item Information (PLO)* screen. The *PLO* screen provides detailed information about the item ordered on this purchase order line, including item number, description, UOP (unit of purchase), SKU (stock-keeping units), quantity, price, and promise date.

OCP PS	PO LINE ORDERED ITEM INFORMATION		PLO
NEXT FUNCTION: _____	ACTION: _____	HISTORY: _	06/24/2008 16:19:52
BROWSE: _	=====		
BUY ENTITY : XXBG			
PO NO. : XX40000200			
PO LINE NO. : 1			
BLANKET REL. NO. : _____			
CATALOG NO. :			
ITEM NO. : GN44579	ENG. CHG. NUMBER :		
ITEM DESC. : RED TOOL BOX, METAL WITH HANDLES			
VENDOR ITEM NO. : GN44579			
VENDOR ITEM DESC.: RED TOOL BOX, METAL WITH HANDLES			
PRINT ITEM SPECS.: YES			
UNIT OF PURCHASE : EA - EACH	VENDOR PROMISE DATE: 03/31/2008		
QUANTITY UOP: 2	FOLLOW-UP DATE :		
UNIT PRICE : 30.00000	NEED BY DATE : 03/31/2008		
PRICE TYPE :	REQUIRED DATE : 03/31/2008		
STOCKKEEPING UNIT: EA - EACH			
SKU CONV. FACTOR : 1.0			
QUANTITY SKU: 2.00			
STD LOT SIZE QTY : 0			

- Press  to access the *PO Line Receipt/Invoice Controls (PLC)* screen. The *PLC* screen shows the invoice controls established for this purchase order line.

## NOTES

```

OCP PS                PO LINE RECEIPT/INVOICE CONTROLS                PLC
NEXT FUNCTION:  _____ ACTION:  _____ HISTORY:  _           06/24/2008 16:21:03
BROWSE:  _
=====
BUY ENTITY          :  XXBG
PO NO.              :  XX40000200
PO LINE NO.         :  1
BLANKET REL. NO.   :  _____

-----RECEIPT-----                -----INVOICE-----

% TOLERANCE OVER   :  .00                CURRENCY CODE      :
% TOLERANCE UNDER :  .00                PAYMENT BASIS      :  RECEIPT
DELIVERY POINT CHECK :  WARNING          UNIT PRICE TOL AMT :  1.00
EARLY DELIVERY     :  NO                    UNIT PRICE TOL PCT :  1.00
EARLY DAYS ALLOWED :  0                    TAX/VAT AUTHORIZED :  YES
LATE DELIVERY      :  WARNING          ADD COST AUTHORIZED:  NO
LATE DAYS ALLOWED  :  5                    EXTENDED VALUE TOL :  5.00
    
```

- Press **Enter** to access the *PO Line Receipt/Invoice Information (PLR)* screen. The *PLR* screen offers a comparison of quantity ordered and quantity invoiced, along with the amount invoiced. This screen is very useful in viewing a summary of all transactions recorded on the system.

```

OCP PS                PO LINE RECEIPT/INVOICE INFORMATION                PLR
NEXT FUNCTION:  _____ ACTION:  _____ HISTORY:  _           06/24/2008 16:22:57
BROWSE:  _
=====
BUY ENTITY          :  XXBG                -----ORDERED-----
PO NO.              :  XX40000200          UNIT OF PURCHASE   :  EA
PO LINE NO.         :  1                    UNIT PRICE         :  30.00000
BLANKET REL. NO.   :  _____          QUANTITY ORDERED  UOP:  2
-----RECEIVED-----                SKU                :  EA
STATUS              :  CLOSED              SKU CONV. FACTOR   :  1.0
QUANTITY DELIVERED UOP:  2.00            QUANTITY ORDERED  SKU:  2.00
QUANTITY RETURNED UOP:  .00              STD LOT SIZE QTY   :  0
QUANTITY DELIVERED SKU:  2.00            -----INVOICED-----
QUANTITY RETURNED SKU:  .00              STATUS             :  OPEN
LAST RECEIPT DATE   :  02/17/2008         CURRENCY CODE      :
-----INSPECTED-----                QUANTITY INVOICED UOP:  0
DOCK-TO-STOCK PENDING :  NO                AMOUNT INVOICED   :  .00
QTY ACCEPTED/NOT INSP :  0                TAX AMOUNT INVOICED :  .00
QTY ACCEPTED/INSP   :  0                ADDL COST INVOICED :  .00
TOTAL QTY ACCEPTED SKU:  0                LAST INVOICE DATE  :
QUANTITY REJECTED   :  0                LAST INVOICE PRICE :  .00000
QTY DUE INVENTORY  SKU :  .00
    
```

- Press **Enter** to access the *PO Line Financial Information (PLF)* screen. The *PLF* screen shows basic financial data about the purchase order line, including taxes, additional costs, quantity, price, and extended amount.

# NOTES

```

OCP PS                                PO LINE FINANCIAL INFORMATION          PLF
NEXT FUNCTION: _____ ACTION: _____ HISTORY: _   06/24/2008 16:24:19
BROWSE: _
=====
BUY ENTITY          : XXBG
PO NO.              : XX40000200
PO LINE NO.        : 1
BLANKET REL. NO.   : _____

TAX/VAT CODE       :
TAX/VAT COST       :                4.20      BC STATUS       :
ADDITIONAL COST CODE:
ADDITIONAL COST    :                .00      OPER APPR/REJ    :
                                           DATE APPR/REJ    :
                                           GL EFF. DATE    : 02/17/2008

QUANTITY ORDERED UOP:                2      CURRENCY CODE    :
UNIT PRICE         :                30.00000  DISTRIBUTION IND:
EXTENDED AMOUNT   :                60.00
TOTAL LINE VALUE  :                64.20      GL COMPANY       : XX01
QUANTITY ORDERED SKU:                2.00     GL ACCOUNT       : 534529
TARGET PRICE      :                .00000    GL CENTER        : 10001000
EXTENDED AMOUNT   :                .00      BID NUMBER       :
STANDARD UNIT COST :                .00000    PROJ/NCG/FED    :
EXTENDED AMOUNT   :                .00      ACCOUNTING RULE  : 02
    
```

- Press **Enter** to access the *PO Comment Inquiry (PCI)* screen. The *PCI* screen displays the comments written for the purchase order header, blanket release and PO lines, and indicates which of the comments will print on the purchase order.

```

OCP PS                                PO COMMENT INQUIRY                      PCI
NEXT FUNCTION: _____ ACTION: _____ HISTORY: _   06/24/2008 16:25:30
=====
BUY ENTITY: XXBG PO NO: XX40000200 BLANKET REL. NO: _____
PO LINE NO: 0001

BLANKET PO SEQ          COMMENTS/SPECIFICATIONS          PRINT
REL. NO. LINE NO.
      0001 900   ACCOUNTS PAYABLE                               N
      0001 910   THE CHARGES FOR THESE TOOL BOXES SHOULD BE EVENLY SPLIT N
      0001 920   BETWEEN THE FOLLOWING 3 CENTERS: 10001000, 10002000,   N
      0001 930   AND 10003000                                         N

PAGE: 1 STATUS: END OF LIST
    
```

- Press **Enter** to access the *PO Invoice Matching Information (PMI)* screen. The *PMI* screen displays the permit-to-pay amounts calculated for AP versus the amount actually invoiced to date for both the selected purchase order line and the total purchase order.

## NOTES

OCF PS	PO INVOICE MATCHING INFORMATION			PMI
NEXT FUNCTION: _____	ACTION: _____	HISTORY: _	06/24/2008	16:26:35
BROWSE: _	=====			
BUY ENTITY	: XXBG	VENDOR: BATT'S TOOL COMPANY		
PO NO.	: XX40000200			
PO LINE NO.	: 0001			
BLANKET REL. NO.	:			
CURRENCY CODE	:			
PAYMENT BASIS	: RECEIPT			
	BASE PERMIT TO PAY	INVOICED TO DATE	PERMIT TO PAY	
PO HEADER	: 60.00	.00	60.00	
PO HEADER TAX/VAT	: .00	.00	.00	
PO HEADER ADDL COST	: .00	.00	.00	
BLANKET	:			
BLANKET TAX/VAT	:			
BLANKET ADDL COST	:			
PO LINE	: 60.00	.00	60.00	
PO LINE TAX/VAT	: 4.20	.00	4.20	
PO LINE ADDL COST	: .00	.00	.00	

13. Press  to return to the *Purchase Order List (PLI)* screen.

You have just completed viewing the complete cycle of purchasing inquiry screens accessed from the *PLI* screen.



## Applying Key Matching Concepts



### Overview

The previous section showed you the basic steps required to enter a matching invoice in the NCAS. However, the invoice matching process in the NCAS involves more than the entry of invoices. This section explains two matching concepts essential to understanding the invoice matching process: the payment basis and the permit-to-pay. The **payment basis** policy for an invoice determines the calculation of the eligible amount that may be paid for an invoice. The **permit-to-pay (PTP)**, calculated by the NCAS, is the eligible amount that the AP clerk is allowed to pay for a particular invoice.

### Payment Basis

The payment basis default policy is established at the buying entity level. The payment basis describes the conditions under which an invoice is matched to a PO.

There are four payment bases in the NCAS: purchase order, signature, receipt, and inspection.

#### ***Purchase Order Basis***

The PO payment basis merely requires that an invoice be received before payment is made. As soon as an invoice is received from the vendor, payment may be made up to the full amount of the purchase order. Payment is allowed based on the quantity ordered.

This payment basis does not offer any control against paying for goods and services that have not been received.

#### ***Signature Basis***

Similar to purchase order basis, payment under the signature basis is also based on the quantity ordered. However, signature approval of the requester is required before the invoice can be paid.

North Carolina state agencies should use the signature basis as the payment basis for most purchases of services.

## NOTES

### ***Receipt Basis***

The receipt basis requires an item to be received before payment can be made. The system interrupts the invoicing process with an exception. The invoice cannot be paid until the invoiced items have been received and recorded in the NCAS.

The receipt payment basis is the default payment basis for goods transactions.

### ***Inspection Basis***

Under inspection basis, goods have to be inspected, accepted and finalized before the invoice can be paid. The system does not permit processing of the invoice until the inspection process has been completed in the NCAS. When the inspection process is completed in the NCAS, the goods are considered to be **finalized**.

Inspection basis is used by those state agencies that need to verify the quality of goods being received.

## **Permit-to-Pay Calculations**

For each invoice line, the system calculates an extended value that is the amount that may be paid for that invoice or invoice line. This amount is referred to as **base permit-to-pay** (base PTP).

Base PTP is calculated by multiplying the quantity by the PO unit price. This calculation is represented in the following equation:

$$\text{Base PTP} = (\text{Quantity}) \times (\text{PO Unit Price})$$

The quantity used in the base PTP equation is determined by the payment basis applied to the invoice as follows:

- If payment is based on the **purchase order basis** or the **signature basis**, the base PTP is calculated using the quantity ordered.

$$\text{Base PTP} = (\text{Quantity Ordered}) \times (\text{PO Unit Price})$$

- If the **receipt payment basis** is used, the base PTP is calculated using the quantity received minus the quantity returned.

$$\text{Base PTP} = (\text{Quantity Rec'd} - \text{Returns}) \times (\text{PO Unit Price})$$

- If the **inspection payment basis** is used, the base PTP is calculated using the quantity of goods finalized.

$$\text{Base PTP} = (\text{Quantity Finalized}) \times (\text{PO Unit Price})$$

# NOTES

Regardless of the quantity used, the system subtracts the invoiced-to-date amount from the base permit-to-pay amount for the PO line. The difference between the base PTP and invoiced-to-date amount is the *actual permit-to-pay (PTP)*.

$$(\text{Base PTP}) - (\text{Invoiced-to-Date Amount}) = \text{PTP}$$

This PTP calculation prevents overpayment of the PO line and helps determine whether the price of an invoice, matched to the PO, is accurate and should be paid.

The base PTP, invoiced-to-date amount and the PTP for a particular PO line can be seen on the *PO Invoice Matching Information (PMI)* screen.

OCP PS		PO INVOICE MATCHING INFORMATION		PMI		
NEXT FUNCTION:	_____	ACTION:	_____	HISTORY: _		
BROWSE:	-			06/24/2008 16:26:35		
=====						
BUY ENTITY	: XXBG	VENDOR: AMOS OFFICE EQUIPMENT				
PO NO.	: XX00000021					
PO LINE NO.	: 0001					
BLANKET REL. NO.	:					
CURRENCY CODE	:					
PAYMENT BASIS	: PO					
		(	BASE PERMIT TO PAY	INVOICED TO DATE	PERMIT TO PAY	)
PO HEADER	:		74.00	.00	74.00	
PO HEADER TAX/VAT	:		.00	.00	.00	
PO HEADER ADDL COST	:		.00	.00	.00	
BLANKET	:					
BLANKET TAX/VAT	:					
BLANKET ADDL COST	:					
PO LINE	:		49.00	.00	( 49.00 )	
PO LINE TAX/VAT	:		.00	.00	.00	
PO LINE ADDL COST	:		.00	.00	.00	

The actual PTP for the PO line defaults to the AMOUNT field on your *Invoice Line Audit (ILA)* screen. This is the amount that AP is allowed to pay for a particular invoice line, based on that invoice's payment basis and the amount invoiced-to-date.

**NOTES**

OCP AP		INVOICE LINE AUDIT				ILA		
NEXT FUNCTION: _____		ACTION: _____		06/25/2008		10:13:39		
REQUEST: A		PAGE STATUS: END OF LIST						
=====								
VENDOR :	561493308 A	PO NUMBER :	XX0000001	EXCEPTION CMNTS :	-			
INVOICE NO:	1234	RELEASE :		REM AMT:	49.00			
S	VENDOR'S PO	LAST	AP	MULT	-----INVOICE	P P C		
Q	ITEM NUMBER	LINE	DELIV.	ATTN UOP	DISTR	QUANTITY	AMOUNT	S R D L
A	0000157	0001		NO DZ		20	49.00	Y -
JUNIOR LEGAL PADS, 5" X 8",		CANARY, RULED,		FRT				N
IND CO ACCOUNT		CENTER		TX/VAT				Y
XX01 533120		10001000		ADD'L				Y
				CONV FACTOR				1.

## WALKTHROUGH: Permit-to-Pay (PTP) Calculations for PO Payment Basis

## NOTES

### SCENARIO

As a part of control group 123, you have received two invoices from the NC Department of Correction. Both invoices are to be applied against the same PO line for 10 chairs. The first invoice in this scenario is a partial payment of the PO line (6 chairs) and the second invoice is for the remaining amount on the PO line (4 chairs). The PO payment basis applies to the invoices.

You have already verified that the correct vendor number is 566017634 B.

<b>Invoice: NC Department of Correction Correction Enterprises 555 Main St Raleigh, NC 27600-0555</b>		<b>Invoice Number: 9382713001 Invoice Date: 02/16/2008 Terms: Net 30</b>	
<b>Description:</b>	<b>Quantity:</b>	<b>Unit Price:</b>	<b>Total Price:</b>
<b>High Back Office Chairs - Black</b>	<b>6</b>	<b>200.00</b>	<b>1,200.00</b>
<b>PO# XX40000206</b>		<b>Freight: Tax: Total:</b>	<b>1,200.00</b>

1. Type **CGS** in the NEXT FUNCTION field and press  to access the *Control Group Status (CGS)* screen.

```

OCP AP                CONTROL GROUP STATUS                CGS
NEXT FUNCTION: _____ ACTION: _____                04/30/2008 09:04:57
REQUEST: _____
=====
PAY ENTITY: XXPE 2

PAY  --- CONTROL ---          CONTROL          NBR OF          DATE          S
ENTITY  DATE  NUMBER          AMOUNT          DOCS          ENTERED
XXPE 02/20/2002 1001          750.00          1 02/20/2002  --
XXPT 04/10/1999 0001          195,000.00      3 04/10/1999  --
XXPT 04/12/1999 0001          400.00          15 04/12/1999  --
XXPT 04/25/2000 0001          4.56           1 04/25/2000  --
XXPT 04/26/2000 0002          1,000.00        1 04/26/2000  --
XXPT 04/29/2000 0003          3,196.50        4 04/29/2000  --
XXPT 02/16/2002 0001          16.00           1 02/16/2002  --
XXPT 02/16/2002 1001          16.90           1 02/16/2002  --
XXPT 02/19/2002 1001          750.00          1 02/19/2002  --
XXPT 07/28/2002 0001          18,000.00       2 07/28/2002  --
XXPT 07/07/2006 0124          3,891.50        4 07/07/2006  --
PAGE: 1 STATUS: MORE
    
```

# NOTES

- If the **paying entity** defaults to **(XXPE)** like the screen above, type **your paying entity (XXPT)** in the PAY ENTITY field and press **Enter** to access a list of open control groups for only **paying entity (XXPT)**.

```

OCP AP                CONTROL GROUP STATUS                CGS
NEXT FUNCTION: _____ ACTION: _____                04/30/2008 09:20:32
REQUEST: 4
=====
PAY ENTITY: XXPT

  PAY  --- CONTROL ---          CONTROL          NBR OF          DATE          S
ENTITY DATE  NUMBER          AMOUNT          DOCS          ENTERED
XXPT  04/10/1999 0001          195,000.00          3    04/10/1999  _
XXPT  04/12/1999 0001           400.00          15   04/12/1999  _
XXPT  04/25/2000 0001            4.56           1    04/25/2000  _
XXPT  04/26/2000 0002           1,000.00          1    04/26/2000  _
XXPT  04/29/2000 0003           3,196.50          4    04/29/2000  _
XXPT  02/16/2002 0001            16.00           1    02/16/2002  _
XXPT  02/16/2002 1001            16.90           1    02/16/2002  _
XXPT  02/19/2002 1001            750.00           1    02/19/2002  _
XXPT  07/28/2002 0001          18,000.00          2    07/28/2002  _
XXPT  07/07/2006 0124           3,891.50          4    07/07/2006  _
XXPT  04/30/2008 0123           8,875.23          2    04/30/2008  3
    
```

- Locate control group 123. Type **S** in the S (SELECT) field to *select* control group 123.
- Type **4** in the REQUEST field and press **Enter** to access a blank *Invoice Matching (IMP)* screen in control group 123.

After selecting a specific control group on the CGS screen, you can access the following screens within that control group by typing:

- The *Control Document Entry (CDE)* screen to view the control group header information for the specific control group
- The *Invoice Worksheet (IWS-1T)* screen to process direct invoices
- The *Invoice Matching (IMP)* screen to process matching invoices
- The *Employee Worksheet (EWS-1T)* screen to process employee transactions
- The *Document Level Comments (DLC)* screen to add comments to a document
- The *Control Entry Status (CES)* screen to view a list of the documents already entered in the control group

## NOTES

```

OCP AP                INVOICE MATCHING                IMP
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: _____ ACTION: _____                01/06/2008 11:26:54
REQUEST: _____
=====
INVOICE NUMBER : 5 _____ DATE : 6 _____ EXCEPTION CMNTS : _
VENDOR SHORT NAME: _____
VENDOR NUMBER : 7 _____ 8 _____ CM/DM: I
P O BUY ENTITY : 9 _____ P O NUMBER: 10 _____ RELEASE: _____ ALL: _
GROSS AMOUNT : _____ FREIGHT : _____
SALES TAX/VAT : _____ ADDITIONAL COST : _____
SALES TAX 2 : _____ SALES TAX 3 : _____
REMIT MSG : _____
COUNTY CODE : _____
=====
TERMS CODE : _____ DISCOUNT AMT/PCT : _____
PAYMENT DUE DATE : _____ REASON CODE : _____
GL EFFECTIVE DATE: _____ FACTOR NUMBER : _____
PROVISIONAL DATE : _____ IND: _____ SIGNATURE APPR CD: _____
PAYMENT ROUTE CD : _____ BAP CODE : _____ CURRENCY CODE : _____
EXPENSE : _____ PAYABLES : _____ DISCOUNT : _____
ACCOUNTING RULE : _____ HANDLING : _____ INTERCO PAYABLES : _____

```

5. Type **9382713001** in the INVOICE NUMBER field.
6. Type **021608** in the DATE field.
7. Type **566017634** in the first blank of the VENDOR NUMBER field.
8. Type **B** in the second blank of the VENDOR NUMBER field and press  to return the vendor name and address to the *IMP* screen.

If you use the vendor's short name to retrieve the vendor number and address, then access the *Remit To Vendor Setup (VRS)* screen to verify the vendor information. In this scenario, you had verified the vendor address and obtained the accurate vendor number prior to keying the matching invoice into the system.

9. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.
10. Type **XX40000206** in the PO NUMBER field and press  to process the entered information and display the system defaults.

# NOTES

```

OCP AP                               INVOICE MATCHING                               IMP
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: _____ ACTION: _____                               01/06/2008 11:26:54
REQUEST: _____
=====
INVOICE NUMBER   :          9382713001   DATE: 02/16/2008   EXCEPTION CMNTS: _
VENDOR SHORT NAME: DOC          425A     NC DEPARTMENT OF CORRECTION
VENDOR NUMBER   : 566017634 B          RALEIGH, NC                               CM/DM: I

P O BUY ENTITY   : XXBG           P O NUMBER: XX40000206   RELEASE: _____   ALL: _

GROSS AMOUNT    : 11 _____   FREIGHT           : _____
SALES TAX/VAT   : _____   ADDITIONAL COST   : _____
SALES TAX 2     : _____   SALES TAX 3       : _____
REMIT MSG      : _____
COUNTY CODE   : _____
=====
TERMS CODE      : N30 12 _____   DISCOUNT AMT/PCT : _____
PAYMENT DUE DATE : _____   REASON CODE       : _____
GL EFFECTIVE DATE: _____   FACTOR NUMBER     : _____
PROVISIONAL DATE: _____   IND: _____   SIGNATURE APPR CD: _____
PAYMENT ROUTE CD : _____   BAP CODE : IGT   CURRENCY CODE     : _____
EXPENSE         : 001   PAYABLES : _____   DISCOUNT        : 001
ACCOUNTING RULE : 01   HANDLING : _____   INTERCO PAYABLES : _____
  
```

11. Type **1200.00** in the GROSS AMOUNT field.
12. Verify that the correct payment terms defaulted into the TERMS CODE field.
13. Press **Enter** to process the information and to access the *Invoice Line Audit (ILA)* screen. The *ILA* screen displays purchase order lines that are eligible to be matched with an invoice.

## NOTES

```

OCP AP                INVOICE LINE AUDIT                ILA
NEXT FUNCTION: _____ ACTION: _____                01/06/2008 11:42:30
REQUEST: _____ PAGE STATUS: END OF LIST
=====
VENDOR   : 566017634 B      PO NUMBER : XX40000206  EXCEPTION CMNTS: _
INVOICE NO: 9382713001     RELEASE   :                REM AMT: 1,200.00
S  VENDOR'S PO LAST AP MULT -----INVOICE----- P P C
Q  ITEM NUMBER LINE DELIV. ATTN UOP DISTR QUANTITY AMOUNT S R D L
A GN42506      0001      NO EA  ___  10      2,000.00  18 Y _
HIGH BACK OFFICE CHAIRS - BLACK      FRT ___ _____ Y
IND CO ACCOUNT CENTER TX/VAT ___ _____ Y
XX01 534511      10001000 ADD'L ___ _____ Y
CONV FACTOR                1.
    
```

14. Verify that the unit of measure (**EA**) shown in the UOP field is the same as the unit of measure used on the invoice. Change the unit of measure if there are any discrepancies.
15. Verify that the quantity shown in the QUANTITY field on the *ILA* screen is the same as the invoice quantity. Note that the quantity on the *ILA* screen is **10** but the quantity on the invoice is **6**.
16. Type **6** in the QUANTITY field to correct the discrepancy.
17. Verify that the amount in the AMOUNT field on the *ILA* screen is the same as the invoice amount.

Note that **2000.00** has defaulted to the AMOUNT field on the *ILA* screen. Remember that this value should be the same as the permit-to-pay (PTP) for this invoice line.

To verify that the value in the AMOUNT field on the *ILA* screen is the same as the PTP for this invoice line, access the *PO Invoice Matching (PMI)* screen through the *PO Line Inquiry (PLI)* screen.

18. Type **P** in the S (SELECT) field to select the *PO Line Inquiry (PLI)* screen.

Type **P** in the S (SELECT) field to access the *PO Line Inquiry (PLI)* screen from which you can select other inquiry screens for this PO line.

Type **C** in the S (SELECT) field to access the *PO Comment Inquiry (PCI)* screen to review comments for a PO line. This is especially important when the value in the AP ATTN field is **YES**. **YES** indicates that the buyer has directed specific comments to you about the PO line.

19. Press  to process the information and to access the *PLI* screen.

# NOTES

20. Press **Enter** to process the information that defaulted to the *PLI* screen and to access a list of the PO lines for this PO.

```

OCP PS                                PO LINE INQUIRY SELECTION                                PLI
NEXT FUNCTION: _____ ACTION: _____ HISTORY: _           01/06/2008 11:47:04
REQUEST: _____
=====
BUY ENTITY  XXBG          PO NO.      : XX40000206      BLANKET REL: _____
PO LINE NO. 1          LN STATUS :          BUYER ID   : _____
PROMISE DAT _____  CATALOG NO: _____  ITEM NO.   : _____
PAY ENTITY  _____  VENDOR NO.: _____  SHORT NAME : _____

      PO      BLANKET  LINE BUYER  --LINE STATUS--  ---INQUIRY SELECTIONS ---
      NUMBER  REL. NO.  NO.  ID    LINE RECEIPT INV  PLG PLO PLC PLR PLF PCI PMI

XX40000206          0001  B01    1      O      O
CATLOG NO:          ITEM NO: GN42506      PROMISE DATE: 02/21/2008  -  -

```

21

PAGE: 1 STATUS: END OF LIST

21. Type **S** in the PMI field to *select the PO Invoice Matching Information (PMI)* screen for PO line 0001.
22. Press **Enter** to process the information and to access the *PMI* screen for this PO line.

```

OCP PS                                PO INVOICE MATCHING INFORMATION                                PMI
NEXT FUNCTION: _____ ACTION: _____ HISTORY: _           01/06/2008 11:49:32
BROWSE: _
=====
BUY ENTITY      : XXBG          VENDOR: NC DEPARTMENT OF CORRECTION
PO NO.          : XX40000206
PO LINE NO.     : 0001
BLANKET REL. NO.:
CURRENCY CODE  :
PAYMENT BASIS   : PO

      (-----)
      BASE PERMIT TO PAY  INVOICED TO DATE  PERMIT TO PAY  )
      -----

PO HEADER      :          2,000.00          .00          2,000.00
PO HEADER TAX/VAT :          .00          .00          .00
PO HEADER ADDL COST :          .00          .00          .00
BLANKET       :
BLANKET TAX/VAT :
BLANKET ADDL COST :
PO LINE       :          2,000.00          .00          2,000.00
PO LINE TAX/VAT :          .00          .00          .00
PO LINE ADDL COST :          .00          .00          .00

```

23. Look at the values in the BASE PERMIT TO PAY, INVOICED TO DATE and PERMIT TO PAY fields for the PO line. Also look at the PAYMENT BASIS field.

Note that the value in the PERMIT TO PAY field is the same value that you observed in the AMOUNT field on the *ILA* screen in Step 17. There is no value in the INVOICED TO DATE field because no invoice has been applied against this PO line yet.

Note also that **PO** has defaulted to the PAYMENT BASIS field indicating that this invoice will be paid on a purchase order payment basis.

## NOTES

Remember that since this invoice is being paid under PO payment basis, the base permit-to-pay is calculated as follows:

$$\begin{aligned} \text{Base PTP} &= (\text{Quantity Ordered}) \times (\text{PO Unit Price}) \\ 2000 &= (10) \times (200) \end{aligned}$$

In other words, as long as AP receives an invoice, AP can pay this PO line up to the amount of the base PTP. Therefore, AP can pay this PO line up to \$2,000.

24. Type **BACK** in the NEXT FUNCTION field and press  to return to the *ILA* screen.

```

OCP AP                INVOICE LINE AUDIT                ILA
NEXT FUNCTION:        ACTION:                01/06/2006 11:51:51
REQUEST: 27 29        PAGE STATUS: END OF LIST
=====
VENDOR   : 566017634 B      PO NUMBER : XX40000206  EXCEPTION CMNTS:
INVOICE NO: 9382713001     RELEASE   :                REM AMT: 1,200.00
S  VENDOR'S PO LAST AP MULT -----INVOICE----- P P C
Q  ITEM NUMBER LINE DELIV. ATTN UOP DISTR QUANTITY AMOUNT S R D L
A GN42506      0001      NO EA      6 25 2,000.00 - Y -
HIGH BACK OFFICE CHAIRS - BLACK      FRT      Y
IND CO ACCOUNT          CENTER      TX/VAT      Y
  XX01 534511          10001000     ADD'L      Y
                                CONV FACTOR      1.
  
```

25. Type **1200.00** in the AMOUNT field to correct the discrepancy between the invoice and the *ILA* screen.
26. Verify the accounting distribution that appears in the CO, ACCOUNT and CENTER fields. Change the accounting distribution if it is incorrect.
27. Type **A** in the REQUEST field to identify line 0001.
28. Press  to tag the PO line.
29. Type **N** or **NEXT** in the REQUEST field and press  to process the invoice and to access a new *IMP* screen.

# NOTES

You have received another invoice to match against the same PO line for the remaining quantity and amount.

<b>Invoice: NC Department of Correction Correction Enterprises 555 Main St Raleigh, NC 27600-0555</b>		<b>Invoice Number: 9382713002 Invoice Date: 02/20/2008 Terms: Net 30</b>	
<b>Description:</b>	<b>Quantity:</b>	<b>Unit Price:</b>	<b>Total Price:</b>
<b>High Back Office Chairs - Black</b>	<b>4</b>	<b>200.00</b>	<b>800.00</b>
<b>PO# XX40000206</b>		<b>Freight:</b> <b>Tax:</b> <b>Total:</b>	<b>800.00</b>

```

OCP AP                               INVOICE MATCHING                               IMP
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: _____ ACTION: _____                               01/06/2008 11:55:07
REQUEST: _____
=====
INVOICE NUMBER : 30 _____ DATE : 31 _____ EXCEPTION CMNTS : _
VENDOR SHORT NAME:
VENDOR NUMBER : 32 _____ 33 _____ CM/DM: I
P O BUY ENTITY : 34 _____ P O NUMBER : 35 _____ RELEASE: _____ ALL: _
GROSS AMOUNT : _____ FREIGHT : _____
SALES TAX/VAT : _____ ADDITIONAL COST : _____
SALES TAX 2 : _____ SALES TAX 3 : _____
REMIT MSG : _____
COUNTY CODE : _____
=====
TERMS CODE : _____ DISCOUNT AMT/PCT : _____
PAYMENT DUE DATE : _____ REASON CODE : _____
GL EFFECTIVE DATE: _____ FACTOR NUMBER : _____
PROVISIONAL DATE : _____ IND: _____ SIGNATURE APPR CD: _____
PAYMENT ROUTE CD : _____ BAP CODE : _____ CURRENCY CODE : _____
EXPENSE : _____ PAYABLES : _____ DISCOUNT : _____
ACCOUNTING RULE : _____ HANDLING : _____ INTERCO PAYABLES : _____
    
```

30. Type **9382713002** in the INVOICE NUMBER field.
31. Type **022008** in the DATE field.
32. Type **566017634** in the first blank of the VENDOR NUMBER field.
33. Type **B** in the second blank of the VENDOR NUMBER field and press  to return the vendor name and address to the *IMP* screen.
34. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.
35. Type **XX40000206** in the PO NUMBER field and press  to process the entered information.

## NOTES

```

OCP AP                INVOICE MATCHING                IMP
205 - GROSS AMOUNT NOT ENTERED
NEXT FUNCTION: _____ ACTION: _____                01/06/2008 13:56:52
REQUEST: _____
=====
INVOICE NUMBER      :      9382713002      DATE: 02/20/2008      EXCEPTION CMNTS:  _
VENDOR SHORT NAME:  DOC      425A      NC DEPARTMENT OF CORRECTION
VENDOR NUMBER      :      566017634 B      RALEIGH, NC                CM/DM: I
                                                NC 27603
P O BUY ENTITY     : XXBG      P O NUMBER: XX40000206      RELEASE: _____      ALL:  _

GROSS AMOUNT      :      36      FREIGHT      : _____
SALES TAX/VAT     : _____      ADDITIONAL COST      : _____
SALES TAX 2       : _____      SALES TAX 3       : _____
REMIT MSG        : _____
COUNTY CODE     : _____
=====
SUGGESTED VALUES =====
TERMS CODE        : N30      37      DISCOUNT AMT/PCT : _____
PAYMENT DUE DATE : _____      REASON CODE       : _____
GL EFFECTIVE DATE: _____      FACTOR NUMBER     : _____
PROVISIONAL DATE : _____      IND: _____      SIGNATURE APPR CD: _____
PAYMENT ROUTE CD : _____      BAP CODE : IGT      CURRENCY CODE     : _____
EXPENSE          : 001      PAYABLES : _____      DISCOUNT        : 001
ACCOUNTING RULE  : 01      HANDLING : _____      INTERCO PAYABLES : _____
    
```

36. Type **800.00** in the GROSS AMOUNT field.
37. Verify that the correct payment terms defaulted into the TERMS CODE field.
38. Press  to process the information and to access the *Invoice Line Audit (ILA)* screen. The *ILA* screen displays purchase order lines that are eligible to be matched with an invoice.

```

OCP AP                INVOICE LINE AUDIT                ILA
NEXT FUNCTION: _____ ACTION: _____                01/06/2008 14:02:25
REQUEST: _____      PAGE STATUS: END OF LIST
=====
VENDOR      : 566017634 B      PO NUMBER : XX40000206      EXCEPTION CMNTS:  _
INVOICE NO: 9382713002      RELEASE   : _____      REM AMT:      800.00
S  VENDOR'S  PO      LAST  AP      MULT  -----INVOICE-----      P P C
Q  ITEM NUMBER  LINE  DELIV.  ATTN  UOP  DISTR  QUANTITY  AMOUNT  S R D L
A GN42506      0001      NO  EA      _____      4      800.00      42  Y  _
HIGH BACK OFFICE CHAIRS - BLACK      FRT _____      Y
IND CO ACCOUNT      CENTER      TX/VAT _____      Y
  XX01 534511      10001000      ADD'L _____      Y
                                CONV FACTOR      1.
    
```

39. Verify that the unit of measure (**EA**) shown in the UOP field is the same as the unit of measure used on the invoice. Change the unit of measure if there are any discrepancies.
40. Verify that the quantity (**4**) shown in the QUANTITY field on the *ILA* screen is the same as the invoice quantity.

## NOTES

41. Verify that the amount **800.00** in the AMOUNT field on the *ILA* screen is the same as the invoice amount.

Remember that, since this invoice is being paid under PO payment basis, the base permit-to-pay is calculated as follows:

$$\begin{array}{rcl} \text{Base PTP} & = & (\text{Quantity Ordered}) \times (\text{PO Unit Price}) \\ 2000 & = & (10) \times (200) \end{array}$$

In other words, as long as AP receives an invoice, AP can pay this PO line up to the amount of the base PTP. Therefore, AP can pay this PO line up to \$2,000.

To verify that the value in the AMOUNT field on the *ILA* screen is the same as the PTP for this invoice line, access the *PO Invoice Matching Information (PMI)* screen through the *PO Line Inquiry (PLI)* screen.

42. Type **P** in the S (SELECT) field to select the *PO Line Inquiry (PLI)* screen.
43. Press  to process the information and to access the *PLI* screen.
44. Press  to process the information that has defaulted to the *PLI* screen and to access a list of PO lines for this PO.

```

OCP PS                                PO LINE INQUIRY SELECTION                                PLI
NEXT FUNCTION: _____ ACTION: _____ HISTORY: _           01/06/2008 15:05:34
REQUEST: _____
=====
BUY ENTITY  XXBG          PO NO.      : XX40000206      BLANKET REL: _____
PO LINE NO. 1           LN STATUS : _              BUYER ID   : _____
PROMISE DAT _____  CATALOG NO: _____  ITEM NO.   : _____
PAY ENTITY  _____  VENDOR NO.: _____  SHORT NAME : _____

      PO      BLANKET  LINE BUYER  --LINE STATUS--  ---INQUIRY SELECTIONS ---
      NUMBER  REL. NO.  NO.   ID      LINE RECEIPT INV  PLG PLO PLC PLR PLF PCI PMI

XX40000206          0001  B01      1      O      P
CATALOG NO:          ITEM NO: GN42506      PROMISE DATE: 04/11/2008  -  -
    
```

45

PAGE: 1 STATUS: END OF LIST

45. Type **S** in the PMI field to select the *PO Invoice Matching Information (PMI)* screen for PO line 0001.
46. Press  to process the information and to access the *PMI* screen for this PO line.

# NOTES

```

OCP PS                PO INVOICE MATCHING INFORMATION                PMI
NEXT FUNCTION: 48      ACTION:          HISTORY:          01/06/2008 15:08:07
BROWSE: _
=====
BUY ENTITY          : XXBG                VENDOR: NC DEPARTMENT OF CORRECTION
PO NO.              : XX40000206
PO LINE NO.         : 0001
BLANKET REL. NO.   :
CURRENCY CODE      :
PAYMENT BASIS      : PO
=====
      ( BASE PERMIT TO PAY   INVOICED TO DATE   PERMIT TO PAY )
PO HEADER          :          2,000.00          1,200.00          800.00
PO HEADER TAX/VAT  :              .00              .00              .00
PO HEADER ADDL COST :          .00              .00              .00
BLANKET            :
BLANKET TAX/VAT    :
BLANKET ADDL COST  :
PO LINE            :          2,000.00          1,200.00          800.00
PO LINE TAX/VAT    :              .00              .00              .00
PO LINE ADDL COST  :          .00              .00              .00
    
```

47. Look at the values in the BASE PERMIT TO PAY, INVOICED-TO-DATE and PERMIT TO PAY fields for the PO line.

Note that the BASE PERMIT TO PAY field still shows **2,000.00** (the same base permit-to-pay value you observed in Step 23).

The value in the INVOICED TO DATE field is **1,200.00** which is the same as the invoice (invoice number 9382713001) that you applied earlier.

The PERMIT TO PAY field is now the difference of the BASE PERMIT TO PAY and INVOICED TO DATE amounts. The value of the PERMIT TO PAY field is the same as the AMOUNT field on the *ILA* screen in Step 41.

48. Type **BACK** in the NEXT FUNCTION field and press  to return to the *ILA* screen.

```

OCP AP                INVOICE LINE AUDIT                ILA
NEXT FUNCTION:          ACTION:          01/06/2008 15:09:29
REQUEST: 50 52      PAGE STATUS: END OF LIST
=====
VENDOR      : 566017634 B      PO NUMBER : XX40000206      EXCEPTION CMNTS: _
INVOICE NO: 9382713002      RELEASE   :              REM AMT: 800.00
S  VENDOR'S PO LAST AP MULT -----INVOICE----- P P C
Q  ITEM NUMBER LINE DELIV. ATTN UOP DISTR QUANTITY      AMOUNT      S R D L
A GN42506      0001      NO EA      4      800.00      _ Y _
HIGH BACK OFFICE CHAIRS - BLACK      FRT      _ Y
IND CO ACCOUNT      CENTER      TX/VAT      _ Y
      XX01 534511      10001000      ADD'L      _ Y
      CONV FACTOR      1.
    
```

---

## NOTES

49. Verify the accounting distribution that is displayed in the CO, ACCOUNT and CENTER fields. Change the accounting distribution if it displays incorrectly.
50. Type **A** in the REQUEST field to identify line 0001.
51. Press  to tag the PO line.
52. Type **N** or **NEXT** in the REQUEST field and press  to process the invoice and access a new *IMP* screen.

You have finished processing the third and fourth invoices in control group 123.

This walkthrough demonstrated the following:

- How the NCAS performs permit-to-pay calculations using the PO payment basis
- The relationship between base permit-to-pay, invoiced-to-date and permit-to-pay amounts
- The use of the *PO Invoice Matching Information (PMI)* screen to inquire upon the available permit-to-pay for a particular PO line

This walkthrough also demonstrated one of the advantages of the NCAS: the reduction in the AP clerk's work because he or she does not have to manually compare the invoice and the PO under the PO payment basis.

- Because the NCAS performs permit-to-pay calculations, the AP clerk does not have to keep referring back to the PO to calculate available PTP.
- The AP clerk also does not have to search for previous invoices against a particular PO because the NCAS tracks the invoiced-to-date amounts and reduces the PTP accordingly.
- The *PMI* screen allows the AP clerk to look up all the information related to the available PTP for a PO line without having to physically look up the PO or previous invoices.

## ACTIVITY: Permit-to-Pay Calculation Using the Receipt Payment Basis

## NOTES

**SCENARIO**

You have received another invoice from Amos Office Equipment for the quantity of goods ordered (20 desks). However, the goods have only been partially received (5 desks have been received). The receipt payment basis applies to the invoice.

You have already verified the vendor address. The applicable vendor number is 561493308 A.

You are on the *IMP* screen. Process this invoice.

<b>Invoice: Amos Office Equipment</b> PO Box 777 Bodie, NC 28222-0777		<b>Invoice Number: 9874563003</b> <b>Invoice Date: 02/11/2008</b> <b>Payment Due Date: 03/11/2008</b>	
<b>Description:</b>	<b>Quantity:</b>	<b>Unit Price:</b>	<b>Total Price:</b>
<b>Wood Desks</b>	<b>20</b>	<b>100.00</b>	<b>2,000.00</b>
<b>PO# XX40000207</b>		<b>Freight:</b>	
		<b>Tax:</b>	
		<b>Total:</b>	<u><u>2,000.00</u></u>

```

OCP AP                               INVOICE MATCHING                               IMP
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: _____ ACTION: _____                                01/06/2008 15:16:36
REQUEST: _____
=====
INVOICE NUMBER : ① _____ DATE: ② _____ EXCEPTION CMNTS: _
VENDOR SHORT NAME: _____
VENDOR NUMBER : ③ _____ ④ _____ CM/DM: I
P O BUY ENTITY : ⑤ _____ P O NUMBER: ⑥ _____ RELEASE: _____ ALL: _
GROSS AMOUNT : _____ FREIGHT : _____
SALES TAX/VAT : _____ ADDITIONAL COST : _____
SALES TAX 2 : _____ SALES TAX 3 : _____
REMIT MSG : _____
COUNTY CODE : _____
=====
TERMS CODE : _____ DISCOUNT AMT/PCT : _____
PAYMENT DUE DATE : _____ REASON CODE : _____
GL EFFECTIVE DATE: _____ FACTOR NUMBER : _____
PROVISIONAL DATE : _____ IND: _____ SIGNATURE APPR CD: _____
PAYMENT ROUTE CD : _____ BAP CODE : _____ CURRENCY CODE : _____
EXPENSE : _____ PAYABLES : _____ DISCOUNT : _____
ACCOUNTING RULE : _____ HANDLING : _____ INTERCO PAYABLES : _____
    
```

## NOTES

1. Type **9874563003** in the INVOICE NUMBER field.
2. Type **021108** in the DATE field.
3. Type **561493308** in the first blank of the VENDOR NUMBER field.
4. Type **A** in the second blank of the VENDOR NUMBER field and press  to return the vendor name and address to the *IMP* screen.
5. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.
6. Type **XX4000207** in the PO NUMBER field and press  to process the entered information.

OCF AP	INVOICE MATCHING	IMP
205 - GROSS AMOUNT NOT ENTERED		
NEXT FUNCTION: _____	ACTION: _____	01/06/2006 15:20:37
REQUEST: _____		
=====		
INVOICE NUMBER :	9874563003	DATE: 02/11/2008 EXCEPTION CMNTS: _
VENDOR SHORT NAME:	AMOSOFFICEEQUIP	AMOS OFFICE EQUIPMENT, INC.
VENDOR NUMBER :	561493308 A	BODIE CM/DM: I
		NC 28150
P O BUY ENTITY :	XXBG	P O NUMBER: XX4000207 RELEASE: _____ ALL: _
GROSS AMOUNT :	<b>7</b> _____	FREIGHT : _____
SALES TAX/VAT :	_____	ADDITIONAL COST : _____
SALES TAX 2 :	_____	SALES TAX 3 : _____
REMIT MSG :	_____	_____
COUNTY CODE :	_____	_____
===== SUGGESTED VALUES =====		
TERMS CODE :	<b>8</b> _____	DISCOUNT AMT/PCT : _____
PAYMENT DUE DATE :	<b>9</b> _____	REASON CODE : _____
GL EFFECTIVE DATE:	_____	FACTOR NUMBER : _____
PROVISIONAL DATE :	_____	SIGNATURE APPR CD: _____
PAYMENT ROUTE CD :	_____	CURRENCY CODE : _____
	BAP CODE : 06D	
EXPENSE :	001	PAYABLES : _____ DISCOUNT : <b>10</b>
ACCOUNTING RULE :	01	HANDLING : _____ INTERCO PAYABLES : _____

7. Type **2000.00** in the GROSS AMOUNT field.
8. Delete any payment terms that defaulted into the TERMS CODE field.
9. Type **031108** in the PAYMENT DUE DATE field.
10. Delete any data that defaulted into the DISCOUNT field.

## NOTES

11. Press **Enter** to process the information and to access the *Invoice Line Audit (ILA)* screen. The *ILA* screen displays purchase order lines that are eligible to be matched with an invoice.

Under the receipt payment basis, goods have to be partially or fully received and the receipt must be recorded in the NCAS before the system will let you proceed to the *ILA* screen. If no goods are received and recorded, the system interrupts the processing of the invoice. In this case, the system displays the following error message on the *IMP* screen: **480 - PO SELECTED IS NOT ELIGIBLE FOR INVOICING.**

In this scenario, the goods have been partially received. Therefore, the system lets you proceed with invoice line processing.

State agencies utilizing the NCAS and Cash Management Control System (CMCS) are set up for electronic payments using a default BAP code of **IGO**. This code allows money to be electronically transferred through CMCS. This IGO BAP code is a secured code and cannot be overridden. If the user tries to override the IGO BAP code, the following message is displayed: **P02 - VENDOR IS A CMCS VENDOR - BAP CODE MUST BE IGO.**

OCP AP		INVOICE LINE AUDIT				ILA						
NEXT FUNCTION: _____		ACTION: _____		01/06/2008		15:26:54						
REQUEST: _____		PAGE STATUS: END OF LIST										
=====												
VENDOR	: 561493308 A	PO NUMBER	: XX40000207	EXCEPTION CMNTS:	_____							
INVOICE NO:	9874563003	RELEASE	:	REM AMT:	2,000.00							
S	VENDOR'S	PO	LAST	AP	MULT	-----	INVOICE-----					
Q	ITEM NUMBER	LINE	DELIV.	ATTN	UOP	DISTR	QUANTITY	AMOUNT	S	R	D	L
A	GN42521	0001	02/17/08	NO	EA		5	500.00	<b>14</b>	Y		
DESKS, WOOD: CONVENTIONAL, MODULAR & CONTEMPO FRT												
IND	CO	ACCOUNT	CENTER	TX/VAT	_____			Y				
	XX01	534511	10003100	ADD'L	_____			Y				
				CONV FACTOR	_____			1.				

12. Verify that the unit of measure (**EA**) shown in the UOP field is the same as the unit of measure used on the invoice. Change the unit of measure if there are any discrepancies.

Note that the quantity on the *ILA* screen is **5** but the quantity on the invoice is **20**. The discrepancy in quantity has occurred because the goods have only been partially received. Because this invoice is a receipt payment basis invoice, the NCAS only allows you to pay for five desks.

13. Note that **500.00** has defaulted to the AMOUNT field on the *ILA* screen. Remember that this value is the same as the permit-to-pay (PTP) for this invoice line.

---

## **NOTES**

To verify that the value in the AMOUNT field is the same as the PTP for this invoice line, access the *PO Line Receipt/Invoice Information (PLR)* screen and the *PO Invoice Matching Information (PMI)* screen through the *PO Line Inquiry (PLI)* screen.

14. Type **P** in the S (SELECT) field and press  to select the *PO Line Inquiry (PLI)* screen.
15. Press  to process the information that has defaulted to the *PLI* screen and to access a list of the PO lines for this PO.

# NOTES

```

OCP PS                      PO LINE INQUIRY SELECTION                      PLI
NEXT FUNCTION: _____ ACTION: _____ HISTORY: _          01/06/2008 15:28:45
REQUEST: _____
=====
BUY ENTITY  XXBG           PO NO.      : XX40000207      BLANKET REL: _____
PO LINE NO. 1            LN STATUS : _____      BUYER ID   : _____
PROMISE DAT _____   CATALOG NO: _____   ITEM NO.   : _____
PAY ENTITY  _____   VENDOR NO.: _____   SHORT NAME : _____

      PO      BLANKET LINE BUYER  --LINE STATUS--  ---INQUIRY SELECTIONS ---
      NUMBER  REL. NO.  NO.  ID    LINE RECEIPT INV  PLG PLO PLC PLR PLF PCI PMI

XX40000207          0001 B01    1      P      O      _____ 16
CATALOG NO:          ITEM NO: GN42521      PROMISE DATE: 02/29/2008  _____ 17

                                     PAGE:      1 STATUS: END OF LIST
    
```

16. Type **S** in the PLR field to select the *PO Line Receipt/Invoice Information (PLR)* screen for PO line 0001.
17. Type **S** in the PMI field to select the *PO Invoice Matching Information (PMI)* screen for PO line 0001.
18. Press **Enter** to process the information and to access the *PLR* screen.

```

OCP PS                      PO LINE RECEIPT/INVOICE INFORMATION          PLR
NEXT FUNCTION: _____ ACTION: _____ HISTORY: _          01/06/2008 15:31:11
BROWSE: _
=====
BUY ENTITY      : XXBG
PO NO.          : XX40000207      UNIT OF PURCHASE ORDERED : EA
PO LINE NO.     : 1              UNIT PRICE          : 100.00000
BLANKET REL. NO. : _____     QUANTITY ORDERED UOP: 20
-----RECEIVED-----
STATUS          : PARTIAL        SKU CONV. FACTOR    : 1.0
QUANTITY DELIVERED UOP: 5.00 QUANTITY ORDERED SKU: 20.00
QUANTITY RETURNED UOP: .00      STD LOT SIZE QTY   : 0
QUANTITY DELIVERED SKU: 5.00    -----INVOICED-----
QUANTITY RETURNED SKU: .00      STATUS              : OPEN
LAST RECEIPT DATE : 02/17/2008  CURRENCY CODE       :
-----INSPECTED-----
DOCK-TO-STOCK PENDING : NO      AMOUNT INVOICED    : .00
QTY ACCEPTED/NOT INSP : 0      TAX AMOUNT INVOICED : .00
QTY ACCEPTED/INSP     : 0      ADDL COST INVOICED : .00
TOTAL QTY ACCEPTED SKU: 0      LAST INVOICE DATE   :
QUANTITY REJECTED     : 0      LAST INVOICE PRICE  : .00000
QTY DUE INVENTORY SKU : 15.00
    
```

19. Look under the ORDERED section on the right-hand side of the screen. Note that 20 desks were ordered at a unit price of \$100 each. Therefore, the invoice does match the quantity ordered.

# NOTES

20. Look under the RECEIVED section on the left-hand side of the screen. Note that only five desks have actually been received and recorded in the system.

Remember that since this transaction is based on the receipt payment basis, the quantity used in the base PTP calculation is the quantity received minus returns. In this case, the quantity received is five (no returns), so five is used in the base PTP calculation.

21. Press **Enter** to access the *PO Invoice Matching Information (PMI)* screen.

OCP PS	PO INVOICE MATCHING INFORMATION		PMI
NEXT FUNCTION: <b>23</b>	ACTION: _____	HISTORY: _	01/06/2008 15:40:43
BROWSE: _	-----		
BUY ENTITY	: XXBG	VENDOR: AMOS OFFICE EQUIPMENT, INC.	
PO NO.	: XX40000207		
PO LINE NO.	: 0001		
BLANKET REL. NO.	:		
CURRENCY CODE	:		
PAYMENT BASIS	: RECEIPT		
	BASE PERMIT TO PAY	INVOICED TO DATE	PERMIT TO PAY
PO HEADER	: 500.00	.00	500.00
PO HEADER TAX/VAT	: .00	.00	.00
PO HEADER ADDL COST	: .00	.00	.00
BLANKET	:		
BLANKET TAX/VAT	:		
BLANKET ADDL COST	:		
PO LINE	: 500.00	.00	500.00
PO LINE TAX/VAT	: .00	.00	.00
PO LINE ADDL COST	: .00	.00	.00

22. Look at the values in the BASE PERMIT TO PAY, INVOICED TO DATE and PERMIT TO PAY fields for the PO line. Also look at the PAYMENT BASIS field.

Note that the value in the PERMIT TO PAY field is **500.00**, the same value that you observed in the AMOUNT field on the *ILA* screen in Step 14.

There is no value in the INVOICED TO DATE field because no invoice has been applied against this PO line yet.

Note also that **RECEIPT** has defaulted to the PAYMENT BASIS field indicating that this invoice will be paid on a receipt payment basis.

Remember that since this invoice is being paid under receipt payment basis, the base permit-to-pay is calculated as follows:

$$\begin{aligned} \text{Base PTP} &= (\text{Quantity Rec'd} - \text{Returns}) \times (\text{PO Unit Price}) \\ 500 &= (5) \times (100) \end{aligned}$$

In other words, as long as AP receives an invoice, AP can pay this PO line up to the amount of the base PTP. Therefore, AP can pay this PO line up to \$500.

## NOTES

23. Type **BACK** in the NEXT FUNCTION field and press  to return to the *ILA* screen.

OCP AP		INVOICE LINE AUDIT				ILA	
NEXT FUNCTION: _____		ACTION: _____		01/06/2008		15:44:38	
REQUEST: <b>27</b> <b>29</b> _____		PAGE STATUS: END OF LIST					
=====							
VENDOR :	561493308 A	PO NUMBER :	XX40000207	EXCEPTION CMNTS:	_____		
INVOICE NO:	9874563003	RELEASE :	_____	REM AMT:	2,000.00	_____	
S VENDOR'S	PO LAST	AP	MULT	INVOICE	_____	P P C	_____
Q	ITEM NUMBER	LINE	DELIV.	ATTN UOP	DISTR	QUANTITY	AMOUNT S R D L
A	GN42521	0001	02/17/08	NO EA	_____	<b>24</b> 5	<b>25</b> 500.00 - Y -
DESKS, WOOD: CONVENTIONAL, MODULAR & CONTEMPO FRT _____ Y							
IND	CO	ACCOUNT	CENTER	TX/VAT	_____	_____	Y
	XX01	534511	10003100	ADD'L	_____	_____	Y
			CONV FACTOR	_____	_____	1.	_____

24. Type **20** in the QUANTITY field to correct the discrepancy between the *ILA* screen and the invoice.
25. Type **2000.00** in the AMOUNT field to correct the discrepancy between the *ILA* screen and the invoice.
26. Verify the accounting distribution that is displayed in the CO, ACCOUNT and CENTER fields. Change the accounting distribution if it is incorrect.
27. Type **A** in the REQUEST field to identify line 0001.
28. Press  to tag the PO line.

The system displays the following error message: **391 PTP AMOUNT + EXTENDED VALUE TOLERANCE FOR THIS PO LINE HAS BEEN EXCEEDED.**

Although the invoice matches the quantity ordered of 20 desks, the system only allows you to pay the PTP amount (in this case \$500.00). Because this transaction is based on the receipt payment basis, the system only allows you to pay for the desks actually received and recorded in the system.

29. Type **DELAY** in the REQUEST field and press  to store the invoice information in the system until processing can be completed.

---

## NOTES

This invoice cannot be paid until the invoice has been passed to the buyer and the error has been resolved.

You will finish processing this invoice when you learn how to process exceptions. [Activity: Responding to an Extended Value Tolerance Exception (Quantity-Related)].

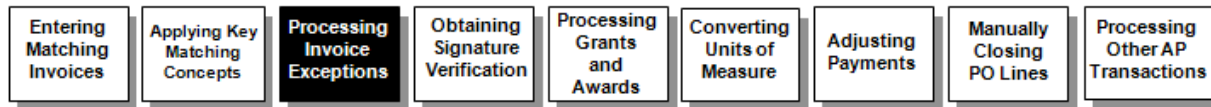
This walkthrough demonstrated the following:

- How the NCAS performs permit-to-pay calculations using the receipt payment basis
- The relationship between base permit-to-pay, invoiced-to-date and permit-to-pay amounts
- The use of the *PO Invoice Matching Information (PMI)* screen to inquire upon the available permit-to-pay for a particular PO line
- The use of the *PO Line Receipt/Invoice Information (PLR)* screen to inquire upon receiving information for a particular PO line

This walkthrough also demonstrated one of the advantages of the NCAS: the reduction in the AP clerk's work because he or she does not have to manually compare the PO, the invoice and the receipt under the receipt payment basis.

- Because the NCAS performs permit-to-pay calculations, the AP clerk does not have to keep referring back to the PO to calculate available PTP.
- The AP clerk also does not have to search for previous invoices against a particular PO because the NCAS tracks the invoiced-to-date amounts and reduces the PTP accordingly.
- The *PMI* screen allows the AP clerk to look up all the information related to the available PTP for a PO line without having to physically look up the PO or previous invoices.
- The *PLR* screen allows the AP clerk to look up receiving information without having to physically look up previous receipts.

## Processing Invoice Exceptions



### Line Audit

North Carolina uses the line audit method to match invoices against purchase orders. The **line audit** method requires AP to match each invoice line to the relevant PO line. Auditing invoices by line ensures that the state does not overpay invoices.

The line audit policy is established as the default at the paying entity level of the default hierarchy.

### Invoice Audit Controls

Invoice audit controls are established to audit the invoice for differences between the information on the invoice and the purchase order. When an invoice is entered in the system, the NCAS applies the established invoice audit controls automatically, eliminating the need for the AP clerk to manually audit the invoice and the PO.

There are two types of invoice audit controls:

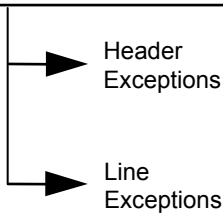
- **Invoice header controls** apply to the entire invoice.
- **Invoice detail controls** apply to individual invoice lines.

Purchasing personnel, in consultation with AP personnel, establish audit controls. Purchasing specifies invoice controls for a buying entity and can override specific values at various levels of the default hierarchy.

### Tolerances

Invoice audit controls define an acceptable range — known as the **tolerance** — for the difference between the information on the invoice and the PO. If the difference is within established tolerance levels, the invoice can be further processed. If the difference is not within tolerance, the system does not allow payment until the difference has been resolved by the buyer.

**Invoice Exceptions**



## Exceptions

A difference between the information on the invoice and PO that needs to be resolved is referred to as an **exception**. Since two types of audit controls are applied to invoices, exceptions are of two types:

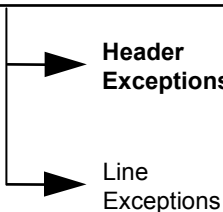
- **Invoice header exceptions** occur when differences occur between the invoice header information and the PO header information.
- **Invoice line exceptions** occur when the difference between the invoice line information and the PO line information exceeds tolerance levels.

To process exceptions, an AP clerk needs to do two things:

- Respond to an exception message during invoice entry.
- Apply the buyer's instructions to clear the invoice after the buyer has resolved the exception.

## Processing Invoice Header Exceptions

**Invoice Exceptions**



### Invoice Header Controls

Invoice header controls apply to the invoice header and each invoice line, unless the purchasing staff has specified different controls for a particular invoice line. The system uses these controls to verify that the invoice header information entered by the AP clerk is the same as that entered by the buyer on the purchase order header.

The system applies invoice header controls during the processing of the invoice header information entered by the AP clerk. If the AP clerk has entered information that is different from the buyer's specifications for that PO, an exception occurs. The following invoice header controls cause exceptions if specific information on the invoice does not match that on the PO.

All invoice header control defaults are established by the purchasing staff at the buying entity level of the default hierarchy. These default controls can be overridden by purchasing staff at lower levels of the hierarchy. Note that the first control can be overridden at the PO header level. The last three controls can be overridden at the PO line level.

All invoice header control defaults are established by the purchasing staff at the buying entity level of the default hierarchy. These default controls can be overridden by purchasing staff at lower levels of the hierarchy. Note that the first control can be overridden at the PO header level. The last three controls can be overridden at the PO line level.

---

- **Vendor Match Required**

## **NOTES**

Purchasing staff can indicate whether the vendor number on the invoice must match that of the purchase order. If purchasing indicates that the vendor number should match, and the AP clerk enters a vendor number that does not match the purchase order, then the system issues an exception message.

- **Freight Charge Authorized**

Purchasing staff can indicate whether a freight charge on the invoice is acceptable or not. If purchasing indicates that a freight charge may not be added to the purchase order, and if the AP clerk enters such a charge during matching, the system issues an exception message.

- **Sales Tax/VAT Authorized**

Purchasing staff can also establish whether sales tax or value-added tax (VAT) is permitted on a transaction. If purchasing indicates that sales tax or VAT is not permitted, and if the AP clerk enters a tax when matching the invoice, the system issues an exception message.

- **Additional Cost Authorized**

Purchasing staff can also indicate if any additional costs may be added to the purchase. If purchasing indicates that such costs are not acceptable, and if the AP clerk enters such additional costs that were added to the invoice, the system issues an exception message.

### ***Responding to an Invoice Header Exception Message***

A header exception occurs when the AP clerk enters information on the *Invoice Matching (IMP)* screen.

When a header exception occurs, the system allows the AP clerk to continue from the *Invoice Matching (IMP)* screen to the *Invoice Line Audit (ILA)* screen in order to enter invoice line information. However, the system displays an exception message when the AP clerk balances (“nexts”) the invoice. The invoice cannot be paid until the error has been resolved. The AP clerk must pass the invoice to the buyer for resolution of the error. The invoice is held in the AP clerk’s *Invoice Reapplication Work Queue (IRQ)* with a **B** (*pending buyer review*) status until the AP clerk receives instructions from the buyer regarding resolution of the exception. Before passing the invoice, the AP clerk may add comments to the invoice to provide additional information to the buyer.

The *IRQ* screen lists invoices passed to the Purchasing department for review or awaiting signature verification. When you receive processing instructions, select the document from the list and either pay the document as is or process it and reaudit.

## NOTES

### ***Applying the Buyer's Instructions to an Invoice Header Exception***

When the buyer has resolved the exception, the buyer changes the invoice status from **B** (*pending buyer review*) to **A** (*available for accounts payable processing*) status on the *IRQ* screen. The invoice is now available to the AP clerk for processing.

The buyer may instruct the AP clerk to pay the invoice without additional processing or to make changes before it is paid.

- If the buyer instructs the AP clerk to pay the invoice without any additional processing, the AP clerk releases the invoice for payment from the *IRQ* screen using the **P** (*pay-as-is*) selection.
- If the permit-to-pay amount has been exceeded for the invoice and the buyer instructs the AP clerk to pay the invoice without any additional processing, then the AP clerk releases the invoice for payment from the *IRQ* screen using the **F** (*force pay*) selection.
- If the buyer instructs the AP clerk to make changes to the invoice before releasing it for payment, the AP clerk must release the invoice from the *IRQ* using the **S** (*additional processing*) selection. The *ILA* screen is displayed with the invoice information. The AP clerk applies the buyer's instructions to the invoice. Once the changes have been made, the audit controls are reapplied to the invoice.

If an exception occurs again, the AP clerk must review the changes he or she made to ensure that the information is accurate. If he or she cannot resolve the exception, the AP clerk passes the document back to the buyer for further review. The AP clerk may add comments to the invoice before passing it back for review. If no exception occurs, the invoice is accepted by the system and made eligible for payment.

- 📁 The **AP Action Report** prints everyday in X/PTR and details the exceptions resolved on the previous day. The AP clerk may also use this report to view the buyer's instructions. The **AP Action Report** is located in X/PTR group **MM122-6**. This report is **AP-A0005**.

## View Exception Comments (VEC) screen

## NOTES

The *View Exception Comments(VEC)* screen is an inquiry-only screen that displays invoice exceptions comments entered by the AP clerk on the *Invoice Exception Comments (IEC)* screen and the buyer on the *Exception Invoice Worksheet – Document (EIW)* screen. The AP clerk no longer has to wait until the **AP Action Report** comes out in the next production run. The buyer's comments are visible real-time to the AP clerk via the *VEC* screen.

The exception comments can be viewed on line. AP clerks can access the *VEC* screen directly via the NEXT FUNCTION field or by typing **C** in the EXCEPTION COMMENTS field on the *Invoice Line Audit (ILA)* screen and pressing .

OCP AP	VIEW EXCEPTION COMMENTS	VEC
NEXT FUNCTION: _____	ACTION: _____	06/26/2006 09:12:10
REQUEST: _____		
=====		
PAY ENTITY	: XXPT	DOCUMENT NUMBER : 7939513006
VENDOR NUMBER	: 561301618 A	DOCUMENT DATE : 02/06/2006
=====		
=====ACCOUNTS PAYABLE EXCEPTION COMMENTS=====		
MORE AP COMMENTS: _		
ERROR MESSAGE SAYS FREIGHT IS NOT AUTHORIZED.		
_____		
_____		
_____		
=====		
=====BUYER EXCEPTION COMMENTS=====		
MORE BUYER COMMENTS: _		
PAY PER PURCHASE ORDER. DELETE FREIGHT AMOUNT FROM THE INVOICE AND		
PAY THE REDUCED AMOUNT. DO NOT ISSUE A DEBIT MEMO.		
_____		
_____		

**NOTES**

**WALKTHROUGH: Responding to a Freight Exception Message**

**SCENARIO**

You have received an invoice from Couch Business Forms, Inc. The vendor number is 561301618 A. Purchasing has indicated that freight charges are not authorized for this PO and, therefore, you receive an exception message when you enter the freight charge.

<b>Invoice: Couch Business Forms, Inc. PO Box 5650 Winfred, NC 27600-5650</b>		<b>Invoice Number: 9517533004 Invoice Date: 02/06/2008 Terms: Net 30</b>	
<b>Description:</b>	<b>Quantity:</b>	<b>Unit Price:</b>	<b>Total Price:</b>
3-hole paper hole punchers	100	1.00	100.00
PO# XX4000208		Freight: Tax: TOTAL:	10.00  <u>110.00</u>

1. Type the **invoice header information** on the *IMP* screen. (Refer to **Procedure 3A/B: Entering Invoice Header Information for Matching Invoices.**)
  - Buying entity XXBG.
  - Remember to type **10.00** in the second blank of the FREIGHT field.
2. Press  to process the invoice header information and to access the *Invoice Line Audit (ILA)* screen.

The system displays the following exception message: **224 - FREIGHT IS NOT AUTHORIZED FOR THIS PO.**

## NOTES

```
OCF AP ----- INVOICE MATCHING ----- IMP
224 - FREIGHT IS NOT AUTHORIZED FOR THIS PO
NEXT FUNCTION: ----- ACTION: ----- 06/26/2008 09:44:59
REQUEST: 3
=====
INVOICE NUMBER : 9517533004 DATE: 02/06/2008 EXCEPTION CMNTS: _
VENDOR SHORT NAME: COUCHBUSINESSFO COUCH BUSINESS FORMS, INC.
VENDOR NUMBER : 561301618 A WINFRED CM/DM: I
NC 27600-5650
P O BUY ENTITY : XXBG P O NUMBER: XX40000208 RELEASE: ----- ALL: _
GROSS AMOUNT : 110.00 FREIGHT : 10.00
SALES TAX/VAT : ----- ADDITIONAL COST : -----
SALES TAX 2 : ----- SALES TAX 3 : -----
REMIT MSG : -----
COUNTY CODE : -----
===== SUGGESTED VALUES =====
TERMS CODE : N30 DISCOUNT AMT/PCT : -----
PAYMENT DUE DATE : ----- REASON CODE : -----
GL EFFECTIVE DATE: ----- FACTOR NUMBER : -----
PROVISIONAL DATE : ----- IND: ----- SIGNATURE APPR CD: -----
PAYMENT ROUTE CD : ----- BAP CODE : 06D CURRENCY CODE : -----
EXPENSE : 001 PAYABLES : ----- DISCOUNT : 001
ACCOUNTING RULE : 01 HANDLING : ----- INTERCO PAYABLES : -----
```

3. Type **CONT** in the REQUEST field to *continue* processing the invoice.
4. Press  to access the *Invoice Line Audit (ILA)* screen.

## NOTES

```

OCP AP                                INVOICE LINE AUDIT                                ILA
NEXT FUNCTION: _____ ACTION: _____                                06/26/2008 09:46:28
REQUEST: 9 10 _____ PAGE STATUS: END OF LIST
=====
VENDOR      : 561301618 A          PO NUMBER : XX40000208  EXCEPTION CMNTS: _
INVOICE NO: 9517533004          RELEASE   :              REM AMT: 100.00
S  VENDOR'S PO LAST AP MULT -----INVOICE----- P P C
Q  ITEM NUMBER LINE DELIV. ATTN UOP DISTR QUANTITY AMOUNT S R D L
A 0000144      0001 02/17/08 NO EA      100      100.00 _ Y _
PAPER HOLE PUNCHER, 3-HOLE, PUNCHES 13/32" HO FRT _____ N
IND CO ACCOUNT          CENTER TX/VAT _____ Y
XX01 534511            10003100 ADD'L _____ Y
CONV FACTOR              1.
    
```

To identify and tag the appropriate PO line for the amount on the invoice, do the following:

5. Verify that the unit of measure (**EA**) shown in the UOP field is the same as the unit of measure used in the invoice. Change the unit of measure on the *ILA* screen if there are any discrepancies.
6. Verify that the quantity (**100**) shown in the QUANTITY field on the *ILA* screen is the same as the quantity reflected on the invoice. Change the quantity on the *ILA* screen if there are any discrepancies.
7. Verify that the amount **100.00** in the AMOUNT field on the *ILA* screen is the same as the invoice amount. Change the amount on the *ILA* screen if there are any discrepancies.
8. Verify the accounting distribution that displays in the CO, ACCOUNT and CENTER fields. Change the accounting distribution if it is incorrect.
9. Type **A** in the REQUEST field to identify PO line 0001 and press  to tag the PO line.
10. Type **N** or **NEXT** in the REQUEST field and press  to balance the invoice.

## NOTES

```

(06) AP - - - - - INVOICE LINE AUDIT ILA
224 - FREIGHT IS NOT AUTHORIZED FOR THIS PO
NEXT FUNCTION: _____ ACTION: _____ 06/26/2008 09:46:28

REQUEST: 11 PAGE STATUS: END OF LIST
=====
VENDOR : 561301618 A PO NUMBER : XX40000208 EXCEPTION CMNTS: -
INVOICE NO: 9517533004 RELEASE : REM AMT: .00
S VENDOR'S PO LAST AP MULT -----INVOICE----- P P C
Q ITEM NUMBER LINE DELIV. ATTN UOP DISTR QUANTITY AMOUNT S R D L
A 0000144 0001 02/17/08 NO EA 100 100.00 - Y -
PAPER HOLE PUNCHER, 3-HOLE, PUNCHES 13/32" HO FRT --- --- N
IND CO ACCOUNT CENTER TX/VAT --- --- Y
XX01 534511 10003100 ADD'L --- --- Y
CONV FACTOR 1.
    
```

The system displays the following error message again: **224 - FREIGHT IS NOT AUTHORIZED FOR THIS PO.**

11. Type **PASS** in the REQUEST field and press  to pass the invoice to the buyer for resolution of the exception.

The buyer can view the invoice you passed on the buyer's *Invoice Work Queue (IWQ)* screen. The *IWQ* screen lists all the invoices passed to a particular buyer for review. From this screen, a buyer can review invoice details, resolve any errors and release the invoice for the AP clerk to finish processing it.

The AP clerk can view a list of passed invoices on the *Invoice Reapplication Work Queue (IRQ)* screen.

12. Type **IRQ** in the NEXT FUNCTION field and press  to access the *IRQ* screen.

# NOTES

```

OCP AP                INVOICE REAPPLICATION WORK QUEUE                IRQ
NEXT FUNCTION: _____ ACTION: _____                06/26/2008 09:50:31
REQUEST: _____
=====
PAYING ENTITY: XXPT
AP OPERATOR   : 13
STATUS       : _                GL EFFECTIVE DT: _____

---CONTROL---
GROUP  DATE      VENDOR NUMBER    INVOICE NUMBER      AMOUNT    REFERRAL T S
-----

```

PAGE: 1 STATUS: END OF LIST

13. Type your operator ID (XX) in the AP OPERATOR field and press  to view all the invoices you have passed to the buyer for review.

You can narrow the list of invoices that you view by entering one of the following characters in the STATUS field:

- A** Only lists invoices with an **A** status (*available for accounts payable processing*)
- B** Only lists invoices with a **B** status (*pending buyer review*)
- S** Only lists invoices with a **S** status (*pending signature verification*)

If you do not enter a character in the STATUS field, a list of *all* invoices (i.e., invoices with an **A**, **B** and a **S** status) passed to a buyer is displayed.

```

OCP AP                INVOICE REAPPLICATION WORK QUEUE                IRQ
NEXT FUNCTION: _____ ACTION: _____                04/25/2008 08:53:21
REQUEST: _____
=====
PAYING ENTITY: XXPT
AP OPERATOR   : 0000XX
STATUS       : _                GL EFFECTIVE DT: _____

---CONTROL---
GROUP  DATE      VENDOR NUMBER    INVOICE NUMBER      AMOUNT    REFERRAL T S
-----
0003 04/30/2002  560746125 A        45649002             500.00 BUY  B01 B _
0003 04/30/2002  560746125 A        45649004             586.50 BUY  B01 B _
0003 04/30/2002  561301618 A        45649001             110.00 BUY  B01 B _
0123 04/25/2008  561301618 A        9517533004           110.00 BUY  B01 B _
0003 04/30/2002  561493308 A        45649005             2,000.00 BUY  B01 B _
0124 07/06/2008  560746125 A        7418523010           586.50 BUY  B01 A _
0124 07/06/2008  560746125 A        9638523008           250.00 BUY  B01 A _
0124 07/06/2008  561301618 A        7939513006            55.00 BUY  B01 A _
0124 07/06/2008  561493308 A        2587533011           1,000.00 BUY  B01 A _

```

PAGE: 1 STATUS: END OF LIST

---

Note that invoice number **9517533004** has a **B** status indicating that the invoice is *pending buyer review*.

## ***NOTES***

14. Wait for the buyer's instructions regarding further processing of the invoice.

**NOTES**

**WALKTHROUGH: Applying the Buyer's Instructions to a Freight Exception**

**SCENARIO**

Two days ago, you received a freight exception on an invoice for 50 paper punchers from Couch Business Forms, Inc. Purchasing specified that freight was not authorized on this PO. You passed this invoice to the buyer for resolution of the error. The vendor number is 561301618 A.

When you checked the *Invoice Reapplication Work Queue (IRQ)* screen, the invoice has a status of **A**, indicating that the invoice is available for accounts payable processing. The buyer has instructed you to pay the invoice without the freight charge.

<b>Invoice: Couch Business Forms, Inc.</b> <b>PO Box 5650</b> <b>Winfred, NC 27600-5650</b>		<b>Invoice Number: 7939513006</b> <b>Invoice Date: 02/02/2008</b> <b>Terms: Net 30</b>	
<b>Description:</b>	<b>Quantity:</b>	<b>Unit Price:</b>	<b>Total Price:</b>
3-hole paper hole punchers	50	1.00	50.00
<b>PO # XX40000209</b>		<b>Freight:</b>	<b>5.00</b>
		<b>Tax:</b>	
		<b>Total:</b>	<u><u>55.00</u></u>

```

OCP AP                INVOICE REAPPLICATION WORK QUEUE                IRQ
NEXT FUNCTION: _____ ACTION: _____                04/25/2008 08:53:21
REQUEST: _____
=====
PAYING ENTITY: XXPT
AP OPERATOR : 0000XX
STATUS      : _                GL EFFECTIVE DT: _____

---CONTROL---
GROUP DATE      VENDOR NUMBER      INVOICE NUMBER      AMOUNT      REFERRAL T S
0003 04/30/2002 560746125 A      45649002      500.00 BUY  B01 B _
0003 04/30/2002 560746125 A      45649004      586.50 BUY  B01 B _
0003 04/30/2002 561301618 A      45649001      110.00 BUY  B01 B _
0123 04/25/2008 561301618 A      9517533004      110.00 BUY  B01 B _
0003 04/30/2002 561493308 A      45649005      2,000.00 BUY B01 B _
0124 07/06/2008 560746125 A      7418523010      586.50 BUY  B01 A _
0124 07/06/2008 560746125 A      9638523008      250.00 BUY  B01 A _
0124 07/06/2008 561301618 A      7939513006      55.00 BUY  B01 A 2
0124 07/06/2008 561493308 A      2587533011      1,000.00 BUY B01 A _
    
```

PAGE: 1 STATUS: END OF LIST

1. Locate invoice number **7939513006** on the *IRQ* screen.

Note that the invoice has an **A** status which means that the invoice is *available for accounts payable processing*.

## NOTES

You can narrow the list of invoices that you view by entering one of the following characters in the STATUS field:

- A** Only lists invoices with an **A** status (*available for accounts payable processing*)
- B** Only lists invoices with a **B** status (*pending buyer review*)
- S** Only lists invoices with a **S** status (*pending signature verification*)

If you do not enter a character in the STATUS field, a list of *all* invoices (i.e., invoices with **A**, **B** and **S** status) passed to a buyer is displayed.

2. Type **V** in the S (SELECT) field for invoice number **7939513006** and press  to access the *View Exceptions Comments (VEC)* screen and view the buyer's instructions. The buyer has indicated that additional processing is required to pay the invoice without freight.

```
OCP AP                VIEW EXCEPTION COMMENTS                VEC
NEXT FUNCTION: _____ ACTION: _____                06/26/2008 13:25:53
REQUEST: 3 _____
=====
PAY ENTITY           : XXPT                DOCUMENT NUMBER   : 7939513006
VENDOR NUMBER       : 561301618 A          DOCUMENT DATE     : 02/06/2008
=====
====ACCOUNTS PAYABLE EXCEPTION COMMENTS=====
MORE AP COMMENTS: _
  ERROR MESSAGE SAYS FREIGHT IS NOT AUTHORIZED.
  _____
  _____
  _____
  _____
=====
====BUYER EXCEPTION COMMENTS=====
MORE BUYER COMMENTS: _
  PAY PER PURCHASE ORDER. DELETE FREIGHT AMOUNT FROM THE INVOICE AND
  PAY THE REDUCED AMOUNT. DO NOT ISSUE A DEBIT MEMO.
  _____
  _____
```

3. Type **BACK** in the REQUEST field and press  to return to the *IRQ* screen.

# NOTES

```

OCP AP                INVOICE REAPPLICATION WORK QUEUE                IRQ
NEXT FUNCTION: _____ ACTION: _____                04/25/2008 09:00:22
REQUEST: _____
=====
PAYING ENTITY: XXPT
AP OPERATOR   : 0000XX
STATUS       : _                GL EFFECTIVE DT: _____

---CONTROL---
GROUP  DATE      VENDOR NUMBER      INVOICE NUMBER      AMOUNT      REFERRAL T S
0124  07/06/2008  561301618 A      7939513006          55.00 BUY  B01 A 4
0124  07/06/2008  561493308 A      2587533011         1,000.00 BUY  B01 A _

PAGE:      2 STATUS: END OF LIST
  
```

Note that this invoice requires additional processing despite the fact the buyer's instructions on the *View Exception Comments (VEC)* screen say "as is". We know the invoice requires additional processing from the buyer's comments on the report. **In other words, it is always important to read the buyer's comments on the VEC screen.**

4. Type **S** in the S (SELECT) field for invoice number **7939513006** and press  to make changes to the invoice information you entered two days ago. The *ILA* screen for that invoice is displayed.

The code you enter in the S (SELECT) field tells the system how to further process the invoice. You can enter:

- P** to *pay as is*, if no further processing is required.
- F** to *force pay*, if no further processing is required and the permit-to-pay has been exceeded for the invoice.
- S** for *additional processing*, if the buyer has issued instructions for further processing.
- V** to access the *View Exception Comments (VEC)* screen and read the buyer's instructions.
- C** to access the *Invoice Exceptions Comments (IEC)* screen and add comments to the invoice.

## NOTES

```

OCP AP                      INVOICE LINE AUDIT                      ILA
NEXT FUNCTION: _____ ACTION: _____                      06/26/2008 13:33:30
REQUEST: 5 PAGE STATUS: END OF LIST
=====
VENDOR      : 561301618 A      PO NUMBER : XX40000209  EXCEPTION CMNTS: -
INVOICE NO:  7939513006      RELEASE   :                      REM AMT: .00
S  VENDOR'S  PO  LAST  AP  MULT  -----INVOICE-----  P  P  C
Q  ITEM NUMBER  LINE  DELIV.  ATTN  UOP  DISTR  QUANTITY  AMOUNT  S  R  D  L
A 0000144      0001 02/17/08 NO  EA          50          50.00  -  Y  -
PAPER HOLE PUNCHER, 3-HOLE, PUNCHES 13/32" HO FRT  ---  ---  ---  N
IND CO ACCOUNT          CENTER          TX/VAT  ---  ---  ---  Y
  XX01 534511          10001000          ADD'L  ---  ---  ---  Y
                                CONV FACTOR          1.
  
```

5. Type **CONT** or **"M"** in the REQUEST field and press  to return to the *IMP* screen for this invoice.

# NOTES

```

OCP AP                               INVOICE MATCHING                               IMP
NEXT FUNCTION: _____ ACTION: _____                                06/26/2008 13:40:21
REQUEST: _____
=====
INVOICE NUMBER   :          7939513006   DATE: 02/06/2008   EXCEPTION CMNTS: _
VENDOR SHORT NAME: COUCHBUSINESSFO     COUCH BUSINESS FORMS INC
VENDOR NUMBER   :          561301618 A   RALEIGH           CM/DM: I
                                                    NC 27600-5650
P O BUY ENTITY   : XXBG                 P O NUMBER: XX4000209  RELEASE: _____ ALL: _

GROSS AMOUNT    :          6          55.00 FREIGHT          :          7          7          5.00
SALES TAX/VAT   : _____ ADDITIONAL COST           : _____
SALES TAX 2     : _____ SALES TAX 3                : _____
REMIT MSG       : _____
COUNTY CODE    : _____
=====
SUGGESTED VALUES =====
TERMS CODE      : N30                DISCOUNT AMT/PCT : _____
PAYMENT DUE DATE : _____ REASON CODE           : _____
GL EFFECTIVE DATE : _____ FACTOR NUMBER        : _____
PROVISIONAL DATE : _____ IND: _____ SIGNATURE APPR CD : _____
PAYMENT ROUTE CD : _____ BAP CODE : 06D CURRENCY CODE   : _____
EXPENSE         : 001 PAYABLES : _____ DISCOUNT       : 001
ACCOUNTING RULE : 01 HANDLING : _____ INTERCO PAYABLES : _____
  
```

6. Type **50.00** in the GROSS AMOUNT field.
7. Delete the values in the first and second blanks (**001** and **5.00**) in the FREIGHT field.

The **Mini-Chart of Accounts** consists of frequently referenced general ledger accounts. Each general ledger account is identified using a three-character identifier. On the *IMP* screen, **001** is the mini-chart indicator for the suspense account. All tax, freight, additional cost, and discount amounts that are *not* prorated to an invoice line are posted to the suspense account identified by 001.

8. Press **Enter** to process the change and to access the *ILA* screen. Note that an invoice header exception message does not occur.

# NOTES

```

OCP AP                INVOICE LINE AUDIT                ILA
NEXT FUNCTION: 11     ACTION:                06/26/2008 13:49:09
REQUEST: 9 10     PAGE STATUS: END OF LIST
=====
VENDOR      : 561301618 A      PO NUMBER : XX40000209  EXCEPTION CMNTS : -
INVOICE NO: 7939513006      RELEASE      :                REM AMT: .00
S  VENDOR'S PO  LAST  AP  MULT  -----INVOICE-----  P  P  C
Q  ITEM NUMBER LINE DELIV. ATTN UOP DISTR QUANTITY      AMOUNT      S  R  D  L
A 0000144      0001 02/17/08 NO  EA                50                50.00      -  N  Y  -
PAPER HOLE PUNCHER, 3-HOLE, PUNCHES 13/32" HO FRT  -----
IND CO ACCOUNT          CENTER          TX/VAT  -----
XX01 534511            10001000      ADD'L  -----
                                CONV FACTOR          1.
    
```

9. Tag the appropriate PO line for the invoice, if it is not already tagged. (Refer to **Procedure 4: Entering Invoice Line Information for Matching Invoices.**)

10. Type **N** or **NEXT** in the REQUEST field and press  to balance the invoice.

Note that an exception message does not occur. The error has been resolved and the system has accepted the invoice for payment. A blank *IMP* screen is displayed.

11. Type **IRQ** in the NEXT FUNCTION field and press  to access the *IRQ* screen.

```

OCP AP                INVOICE REAPPLICATION WORK QUEUE        IRQ
NEXT FUNCTION:      ACTION:                04/25/2008 09:03:59
REQUEST:
=====
PAYING ENTITY: XXPT
AP OPERATOR   : 0000XX
STATUS       : -                GL EFFECTIVE DT:
---CONTROL---
GROUP  DATE      VENDOR NUMBER      INVOICE      AMOUNT      REFERRAL  T  S
NUMBER
0003 04/30/2002 560746125 A      45649002      500.00 BUY  B01 B -
0003 04/30/2002 560746125 A      45649004      586.50 BUY  B01 B -
0003 04/30/2002 561301618 A      45649001      110.00 BUY  B01 B -
0123 04/25/2008 561301618 A      9517533004      110.00 BUY  B01 B -
0003 04/30/2002 561493308 A      45649005      2,000.00 BUY  B01 B -
0124 07/06/2008 560746125 A      7418523010      586.50 BUY  B01 A -
0124 07/06/2008 560746125 A      9638523008      250.00 BUY  B01 A -
0124 07/06/2008 561493308 A      2587533011      1,000.00 BUY  B01 A -

PAGE: 1 STATUS: END OF LIST
    
```

Note that invoice **7939513006** is no longer listed on your *IRQ* screen.

# NOTES

In this walkthrough, you reduced the gross amount of the invoice by \$5.00 when you deleted the freight. In order to balance a control group, its control amount must be correspondingly changed when the invoice gross amount changes.

- Type **CGS** in the NEXT FUNCTION field and press  to access the *Control Group Status (CGS)* screen.

OCP AP		CONTROL GROUP STATUS				CGS		
NEXT FUNCTION: _____		ACTION: _____		04/30/2008		11:14:28		
REQUEST: _____								
=====								
PAY ENTITY: _____								
PAY ENTITY	---	CONTROL DATE	---	CONTROL NUMBER	CONTROL AMOUNT	NBR OF DOCS	DATE ENTERED	S
XXPE	02/20/2004	1001			750.00	1	02/20/2004	-
XXPT	04/10/2001	0001			195,000.00	3	04/10/2001	-
XXPT	04/12/2001	0001			400.00	15	04/12/2001	-
XXPT	04/26/2002	0001			4.56	1	04/26/2002	-
XXPT	04/27/2002	0002			1,000.00	1	04/27/2002	-
XXPT	04/30/2002	0003			3,196.50	4	04/30/2002	-
XXPT	02/16/2004	0001			16.00	1	02/16/2004	-
XXPT	02/16/2004	1001			16.90	1	02/16/2004	-
XXPT	02/19/2004	1001			750.00	1	02/19/2004	-
XXPT	07/27/2004	0001			18,000.00	2	07/27/2004	-
XXPT	07/06/2008	0124			3,891.50	4	07/06/2008	<b>13</b>
PAGE: 1				STATUS: MORE				

- Type **S** in the s (SELECT) field for control group 124. (It may be on the second page.)
- Press  to process the information and to access the *Control Entry Status (CES)* screen.

OCP AP		CONTROL ENTRY STATUS				CES	
NEXT FUNCTION: _____		ACTION: _____		04/25/2008		09:07:50	
REQUEST: _____							
=====							
PAY ENTITY : XXPT		CNTL NBR : 0124					
CNTL DATE : 07/07/2006		CURRENCY :		CONTROL AMT :		<b>15</b> 3,891.50	
GL EFF DATE :		APPL AREA: SC		GROSS DOC AMT:		1,886.50	
NBR OF DOC'S: 4				DIFFERENCE :		2,005.00	
=====							
VENDOR/EMPLOYEE	DOCUMENT NUMBER	GROSS AMOUNT	DOC DATE	STATUS	SEL		
560746125 A	9638523008	250.00	02/09/2008	MATCH EXCEP	-		
561301618 A	7939513006	50.00	02/06/2008	BALANCED	-		
560746125 A	7418523010	586.50	02/17/2008	MATCH EXCEP	-		
561493308 A	2587533011	1,000.00	02/11/2008	MATCH EXCEP	-		
PAGE: 1				STATUS: END OF LIST			

- Reduce the value in the CONTROL AMOUNT field by \$5.00 from 3,891.50 to 3,886.50 and press  to process the change.

---

The preceding two walkthroughs demonstrated how an AP clerk processes an invoice with an invoice header exception, specifically a freight exception. Other header exceptions (such as sales tax/VAT authorized and additional cost authorized) may be similarly processed.

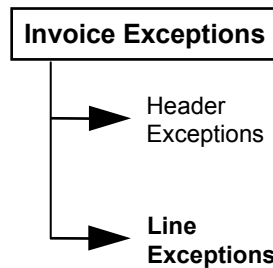
## ***NOTES***

A freight exception occurs because the buyer has not authorized the freight charge that displays on the invoice. When a freight exception occurs, the AP clerk must continue to process the invoice line information. After entering the invoice line information in the system, the AP clerk must pass the invoice to the buyer for resolution of the exception.

In the preceding walkthrough, the buyer reviewed the exception and instructed the AP clerk to pay the invoice as per the PO. In other words, the AP clerk paid the invoice net of the freight charge.

## NOTES

# Processing Invoice Line Exceptions



### *Invoice Detail Controls*

Invoice detail controls are applied to each invoice line. The system uses these controls to verify that the invoice line information entered by the AP clerk matches, within tolerances, the PO line information entered by purchasing staff.

When an invoice line is matched to the PO line, the system audits the invoice using the invoice detail controls. If discrepancies exceeding the established tolerances are detected, then a matching exception occurs. Payment does not take place until the discrepancy is resolved. The following invoice detail controls causes exceptions if specific information on the invoice line does not match that on the PO line.

Invoice detail default controls are established at the buying entity level of the default hierarchy and can be overridden by purchasing staff at the PO line level.

- **Unit Price Tolerance**

The unit price tolerance is the amount and/or percent that, when added to or subtracted from the PO line unit price, determines the upper and lower limits of the price tolerance range. The invoice unit price must fall within this range to be acceptable for payment. If the unit price on the invoice falls outside of the range, an exception occurs and resolution is required before payment can be made.

- ☞ The unit price tolerance can be set either as an amount and/or as a percentage of the PO line unit price. North Carolina uses both the unit price tolerance amount and unit price tolerance percent controls. The NCAS applies the more restrictive of the two ranges.

- **Extended Value Tolerance**

## NOTES

The extended value tolerance indicates what amount of the base permit-to-pay (PTP) is allowed as a tolerance when the invoice line amount exceeds the PO line amount. This tolerance is checked only if the invoice line falls within the unit price tolerances. If the invoice amount exceeds the extended value tolerance range, an exception occurs and must be resolved before the invoice can be paid.

- ✉ For example, the PTP for a PO line is \$2,000. If the extended value tolerance is set at \$100, an exception occurs if the invoice line amount is lower than \$1,900 or higher than \$2,100.

Remember that the extended value for a PO line or an invoice line equals the quantity ordered/received/finalized multiplied by the PO unit price. An extended value tolerance exception can, therefore, occur for two reasons:

- Price: The invoice line unit price differs from the PO line unit price *and/or*
- Quantity-related: The invoice line quantity differs from the quantity ordered/received/finalized.

- **Tax/VAT Authorized**

This control is similar to the tax/VAT authorized control for the invoice header except that it applies to a particular invoice line. In this case, the buyer indicates whether the AP clerk is permitted to pay sales tax or VAT for a particular PO line.

- **Additional Cost Authorized**

This control is similar to the additional cost authorized control for the invoice header except that it applies to a particular invoice line. In this case, the buyer indicates whether the AP clerk is permitted to pay additional costs for a particular PO line.

### ***Responding to an Invoice Line Exception Message***

Line exceptions occur during the processing of line information entered on the *Invoice Line Audit (ILA)* screen. When a line exception occurs, the system does not allow payment of the invoice until the error is resolved by the buyer. An exception message is displayed on the *ILA* screen and the invoice becomes ineligible for payment until the error has been resolved. As in the case of the invoice header exception, the invoice must be passed to the buyer for resolution of the exception. The AP clerk may add comments to an invoice before passing it to the buyer. The invoice is held in the AP clerk's *Invoice Reapplication Work Queue (IRQ)* with a **B** (*pending buyer review*) until the AP clerk receives instructions from the buyer.

When the buyer has resolved the exception, the invoice status changes from **B** status (*pending buyer review*) to **A** status (*available for accounts payable processing*) on the *IRQ* screen. The invoice is now available to the AP clerk for processing.

---

## NOTES

The buyer may instruct the AP clerk to pay the invoice without additional processing or to make changes before it is paid.

- If the buyer instructs the AP clerk to pay the invoice without any additional processing, he or she releases the invoice for payment from the *IRQ* using the **P** (*pay-as-is*) selection.
- If the permit-to-pay amount has been exceeded for the invoice and the buyer instructs the AP clerk to pay the invoice without any additional processing, then the AP clerk releases the invoice for payment from the *IRQ* screen using the **F** (*force pay*) selection.
- If the buyer instructs the AP clerk to make changes to the invoice before releasing it for payment, the AP clerk must release the invoice from the *IRQ* using the **S** (*additional processing*) selection. The *ILA* screen then displays with the invoice information. The AP clerk applies the buyer's instructions to the invoice. Once the changes have been made, the audit controls are reapplied to the invoice.

If an exception occurs again, the AP clerk must review the changes he or she made to ensure that the information is accurate. If he or she cannot resolve the exception, the AP clerk passes the document back to the buyer for further review. The AP clerk may add comments to the invoice before passing it back for review. If no exception occurs, the invoice is accepted by the system and made eligible for payment.



The **AP Action Report** prints everyday in X/PTR and details the exceptions resolved on the previous day. The AP clerk may also use this report to view the buyer's instructions. The **AP Action Report** is located in X/PTR group **MM122-6**. This report is **AP-A0005**.

## WALKTHROUGH: Responding to a Unit Price Tolerance Exception

## NOTES

**SCENARIO**

You have received a multiple line invoice from Dakota Office Supplies. The vendor number is 560746125 A. The unit price on the invoice for office equipment stands is \$25.00 that exceeds the unit price of \$23.96 entered by the buyer on the PO line. A unit price tolerance exception occurs when you try to enter the invoice line information.

You are going to add comments to the invoice before passing it to the buyer.

1. Type **CGS** in the NEXT FUNCTION field to access the *Control Group Status (CGS)* screen.
2. Type **S** in the SELECT field for control group 123.
3. Type **4** in the REQUEST field and press  to access a blank *IMP* screen in control group 123.

<b>Invoice: Dakota Office Supplies</b> 6020 Olde Eure Rd Raleigh, NC 27600-5337		<b>Invoice Number: 7893213006</b> <b>Invoice Date: 02/09/2008</b> <b>Payment Due: 03/09/2008</b>	
<b>Description:</b>	<b>Quantity:</b>	<b>Unit Price:</b>	<b>Total Price:</b>
Stands for Office Equipment & Machines	20	25.00	500.00
Wall Shelf Garment Rack	2	85.00	170.00
Copy Stands	20	10.70	214.00
Diskette Trays	20	4.90	98.00
<b>PO# XX40000210</b>		<b>Freight:</b>	
		<b>Tax:</b>	
		<b>Total:</b>	<b>982.00</b>

4. Enter the **invoice header information** on the *IMP* screen. (Refer to **Procedure 3A/B: Entering Invoice Header information.**)

Remember to:

- buying entity XXBG.
- delete data in the TERMS CODE field.
- enter a payment due date (according to the invoice).
- delete data from the DISCOUNT field.

# NOTES

Before you press **Enter**, your screen should look like the following screen:

```

OCP AP                               INVOICE MATCHING                               IMP
NEXT FUNCTION: _____ ACTION: _____                                06/26/2008 15:31:27
REQUEST: _____
=====
INVOICE NUMBER : 7893213006 DATE: 02/09/2008 EXCEPTION CMNTS: _
VENDOR SHORT NAME: DAKOTA OFFICESUP DAKOTA OFFICE SUPPLIES
VENDOR NUMBER : 560746125 A RALEIGH CM/DM: I
NC 27600-5337
P O BUY ENTITY : XXBG P O NUMBER: XX40000210 RELEASE: _____ ALL: _

GROSS AMOUNT : 982.00 FREIGHT : _____
SALES TAX/VAT : _____ ADDITIONAL COST : _____
SALES TAX 2 : _____ SALES TAX 3 : _____
REMIT MSG : _____
COUNTY CODE : _____
=====
TERMS CODE : _____ DISCOUNT AMT/PCT : _____
PAYMENT DUE DATE : 03/09/2008 REASON CODE : _____
GL EFFECTIVE DATE: _____ FACTOR NUMBER : _____
PROVISIONAL DATE : _____ IND: _____ SIGNATURE APPR CD: _____
PAYMENT ROUTE CD : _____ BAP CODE : 06D CURRENCY CODE : _____
EXPENSE : 001 PAYABLES : _____ DISCOUNT : _____
ACCOUNTING RULE : 01 HANDLING : _____ INTERCO PAYABLES : _____
    
```

5. Press **Enter** to process the invoice header information and to access the *Invoice Line Audit (ILA)* screen.
6. Identify and tag all the PO lines for the amounts shown on the invoice. (Refer to **Procedure 4: Entering Invoice Line Information for Matching Invoices.**)
  - Remember to type **500.00** in the AMOUNT field on the first line.

The system displays the following error message: **392 - INVOICE UNIT PRICE IS GREATER THAN PO UNIT-PRICE + TOLERANCE.**

```

OCP AP ----- INVOICE LINE AUDIT ----- ILA
392 - INVOICE UNIT PRICE IS GREATER THAN PO UNIT-PRICE + TOLERANCE )
NEXT FUNCTION: _____ ACTION: _____                                06/26/2008 15:33:40
REQUEST: 7 PAGE STATUS: MORE
=====
VENDOR : 560746125 A PO NUMBER : XX40000210 EXCEPTION CMNTS: _
INVOICE NO: 7893213006 RELEASE : REM AMT: 482.00
S VENDOR'S PO LAST AP MULT -----INVOICE----- P P C
Q ITEM NUMBER LINE DELIV. ATTN UOP DISTR QUANTITY AMOUNT S R D L
A GN42583 0001 02/17/08 NO EA --- 20 500.00 8 Y _
STANDS FOR OFFICE EQUIPMENT FRT --- Y
IND CO ACCOUNT CENTER TX/VAT --- Y
XX01 533110 10001000 ADD'L --- Y
CONV FACTOR 1.
B GN45010 0002 02/17/08 NO EA --- 2 170.00 Y _
WALL SHELF GARMENT RACK FRT --- Y
IND CO ACCOUNT CENTER TX/VAT --- Y
XX01 533110 10001000 ADD'L --- Y
CONV FACTOR 1.
C GN60510 0003 02/17/08 NO EA --- 20 214.00 Y _
COPY STAND FRT --- Y
IND CO ACCOUNT CENTER TX/VAT --- Y
XX01 533110 10001000 ADD'L --- Y
CONV FACTOR 1.
    
```

7. Delete **ABC (or S)** from the REQUEST field to untag the PO line.
8. Type **P** in the S (SELECT) field of the first line and press **Enter** to access the *PO Line Information (PLI)* screen.

## NOTES

```

OCP PS                                PO LINE INQUIRY SELECTION                                PLI
NEXT FUNCTION: _____ ACTION: _____ HISTORY: _          06/27/2008 09:46:58
REQUEST: _____
=====
BUY ENTITY  XXBG )      PO NO.      : XX40000210      BLANKET REL: _____
PO LINE NO. 1 )      LN STATUS : _____      BUYER ID   : _____
PROMISE DAT _____ CATALOG NO: _____      ITEM NO.   : _____
PAY ENTITY  _____  VENDOR NO.: _____      SHORT NAME : _____
=====
PO          BLANKET  LINE BUYER  --LINE STATUS--  ---INQUIRY SELECTIONS ---
NUMBER     REL. NO.  NO.  ID    LINE RECEIPT INV  PLG PLO PLC PLR PLF PCI PMI
=====

```

PAGE:                    STATUS :

Note that your buying entity, PO number and PO line number default to the *PLI* screen.

9. Press **Enter** to view detailed information about this PO line.

```

OCP PS                                PO LINE INQUIRY SELECTION                                PLI
NEXT FUNCTION: _____ ACTION: _____ HISTORY:          06/26/2008 15:45:28
REQUEST: _____
=====
BUY ENTITY  XXBG      PO NO.      : XX40000210      BLANKET REL: _____
PO LINE NO. 1      LN STATUS : _____      BUYER ID   : _____
PROMISE DAT _____ CATALOG NO: _____      ITEM NO.   : _____
PAY ENTITY  _____  VENDOR NO.: _____      SHORT NAME : _____
=====
PO          BLANKET  LINE BUYER  --LINE STATUS--  ---INQUIRY SELECTIONS ---
NUMBER     REL. NO.  NO.  ID    LINE RECEIPT INV  PLG PLO PLC PLR PLF PCI PMI
=====
XX40000210      0001  B01    1      C      O      10  10
CATALOG NO:      ITEM NO: GN42583      PROMISE DATE: 02/29/2008
XX40000210      0002  B01    1      C      O
CATALOG NO:      ITEM NO: GN45010      PROMISE DATE: 02/29/2008
XX40000210      0003  B01    1      C      O
CATALOG NO:      ITEM NO: GN60510      PROMISE DATE: 02/29/2008
XX40000210      0004  B01    1      C      O
CATALOG NO:      ITEM NO: 0001472      PROMISE DATE: 02/29/2008
=====
PAGE:          2 STATUS: END OF LIST

```

10. Type **S** in the PLO and PLC fields and press **Enter** to *select* the *PO Line Ordered Line Information (PLO)* screen and the *PO Line Receipt/Invoice Controls (PLC)* screen for PO line 0001.

# NOTES

```

OCP PS                                PO LINE ORDERED ITEM INFORMATION                                PLO
NEXT FUNCTION: _____ ACTION: _____ HISTORY: _                03/07/2008 16:33:22
BROWSE: _
=====
BUY ENTITY      : XXBG
PO NO.         : XX40000210
PO LINE NO.    : 1
BLANKET REL. NO. : _____

CATALOG NO.    :
ITEM NO.       : GN42583                                ENG. CHG. NUMBER :
ITEM DESC.     : STANDS FOR OFFICE EQUIPMENT
VENDOR ITEM NO. : GN42583
VENDOR ITEM DESC.: STANDS FOR OFFICE EQUIPMENT
PRINT ITEM SPECS.: YES
UNIT OF PURCHASE : EA - EACH                                VENDOR PROMISE DATE: 02/29/2008
QUANTITY       : 20                                         FOLLOW-UP DATE :
UNIT PRICE     : 23.96000                                     NEED BY DATE : 02/29/2008
PRICE TYPE     :
STOCKKEEPING UNIT: EA - EACH                                REQUIRED DATE : 02/29/2008
SKU CONV. FACTOR : 1.0
QUANTITY SKU: 20.00
STD LOT SIZE QTY : 0
  
```

- Look at the UNIT PRICE field. Note that the PO displays a unit price of \$23.96. The invoice shows a unit price of \$25.00. Press  to access the *PO Line Receipt/Invoice Controls (PLC)* screen.

```

OCP PS                                PO LINE RECEIPT/INVOICE CONTROLS                                PLC
NEXT FUNCTION: 13 _____ ACTION: _____ HISTORY: _                06/26/2008 15:52:21
BROWSE: _
=====
BUY ENTITY      : XXBG
PO NO.         : XX40000210
PO LINE NO.    : 1
BLANKET REL. NO. : _____

-----RECEIPT-----
% TOLERANCE OVER      : .00                                CURRENCY CODE      :
% TOLERANCE UNDER    : .00                                PAYMENT BASIS      : RECEIPT
DELIVERY POINT CHECK  : WARNING                               UNIT PRICE TOL AMT : 1.00
EARLY DELIVERY        : NO                                  UNIT PRICE TOL PCT : 5.00
EARLY DAYS ALLOWED    : 0                                  TAX/VAT AUTHORIZED : YES
LATE DELIVERY         : WARNING                               ADD COST AUTHORIZED: YES
LATE DAYS ALLOWED     : 5                                  EXTENDED VALUE TOL : .00
  
```

- Look at the INVOICE section of the screen. Note the values in the UNIT PRICE TOL AMT and the UNIT PRICE TOL PCT fields.

## NOTES

For this PO line, the unit price tolerance percent has been set at 5 percent and the unit price tolerance amount has been set at \$1.00. The PO line unit price is \$23.96. In this case, the unit price tolerance *percent* range is \$22.76 to \$25.16. The unit price tolerance *amount* range is \$22.96 to \$24.96. Remember that when both unit price tolerances have been set, the more restrictive tolerance applies. Because the unit price tolerance *amount* range is more restrictive, it is applied to this PO line.

When the tolerance is applied, an exception occurs because the invoice price of \$25.00 exceeds the unit price tolerance amount range.

- Type **BACK** in the NEXT FUNCTION field and press  to return to the *ILA* screen.

OCP AP		INVOICE LINE AUDIT				ILA	
NEXT FUNCTION:		ACTION:		01/09/2008		15:53:55	
REQUEST: <b>14</b> <b>15</b> <b>16</b>		PAGE STATUS: MORE					
=====							
VENDOR :	560746125 A	PO NUMBER :	XX40000210	EXCEPTION CMNTS:	_		
INVOICE NO:	7893213006	RELEASE :		REM AMT:	982.00		
S	VENDOR'S PO	LAST AP	MULT	-----INVOICE-----	P	P	C
Q	ITEM NUMBER	LINE	DELIV. ATTN UOP	DISTR QUANTITY	AMOUNT	S	R D L
A	GN42583	0001	02/17/08 NO EA	20	500.00	Y	Y
	STANDS FOR OFFICE EQUIPMENT			FRT		Y	
	IND CO ACCOUNT	CENTER		TX/VAT		Y	
	XX01 533110	10001000		ADD'L		Y	
				CONV FACTOR	1.		
B	GN45010	0002	02/17/08 NO EA	2	170.00	Y	Y
	WALL SHELF GARMENT RACK			FRT		Y	
	IND CO ACCOUNT	CENTER		TX/VAT		Y	
	XX01 533110	10001000		ADD'L		Y	
				CONV FACTOR	1.		
C	GN60510	0003	02/17/08 NO EA	20	214.00	Y	Y
	COPY STAND			FRT		Y	
	IND CO ACCOUNT	CENTER		TX/VAT		Y	
	XX01 533110	10001000		ADD'L		Y	
				CONV FACTOR	1.		

- Tag all the PO lines on the *ILA* screen and press . (Refer to **Procedure 4: Entering Invoice Line Information for Matching Invoices.**)

The system redisplay the following error message: **392 - INVOICE UNIT PRICE IS GREATER THAN PO-UNIT PRICE + TOLERANCE.**

- Type **CONT** in the REQUEST field and press  to continue processing the invoice.
- Tag the appropriate PO lines on the *ILA* screen and press .



---

The buyer can view passed invoices on the *Invoice Work Queue (IWQ)* screen. The AP clerk can view a list of passed invoices on the *Invoice Reapplication Work Queue (IRQ)* screen.

## **NOTES**

21. Wait for the buyer's instructions regarding further processing of the invoice.

**NOTES**

**WALKTHROUGH: Applying the Buyer's Instructions to a Unit Price Tolerance Exception**

**SCENARIO**

You had an exception on a previous invoice from Dakota Office Supplies for 10 equipment stands because the invoice unit price exceeded the PO unit price. You had passed this invoice to the buyer for resolution of the error. The vendor number is 560746125 A.

The buyer has instructed you to pay the invoice as is.

<b>Invoice: Dakota Office Supplies</b> 6020 Olde Eure Rd Raleigh, NC 27600-5337		<b>Invoice Number: 9638523008</b> <b>Invoice Date: 02/09/2008</b> <b>Terms: Net 30</b>	
<b>Description:</b>	<b>Quantity:</b>	<b>Unit Price:</b>	<b>Total Price:</b>
Stands for Office Equipment & Machines	10	25.00	250.00
<b>PO# XX40000211</b>		<b>Freight:</b> <b>Tax:</b> <b>Total:</b>	250.00

1. Type **IRQ** in the NEXT FUNCTION field and press  to access your *Invoice Reapplication Work Queue (IRQ)* screen.
2. Type **your operator ID (XX)** in the AP OPERATOR field.
3. Type **A** in the STATUS field and press  to view a list of the invoices that are *available for accounts payable processing*.

4. Locate invoice number **9638523008**.

# NOTES

```
OCP AP                INVOICE REAPPLICATION WORK QUEUE                IRQ
NEXT FUNCTION: _____ ACTION: _____                04/25/2008  10:05:29
REQUEST: _____
=====
PAYING ENTITY: XXPT
AP OPERATOR   : 0000XX
STATUS       : A                GL EFFECTIVE DT: _____

---CONTROL---
GROUP  DATE      VENDOR NUMBER      INVOICE          AMOUNT      REFERRAL  T S
NUMBER
0124  07/06/2008  560746125 A      7418523010      586.50 BUY  B01 A
0124  07/06/2008  560746125 A      9638523008      250.00 BUY  B01 A
0124  07/06/2008  561493308 A      2587533011      1,000.00 BUY  B01 A

PAGE:      1 STATUS: END OF LIST
```

5. Type **V** in the S (SELECT) field for invoice number **9638523008**.

6. Press **Enter** to access the *View Exception Comments (VEC)* screen and view the buyer's instructions.

```
OCP AP                VIEW EXCEPTION COMMENTS                VEC
NEXT FUNCTION: _____ ACTION: _____                06/26/2008  16:04:01
REQUEST: 7 _____
=====
PAY ENTITY      : XXPT                DOCUMENT NUMBER : 9638523008
VENDOR NUMBER   : 560746125 A          DOCUMENT DATE   : 02/09/2008

=====ACCOUNTS PAYABLE EXCEPTION COMMENTS=====
MORE AP COMMENTS:
UNIT PRICE ON INVOICE = 25.00
_____  
_____  
_____

=====BUYER EXCEPTION COMMENTS=====
MORE BUYER COMMENTS:
PAY AS IS. UNIT PRICE ON PURCHASE ORDER WAS WRONG.
_____  
_____  
_____
```

The buyer's instructions for this invoice indicate that no further processing is required. The invoice should be paid as is.

7. Type **BACK** in the REQUEST field and press **Enter** to return to the *IRQ* screen.

# NOTES

```

OCF AP                INVOICE REAPPLICATION WORK QUEUE                IRQ
NEXT FUNCTION: _____ ACTION: _____                04/25/2008 10:08:11
REQUEST: _____
=====
PAYING ENTITY: XXPT
AP OPERATOR   : 0000XX
STATUS       : A                GL EFFECTIVE DT: _____

---CONTROL---
GROUP DATE      VENDOR NUMBER      INVOICE NUMBER      AMOUNT      REFERRAL T S
0124 07/06/2008 560746125 A      9638523008      250.00 BUY  B01 A 8
0124 07/06/2008 561493308 A      2587533011      1,000.00 BUY B01 A _

PAGE:      3 STATUS: END OF LIST
  
```

- Type **P** in the S (SELECT) field to *pay the invoice as is*, without any further changes.

The code you enter in the S (SELECT) field tells the system how to further process the invoice. You can enter:

- P** to *pay as is*, if no further processing is required.
- F** to *force pay*, if no further processing is required and the permit-to-pay has been exceeded for the invoice.
- S** for *additional processing*, if the buyer has issued instructions for further processing.
- V** to access the *View Exception Comments (VEC)* screen and read the buyer's instructions.
- C** to access the *Invoice Exception Comments (IEC)* screen and add comments to the invoice.

- Press  to process the invoice.

The system displays the following error message: **90B - PTP + EXTENDED PO LINE EXCEEDED, 'F' PAY AS IS OR 'S' REAPPLY.** When the permit-to-pay has been exceeded on an invoice, you cannot use the **P** option to pay-as-is. You must force pay the invoice.

- Press  to clear the exception message and continue processing the invoice.

**PROCEED WITH CAUTION AND ATTENTION TO DETAIL FROM THIS POINT.**

## NOTES

```

OCP AP                INVOICE REAPPLICATION WORK QUEUE                IRQ
NEXT FUNCTION: _____ ACTION: _____                04/25/2008 10:10:55
REQUEST: _____
=====
PAYING ENTITY: XXPT
AP OPERATOR   : 0000XX
STATUS        : A                GL EFFECTIVE DT: _____

---CONTROL---
GROUP  DATE      VENDOR NUMBER      INVOICE          AMOUNT      REFERRAL  T  S
-----
0124  07/06/2008  560746125 A      7418523010      586.50 BUY  B01 A
0124  07/06/2008  560746125 A      9638523008      250.00 BUY  B01 A 11
0124  07/06/2008  561493308 A      2587533011      1,000.00 BUY B01 A _

PAGE:      1 STATUS: END OF LIST
    
```

11. Type **F** in the S (SELECT) field to *force pay* the invoice without further changes.
12. Press  to process the invoice. The invoice disappears from the *IRQ* screen. The error has been resolved and the system has accepted the invoice for payment.

The preceding two walkthroughs demonstrated how an AP clerk might process an invoice with a unit price tolerance exception.

A unit price tolerance exception occurs when the invoice line's unit price exceeds the unit price tolerance range. When a unit price tolerance exception occurs, the AP clerk must pass the invoice to the buyer for resolution of the exception.

The unit price tolerance control serves a dual purpose:

- It keeps the state from over/under paying for purchases.
- At the same time, the tolerance allows for small variations in prices. In general, it is not practical to process exceptions for one-cent differences.

In the preceding walkthrough, the buyer reviewed the exception and instructed the AP clerk to pay the invoice as is.

# NOTES

## WALKTHROUGH: Responding to an Extended Value Tolerance Exception (Price-Related)

**SCENARIO**

You have received an invoice from Dakota Office Supplies for 10 file cabinets. The vendor number is 560746125 A. The unit price on the invoice exceeds the PO line unit price of \$57.40, but the unit price difference is within the unit price tolerance range. However, the extended value for the invoice line also exceeds the extended value for the PO line and this difference exceeds the extended value tolerance range.

You will receive an exception message when you try to process this invoice.

1. Type **CGS** in the NEXT FUNCTION field and press  to access the *Control Group Status (CGS)* screen.

OCP AP		CONTROL GROUP STATUS				CGS		
NEXT FUNCTION: _____		ACTION: _____		04/25/2008		11:20:49		
REQUEST: <b>3</b> _____		=====						
PAY ENTITY: _____								
PAY ENTITY	---	CONTROL DATE	---	CONTROL NUMBER	CONTROL AMOUNT	NBR OF DOCS	DATE ENTERED	S
XXPE		02/20/2004		1001	750.00	1	02/20/2004	—
XXPT		04/10/2001		0001	195,000.00	3	04/10/2001	—
XXPT		04/12/2001		0001	400.00	15	04/12/2001	—
XXPT		04/26/2002		0001	4.56	1	04/26/2002	—
XXPT		04/27/2002		0002	1,000.00	1	04/27/2002	—
XXPT		04/30/2002		0003	3,196.50	4	04/30/2002	—
XXPT		02/16/2004		0001	16.00	1	02/16/2004	—
XXPT		02/16/2004		1001	16.90	1	02/16/2004	—
XXPT		02/19/2004		1001	750.00	1	02/19/2004	—
XXPT		07/27/2004		0001	18,000.00	2	07/27/2004	—
XXPT		04/25/2008		0123	8,875.23	7	04/25/2008	<b>2</b>
PAGE: 1		STATUS: MORE						

2. Type **S** in the SELECT field for control group 123. If it is not on the current screen, press  to go to the next screen.
3. Type **4** in the REQUEST field and press  to access a blank *IMP* screen in control group 123.

## NOTES

<b>Invoice: Dakota Office Supplies</b> 6020 Olde Eure Rd Raleigh, NC 27600-5337		<b>Invoice Number: 98475630085</b> <b>Invoice Date: 02/17/2008</b> <b>Terms: Net 30</b>	
<b>Description:</b>	<b>Quantity:</b>	<b>Unit Price:</b>	<b>Total Price:</b>
<b>Steel Vertical File Cabinets</b>	<b>10</b>	<b>58.65</b>	<b>586.50</b>
<b>PO# XX40000212</b>		<b>Freight:</b> <b>Tax:</b> <b>Total:</b>	<u><u>586.50</u></u>

4. Type the **invoice header information** on the *IMP* screen. (Refer to **Procedure 3A/B: Entering Invoice Header Information.**)

Before you press , your screen should look like the following screen:

```

OCP AP                               INVOICE MATCHING                               IMP
NEXT FUNCTION: _____ ACTION: _____                               06/27/2008 10:21:29
REQUEST: _____
=====
INVOICE NUMBER   : 98475630085   DATE: 02/17/2008   EXCEPTION CMNTS: _
VENDOR SHORT NAME: DAKOTAOFFICESUP   DAKOTA OFFICE SUPPLIES
VENDOR NUMBER   : 560746125 A   RALEIGH                               CM/DM: I
                                                NC 27600-5337
P O BUY ENTITY   : XXBG   P O NUMBER: XX40000212   RELEASE: _____   ALL: _
GROSS AMOUNT    : 586.50   FREIGHT : _____
SALES TAX/VAT   : _____   ADDITIONAL COST : _____
SALES TAX 2     : _____   SALES TAX 3 : _____
REMIT MSG : _____
COUNTY CODE   : _____
=====
TERMS CODE      : N30                               DISCOUNT AMT/PCT : _____
PAYMENT DUE DATE : _____                       REASON CODE       : _____
GL EFFECTIVE DATE: _____                       FACTOR NUMBER      : _____
PROVISIONAL DATE : _____   IND: _____   SIGNATURE APPR CD: _____
PAYMENT ROUTE CD : _____   BAP CODE : 06D   CURRENCY CODE     : _____
EXPENSE          : 001   PAYABLES : _____   DISCOUNT        : 001
ACCOUNTING RULE  : 01   HANDLING : _____   INTERCO PAYABLES : _____
    
```

5. Press  to process the invoice header information and to access the *Invoice Line Audit (ILA)* screen.
6. Identify and tag the appropriate PO line for the amount of the invoice. Press  to tag the PO line. (Refer to **Procedure 4: Entering Invoice Line Information for Matching Invoices.**)

 Remember to type **586.50** in the AMOUNT field.


# NOTES

```

OCP AP      INVOICE LINE AUDIT      JIA
391 - PTP AMOUNT + EXTENDED VALUE TOLERANCE FOR THIS PO LINE HAS BEEN EXCEEDED
NEXT FUNCTION:      ACTION:      06/27/2008 10:44:18

REQUEST: 7      PAGE STATUS: END OF LIST
=====
VENDOR      : 560746125 A      PO NUMBER : XX40000212      EXCEPTION CMNTS: _
INVOICE NO: 98475630085      RELEASE   :      REM AMT: .00
S  VENDOR'S PO LAST AP MULT ----- INVOICE----- P P C
Q  ITEM NUMBER LINE DELIV. ATTN UOP DISTR QUANTITY      AMOUNT      S R D L
A GN42541      0001 02/17/08 NO EA      10      586.50 8 Y Y _
  FILE CABINETS, STEEL      FRT
  IND CO ACCOUNT      CENTER      TX/VAT
  XX01 533110      10001000      ADD'L
  CONV FACTOR      1.
  
```

The system displays the following error message: **391 - PTP AMOUNT + EXTENDED VALUE TOLERANCE FOR THIS PO LINE HAS BEEN EXCEEDED.**

 The value in the QUANTITY field matches the invoice quantity. Therefore, the extended value tolerance exception is not caused by a difference in quantity. It is price-related.

7. Delete **A** from the REQUEST field to untag the PO line.
8. Type **P** in the s field and press  to access the *PO Line Information (PLI)* screen.

```

OCP PS      PO LINE INQUIRY SELECTION      PLI
NEXT FUNCTION:      ACTION:      HISTORY:      06/27/2008 10:48:59
REQUEST:
=====
BUY ENTITY XXBG      PO NO. : XX40000212      BLANKET REL:
PO LINE NO. 1      LN STATUS :      BUYER ID :
PROMISE DAT      CATALOG NO:      ITEM NO. :
PAY ENTITY      VENDOR NO.:      SHORT NAME :

PO      BLANKET LINE BUYER --LINE STATUS-- ---INQUIRY SELECTIONS ---
NUMBER REL. NO. NO. ID      LINE RECEIPT INV PLG PLO PLC PLR PLF PCI PMI

PAGE:      STATUS:
  
```

Note that your buy entity, PO number, and PO line number have defaulted to the *PLI* screen.

9. Press  to view information about this PO line.

# NOTES

```

OCP PS                                PO LINE INQUIRY SELECTION                                PLI
NEXT FUNCTION: _____ ACTION: _____ HISTORY: _           06/27/2008 10:48:59
REQUEST: _____
=====
BUY ENTITY  XXBG          PO NO.      : XX40000212    BLANKET REL: _____
PO LINE NO. 1           LN STATUS : _           BUYER ID   : _____
PROMISE DAT _____   CATALOG NO: _____  ITEM NO.   : _____
PAY ENTITY  _____   VENDOR NO.: _____  SHORT NAME : _____

      PO          BLANKET  LINE BUYER  --LINE STATUS--  ---INQUIRY SELECTIONS ---
      NUMBER      REL. NO.  NO.  ID    LINE RECEIPT INV  PLG PLO PLC PLR PLF PCI PMI

XX40000212          0001  B01    1      C      O          10          - - - -
CATALOG NO:          ITEM NO: GN42541      PROMISE DATE: 02/18/2008

PAGE:      1 STATUS: END OF LIST
    
```

10. Type **S** in the PLC field and press **Enter** to select the *PO Line Receipt/ Invoice Controls (PLC)* screen for PO line 0001.

```

OCP PS                                PO LINE RECEIPT/INVOICE CONTROLS                                PLC
NEXT FUNCTION: 13 _____ ACTION: _____ HISTORY: _           06/27/2008 10:51:49
BROWSE: _
=====

BUY ENTITY          : XXBG
PO NO.              : XX40000212
PO LINE NO.         : 1
BLANKET REL. NO.    : _____

-----RECEIPT-----  -----INVOICE-----

% TOLERANCE OVER      : .00          CURRENCY CODE      :
% TOLERANCE UNDER    : .00          PAYMENT BASIS      : RECEIPT
DELIVERY POINT CHECK  : WARNING      UNIT PRICE TOL AMT : 1.50
EARLY DELIVERY        : NO           UNIT PRICE TOL PCT : 5.00
EARLY DAYS ALLOWED    : 0           TAX/VAT AUTHORIZED : YES
LATE DELIVERY         : WARNING      ADD COST AUTHORIZED: YES
LATE DAYS ALLOWED     : 5           EXTENDED VALUE TOL : 10.00
    
```

11. Look at the INVOICE section of the screen. Note that the value in the UNIT PRICE TOL AMT field is \$1.50 and the UNIT PRICE TOL PCT field is 5%.

The PO line unit price is \$57.40. The unit price tolerance *amount* range is \$55.90 to \$58.90. The unit price tolerance *percent* range is \$54.53 to \$60.27. The unit price tolerance *amount* range applies since it is more restrictive.

Note that the invoice unit price of \$58.65 falls within the unit price tolerance range.

## NOTES

12. Note that the value in the EXTENDED VALUE TOLERANCE field is \$10.00. The PO line's extended value is \$574.00. The extended value tolerance range is \$564.00 to \$584.00. Therefore, the invoice extended value of \$586.50 exceeds the extended value tolerance range.
13. Type **BACK** in the NEXT FUNCTION field and press  to return to your *ILA* screen.

```

OCP AP                      INVOICE LINE AUDIT                      ILA
NEXT FUNCTION: _____ ACTION: _____                      06/27/2008 14:22:55
REQUEST: 14 15 PAGE STATUS: END OF LIST
=====
VENDOR      : 560746125 A      PO NUMBER : XX40000212  EXCEPTION CMNTS:
INVOICE NO: 98475630085      RELEASE   :                      REM AMT: 586.50
S  VENDOR'S  PO  LAST  AP  MULT  -----INVOICE-----  P  P  C
Q  ITEM NUMBER  LINE  DELIV.  ATTN  UOP  DISTR  QUANTITY  AMOUNT  S  R  D  L
A GN42541      0001  02/17/08  NO  EA  ---  10  586.50  -  Y  -
FILE CABINETS, STEEL          FRT  ---  -----
IND CO ACCOUNT          CENTER  TX/VAT  -----  Y
  XX01 533110          10001000  ADD'L  -----  Y
                                CONV FACTOR  1.
  
```

14. Tag the appropriate PO line on the *ILA* screen and press .

The system redisplay the following message: **391 - PTP AMOUNT + EXTENDED VALUE TOLERANCE FOR THIS PO LINE HAS BEEN EXCEEDED.**

15. Type **PASS** in the REQUEST field and press  to pass the invoice to the buyer for resolution of the exception. A blank *IMP* screen is displayed.

The buyer can view this invoice from the buyer's *Invoice Work Queue (IWQ)* screen. The AP clerk can see the same invoice on the *Invoice Reapplication Work Queue (IRQ)* screen.

16. Wait for the buyer's instructions regarding further processing of the invoice.

**WALKTHROUGH: Applying the Buyer's Instructions  
 to an Extended Value Tolerance Exception  
 (Price-Related)**

**NOTES**

**SCENARIO**

Three days ago, you had an exception on a previous invoice from Dakota Office Supplies because the invoice line's extended value exceeded the PO line extended value. You passed this invoice to the buyer for resolution of the error. You have also received a credit memo from the vendor.

The buyer has instructed you to pay the invoice as per the PO and to apply the vendor's credit memo. The vendor number is 560746125 A.

<b>Invoice: Dakota Office Supplies 6020 Olde Eure Rd Raleigh, NC 27600-5337</b>		<b>Invoice Number: 7418523010 Invoice Date: 02/17/2008 Terms: Net 30</b>	
<b>Description:</b>	<b>Quantity:</b>	<b>Unit Price:</b>	<b>Total Price:</b>
<b>Steel Vertical File Cabinets</b>	<b>10</b>	<b>58.65</b>	<b>586.50</b>
<b>PO# XX40000213</b>		<b>Freight:</b>	
		<b>Tax:</b>	
		<b>Total:</b>	<u><u><b>586.50</b></u></u>

1. Type **IRQ** in the NEXT FUNCTION field and press  to access the *Invoice Reapplication Work Queue (IRQ)* screen.

# NOTES

```

OCP AP                INVOICE REAPPLICATION WORK QUEUE                IRQ
582 - NO INVOICES FOUND FOR THIS OPERATOR
NEXT FUNCTION: _____ ACTION: _____                06/27/2008 15:06:58
REQUEST: _____
=====
PAYING ENTITY: XXPT
AP OPERATOR   : 2
STATUS        : 3                GL EFFECTIVE DT: _____

---CONTROL---                INVOICE                S
GROUP  DATE        VENDOR NUMBER        NUMBER                AMOUNT        REFERRAL T S

PAGE: 1 STATUS: END OF LIST
    
```

2. Type your operator ID (XX) in the AP OPERATOR field.
3. Type A in the STATUS field and press  to view a list of the invoices that are available for accounts payable processing.

```

OCP AP                INVOICE REAPPLICATION WORK QUEUE                IRQ
NEXT FUNCTION: _____ ACTION: _____                04/25/2008 15:14:21
REQUEST: _____
=====
PAYING ENTITY: XXPT
AP OPERATOR   : 0000XX
STATUS        : A                GL EFFECTIVE DT: _____

---CONTROL---                INVOICE                S
GROUP  DATE        VENDOR NUMBER        NUMBER                AMOUNT        REFERRAL T S

0124 07/06/2008  560746125 A                7418523010                586.50 BUY B01 A 5
0124 07/06/2008  561493308 A                2587533011                1,000.00 BUY B01 A _

PAGE: 1 STATUS: END OF LIST
    
```

4. Locate invoice number **7418523010**.
5. Type **V** in the S (SELECT) field for invoice number **7418523010**.
6. Press  to access the *View Exception Comments (VEC)* screen and view the buyer's instructions.

## NOTES

```
OCP AP                VIEW EXCEPTION COMMENTS                VEC
NEXT FUNCTION: _____ ACTION: _____                06/27/2008 15:09:40
REQUEST: 7 _____
=====
PAY ENTITY      : XXPT                DOCUMENT NUMBER : 7418523010
VENDOR NUMBER  : 560746125 A          DOCUMENT DATE   : 02/17/2008
=====
=====ACCOUNTS PAYABLE EXCEPTION COMMENTS=====
MORE AP COMMENTS: _
EXTENDED PRICE ERROR. UNIT PRICE WAS 58.65.
_____-
_____-
_____-
=====BUYER EXCEPTION COMMENTS=====
MORE BUYER COMMENTS: _
PAY PER PURCHASE ORDER. PAY INVOICE ONLY AFTER VENDOR'S CREDIT MEMO
FOR $12.50 IS RECEIVED.
_____-
_____-
```

The buyer's instructions indicate that the invoice should be paid as per the PO. In other words, you need to make a payment to the vendor of \$574.00. To make this payment, you must first pay the invoice as is (that is, pay \$586.50) and then apply the vendor's credit memo for \$12.50 which is the difference between the invoice and the PO ( $\$586.50 - \$574.00 = \$12.50$ ).

The system reads a credit memo as a negative amount which offsets the invoice for the same PO. Therefore, by entering an invoice for \$586.50 and applying the credit memo for \$12.50, the system pays the vendor \$574.00 which is the difference between the invoice and the credit memo ( $\$586.50 - \$12.50 = \$574.00$ ).

7. Type **BACK** in the REQUEST field and press  to return to the IRQ screen.

## NOTES

```

OCP AP                INVOICE REAPPLICATION WORK QUEUE                IRQ
NEXT FUNCTION: _____ ACTION: _____                04/25/2008 15:16:15
REQUEST: _____
=====
PAYING ENTITY: XXPT
AP OPERATOR   : 0000XX
STATUS        : A                GL EFFECTIVE DT: _____

---CONTROL---
GROUP  DATE        VENDOR NUMBER      INVOICE          AMOUNT          REFERRAL T S
NUMBER
0124  07/06/2008  560746125 A        7418523010        586.50 BUY  B01 A 8
0124  07/06/2008  561493308 A        2587533011        1,000.00 BUY B01 A _

PAGE:      2 STATUS: END OF LIST
    
```

8. Type **F** in the S (SELECT) field to *force pay* the invoice.

You need to use the **F** option to pay the invoice instead of **P**, since the permit-to-pay has been exceeded for the invoice. If you type **P** in the S (SELECT) field, you receive the following error message: **90B - PTP + EXTENDED PO LINE EXCEEDED, 'F' PAY AS IS OR 'S' REAPPLY.**

9. Press  to process the invoice.

Notice that the invoice disappears from the *IRQ* screen.

Invoice number 7418523010 is now eligible for a payment of \$586.50. To ensure a payment of \$574.00, it is important to apply the vendor's credit memo as soon as possible, preferably within the same payment cycle as the invoice.

To ensure that the invoice memo and the credit memo are in the same payment cycle, verify the date the invoice is due. The AP clerk can verify the payment due date by doing one of the following:

- Check the payment date on the invoice.
- In the absence of a payment date, calculate the payment due date using the invoice date and the terms code.

You have received the following credit memo from the vendor:

## NOTES

<b>Invoice: Dakota Office Supplies</b> <b>6020 Olde Eure Rd</b> <b>Raleigh, NC 27600-5337</b>		<b>Invoice Number: 7418523010CM</b> <b>Invoice Date: 02/19/2008</b> <b>Terms: Net 30</b>	
<b>Description:</b>	<b>Quantity:</b>	<b>Unit Price:</b>	<b>Total Price:</b>
<b>Steel Vertical File Cabinets</b>			<b>12.50</b>
<b>PO# XX40000213</b>		<b>Freight:</b> <b>Tax:</b> <b>Total:</b>	<hr/> <hr/> <b>12.50</b>

10. Type **CGS** in the NEXT FUNCTION field and press  to access the *Control Group Status (CGS)* screen.

PAY ENTITY	---	CONTROL DATE	---	CONTROL NUMBER	CONTROL AMOUNT	NBR OF DOCS	DATE ENTERED	S
XXPE		02/20/2004		1001	750.00	1	02/20/2004	—
XXPT		04/10/2001		0001	195,000.00	3	04/10/2001	—
XXPT		04/12/2001		0001	400.00	15	04/12/2001	—
XXPT		04/26/2002		0001	4.56	1	04/26/2002	—
XXPT		04/27/2002		0002	1,000.00	1	04/27/2002	—
XXPT		04/30/2002		0003	3,196.50	4	04/30/2002	—
XXPT		02/16/2004		0001	16.00	1	02/16/2004	—
XXPT		02/16/2004		1001	16.90	1	02/16/2004	—
XXPT		02/19/2004		1001	750.00	1	02/19/2004	—
XXPT		07/27/2004		0001	18,000.00	2	07/27/2004	—
XXPT		07/06/2008		0124	3,886.50	4	07/06/2008	<b>11</b>

OCP AP CONTROL GROUP STATUS CGS  
 NEXT FUNCTION: \_\_\_\_\_ ACTION: \_\_\_\_\_ 04/30/2008 11:57:53  
 REQUEST: **12**  
 =====  
 PAY ENTITY: \_\_\_\_\_  
 PAGE: 1 STATUS: MORE

11. Type **S** in the SELECT field for control group 124. (It may be on screen page 2.)

Like other AP documents such as invoices and employee reimbursements, debit and credit memos must be batched and entered in control groups. However, a credit memo does not have to be part of the same control group as the corresponding invoice.

12. Type **4** in the REQUEST field and press  to access a blank *IMP* screen in control group 124.

## NOTES

Credit memos are entered on the *Invoice Matching (IMP)* screen. You must type in the header information for a credit memo just as you would for the corresponding invoice except for the CM/DM field. This field has three possible values:

- C** for a *credit memo*
- D** for a *debit memo*
- I** for an *invoice*



The default for the CM/DM field is set at **I**.

When applying a credit memo, remember to type **C** in the CM/DM field on the *IMP* screen *before* processing the vendor information.


OCF AP	INVOICE MATCHING	IMP
235 - ENTER REQUIRED KEY FIELDS		
NEXT FUNCTION: _____ ACTION: _____		06/27/2008 15:16:09
REQUEST: _____		
=====		
INVOICE NUMBER : <b>13</b> _____	DATE : <b>14</b> _____	EXCEPTION CMNTS : _
VENDOR SHORT NAME: _____		
VENDOR NUMBER : <b>15</b> _____ <b>16</b> _____		CM/DM: <b>17</b> _____
P O BUY ENTITY : <b>19</b> _____	P O NUMBER: <b>20</b> _____	RELEASE: _____ ALL: <b>21</b> _____
GROSS AMOUNT : <b>22</b> _____	FREIGHT : _____	
SALES TAX/VAT : _____	ADDITIONAL COST : _____	
SALES TAX 2 : _____	SALES TAX 3 : _____	
REMIT MSG : _____		
COUNTY CODE : _____		
===== SUGGESTED VALUES =====		
TERMS CODE : <b>23</b> _____	DISCOUNT AMT/PCT : _____	
PAYMENT DUE DATE : _____	REASON CODE : _____	
GL EFFECTIVE DATE: _____	FACTOR NUMBER : _____	
PROVISIONAL DATE : _____ IND: _____	SIGNATURE APPR CD: _____	
PAYMENT ROUTE CD : _____ BAP CODE : _____	CURRENCY CODE : _____	
EXPENSE : _____ PAYABLES : _____	DISCOUNT : _____	
ACCOUNTING RULE : _____ HANDLING : _____	INTERCO PAYABLES : _____	

13. Type the **credit memo number (7418523010CM)** in the INVOICE NUMBER field.
14. Type **021908** in the DATE field.
15. Type **560746125** in the first blank of the VENDOR NUMBER field.
16. Type **A** in the second blank of the VENDOR NUMBER field.
17. Type **C** in the CM/DM field to indicate that you are entering a *credit* memo.
18. Press  to process the information and to return the vendor name and address to the *IMP* screen.
19. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.

## NOTES

20. Type **XX40000213** in the PO NUMBER field and press  to process the entered information. The message **378 - REQUESTED PO IS CLOSED** is displayed.
21. Type **X** in the ALL field to display closed PO lines.
22. Type **12.50** in the GROSS AMOUNT field.
  -  Type the value of the credit memo as a positive number (and *not* as a negative number) because the system automatically subtracts debit/credit memo values from an invoice. Note that if you type in a negative value, the system reverses the sign on the credit memo value and *adds* it to the invoice instead of subtracting it.
23. Verify that **NET** is displayed in the TERMS CODE field so the credit will be applied against the next invoice from that vendor.

Type the value of the credit memo as a positive number (and *not* as a negative number) because the system automatically subtracts debit/credit memo values from an invoice. Note that if you type in a negative value, the system reverses the sign on the credit memo value and *adds* it to the invoice instead of subtracting it.

24. Press  to process the information and to access the *Invoice Line Audit (ILA)* screen. The *ILA* screen displays purchase order lines that are eligible to be matched with a credit memo.

The *ILA* screen for a credit memo is processed in the same way as it is for an invoice. Remember to change the QUANTITY and AMOUNT fields where appropriate.

If a credit memo reflects only a **dollar adjustment** (as in this scenario), then type **0** in the QUANTITY field to indicate that quantity is not applicable. Then type the value of the dollar adjustment (in this case, \$12.50) in the AMOUNT field.

If a credit memo reflects a **quantity and dollar adjustment** (e.g., when goods are returned), then type the quantity of returned goods in the QUANTITY field and the value of the dollar adjustment in the AMOUNT field.

## NOTES

```


OCP AP                               INVOICE LINE AUDIT                               ILA
NEXT FUNCTION: _____ ACTION: _____                                06/27/2008 15:22:36
REQUEST: 29 30 PAGE STATUS: END OF LIST
=====
VENDOR      : 560746125 A      PO NUMBER : XX40000213  EXCEPTION CMNTS:  -
INVOICE NO:  7418523010CM  RELEASE   :                REM AMT:      12.50
S  VENDOR'S  PO  LAST  AP  MULT  -----INVOICE-----  P  P  C
Q  ITEM NUMBER  LINE  DELIV.  ATTN  UOP  DISTR  QUANTITY      AMOUNT      S  R  D  L
A GN42541      0001 02/17/08 NO  EA  ---  26 10 27 586.50 -  Y  -
FILE CABINETS, STEEL          FRT  ---  ---  ---  ---  ---  ---  ---  ---
IND CO ACCOUNT          CENTER  TX/VAT ---  ---  ---  ---  ---  ---  ---  ---
XX01 533110          10001000  ADD'L  ---  ---  ---  ---  ---  ---  ---  ---
CONV FACTOR          ---  ---  ---  ---  ---  ---  ---  ---  ---  ---  ---

```

25. Verify that the unit of measure (**EA**) shown in the UOP field is the same as the unit of measure used on the credit memo. Change the unit of measure if there are any discrepancies.

Because this credit memo reflects a **dollar adjustment**, type **0** in the QUANTITY field to indicate that quantity is not applicable. Then type the value of the dollar adjustment (in this case, \$12.50) in the AMOUNT field.

26. Type **0** in the QUANTITY field to indicate that quantity is not applicable.
27. Type **12.50** over the defaulted data in the AMOUNT field.

 Again, you do not need to type a negative value in the AMOUNT field. The system automatically reads debit/credit values as negative.

28. Verify the accounting distribution that displays in the CO, ACCOUNT and CENTER fields. Change the accounting distribution if it is incorrect.
29. Type **A** in the REQUEST field to identify line 0001 and press  to tag the PO line.
30. Type **N** or **NEXT** in the REQUEST field and press  to complete this credit memo entry and to access a blank *IMP* screen.

You have now paid the invoice as per the PO and applied the corresponding credit memo.

## NOTES

When you apply a credit memo, you must remember to change the control group's control amount in order to balance the control group.

When you created control group 124, you did not take into account the effects of this credit memo. Because a credit memo is a negative value, the gross document amount of control group 124 is reduced by \$12.50. However, the control amount is still \$3,886.50. Therefore, you cannot be able to balance control group 124 until you change the control amount.

31. Type **8** in the REQUEST field to access the *Control Entry Status (CES)* screen.



You can access the *CES* screen from the *IMP* screen as long as you are still in a control group.

OCP AP		CONTROL ENTRY STATUS			CES	
NEXT FUNCTION:	_____	ACTION:	_____	01/21/2009	13:20:51	
REQUEST:	_____					
=====						
PAY ENTITY :	XXPT	CNTL NBR :	0124			
CNTL DATE :	07/06/2008	CURRENCY :		CONTROL AMT :	<b>32</b>	3,886.50
GL EFF DATE :		APPL AREA:	SC	GROSS DOC AMT:		1,874.00
NBR OF DOC'S:	5			DIFFERENCE :		2,012.50
=====						
VENDOR/EMPLOYEE	DOCUMENT NUMBER	GROSS AMOUNT	DOC DATE	STATUS	SEL	
560746125 A	9638523008	250.00	02/09/2008	BALANCED	-	
561301618 A	7939513006	50.00	02/06/2008	BALANCED	-	
560746125 A	7418523010	586.50	02/17/2008	BALANCED	-	
561493308 A	2587533011	1,000.00	02/11/2008	MATCH EXCEP	-	
560746125 A	7418523010CM	-12.50	02/19/2008	BALANCED	-	
=====						
PAGE: 1		STATUS: END OF LIST				

32. Reduce the value in the CONTROL AMOUNT field by \$12.50 from \$3,886.50 to \$3,874.00 and press  to process the change.

The preceding two walkthroughs demonstrated how an AP clerk might process an invoice with an extended value tolerance exception.

An extended value exception occurs when the invoice line's extended value exceeds the extended value tolerance range. When an extended value tolerance exception occurs, the AP clerk must pass the invoice to the buyer for resolution of the exception.

## **NOTES**

The extended value control serves the following purpose:

- It prevents the state from overpaying or underpaying for PO lines.
- At the same time, a tolerance allows for small variations in the PO line's PTP amount.
- The extended value tolerance also provides a check in addition to the unit price tolerance. For example, it may not be practical to process exceptions for one cent variations in price. However, if an agency is purchasing several thousand items, a one cent differential can add up to a variation of several dollars on a PO line.

In the preceding walkthrough, the buyer reviewed the exception and required the AP clerk to do the following:

- Pay the invoice as per the PO
- Apply the vendor's credit memo to the PO line

## WALKTHROUGH: Responding to an Extended Value Tolerance Exception (Quantity-Related)

## NOTES

### SCENARIO

You left invoice number 9874563003 (Activity: Permit-to-Pay Calculation Using the Receipt Payment Basis) from Amos Office Equipment incomplete. This invoice is an example of the invoiced quantity exceeding the received quantity.

Remember that the system would not let you balance the invoice because the invoiced quantity exceeded the quantity received. The system displayed the following message: **391 - PTP AMOUNT + EXTENDED VALUE TOLERANCE FOR THIS PO LINE HAS BEEN EXCEEDED.**

Retrieve this incomplete invoice and pass it to the buyer for review. Add a comment to let the buyer know why the exception occurred. The vendor number is 561493308 A.

<b>Invoice: Amos Office Equipment</b> <b>PO Box 777</b> <b>Bodie, NC 28222-0777</b>		<b>Invoice Number: 987456003</b> <b>Invoice Date: 02/11/2008</b> <b>Terms: Net 30</b>	
<b>Description:</b>	<b>Quantity:</b>	<b>Unit Price:</b>	<b>Total Price:</b>
Wood Desks	20	100.00	2000.00
PO# XX4000207		<b>Freight:</b> <b>Tax:</b> <b>Total:</b>	<hr/> 2000.00

1. Type **CGS** in the NEXT FUNCTION field and press  to access the *Control Group Status (CGS)* screen.

# NOTES

```

OCP AP                CONTROL GROUP STATUS                CGS
NEXT FUNCTION: _____ ACTION: _____                04/30/2008 12:33:49
REQUEST: _____
=====
PAY ENTITY: XXPT

   PAY   --- CONTROL ---          CONTROL          NBR OF          DATE          S
 ENTITY  DATE   NUMBER          AMOUNT          DOCS          ENTERED
-----
XXPT 04/10/2001 0001          195,000.00           3    04/10/2001    _
XXPT 04/12/2001 0001           400.00             15    04/12/2001    _
XXPT 04/26/2002 0001            4.56                1    04/26/2002    _
XXPT 04/27/2002 0002           1,000.00            1    04/27/2002    _
XXPT 04/30/2002 0003           3,196.50            4    04/30/2002    _
XXPT 02/16/2004 0001            16.00                1    02/16/2004    _
XXPT 02/16/2004 1001            16.90                1    02/16/2004    _
XXPT 02/19/2004 1001            750.00                1    02/19/2004    _
XXPT 07/27/2004 0001          18,000.00            2    07/27/2004    _
XXPT 07/06/2008 0124           3,874.00            5    07/06/2008    _
XXPT 04/30/2008 0123            8,875.23            8    04/30/2008    2
=====
PAGE:          1    STATUS: END OF LIST
  
```

2. Type **S** in the SELECT field for control group 123 and press  to access the *Control Entry Status (CES)* screen.

```

OCP AP                CONTROL ENTRY STATUS                CES
NEXT FUNCTION: _____ ACTION: _____                04/25/2008 15:25:55
REQUEST: _____
=====
PAY ENTITY   : XXPT          CNTL NBR : 0123
CNTL DATE   : 04/25/2006    CURRENCY :          CONTROL AMT :          8,875.23
GL EFF DATE :              APPL AREA: SC    GROSS DOC AMT:          6,723.50
NBR OF DOC'S:          8          DIFFERENCE :          2,151.73
=====
VENDOR/EMPLOYEE  DOCUMENT NUMBER          GROSS AMOUNT  DOC DATE  STATUS  SEL
-----
560746125 A      3527819735           150.00 02/02/2008  BALANCED  _
987654321 A      5671689876           895.00 02/25/2008  BALANCED  _
566017634 B      9382713001          1,200.00 02/16/2008  BALANCED  _
566017634 B      9382713002           800.00 02/20/2008  BALANCED  _
561493308 A      9874563003          2,000.00 02/11/2008  INCOMPLETE  4
561301618 A      9517533004           110.00 02/06/2008  MATCH EXCEP  _
560746125 A      7893213006           982.00 02/09/2008  MATCH EXCEP  _
560746125 A      9847563085           586.50 02/17/2008  MATCH EXCEP  _
=====
PAGE:          1    STATUS: END OF LIST
  
```

3. Locate invoice number **9874563003**. Note that it has an **INCOMPLETE** status because we did not complete processing it when we received an exception earlier.
4. Type **S** in the SELECT field and press  to access the *IMP* screen for invoice number **9874563003**.
5. Review the information on the *IMP* screen.

# NOTES

```

OCP AP                INVOICE MATCHING                IMP
NEXT FUNCTION: _____ ACTION: _____                06/27/2008 15:36:09
REQUEST: _____
=====
INVOICE NUMBER      :      9874563003      DATE: 02/11/2008      EXCEPTION CMNTS:  _
VENDOR SHORT NAME  : AMOS OFFICE EQUIP      AMOS OFFICE EQUIPMENT
VENDOR NUMBER      :      561493308 A      BODIE                CM/DM: I
                                                NC 28222-0777
P O BUY ENTITY     : XXBG      P O NUMBER: XX4000207      RELEASE: _____ ALL:  _

GROSS AMOUNT       :      2,000.00      FREIGHT              : _____
SALES TAX/VAT      : _____      ADDITIONAL COST      : _____
SALES TAX 2        : _____      SALES TAX 3          : _____
REMIT MSG          : _____
COUNTY CODE       : _____
=====
SUGGESTED VALUES =====
TERMS CODE         : _____      DISCOUNT AMT/PCT  : _____
PAYMENT DUE DATE  : 03/11/2008      REASON CODE         : _____
GL EFFECTIVE DATE: _____      FACTOR NUMBER       : _____
PROVISIONAL DATE  : _____      IND: _____      SIGNATURE APPR CD  : _____
PAYMENT ROUTE CD  : _____      BAP CODE : 06D      CURRENCY CODE       : _____
EXPENSE           : 001      PAYABLES : _____ DISCOUNT           : _____
ACCOUNTING RULE   : 01      HANDLING : _____ INTERCO PAYABLES   : _____
    
```

6. Press **Enter** to process the information and to access the *ILA* screen for invoice **9874563003**.
7. Review the information on the *ILA* screen. The **QUANTITY** field should have a value of **20** and the **AMOUNT** field should have a value of **2000.00**

```

OCP AP                INVOICE LINE AUDIT                ILA
NEXT FUNCTION: _____ ACTION: _____                06/27/2008 15:37:20
REQUEST: 8          PAGE STATUS: END OF LIST
=====
VENDOR      : 561493308 A      PO NUMBER : XX4000207      EXCEPTION CMNTS:  _
INVOICE NO: 9874563003      RELEASE   : _____      REM AMT: _____ .00
S  VENDOR'S PO  LAST  AP  MULT  -----INVOICE----- P P C
Q  ITEM NUMBER LINE DELIV. ATTN UOP DISTR QUANTITY  AMOUNT  S R D L
A GN42521      0001 02/17/08 NO  EA  _____ 20      2,000.00  _ Y _
  DESKS, WOOD: CONVENTIONAL, MODULAR & CONTEMPO FRT _____ Y
  IND CO ACCOUNT CENTER TX/VAT _____ Y
  XX01 534511      10003100  ADD'L _____ Y
                                CONV FACTOR _____ 1.
    
```

8. Tag the PO line, if it is not already tagged and press **Enter**. (Refer to **Procedure 4: Entering Invoice Line Information for Matching Invoices**.)

The system displays the following error message: **391 - PTP AMOUNT + EXTENDED VALUE TOLERANCE FOR THIS PO LINE HAS BEEN EXCEEDED.**



- 
14. Type **R** in the REQUEST field and press  to go to a blank *IMP* screen.

## **NOTES**

The buyer can view the invoice you passed from the buyer's *Invoice Work Queue (IWQ)* screen. You can view the invoice from your *Invoice Reapplication Work Queue (IRQ)* screen.

15. Wait for the buyer's instructions regarding further processing of the invoice.

**NOTES**

**ACTIVITY: Applying the Buyer's Instructions to an  
 Extended Value Tolerance Exception  
 (Quantity-Related)**

**SCENARIO**

You had an exception on a previous invoice from Amos Office Equipment because the invoice line's quantity exceeded the received quantity. The invoice quantity is ten wood desks, but only four desks have been received and recorded in the system. You passed this invoice to the buyer for resolution of the error.

The buyer has instructed you to issue a debit memo and to pay for goods received only. The vendor number is 561493308 A.

<b>Invoice: Amos Office Equipment</b> <b>PO Box 777</b> <b>Bodie, NC 28222-0777</b>		<b>Invoice Number: 2587533011</b> <b>Invoice Date: 02/11/2008</b> <b>Terms: Net 30</b>	
<b>Description:</b>	<b>Quantity:</b>	<b>Unit Price:</b>	<b>Total Price:</b>
Wood Desks	10	100.00	1000.00
PO# XX40000214		<b>Freight:</b> <b>Tax:</b> <b>Total:</b>	<hr style="width: 50px; margin: 0 auto;"/> <b>1000.00</b>

1. Type **IRQ** in the NEXT FUNCTION field and press  to access your *Invoice Reapplication Work Queue (IRQ)* screen.

## NOTES

```

OCP AP          INVOICE REAPPLICATION WORK QUEUE          IRQ
582 - NO INVOICES FOUND FOR THIS OPERATOR
NEXT FUNCTION:  _____ ACTION:  _____          06/27/2006  15:43:32
REQUEST:  _____
=====
PAYING ENTITY: XXPT
AP OPERATOR   :  2
STATUS        :  3          GL EFFECTIVE DT:  _____
---CONTROL---
GROUP  DATE      VENDOR NUMBER      INVOICE          S
                                NUMBER          AMOUNT      REFERRAL T S
=====
PAGE:          1 STATUS: END OF LIST
  
```

2. Type your operator ID (XX) in the AP OPERATOR field.
3. Type A in the STATUS field and press  to view a list of the invoices that are *available for accounts payable processing*.

```

OCP AP          INVOICE REAPPLICATION WORK QUEUE          IRQ
NEXT FUNCTION:  _____ ACTION:  _____          07/15/2006  08:45:58
REQUEST:  _____
=====
PAYING ENTITY: XXPT
AP OPERATOR   :  0000XX
STATUS        :  A          GL EFFECTIVE DT:  _____
---CONTROL---
GROUP  DATE      VENDOR NUMBER      INVOICE          S
                                NUMBER          AMOUNT      REFERRAL T S
=====
0124  07/06/2008  561493308 A          2587533011          1,000.00 BUY  B01 A  5
=====
PAGE:          1 STATUS: END OF LIST
  
```

4. Locate invoice number **2587533011**.
5. Type V in the S (SELECT) field for invoice number **2587533011**.
6. Press  to access the *View Exception Comments (VEC)* screen and view the buyer's instructions.

# NOTES

```

OCP AP                                VIEW EXCEPTION COMMENTS                                VEC
NEXT FUNCTION: _____ ACTION: _____                                06/27/2008 15:46:23
REQUEST: 7 _____
=====
PAY ENTITY          : XXPT          DOCUMENT NUMBER   : 2587533011
VENDOR NUMBER      : 561493308 A   DOCUMENT DATE    : 02/11/2008

=====ACCOUNTS PAYABLE EXCEPTION COMMENTS=====
MORE AP COMMENTS:  _
INVOICE IS FOR ALL 10 DESKS THAT HAVE BEEN ORDERED.
HOWEVER, ONLY 4 HAVE BEEN RECEIVED IN THE SYSTEM.

=====BUYER EXCEPTION COMMENTS=====
MORE BUYER COMMENTS:  _

PAY $400 ONLY. BALANCE OF SHIPMENT WAS NOT RECEIVED. ISSUE A DEBIT
MEMO FOR $600.
    
```

The buyer's instructions indicate that you should only pay for the goods that have actually been received and to issue a debit memo for the goods that were not received. In other words, you need to make a payment to the vendor for \$400.00. To make this payment, you must first pay the invoice as is (that is, pay \$1,000.00) and then pay issue a debit memo for \$600.00 which is the difference between the invoice and the goods received (\$1,000.00 - \$400.00).

7. Type **BACK** in the REQUEST field and press  to return to the *IRQ* screen.

```

OCP AP                                INVOICE REAPPLICATION WORK QUEUE                                IRQ
NEXT FUNCTION: _____ ACTION: _____                                07/15/2006 08:48:10
REQUEST: _____
=====
PAYING ENTITY: XXPT
AP OPERATOR : 0000XX
STATUS      : A          GL EFFECTIVE DT: _____

---CONTROL---
GROUP  DATE      VENDOR NUMBER      INVOICE NUMBER      AMOUNT      REFERRAL T S
0124  07/06/2008  561493308 A          2587533011          1,000.00 BUY B01 A 8
    
```

PAGE: 2 STATUS: END OF LIST

8. Type **F** in the S (SELECT) field to *force pay* the invoice.
9. Press  to process the invoice.

Note that the invoice disappears from the *IRQ* screen.

## NOTES

Invoice 2587533011 is now eligible for a payment of \$1,000.00. To ensure a payment of \$400.00, it is important to issue a debit memo within the same payment cycle as the invoice.

To ensure that the invoice and the debit memo are in the same payment cycle, issue the debit memo at the same time that you finish processing the invoice.

10. Type **CGS** in the NEXT FUNCTION field and press  to access the *Control Group Status (CGS)* screen.

```

  OCP AP                CONTROL GROUP STATUS                CGS
  NEXT FUNCTION: _____ ACTION: _____                04/30/2008 13:17:53
  REQUEST: 12 _____
  =====
  PAY ENTITY: _____


  PAY  --- CONTROL ---          CONTROL          NBR OF          DATE          S
  ENTITY  DATE  NUMBER          AMOUNT          DOCS          ENTERED
  XXPE 02/20/2004 1001          750.00          1 02/20/2004  --
  XXPT 04/10/2001 0001        195,000.00      3 04/10/2001  --
  XXPT 04/12/2001 0001          400.00         15 04/12/2001  --
  XXPT 04/26/2002 0001           4.56          1 04/26/2002  --
  XXPT 04/27/2002 0002        1,000.00        1 04/27/2002  --
  XXPT 04/30/2002 0003        3,196.50        4 04/30/2002  --
  XXPT 02/16/2004 0001          16.00          1 02/16/2004  --
  XXPT 02/16/2004 1001          16.90          1 02/16/2004  --
  XXPT 02/19/2004 1001          750.00          1 02/19/2004  --
  XXPT 07/27/2004 0001        18,000.00       2 07/27/2004  --
  XXPT 07/06/2008 0124        3,874.00        5 07/06/2008 11
  PAGE: 1 STATUS: MORE
  
```

11. Type **S** in the SELECT field for control group 124. (It may be on the second screen page.)
12. Type **4** in the REQUEST field and press  to access a blank *IMP* screen in control group 124.

## NOTES


OCP AP		INVOICE MATCHING		IMP
235 - ENTER REQUIRED KEY FIELDS				
NEXT FUNCTION: _____		ACTION: _____		06/27/2008 15:55:35
REQUEST: _____				
=====				
INVOICE NUMBER :	<b>13</b> _____	DATE :	<b>14</b> _____	EXCEPTION CMNTS : _
VENDOR SHORT NAME: _____				
VENDOR NUMBER :	<b>15</b> _____	<b>16</b> _____		CM/DM : <b>17</b> _____
P O BUY ENTITY : _____ P O NUMBER : <b>20</b> _____ RELEASE: _____ ALL: _				
GROSS AMOUNT :	<b>21</b> _____	FREIGHT :	_____	
SALES TAX/VAT :	_____	ADDITIONAL COST :	_____	
SALES TAX 2 :	_____	SALES TAX 3 :	_____	
REMIT MSG : _____				
COUNTY CODE : _____				
===== SUGGESTED VALUES =====				
TERMS CODE :	<b>22</b> _____	DISCOUNT AMT/PCT :	_____	
PAYMENT DUE DATE :	_____	REASON CODE :	_____	
GL EFFECTIVE DATE:	_____	FACTOR NUMBER :	_____	
PROVISIONAL DATE :	_____	SIGNATURE APPR CD:	_____	
PAYMENT ROUTE CD :	_____	CURRENCY CODE :	_____	
EXPENSE :	_____	DISCOUNT :	_____	
ACCOUNTING RULE :	_____	INTERCO PAYABLES :	_____	

Remember that a debit memo is entered on the *Invoice Matching (IMP)* screen. You must type in the header information for a debit memo just as you would for the corresponding invoice except for typing **D** in the CM/DM field.

13. Type the **debit memo number (2587533011DM)** in the INVOICE NUMBER field.  
 Use your agency's standard for numbering debit memos.
14. Type **021108** in the DATE field.
15. Type **561493308** in the first blank of the VENDOR NUMBER field.
16. Type **A** in the second blank of the VENDOR NUMBER field.
17. Type **D** in the CM/DM field to indicate that you are entering a *debit* memo.
18. Press  to process the information and to return the vendor name and address to the *IMP* screen.
19. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.
20. Type **XX40000214** in the PO NUMBER field and press  to process the entered information.

21. Type **600.00** in the GROSS AMOUNT field.

## NOTES

-  Type the value of the debit memo as a positive number (and *not* as a negative number) because the system automatically subtracts debit/credit memo values from an invoice. Note that if you type in a negative value, the system reverses the sign on the debit memo value and *adds* it to the invoice instead of subtracting it.

22. Verify that **NET** is displayed in the TERMS CODE field.

Before you press , your screen should look like the following screen:


OCP AP	INVOICE MATCHING	IMP
205 - GROSS AMOUNT NOT ENTERED		
NEXT FUNCTION: _____	ACTION: _____	06/27/2008 15:59:15
REQUEST: _____		
=====		
INVOICE NUMBER :	2587533011DM	DATE: 02/11/2008 EXCEPTION CMNTS: _
VENDOR SHORT NAME:	AMOSOFFICEEQUIP	AMOS OFFICE EQUIPMENT
VENDOR NUMBER :	561493308 A	BODIE CM/DM: D
		NC 28222-0777
P O BUY ENTITY :	XXBG	P O NUMBER: XX4000214 RELEASE: _____ ALL: _
GROSS AMOUNT :	600.00	FREIGHT : _____
SALES TAX/VAT :	_____	ADDITIONAL COST : _____
SALES TAX 2 :	_____	SALES TAX 3 : _____
REMIT MSG :	_____	_____
COUNTY CODE :	_____	_____
===== SUGGESTED VALUES =====		
TERMS CODE :	net	DISCOUNT AMT/PCT : _____
PAYMENT DUE DATE :	_____	REASON CODE : _____
GL EFFECTIVE DATE:	_____	FACTOR NUMBER : _____
PROVISIONAL DATE :	_____	SIGNATURE APPR CD: _____
PAYMENT ROUTE CD :	_____	CURRENCY CODE : _____
EXPENSE :	001	DISCOUNT : 001
ACCOUNTING RULE :	01	INTERCO PAYABLES : _____

23. Press  to process the invoice header information and to access the *Invoice Line Audit (ILA)* screen. The *ILA* screen displays purchase order lines that are eligible to be matched with a debit memo.
24. Verify that the unit of measure (**EA**) shown in the UOP field is the same as the unit of measure used on the debit memo. Change the unit of measure if there are any discrepancies.

Remember that if the debit memo reflects a **quantity and dollar adjustment** (as is the case in this scenario), you must type the quantity of returned goods in the QUANTITY field and the value of the dollar adjustment in the AMOUNT field.

# NOTES

OCP AP		INVOICE LINE AUDIT										ILA			
NEXT FUNCTION: _____		ACTION: _____												06/27/2008 16:01:31	
REQUEST: _____		PAGE STATUS: END OF LIST													
=====															
VENDOR : 561493308 A		PO NUMBER : XX40000214		EXCEPTION CMNTS: _											
INVOICE NO: 2587533011DM		RELEASE :		REM AMT: 600.00											
S VENDOR'S PO LAST AP		MULT		-----INVOICE-----								P P C			
Q	ITEM NUMBER	LINE	DELIV.	ATTN	UOP	DISTR	QUANTITY	AMOUNT	S	R	D	L			
A	GN42521	0001	02/17/08	NO	EA	---	<b>25</b> 10	<b>26</b> 1000.00	-	Y	-	-			
	WOOD DESKS						FRT	---				Y			
	IND CO ACCOUNT				CENTER		TX/VAT	---				Y			
	XX01 533110				10001000		ADD'L	---				Y			
							CONV FACTOR	---				1.			

- 25. Type **6** in the QUANTITY field to indicate the quantity of goods not received.
- 26. Type **600.00** over the defaulted data in the AMOUNT field.
  -  Again, you do not need to type a negative value in the AMOUNT field. The system automatically reads debit/credit values as negative.
- 27. Verify the accounting distribution that is displayed in the CO, ACCOUNT and CENTER fields. Change the accounting distribution if it is incorrect.

Before you balance the invoice, your screen should look like the following screen:

OCP AP		INVOICE LINE AUDIT										ILA			
NEXT FUNCTION: _____		ACTION: _____												06/27/2008 16:01:31	
REQUEST: <b>28</b> <b>30</b>		PAGE STATUS: END OF LIST													
=====															
VENDOR : 561493308 A		PO NUMBER : XX40000214		EXCEPTION CMNTS: _											
INVOICE NO: 2587533011DM		RELEASE :		REM AMT: 600.00											
S VENDOR'S PO LAST AP		MULT		-----INVOICE-----								P P C			
Q	ITEM NUMBER	LINE	DELIV.	ATTN	UOP	DISTR	QUANTITY	AMOUNT	S	R	D	L			
A	GN42521	0001	02/17/08	NO	EA	---	6	600.00	-	Y	-	-			
	WOOD DESKS						FRT	---				Y			
	IND CO ACCOUNT				CENTER		TX/VAT	---				Y			
	XX01 533110				10001000		ADD'L	---				Y			
							CONV FACTOR	---				1.			

28. Type **A** in the REQUEST field to identify line 0001.
29. Press  to tag the PO line.
30. Type **N** or **NEXT** in the REQUEST field and press  to complete this debit memo entry and to access a blank *IMP* screen.

## **NOTES**

You have now paid for only the four desks that have been received and you have issued a debit memo for the six desks that have not been received.

The preceding two activities demonstrated how an AP clerk might process an invoice with a quantity-related invoice line exception.

A quantity related exception occurs when the quantity on the invoice line does not match the information on the PO line. When a quantity exception occurs, the AP clerk must pass the invoice to the buyer for resolution of the exception.

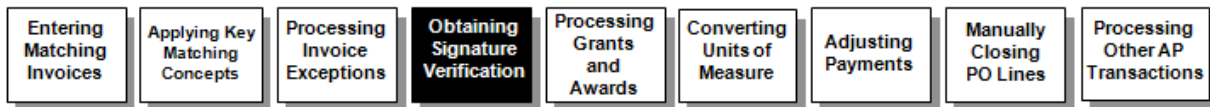
A quantity-related exception occurs as a result of the receipt payment basis control. This control allows the AP clerk to only pay for those goods that have been received and, therefore, prevents the state from overpaying or underpaying for PO lines.

In the preceding activity, the buyer reviewed the exception and required the AP clerk to do the following:

- Pay for goods received only
- Issue a debit memo against the invoice



## Obtaining Signature Verification



### Overview

Most North Carolina state agencies use the signature payment basis for invoices involving services. The signature payment basis for an invoice requires signature approval of the requester before an invoice can be paid. Once signature approval has been obtained, certifying that services have been received, payment can be made for up to the full quantity of services ordered.

This section describes how to process a signature basis invoice.

### Processing a Signature Basis Invoice

After the AP clerk has matched the invoice header and invoice line information, the NCAS indicates whether the invoice needs signature approval from the requester.

If no exceptions occur during invoice processing, the NCAS displays the following message on the *Invoice Line Audit (ILA)* screen when the AP clerk balances (“nexts”) the invoice: **INVOICE HAS NOT BEEN PROCESSED BECAUSE OF SIGNATURE PAYMENT BASIS.**

If an exception occurs during invoice processing, it must be resolved as described in the *Processing Invoice Exceptions* section of this course. After the exception has been resolved, the system indicates that the AP clerk needs to obtain signature verification for the invoice.

- If the AP clerk enters **P** (*pay-as-is*) or **F** (*force pay*) in the S (SELECT) field to release an invoice from the *Invoice Reapplication Work Queue (IRQ)*, the ST (STATUS) field on the *IRQ* screen changes from **A** (*available for accounts payable processing*) to **S** (*pending signature verification*).
- If the AP clerk enters **S** (*additional processing*) in the S (SELECT) field to reapply an invoice from the *IRQ*, the *ILA* screen is displayed. The AP clerk must make the changes the buyer has requested.

When he or she balances (“nexts”) the invoice again, the system displays the following message: **INVOICE HAS NOT BEEN PROCESSED BECAUSE OF SIGNATURE PAYMENT BASIS.**

## NOTES

### Responding to the Signature Payment Basis Message

If the *ILA* screen displays the message that signature verification is necessary to pay an invoice, the AP clerk must type **PASS** in the *REQUEST* field to pass the invoice to the *Invoice Reapplication Queue (IRQ)*. The invoice retains an **S** (*pending signature verification*) status until the requester's signature verification is obtained.

On the *IRQ* screen, if the status of an invoice changes from **A** to **S**, the AP clerk must hold the invoice in the *IRQ* until signature verification is obtained.

### Obtaining Signature Verification

Your agency may use either one of the following two methods for obtaining signature verification from a requester:

- **Signed Invoice**

Your agency may require that a copy of an invoice be sent to a requester for his or her signature authorization before the invoice is paid. Once the AP clerk receives the signed invoice copy from the requester, then he or she can release the invoice from the *Invoice Reapplication Work Queue (IRQ)*.

- **Matching Invoice Verification Report**

Your agency may choose to use the *Matching Invoice Verification Report* that is created in the system for every matched invoice that has been passed for signature approval.

The *Matching Invoice Verification Report* is located in Systemware in report group MM122-9. The report ID is AP-A0006. This report is directed to the requester if the purchase order was created from a requisition in the system. If the purchase order did not originate from a requisition, this report is addressed to the buyer.

The *Matching Invoice Verification Report* is sent to the requester for his or her comments and signature. Once the report has been signed, it is sent to the AP clerk. The AP clerk then uses the instructions on the *Matching Invoice Verification Report* to finish processing the invoice.

---

## Releasing a Signature Basis Invoice

## NOTES

After the AP clerk has received signature verification for an invoice, he or she must use one of two options in the ST (STATUS) field to release the invoice from the *IRQ*:

- **P** for *pay-as-is*, if the requester had no further changes for the invoice.
- **S** for *additional processing*, if the requester had additional changes for the invoice. After making the changes, the AP clerk balances (or “nexts”) the invoice.

Once the invoice has been released, it is no longer displayed on the *IRQ* screen. The system has accepted the signature basis invoice for payment.

Retain copies of the *Matching Invoice Verification Report* or the signed invoice. These documents provide proof that payment was authorized. You will need these documents when you are audited.

**NOTES**

**WALKTHROUGH: Processing a  
 Signature Basis Invoice**


**SCENARIO**

You have received an invoice from SBM Corporation in Denver, Colorado for the repair of computers. This invoice is for services and, therefore, the signature payment basis applies to this invoice.

The vendor number is 130871985 F.

Process the invoice header and line information and then pass the invoice to your *Invoice Reapplication Work Queue (IRQ)*. After you receive the requester's signature, finish processing the invoice.

<b>Invoice: SBM Corporation</b> <b>PO Box 5709</b> <b>Denver, CO 34569-5709</b>		<b>Invoice Number: 7594863011</b> <b>Invoice Date: 02/16/2008</b> <b>Terms: Net 30</b>	
<b>Description:</b>	<b>Quantity:</b>	<b>Unit Price:</b>	<b>Total Price:</b>
Computer Repairs	1	2000.00	2000.00
PO# XX40000000		<b>Freight:</b> <b>Tax:</b> <b>Total:</b>	<hr style="border: none; border-top: 1px solid black; width: 50%; margin: 0 auto;"/> <b>2000.00</b>

1. Enter the **invoice header information** on the *IMP* screen in control group 124. (Refer to **Procedure 3A/B: Entering Invoice Header Information.**)
  -  Note that the buying entity for the purchase of services is **XXBS**.

Before you press , your screen should look like the following screen:

## NOTES

```

OCP AP                INVOICE MATCHING                IMP
NEXT FUNCTION: _____ ACTION: _____                06/30/2008 15:21:30
REQUEST: _____
=====
INVOICE NUMBER       :       7594863011    DATE: 02/16/2008    EXCEPTION CMNTS:  _
VENDOR SHORT NAME: SBMDENVER                SBM CORPORATION
VENDOR NUMBER       :       130871985 F    DENVER                CM/DM: I
P O BUY ENTITY      : XXBS                P O NUMBER: XX40000000    RELEASE: _____    ALL:  _
CO 34569-5709
GROSS AMOUNT        :                   2,000.00    FREIGHT              : _____
SALES TAX/VAT       : _____                ADDITIONAL COST      : _____
SALES TAX 2         : _____                SALES TAX 3          : _____
REMIT MSG           : _____
COUNTY CODE        : _____
=====
SUGGESTED VALUES  =====
TERMS CODE          : N30                    DISCOUNT AMT/PCT   : _____
PAYMENT DUE DATE   : _____                REASON CODE         : _____
GL EFFECTIVE DATE  : _____                FACTOR NUMBER        : _____
PROVISIONAL DATE   : _____                IND: _____      SIGNATURE APPR CD:  _____
PAYMENT ROUTE CD   : _____                BAP CODE : 06D       CURRENCY CODE       : _____
EXPENSE            : 001                    PAYABLES : _____ DISCOUNT            : 001
ACCOUNTING RULE    : 01                    HANDLING : _____ INTERCO PAYABLES    : _____
    
```

2. Press  to access the *ILA* screen.
3. Identify and tag the appropriate PO line for the amount of the invoice. (Refer to **Procedure 4: Entering Invoice Line Information for Matching Invoices.**)
4. Type **N** or **NEXT** in the REQUEST field and press  to balance the invoice.

```

OCP AP                INVOICE LINE AUDIT                ILA
445 - INVOICE HAS NOT BEEN PROCESSED BECAUSE OF SIGNATURE PAYMENT BASIS
NEXT FUNCTION: _____ ACTION: _____                06/30/2008 15:24:12
REQUEST: 5                PAGE STATUS: END OF LIST
=====
VENDOR       : 130871985 F    PO NUMBER : XX40000000    EXCEPTION CMNTS:  _
INVOICE NO: 7594863011    RELEASE   : _____    REM AMT:          .00
S  VENDOR'S PO LAST AP MULT -----INVOICE----- P P C
Q  ITEM NUMBER LINE DELIV. ATTN UOP DISTR QUANTITY    AMOUNT    S R D L
A GN93921      0001          NO LT          _____    1          2,000.00    _ Y _
COMPUTER REPAIRS                FRT _____                Y
IND CO ACCOUNT                CENTER TX/VAT _____                Y
XX01 533110                10001000 ADD'L _____                Y
CONV FACTOR                _____                1.
    
```

The system displays the following message: **445 - INVOICE HAS NOT BEEN PROCESSED BECAUSE OF SIGNATURE PAYMENT BASIS.**

5. Type **PASS** in the REQUEST field and press  to *pass* the invoice to your *Invoice Reapplication Work Queue (IRQ)*.

---

## **NOTES**

6. Wait until you receive the *Matching Invoice Verification Report* or a signed invoice indicating that you have the required signature approval to pay the invoice for this transaction.

If your agency requires a signed invoice as proof of authorization, send a copy of the invoice to the requester for his or her signature.

If your agency uses the *Matching Invoice Verification Report*, your agency has a policy for distributing the report to the requesters.

REPORT ID : AP-0006 PAGE : 1  
 TO : TRAINING REQUISITIONER PAY ENTITY : XXBS CONTROL GROUP: 124  
 SUBJECT : MATCHING INVOICE VERIFICATION OPERATOR : 0000XX CONTROL DATE: 02/19/2008  
 AS OF : 02/19/2008 INVOICE NUMBER : 7594863011

THE FOLLOWING INVOICE CONTAINS ITEMS THAT WILL BE CHARGED TO YOUR REQUISITION COST CENTER.  
 PLEASE CONFIRM THE CHARGE IN THE SPACE PROVIDED AND RETURN TO THE ACCOUNTS PAYABLE DEPARTMENT.

-----INVOICE GENERAL INFORMATION-----

DATE : 02/16/2008 GROSS INV AMOUNT : 2000.00  
 DUE DATE: 02/16/2008 PO REFERENCE : XX90002234 TAX/VAT: .00  
 BILLING VENDOR: SBM CORPORATION DENVER, CO 0001 FREIGHT : .00  
 BUYER: TRAINING BUYER ADDITIONAL COST : .00

-----INVOICE DETAIL INFORMATION-----

LINE	CO	ACCOUNT	CENTER	VENDOR ITEM DESCRIPTION	INVOICE QUANTITY	UOM	AMOUNT
1	XX01	534511	10003100	COMPUTER REPAIRS	1	EA	2000.00

-----APPROVAL DISPOSITION-----

HOLD PENDING ACTION : WHEN ? TYPE ?  
 PAY AS INVOICED : : X DATE SERVICE/GOODS RECEIVED : 02/01 - 02/10/2008

NOTES :

DEDUCT (AMOUNT) : EXPLAIN :

SIGNATURE AUTHORIZES CHARGES AS SHOWN ABOVE

SIGNED R. C. Smith

TITLE Training Requisitioner

DATE 02/19/08

## NOTES

You have received signature approval from the requester, authorizing payment for this invoice. The requester does not require you to make any changes to the invoice. In other words, you should pay the invoice as is.

7. Type **IRQ** in the NEXT FUNCTION field and press **Enter** to access your *Invoice Reapplication Work Queue (IRQ)* screen.

```

OCP AP                INVOICE REAPPLICATION WORK QUEUE                IRQ
582 - NO INVOICES FOUND FOR THIS OPERATOR
NEXT FUNCTION: _____ ACTION: _____                06/30/2008 15:29:54
REQUEST: _____
=====
PAYING ENTITY: XXPT
AP OPERATOR   : 8
STATUS       : 9                GL EFFECTIVE DT: _____
---CONTROL---
GROUP  DATE      VENDOR NUMBER    INVOICE NUMBER          AMOUNT      REFERRAL T S
-----

```

PAGE: 1 STATUS: END OF LIST

8. Type **your operator ID (XX)** in the AP OPERATOR field.
9. Type **S** in the STATUS field and press **Enter** to access a list of invoices *pending signature verification*.

```

OCP AP                INVOICE REAPPLICATION WORK QUEUE                IRQ
NEXT FUNCTION: _____ ACTION: _____                06/30/2006 15:41:24
REQUEST: _____
=====
PAYING ENTITY: XXPT
AP OPERATOR   : 0000XX
STATUS       : S                GL EFFECTIVE DT: _____
---CONTROL---
GROUP  DATE      VENDOR NUMBER    INVOICE NUMBER          AMOUNT      REFERRAL T S
-----
0124 07/06/2008 130871985 F      7594863011          2,000.00 BUY  B01 S 10

```

PAGE: 1 STATUS: END OF LIST

10. Type **P** in the s field to *pay the invoice as is* and press **Enter**.

The invoice disappears from the *IRQ* screen. The message **501 – NO INVOICES FOUND FOR THE COMBINATION SELECTED** is displayed indicating that the system has accepted the invoice for payment.

## NOTES

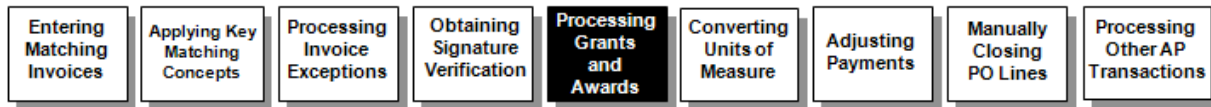
Remember that, on the *IRQ* screen, you can process an invoice with an **S** (*pending signature verification*) status in the same way that you process an invoice with an **A** (*available for accounts payable processing*) status.

In other words, a requester does not always provide signature approval with a **P** (*pay as is*) instruction. The requester may require you to make changes to an invoice before paying it. You may be asked to make a partial payment (issue a debit memo or wait for the vendor's credit memo) or you may be asked to make changes such as deleting taxes from an invoice. From the *IRQ* screen, process these instructions just as you would process the scenarios in the *Processing Exceptions* section of this course. After you have made these changes, process the invoice for signature basis as described in the *Obtaining Signature Verification* section.

In this walkthrough, you processed an invoice with a signature payment basis. You used the *Matching Invoice Verification Report* to verify the required signature.



## Processing Grants and Awards



### Overview

The material presented in this chapter builds on the previous material presented in the Accounts Payable Matching documentation. This material was developed to aid the NCAS agencies in the recording and tracking of state spending for purposes of NC OpenBook and American Recovery and Reinvestment Act (ARRA) in the NCAS. The NC Grant identification codes, Federal Award identification codes, and Bid identification codes must be recorded in the NCAS in the appropriate fields at a transaction line level. The method for recording these identification codes is described in detail in this chapter. The agencies must ensure that the procedures and processes established herein are adhered to by the proper personnel.

Starting November 1, 2010, some of the state's procurement, accounting, and grants systems have been modified in order to accommodate tracking of state spending for purposes of Executive Order 4 (OpenBook Government for North Carolina) and oversight of the American Recovery and Reinvestment Act (ARRA) funds. This chapter will detail the changes made to the NCAS and the proper procedures that users need to adhere to in order to allow for necessary reporting under these initiatives.

New fields have been added to the NCAS Purchasing and Accounts Payable modules to capture FEDERAL AWARD identifier codes, BID identifier codes, and NC GRANT identifier codes. The capture of these new four character identifiers allows for payment reporting to reflect the values of the associated Federal Award Number, Bid Number, and/or NC Grant number.

## Reviewing FEDERAL AWARD, BID, and NC GRANT in the NCAS Purchasing Module

In the NC E-procurement system and the NCAS, a requisition line(s) and its associated purchase order line(s) can be created designating the FEDERAL AWARD identifier, BID identifier, and NC GRANT identifier codes. All Federal Award, Bid Award, and NC Grant identifiers that are added to purchase order lines will default on all matching invoice lines to those purchase orders. The FEDERAL AWARD identifier, BID identifier, and NC GRANT identifier will be displayed on the following purchasing inquiry screen (PLF) in the purchasing module of the NCAS.

OCP PS	PO LINE FINANCIAL INFORMATION		PLF
NEXT FUNCTION: _____	ACTION: _____	HISTORY: _	10/12/2010 15:52:08
BROWSE: _			
=====			
BUY ENTITY	: XXEG		
PO NO.	: EP0000001		
PO LINE NO.	: 1		
BLANKET REL. NO.	: _____		
TAX/VAT CODE	:		
TAX/VAT COST	:	.00	BC STATUS :
ADDITIONAL COST CODE:			OPER APPR/REJ :
ADDITIONAL COST	:	.00	DATE APPR/REJ :
			GL EFF. DATE : 07/12/2010
QUANTITY ORDERED UOP:	1	CURRENCY CODE :	
UNIT PRICE	6.00000	DISTRIBUTION IND:	
EXTENDED AMOUNT	6.00		
TOTAL LINE VALUE	6.00	GL COMPANY	: 4201
QUANTITY ORDERED SKU:	1.00	GL ACCOUNT	: 536G01
TARGET PRICE	.00000	GL CENTER	: 18001
EXTENDED AMOUNT	.00	<b>BID NUMBER</b>	<b>: 0521</b>
STANDARD UNIT COST	.00000	<b>PROJ/NCG/FED</b>	<b>: 274001RJ00CB</b>
EXTENDED AMOUNT	.00	ACCOUNTING RULE	: 02

**PLF Screen:**

- BID NUMBER** : Four character identifier for BID is displayed in this field
- PROJ/NCG/FED** : Three distinct four character identifiers are displayed in this field:
  - PROJ: 2740 (Project code: **Department of Corrections only**)
  - NCG: 01RJ ( Four character identifier for NC Grant)
  - FED: 00CB ( Four character identifier for FED Award: ARRA or NON-ARRA)

## Processing Federal Award Identifier, Bid Identifier, and NC Grant Identifier for Matching Invoices

All identifiers that have been entered on a purchase order line in the NC E-procurement system or the NCAS purchasing module will automatically default to the matching invoice line on the IWS-1T screen. These identifier codes will not display on the invoice matching screens IMP (Invoice Matching) or ILA (Invoice Line). If the NCAS user wishes to view, add or change the FED AWARD identifier, BID identifier, and/or NC GRANT identifier on a matching invoice, the user must navigate to the IWS-1T screen by typing **3** in the **REQUEST** field on the IMP or ILA screens.

### IWS-1T Screen – Invoice Worksheet 1 screen

OCP	INVOICE WORKSHEET 1	IWS-1T					
NEXT FUNCTION: _____ ACTION: _____		07/01/2010 11:23:37					
REQUEST: _____							
=====							
INVOICE NUMBER :	APMATCHINV3	DATE: 07/19/2010					
VENDOR SHORT NM:	BOBSHARDWARE	MODEL: _____					
VENDOR NUMBER :	578430345 A	CURR : _____					
PO REFERENCE :	XXEG EP1234567	CM/DM : _____					
TERMS CODE: N30	PYMT DUE DATE: 07/19/2010	COUNTY CODE: 999					
REMIT MSG: _____	DISCOUNT AMT/PCT: _____	MULTI PYMT: _____					
SIGNATURE APPR CD: _____							
LINE	AMOUNT/PERCENT	EXP	CO	ACCOUNT	CENTER	BID	PROJECT
QUANTITY	UNIT	ITEM	NUMBER	DESCRIPTION	PRORATE (T F A D)	USE	99 NCG FED
0001	_____	18.00	001	XX01 536431	_____	131012007	_____
						04GG	2760
0002	_____	_____	_____	_____	_____	01RJ	00CB
0003	_____	_____	_____	_____	_____	_____	_____
0004	_____	_____	_____	_____	_____	_____	_____
SALES TAX/VAT :		_____		FREIGHT :		_____	
ADDITIONAL COST:		_____		GROSS AMOUNT:		_____ 18.00	

---

## **NOTES**

In the previous Accounts Payable screenshot example, the highlighted fields are the new fields added for the purpose of recording the FEDERAL AWARD identifiers, BID identifiers, and NC GRANT identifier for accounts payable transactions. As mentioned above, any identifiers that are entered onto purchase order lines will default on the IWS-1T screen for matching invoices related to those purchase order lines. On invoice lines that reflect an ARRA **company/fund**, the correct four character **FED** identifiers will automatically **default** into the FED field. On invoice lines where four character BID NUMBER identifiers are needed, the identifiers will need to be entered manually. On invoice lines that reflect non-governmental GL account numbers, the four character NCG identifiers will be **required** to be entered in order to process the invoice. The following are the non-governmental grant GL accounts that require a four character NC Grant identifier to be entered onto the invoice line.

- 536CAA Cost Reimbursement to NGOs
- 536DAA Formula Grants to NGOs
- 536EAA Discretionary Grants to NGOs
- 536FAA Statutory Distributions to NGOs
- 536GAA Directed Grants to NGOs
- 536HAA Loans to NGOs
- 536JAA Other Aids and Grants to NGOs

## Locating Federal Award Identifiers, Bid Identifiers, and NC Grant Identifiers in the NCAS

The **GBL** (GRANT AND BID LIST) screen was created in response to the modification of the NCAS to accommodate the four character identifiers to record FEDERAL AWARDS, BID AWARDS, and NC GRANTS. The **GBL** screen displays the four character identifiers associated with statewide and agency specific Federal and Bid Awards and agency specific NC Grants. The GBL screen also displays additional information pertaining to each Federal Award, Bid Award, and NC Grant. This screen features a few searchable fields that can be used to narrow down the displayed list when certain information is known about a specific category. Below are some examples of the **GBL** screen displaying Federal Awards, Bids Awards, and NC Grants. This screen is located in the Accounts Payable module of the NCAS.

### FEDERAL AWARD NUMBER

```

OCP                                GRANT AND BID LIST                                GBL
NEXT FUNCTION: _____ ACTION: _____                                10/13/2010  15:41:17
=====
PAY ENTITY      : XX**
CATEGORY CODE   : FED
GRANT/BID ID    : _____
GRANT/BID TYPE  : _____ NCOB/CONTRACT# : _____
IND TYP NCOB/CONTRACT# GRANT/BID NUMBER
00S0 A 0000091 84.391 H391A090092
      Special Education Grants to States, Recovery Act
00S3 A 0000094 84.391 H391A090092
      Special Education Grants to States, Recovery Act
00TB A 0000137 84.397 S397A090034
      State Fiscal Stabilization Fund (SFSF) - Government Services, Recovery A
00TC A 0000138 84.397 S397A090034
      State Fiscal Stabilization Fund (SFSF) - Government Services, Recovery A
00TD A 0000139 84.397 S397A090034
      State Fiscal Stabilization Fund (SFSF) - Government Services, Recovery A
00TF A 0000140 84.397 S397A090034
      State Fiscal Stabilization Fund (SFSF) - Government Services, Recovery A
      PAGE NO: 1 STATUS: MORE
  
```

**DISPLAYED COLUMNS:**

- IND: Four character FED identifier to be keyed on transaction
- TYP: A – ARRA, F – NON-ARRA
- NCOB/CONTRACT#: NC Open Book number for that Federal Award Number
- GRANT/BID NUMBER: Grant number for Federal Award

*\*The NCOB number is assigned by the Office of State Budget and Management (OSBM)*

# NOTES

# BID NUMBER

OCP		GRANT AND BID LIST		GBL
NEXT FUNCTION: _____		ACTION: _____		10/13/2010 15:41:17
=====				
PAY ENTITY	:	SW**		
CATEGORY CODE	:	BID		
GRANT/BID ID	:	_____		
GRANT/BID TYPE	:	_____ NCOB/CONTRACT# : _____		
IND	TYP	NCOB/CONTRACT#	GRANT/BID NUMBER	
000B	060A	701238		
	Automotive, Industrial Parts and Supplies			
000C	060B	200900583		
	Batteries, Storage			
000D	060C	200900167		
	Filters, Oil and Air, Automotive			
000F	060E	801523		
	Tire, Automotive, Recapping and Repairing			
000G	065A	200901566		
	Bodies, Truck, Automotive			
000H	065B	200901256		
	Lube and Fuel Tank Bodies-Truck Mounted			
		PAGE NO:	1	STATUS: MORE

### DISPLAYED COLUMNS:

- IND: Four character BID identifier to be keyed on transaction
- NCOB/CONTRACT#: Contract number for that Bid Number
- GRANT/BID NUMBER: Bid number

## NC GRANT NUMBER

## NOTES

OCP		GRANT AND BID LIST		GBL	
NEXT FUNCTION: _____		ACTION: _____		10/18/2010 09:04:30	
=====					
PAY ENTITY		: XX**			
CATEGORY CODE		: NCG			
GRANT/BID ID		: _____			
GRANT/BID TYPE		: _____		NCOB/CONTRACT# : _____	
IND	TYP	NCOB/CONTRACT#	GRANT/BID NUMBER		
00JX	N	28471	28471		
		NC Firewise Community Action/Mitigation Grant Program			
00JY	N	31000	31000		
		Grassroots Science Museum			
00KH	N	25666	25666		
		Clean Water Management 2009 - Cedar Creek Acquisition (2008-071)			
00LH	N	25654	25654		
		Clean Water Management 2009 - Big Creek Restoration Phase II (2008-419)			
00LQ	N	25665	25665		
		Clean Water Management 2009 - Tar River Acquisition (2008-070)			
00LR	N	22678	22678		
		Clean Water Management 2006 - Upper Broad River Stormwater (2005B-702)			
		PAGE NO: 1 STATUS: MORE			

### DISPLAYED COLUMNS:

IND: Four character NCG identifier to be keyed on transaction  
TYP: N – Non-governmental  
NCOB/CONTRACT#: NC Grant Number  
GRANT/BID NUMBER: NC Grant Number

---

## **NOTES**

### ***Pay Entity format on the GBL screen***

The format of the **PAY ENTITY** required on this screen is as follows:

- XX\*\*** -- XX corresponds to the first two digits of the agency's company that will be used on the transaction line. For example, company 1401 key in 14\*\*.
- SW\*\*** -- SW represents statewide and is only used for Federal Awards (FED) and Bids (BID). Statewide indicators are valid for all agencies.

**REMINDER:**

The Federal Award, Bid, and NC Grant identifiers displayed on the GBL screen under a specific agency's pay entity and/or statewide pay entity are only valid for transactions that are entered under the same agency's matching company number. For example, if company 1401 is used for a transaction, the four character identifier keyed in the Federal Award, Bid, and/or NC Grant fields must be displayed under 14\*\* or SW\*\* on the GBL screen to be valid. If a Federal Award, Bid, and/or NC Grant identifier is used that is **not** valid, the NCAS will display an error message during processing.

## Searching for Federal Awards, Bid Awards, and NC Grants

The GBL screen displays a listing of **ALL** active Federal Awards, Bid Awards, and NC Grants. In addition, this screen also has three searchable fields to obtain information on specific Federal Awards, Bid Awards, and NC Grants.

- The searchable Fields are highlighted in the screenshot below:
- GRANT/BID ID
- GRANT/BID TYPE
- NCOB/CONTRACT#

```
OCP                                GRANT AND BID LIST                                GBL
NEXT FUNCTION: _____ ACTION: _____                                12/09/2010  14:45:03
=====
PAY ENTITY      :
CATEGORY CODE  :
GRANT/BID ID   :
GRANT/BID TYPE :                                NCOB/CONTRACT# :
IND  TYP NCOB/CONTRACT#  GRANT/BID NUMBER
=====
PAGE NO:          STATUS: _____
```

## NOTES

To display **ALL** Federal Awards, Bid awards, and NC Grants under a specific pay entity enter following information:

1. PAY ENTITY: First two digits of company followed by \*\* or SW\*\* for statewide (Example: 42\*\*, SW\*\*)
2. CATEGORY CODE: FED, BID, or NCG

NC Grants (NCG category code) cannot be displayed with pay entity SW\*\* because all NC Grants are agency specific.

```
OCF                                GRANT AND BID LIST                                GBL
NEXT FUNCTION: _____ ACTION: _____                                12/10/2010 07:55:41
=====
PAY ENTITY      : SW**
CATEGORY CODE  : BID
GRANT/BID ID   : _____
GRANT/BID TYPE : _____ NCOB/CONTRACT# : _____
IND  TYP NCOB/CONTRACT#  GRANT/BID NUMBER
000B  060A                701238
      Automotive, Industrial Parts and Supplies
000C  060B                200900583
      Batteries, Storage
000D  060C                200900167
      Filters, Oil and Air, Automotive
000F  060E                801523
      Tire, Automotive, Recapping and Repairing
000G  065A                200901566
      Bodies, Truck, Automotive
000H  065B                200901256
      Lube and Fuel Tank Bodies-Truck Mounted
                                PAGE NO: 1 STATUS: MORE
```

All of the information displayed on the GBL screen is also available in NCXPTR and XTND reports titled:

- OSCOP\* NCAS BID INDICATORS
- OSCOP\* NCAS FED INDICATORS
- OSCOP\* NCAS NCG INDICATORS

## GRANT/BID ID FIELD

### Example

```

OCP                                GRANT AND BID LIST                                GBL
NEXT FUNCTION: _____ ACTION: _____                12/09/2010  15:45:25

=====
PAY ENTITY      : SW**
CATEGORY CODE   : FED
GRANT/BID ID    : 00BK
GRANT/BID TYPE  : _          NCOB/CONTRACT# : _____
IND  TYP NCOB/CONTRACT#  GRANT/BID NUMBER

00BK  F  0000454  15.605  F86CR5
        Angler Opinion & Socioeconomic Surveys
00BL  F  0000455  15.605  F87E4
        J E Pechmann Fishing Education Center
00BM  F  0000456  15.605  F90C3F
        Coordination of Sport Fish Restoration Grants
00BN  F  0000457  15.605  F911
        Curate Fish Collection
00BP  F  0000458  15.605  F93R2
        Hatchery Operations
00BQ  F  0000459  15.605  F95D2
        Rhodes Pond Fishing/Dam Repair
                                           PAGE NO:    1  STATUS: MORE
  
```

The **GRANT/BID ID** field may be used to search for information when the four character FED, BID, or NCG identifier code is known. To search by GRANT/BID ID, enter the following information:

1. **PAY ENTITY:** First two digits of company followed by \*\* or SW\*\* for statewide (Example: 42\*\*, SW\*\*)

NC Grants (NCG category code) cannot be displayed with pay entity SW\*\* because all NC Grants are agency specific

2. **CATEGORY CODE:** FED, BID, or NCG
3. **GRANT/BID ID:** Four character identifier for Federal Award, Bid Award, or NC Grant

# NOTES

## GRANT/BID TYPE FIELD

### Example

```
OCP                                GRANT AND BID LIST                                GBL
NEXT FUNCTION: _____ ACTION: _____                                12/10/2010 07:55:41
=====
PAY ENTITY      : XX**
CATEGORY CODE   : FED
GRANT/BID ID    : _____
GRANT/BID TYPE : A                                NCOB/CONTRACT# : _____
IND  TYP NCOB/CONTRACT#  GRANT/BID NUMBER
00QQ A 0000025 10.688 09-DG-11084419-048
      Wildland Fire Management
00QV A 0000032 11.463 NA09NMF4630305
      Habitat Conservation
00R1 A 0000041 10.688 10-DG-11084419-037
      Recovery Act of 2009: Wildland Fire Management
00R6 A 0000048 10.687 10-PA-11084419-033
      Recovery Act of 2009: Capital Improvement and Maintenance
00R7 A 0000050 10.688 09-PA-11084419-033
      Recovery Act of 2009: Wildland Fire Management
00V3 A 0000176 10.688 09-DG-11084419-038
      Wildland Fire Management
                                PAGE NO: 1 STATUS: MORE
```

The **GRANT/BID TYPE** field may be used to search for ARRA or NON-ARRA Federal awards. To search by GRANT/BID TYPE, enter the following information:

1. PAY ENTITY: First two digits of company followed by \*\*  
(Example: 42\*\*)

All ARRA federal grants exist under specific agencies. Only NON-ARRA federal grants exist under statewide federal grants (SW\*\*).

2. CATEGORY CODE: FED
3. GRANT/BID TYPE: **A** – ARRA grants  
**F** – NON ARRA grants

## **NCOB/CONTRACT# FIELD**

## **NOTES**

This field has multiple values that can be entered to search for information on Federal awards, Bid awards, and NC grants.

- Federal Awards – NC Open Book (NCOB) Number
- Bid Awards – Contract Number
- NC Grants – Grant Number

### **Federal Awards**

```
OCF                                GRANT AND BID LIST                                GBL
NEXT FUNCTION: _____ ACTION: _____                                12/10/2010 07:55:41
=====
PAY ENTITY      : XX**
CATEGORY CODE  : FED
GRANT/BID ID   : _____
GRANT/BID TYPE : _____ NCOB/CONTRACT# : 0000025
IND TYP NCOB/CONTRACT# GRANT/BID NUMBER
00QQ A 0000025 10.688 09-DG-11084419-048
      Wildland Fire Management

PAGE NO: 1 STATUS: END OF LIST
```

For Federal Awards the **NCOB/CONTRACT#** field may be used to search by NC Open Book (NCOB) number. To search by NCOB number, enter the following information:

1. PAY ENTITY: First two digits of company followed by \*\* or SW\*\* for statewide (Example: 42\*\*, SW\*\*)
2. CATEGORY CODE: FED
3. NCOB/CONTRACT#: NCOB number for federal award

# NOTES

## Bid Awards

```
OCP                                GRANT AND BID LIST                                GBL
NEXT FUNCTION: _____ ACTION: _____                                12/10/2010 07:55:41
=====
PAY ENTITY      : SW**
CATEGORY CODE  : BID
GRANT/BID ID   : _____
GRANT/BID TYPE : _____ NCOB/CONTRACT# : 060A
IND TYP NCOB/CONTRACT# GRANT/BID NUMBER
000B          060A          701238
              Automotive, Industrial Parts and Supplies

                                PAGE NO: 1 STATUS: END OF LIST
```

For Bid Awards the **NCOB/CONTRACT#** field may be used to search by contract number. To search by contract number, enter the following information:

1. PAY ENTITY: SW\*\* for statewide

Only statewide bid awards have a contract number assigned.

2. CATEGORY CODE: BID
3. NCOB/CONTRACT#: Contract number for bid award

**NC Grant**

**NOTES**

```
OCP                                GRANT AND BID LIST                                GBL
NEXT FUNCTION: _____ ACTION: _____                12/10/2010 07:55:41
=====
PAY ENTITY       : 16**
CATEGORY CODE   : NCG
GRANT/BID ID    : _____
GRANT/BID TYPE  : _____
IND TYP NCOB/CONTRACT#  GRANT/BID NUMBER
OBBM N 22740      22740
              Clean Water Management 2005 - Horseshoe Farm Minigrant (2004D-013)

PAGE NO: 1 STATUS: END OF LIST
```

For NC Grants the **NCOB/CONTRACT#** field may be used to search by grant number. To search by grant number, enter the following information:

1. PAY ENTITY: First two digits of company followed by \*\*  
(Example: 42\*\*)

NC Grants are only displayed under specific agency pay entities.  
No NC grants exist under the statewide pay entity (SW\*\*).

2. CATEGORY CODE: NCG
3. NCOB/CONTRACT#: Grant number



1. First enter the control group header information on the *Control Document Entry (CDE)* screen. (**Refer to Procedure 1: Entering a Control Group for Matching Invoices.**)
2. Press  to process the control header information and access the *Invoice Worksheet 1 (IMP)* screen.

OCP AP	INVOICE MATCHING	IMP
235 - ENTER REQUIRED KEY FIELDS		
NEXT FUNCTION: _____	ACTION: _____	11/22/2010 14:29:10
REQUEST: _____		
=====		
INVOICE NUMBER : <b>3</b> _____	DATE: <b>4</b> _____	EXCEPTION CMNTS: _
VENDOR SHORT NAME: _____		
VENDOR NUMBER : _____ CM/DM: I		
P O BUY ENTITY : <b>5</b> _____	P O NUMBER: <b>6</b> _____	RELEASE: _____ ALL: _
GROSS AMOUNT : <b>8</b> _____	FREIGHT : _____	
SALES TAX/VAT : _____	ADDITIONAL COST : _____	
SALES TAX 2 : _____	SALES TAX 3 : _____	
REMIT MSG : _____		
COUNTY CODE : _____		
===== SUGGESTED VALUES =====		
TERMS CODE : N30	DISCOUNT AMT/PCT : _____	
PAYMENT DUE DATE : _____	REASON CODE : _____	
GL EFFECTIVE DATE: _____	FACTOR NUMBER : _____	
PROVISIONAL DATE : _____	SIGNATURE APPR CD: _____	
PAYMENT ROUTE CD : _____	CURRENCY CODE : _____	
EXPENSE : _____	DISCOUNT : _____	
ACCOUNTING RULE : _____	INTERCO PAYABLES : _____	

3. Type **854125** in the INVOICE NUMBER field.
4. Type **102210** in the DATE field.
5. Type **XXBG** in the PO BUY ENTITY field.
6. Type **XX20001234** in the PO NUMBER field
7. Press  to process the entered information.
8. Type **500.00** in the GROSS AMOUNT field.
9. Press  to process the information and to access the *Invoice Line Audit (ILA)* screen.

# NOTES

OCP AP		INVOICE LINE AUDIT										ILA			
NEXT FUNCTION:		ACTION:												11/23/2010 09:22:27	
REQUEST: <b>14</b> <b>16</b>		PAGE STATUS: END OF LIST													
=====															
VENDOR : 560746125 A		PO NUMBER : XX20001234		EXCEPTION CMNTS: _								500.00			
INVOICE NO: 854125		RELEASE :		REM AMT: _								500.00			
S VENDOR'S PO LAST AP		MULT		-----INVOICE-----								P P C			
Q ITEM NUMBER LINE DELIV. ATTN UOP		DISTR QUANTITY		AMOUNT								S R D L			
A GN01570 0001 10/05/10 NO BX		<b>10</b>		<b>11</b> <b>12</b> 100.00								_ Y _			
PAPER, CHEMICALS, AND SUPPLIES (FOR THERMAL P FRT												Y			
IND CO ACCOUNT CENTER		TX/VAT										Y			
<b>13</b> XX01 533110		10001000		ADD'L								Y			
CONV FACTOR												1.			
B GN42506 0002 10/05/10 NO EA		<b>10</b>		<b>11</b> <b>12</b> 300.00								_ Y _			
OFFICE: CHAIRS, METAL												Y			
IND CO ACCOUNT CENTER		TX/VAT										Y			
<b>13</b> XX01 534521		11S3		ADD'L								Y			
CONV FACTOR												1.			
C GN42506 0003 10/05/10 NO EA		<b>10</b>		<b>11</b> <b>12</b> 100.00								_ Y _			
OFFICE: CHAIRS, METAL												Y			
IND CO ACCOUNT CENTER		TX/VAT										Y			
<b>13</b> XX01 536J03		10002000		ADD'L								Y			
CONV FACTOR												1.			

10. Verify that the unit of measure shown in the UOP field is the same as the unit of measure used on the invoice for each line.
11. Verify that the quantity shown in the QUANTITY field is the same as the invoice quantity for each line.
12. Verify that the amount in the AMOUNT field is the same as the invoice amount for each line.
13. Verify the accounting distribution that appears in the CO, ACCOUNT, and CENTER fields for each line.
14. Type **S** in the REQUEST field to "tag" all lines and press .
15. At this point, you will need to move to the IWS-1T screen in order to verify the FED, BID, and NC Grant identifiers that have been entered on the purchase order match what's on this invoice.
16. Type **3** in the REQUEST field and press  to move to the IWS-1T screen.

# NOTES

```

OCP                                INVOICE WORKSHEET 1                                IWS-1T

NEXT FUNCTION: 20 ACTION: _____ 11/23/2010 09:37:29
REQUEST: _____
=====
INVOICE NUMBER : 854125 DATE: 10/22/2010 MODEL: _____
VENDOR SHORT NM: DAKOTAOFFICESUP DAKOTA OFFICE SUPPLIES CURR : _____
VENDOR NUMBER : 560746125 A RALEIGH CM/DM : I
PO REFERENCE : XXBG XX20001234 COUNTY CODE: _____ MULTI PYMT: N
TERMS CODE: NET PYMT DUE DATE: _____ DISCOUNT AMT/PCT: _____
REMIT MSG: _____ SIGNATURE APPR CD: _____

LINE AMOUNT/PERCENT EXP CO ACCOUNT CENTER BID PROJECT
QUANTITY UNIT ITEM NUMBER DESCRIPTION PRORATE (T F A D) USE 99 NCG FED
0001 100.00 XX01 533110 10001000 05HV
1 BX GN01570 PAPER, CHEMICALS, AN Y Y Y Y
0002 300.00 XX01 534521 11S3 0000
1 EA GN42506 CHAIRS, METAL Y Y Y Y
0003 100.00 XX01 536J03 10002000 ODV1
1 EA GN42506 CHAIRS, METAL Y Y Y Y
0004

SALES TAX/VAT : _____ FREIGHT : _____
ADDITIONAL COST: _____ GROSS AMOUNT: 500.00
  
```

17. On the IWS-1T screen, you will see all of the identifiers that defaulted from the purchase order when this invoice was matched.
18. Press  to save the invoice information.
19. You have determined that line 1 of this invoice does not have the correct BID identifier entered on the invoice line. You will need to locate the correct BID identifier on the GBL screen and correct on the invoice line.
20. Type **GBL** in the NEXT FUNCTION field and press .

## NOTES

```

OCP                                GRANT AND BID LIST                                GBL
NEXT FUNCTION: 24 ACTION: _____ 01/05/2011 12:09:54
=====
PAY ENTITY      : XX** 21
CATEGORY CODE   : BID 22
GRANT/BID ID    : _____
GRANT/BID TYPE  : _____ NCOB/CONTRACT# : _____
IND  TYP NCOB/CONTRACT#  GRANT/BID NUMBER

00BG                                801866
    Perkinelmer Maintenance Agreement
0000                                DO NOT CHANGE THIS RECORD00001

05HV                                14-08-011 R
    Telecommunications Overpayment Audit
05HX                                14-10-001-R
    Payment Card Industry (PCI) Security Compliance Services

PAGE NO: 1 STATUS: END OF LIST

```

21. Type the **first two digits of your company and \*\* (XX\*\*)** in the PAY ENTITY field.
22. Type **BID** in the CATEGORY CODE field and press .
23. You have determined from your research that line one of this invoice should be marked to Bid **05HX** for *Payment Card Industry (PCI) Security Compliance Services*.
24. Type **R** in the NEXT FUNCTION field to return to the invoice.
25. Type **05HX** in the BID field for line 1 of this invoice.
26. Type **N** in the REQUEST field and press  to process the invoice.

You have just processed a matching invoice with FED, BID, and NC Grant identifiers. During the process of entering matching invoices, any identifiers that were entered on the purchase order will default and can be viewed on the IWS-1T screen. On the IWS-1T screen, the identifiers can be added, changed, and/or deleted from the invoice lines. Also, new invoice lines can be added with new identifiers or invoice lines can be deleted from the invoice if applicable. The functionality of the Accounts Payable module has not been modified to accommodate flagging these identifiers to matching invoices.

---

## Special Notice for Department of Correction regarding Project Accounting

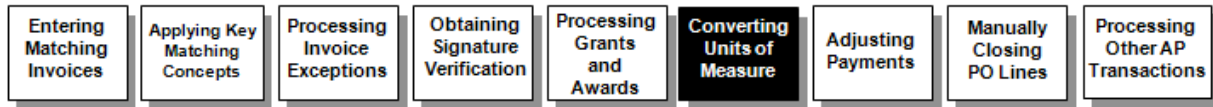
## *NOTES*

Due to the changes that have been made to the NCAS in order to record the FEDERAL AWARD identifiers, BID identifiers, and NC GRANT identifiers, the project accounting fields have been modified. The **project company 42JT** will no longer be entered into the NCAS documents. The **project number** will now allow only four characters to be entered into the **PROJECT NUMBER** field for any applicable document.



## ***NOTES***

## Converting Units of Measure



### Units of Measure

Quantities of purchased goods and services are measured in standard **units of measure (UOM)**. Examples of units of measure are as follows:

- Each      An individual item, such as one desk
- Dozen     An item measured in groups of 12, such as a dozen pencils

The AP clerk encounters two types of units of measure when paying invoices: the unit of purchase and the unit of invoice.

### Units of Purchase

The **unit of purchase (UOP)** is the unit of measure used by a buyer to order an item. Examples of units of purchase are as follows:

- A buyer at one agency orders 48 desk calendars.  
The UOP for this transaction is each.
- Another agency's buyer may have placed the same order in terms of four dozen calendars.  
Although this agency has also ordered 48 desk calendars, the UOP for this transaction is dozen.

### Units of Invoice

The **unit of invoice (UOI)** is the unit of measure used by the vendor to invoice an item.

For example, the UOI for the following invoice is dozen.

<b>Invoice: BuyMart Stores Inc #1751</b> 6600 Glenwood Ave Raleigh, NC 27608		<b>Invoice Number: 3000</b> <b>Invoice Date: 02/28/2008</b> <b>Terms: Net 30</b>	
<b>Description:</b>	<b>Quantity:</b>	<b>Unit Price:</b>	<b>Total Price:</b>
Desk Calendars	( 4 dozen )	12.00	48.00
		<b>Tax:</b>	
		<b>Total:</b>	48.00

# NOTES

## Units of Measure List Inquiry Screen

The *Unit of Measure List Inquiry (UML)* screen lists descriptions, codes and numerical amounts assigned to different units of measure defined in the system.

OCP		UNITS OF MEASURE LIST				UML
NEXT FUNCTION: _____		ACTION: _____		07/01/2008 13:27:00		
=====						
UOM CODE	PACK CODE	ABBREV	DESC	DESCRIPTION	NUMERICAL AMOUNT	
BX		BOX		BOX	1.0000	
BX	C	BOX OF 100		BOX OF 100	100.0000	
BX	03	BOX OF 3		BOX OF 3	3.0000	

PAGE NO: 6      SCREEN STATUS: MORE

The buyer uses the *UML* screen to locate the UOM CODE and the PACK CODE for a particular unit of measure. The buyer enters this combination on the purchase order (*PO Line Information* or *PL1* screen). This value defaults to the UOP field on the *ILA* screen. The UOM CODE and the PACK CODE from the *UML* screen together form the value for the UOP field on the *ILA* screen.

```

OCP                               UNITS OF MEASURE LIST                               UML
NEXT FUNCTION: _____ ACTION: _____                               07/01/2008 13:27:00
=====
UOM  PACK  NUMERICAL
CODE CODE  ABBREV  DESC  DESCRIPTION  AMOUNT
BX   BOX   BOX     BOX     BOX          1.0000

BX   C     BOX OF 100  BOX OF 100  BOX          100.0000
    
```

```

OCP PS                               PO LINE INFORMATION                               PL1
NEXT FUNCTION: _____ ACTION: _____                               07/01/2008 13:48:11
REQUEST: _____ SAVE SHOW PAGE NO: _____
=====
BUY ENTITY : XXBG          PO NO.      : XX12345678          PO LINE NO : 0001
BLANKET REL.: _____  RELEASE DATE: _____          SUB SRCE CD: -
PRT ITM SPCS: _____  PRT REQ SPCS: _____          PHRS TBL CD: -
CATALOG NO. : _____  ITEM NO.   : 0000254          ECN         : -
QUOTE NO.   : _____  ITEM SEQ NO: _____          SERVICE CD  : -
ITEM DSC    : _____
VEND ITM NO.: _____
VEND ITM DSC: _____
QUANTITY UOP: 10          UNIT PRICE : 12.18          PRICE TYPE  : -
UOP         : BXC )       SKU CONV FAC: _____          SKU         : -
    
```

```

OCP AP                               INVOICE LINE AUDIT                               ILA
NEXT FUNCTION: _____ ACTION: _____                               07/01/2008 13:56:17
REQUEST: _____ PAGE STATUS: END OF LIST
=====
VENDOR      : 560746125 A          PO NUMBER   : XX12345678          EXCEPTION CMNTS: -
INVOICE NO: 123          RELEASE    : _____          REM AMT: 121.80
S  VENDOR'S PO LAST AP MULT -----INVOICE----- P P C
Q  ITEM NUMBER LINE DELIV. ATTN UOP DISTR QUANTITY AMOUNT S R D L
A 0000254 0001 NO (BXC) _____ 10 121.80 - Y -
LETTER SIZE CARBON PAPER, BLACK 8 1/2 FRT _____
IND CO ACCOUNT CENTER TX/VAT _____ Y
XX01 533120 10001000 ADD'L _____ Y
CONV FACTOR 1.
    
```

For example, if the unit of purchase for a transaction was a box of 100, then the value in the UOP field on the *ILA* screen would be **BXC**. However, if the unit of purchase for a transaction was a box, then the value in the UOP field on the *ILA* screen would be **BX**.

## Converting the UOP to the UOI

Ideally, the unit of measure used by the buyer (UOP) and the vendor (UOI) should be the same. However, in some instances, the UOP and the UOI may differ. For example, the buyer may have ordered 48 desk calendars (UOP: each), but the vendor may invoice for four dozen calendars (UOI: dozen).

## NOTES

When the UOP and the UOI are not the same, the AP clerk must convert the UOP to the UOI. In the NCAS, a conversion factor is used to convert the UOP to the UOI. The **conversion factor** is defined as the number of UOPs in one UOI. In the desk calendar example, the conversion factor is 12 because there are 12 eaches in one dozen.

The conversion factor can be calculated *either* electronically *or* manually.

## Electronically Converting the UOP to the UOI

### System-Calculated Conversion Factor

The system uses the NUMERICAL AMOUNT field from the *UML* screen to calculate the conversion factor. The conversion factor equals the numerical amount of the UOI divided by the numerical amount of the UOP. The system-calculated conversion factor is represented in the following formula:

$$\text{Conversion Factor (System)} = \frac{\text{NUMERICAL AMOUNT of UOI}}{\text{NUMERICAL AMOUNT of UOP}}$$

Another formula that might be utilized to determine the conversion factor is as follows:

$$\begin{array}{ccc} & \text{(words)} & \text{(N/A)} & \text{Conv Factor} \\ \text{UOI} & & & \\ \text{-----} & = & \text{-----} & = \\ \text{UOP} & & & \underline{\underline{\hspace{2cm}}} \end{array}$$

For example, the NUMERICAL AMOUNT for dozen is 12 on the *UML* screen.

OCP				UNITS OF MEASURE LIST		UML	
NEXT FUNCTION: _____				ACTION: _____		07/01/2008 14:03:04	
=====							
UOM CODE	PACK CODE	ABBREV	DESC	DESCRIPTION	( NUMERICAL AMOUNT )		
DR		DRUM			1.0000		
DY		DAY			1.0000		
DZ		DOZEN		DOZEN	( 12.0000 )		
PAGE NO: 30				SCREEN STATUS: MORE			

The NUMERICAL AMOUNT for each is 1 on the *UML* screen.

## NOTES

UNITS OF MEASURE LIST				UML
NEXT FUNCTION: _____		ACTION: _____		07/01/2008 14:03:04
=====				
UOM CODE	PACK CODE	ABBREV	DESC	NUMERICAL AMOUNT
EA		EACH		1.0000
EN		ENVELOPE		1.0000
FD		FOLD		1.0000
PAGE NO: 31		SCREEN STATUS: MORE		

When the UOI is a dozen and the UOP is an each, the system calculates the conversion factor as follows.

$$\begin{aligned}
 \text{Conversion Factor (System)} &= \frac{\text{NUMERICAL AMOUNT of UOI}}{\text{NUMERICAL AMOUNT of UOP}} \\
 &= \frac{12}{1} \\
 &= 12
 \end{aligned}$$

### Conditions for Electronic Conversion

The system calculates the correct conversion factor if *both* of the following conditions are satisfied:

- The UOI exists on the *Unit of Measure List (UML)* screen.  
If the AP clerk changes the UOP field to a value that does not exist on the *UML* screen, then the system displays the following error message on the *ILA* screen: **356 - UNIT OF MEASURE DOES NOT EXIST ON THE POLICY FILE.**
- The system-calculated conversion factor represents the true numerical relationship between the UOP and the UOI. For example, 12:1 accurately reflects the numerical relationship between dozen and each because there are 12 eaches in one dozen.

In some instances, the system-calculated conversion factor is not accurate. For example, assume that the unit of purchase for paint additive is pounds and the unit of invoice is gallons. The buyer tells the AP clerk that there are 10 pounds in one gallon of paint additive. The true numerical relationship between pounds and gallon is 10.

**NOTES**



If you are not familiar with the relationship between certain units of measure, call the buyer or vendor to ascertain the relationship between the UOP and the UOI.

UNITS OF MEASURE LIST					UML	
OCP		NEXT FUNCTION: _____ ACTION: _____			07/01/2008	14:03:04
=====						
UOM CODE	PACK CODE	ABBREV	DESC	DESCRIPTION	NUMERICAL AMOUNT	
FT		FEET		A LENGTH OF 12 INCHES	1.0000	
FY		FIFTY			50.0000	
GL		GALLON			1.0000	
=====						
				PAGE NO: 33	SCREEN STATUS: MORE	

UNITS OF MEASURE LIST					UML	
OCP		NEXT FUNCTION: _____ ACTION: _____			07/01/2008	14:03:04
=====						
UOM CODE	PACK CODE	ABBREV	DESC	DESCRIPTION	NUMERICAL AMOUNT	
KW		KILOWATT			1.0000	
LB		POUND			1.0000	
LE		LINE			1.0000	
=====						
				PAGE NO: 41	SCREEN STATUS: MORE	

However, as seen on the preceding *UML* screens, the NUMERICAL AMOUNT for both pounds and gallons is 1. Therefore, the system-calculated conversion factor is:

$$\begin{aligned}
 \text{Conversion Factor (System)} &= \frac{\text{NUMERICAL AMOUNT of UOI}}{\text{NUMERICAL AMOUNT of UOP}} \\
 &= \frac{1}{1} \\
 &= 1
 \end{aligned}$$

## NOTES

In this case, the system-calculated conversion factor is incorrect because the ratio of the NUMERICAL AMOUNT fields of pounds to gallons does not represent their true numerical relationship. Therefore, the AP clerk must manually calculate the conversion factor and enter it in the CONV FACTOR field on the *ILA* screen. The manual conversion of the UOP to the UOI will be discussed later in this section.

### Implementing the Electronic Conversion

For the system to convert the UOP to the UOI, the AP clerk must change the UOP field on the *ILA* screen to match the unit of invoice. To do this, the AP clerk must do the following:

- Look up the unit of invoice's UOM CODE and PACK CODE on the *UML* screen.
- Type the unit of invoice in the UOP field on the *ILA* screen.
- Change the value in the QUANTITY field to reflect the invoice quantity.

For instance, in the desk calendar example, the UOP field on the *ILA* screen has the value **EA** (*each*) and the QUANTITY field has the value **48**. However, the invoice is measured in dozens.

```

OCP AP                      INVOICE LINE AUDIT                      ILA
NEXT FUNCTION: _____ ACTION: _____ 07/01/2008 15:39:35
REQUEST: _____ PAGE STATUS: END OF LIST
=====
VENDOR : 7104105188 AO      PO NUMBER : XX00001061 EXCEPTION CMNTS: _
INVOICE NO: 111          RELEASE :          REM AMT: 11.28
S  VENDOR'S PO LAST AP MULT UOP DISTR QUANTITY INVOICE----- P P C
Q  ITEM NUMBER LINE DELIV. ATTN UOP DISTR QUANTITY AMOUNT S R D L
A 0000068      0001 04/29/08 NO EA 48 48.00 48.00 Y _
DESK CALENDAR                                FRT _____ Y
IND CO ACCOUNT CENTER TX/VAT _____ Y
  XX01 533110      10001000 ADDL _____ Y
                        CONV FACTOR 1.
  
```

In this case, the AP clerk should do the following:

- Look up the code for dozen on the *UML* screen. This code is **DZ**.
- Type **DZ** (*dozen*) in the UOP field.
- Change the value in the QUANTITY field from 48 to **4**.

When the AP clerk changes the value in the UOP field on the *ILA* screen, the system automatically calculates the conversion factor. When the UOP is each and the UOI is dozen, the conversion factor is 12 because there are 12 eaches in one dozen. When the AP clerk changes the UOP field on the *ILA* screen, the CONV FACTOR field on the *ILA* screen correspondingly changes from 1 to **12**.

**NOTES**

OCP AP		INVOICE LINE AUDIT				ILA	
NEXT FUNCTION: _____		ACTION: _____		07/01/2008		15:39:35	
REQUEST: _____		PAGE STATUS: END OF LIST		=====			
VENDOR	: 7104105188 AO	PO NUMBER	: XX00001061	EXCEPTION CMNTS:	-		
INVOICE NO:	111	RELEASE	:	REM AMT:	11.28		
S	VENDOR'S PO	LAST AP	MULT	INVOICE	P P C		
Q	ITEM NUMBER	LINE	DELIV. ATTN UOP	DISTH QUANTITY	AMOUNT	S R D L	
A	0000068	0001	04/29/08 NO DZ	4	48.00	- Y -	
DESK CALENDAR		FRM					
IND CO	ACCOUNT	CENTER	TX/VAT	Y			
XX01	533110	10001000	ADD'L	Y			
		CONV FACTOR		12			

## WALKTHROUGH: Electronically Converting the UOP to the UOI

**SCENARIO**

You have received an invoice from Office Now! for 1 gross of ball point pens. The vendor number is 510305204 A.

Process this invoice.

<b>Invoice: Office Now!</b> PO Box 400 Dover City, PA 15520-0400		<b>Invoice Number: 9631473012</b> <b>Invoice Date: 02/24/2008</b> <b>Terms: Net 30</b>	
<b>Description:</b>	<b>Quantity:</b>	<b>Unit Price:</b>	<b>Total Price:</b>
<b>Bic Black Ball Point Pens, Fine Point, Without Eraser</b>	<b>1 Gross</b>	<b>17.28</b>	<b>17.28</b>
<b>PO# XX40000215</b>		<b>Freight:</b>	
		<b>Tax:</b>	
		<b>Total:</b>	<u><u>17.28</u></u>

1. Type **CGS** in the NEXT FUNCTION field and press  to access the *Control Group Status (CGS)* screen.

OCP AP	CONTROL GROUP STATUS	CGS			
NEXT FUNCTION: _____	ACTION: _____	04/30/2008 13:36:43			
REQUEST: <b>3</b>					
=====					
PAY ENTITY: XXPT <b>2</b>					
PAY ENTITY	--- CONTROL DATE NUMBER	CONTROL AMOUNT	NBR OF DOCS	DATE ENTERED	S
XXPT	04/10/2001 0001	195,000.00	3	04/10/2001	—
XXPT	04/12/2001 0001	400.00	15	04/12/2001	—
XXPT	04/26/2002 0001	4.56	1	04/26/2002	—
XXPT	04/27/2002 0002	1,000.00	1	04/27/2002	—
XXPT	04/30/2002 0003	3,196.50	4	04/30/2002	—
XXPT	02/16/2004 0001	16.00	1	02/16/2004	—
XXPT	02/16/2004 1001	16.90	1	02/16/2004	—
XXPT	02/19/2004 1001	750.00	1	02/19/2004	—
XXPT	07/27/2004 0001	18,000.00	2	07/27/2004	—
XXPT	07/06/2008 0124	3,874.00	7	07/06/2008	—
XXPT	04/30/2008 0123	8,875.23	8	04/30/2008	<b>2</b>
	PAGE: 1	STATUS: END OF LIST			

2. Type **XXPT** in the PAY ENTITY field if it does not default and press . Then type **S** in the S (SELECT) field for control group 123.
3. Type **4** in the REQUEST field and press  to access a blank *Invoice Matching (IMP)* screen.

# NOTES

4. Type the **invoice header information** on the *IMP* screen. (Refer to **Procedure 3A/B: Entering Invoice Header Information.**)

Before you press **Enter**, your screen should look like the following screen:

```

OCP AP                               INVOICE MATCHING                               IMP
NEXT FUNCTION: _____ ACTION: _____                                07/01/2008 15:52:03
REQUEST: _____
=====
INVOICE NUMBER   :          9631473012   DATE: 02/24/2008   EXCEPTION CMNTS:  _
VENDOR SHORT NAME: OFFICENOW           OFFICE NOW!
VENDOR NUMBER    :    510305204 A       DOVER CITY        CM/DM: I
                                                PA 15520-0400
P O BUY ENTITY   : XXBG      P O NUMBER: XX40000215   RELEASE: _____ ALL:  _

GROSS AMOUNT     :                      17.28 FREIGHT      : _____
SALES TAX/VAT    : _____           ADDITIONAL COST   : _____
SALES TAX 2     : _____           SALES TAX 3       : _____
REMIT MSG       : _____
COUNTY CODE    : _____
=====
SUGGESTED VALUES =====
TERMS CODE      : N30                  DISCOUNT AMT/PCT : _____
PAYMENT DUE DATE : _____          REASON CODE       : _____
GL EFFECTIVE DATE: _____          FACTOR NUMBER     : _____
PROVISIONAL DATE : _____          IND: _____    SIGNATURE APPR CD: _____
PAYMENT ROUTE CD : _____          BAP CODE : 06D    CURRENCY CODE    : _____
EXPENSE         : 001 PAYABLES : _____ DISCOUNT       : 001
ACCOUNTING RULE : 01 HANDLING : _____ INTERCO PAYABLES : _____
  
```

5. Press **Enter** to process the invoice and to access the *Invoice Line Audit (ILA)* screen.

```

OCP AP                               INVOICE LINE AUDIT                               ILA
NEXT FUNCTION: 7 _____ ACTION: _____                                07/02/2008 08:04:05
REQUEST: _____ PAGE STATUS: END OF LIST
=====
VENDOR          : 510305204 A          PO NUMBER : XX40000215   EXCEPTION CMNTS:  _
INVOICE NO:     9631473012           RELEASE   :              REM AMT:          17.28
S  VENDOR'S    PO  LAST  AP  MULT  INVOICE----- P P C
Q  ITEM NUMBER LINE DELIV. ATTH UOP DISTR QUANTITY  AMOUNT  S R D L
A 0000197      0001 02/17/08 NO  DZ  _____ 12  17.28  _ Y  _
  BIC BLACK BALL POINT PEN, FINE POINT, WITHOUT FRM _____ Y
  IND CO ACCOUNT CENTER TX/VAT _____ Y
  XX01 533110      10001000 ADD'L _____ Y
  CONV FACTOR _____ 1. )
  
```

6. Compare the unit of invoice (UOI) to the value in the UOP field.

Because the UOP is a dozen and the UOI is a gross, the UOP must be converted to the UOI.

There are 12 dozens in a gross. The conversion factor, therefore, is 12.

**NOTES**

7. Type **UML** in the NEXT FUNCTION field and press **Enter** to access the *Units of Measure List (UML)* screen.
8. Press **Enter** to scroll down the *UML* screen to find a dozen.

The numerical amount attached to a dozen is 12.

OCP				UNITS OF MEASURE LIST		UML	
NEXT FUNCTION:		ACTION:		07/02/2008		08:08:44	
=====							
UOM CODE	PACK CODE	ABBREV	DESC	DESCRIPTION	NUMERICAL AMOUNT		
DR		DRUM			1.0000		
DY		DAY			1.0000		
DZ		DOZEN		DOZEN	12.0000		
=====							
PAGE NO:		30		SCREEN STATUS: MORE			

9. Press **Enter** to scroll down the *UML* screen to find a gross.

The numerical amount attached to a gross is 144.

OCP				UNITS OF MEASURE LIST		UML	
NEXT FUNCTION:		ACTION:		07/02/2008		08:08:44	
=====							
UOM CODE	PACK CODE	ABBREV	DESC	DESCRIPTION	NUMERICAL AMOUNT		
GM		GRAM			1.0000		
GP		GROUP			1.0000		
GR		GROSS		GROSS	144.0000		
=====							
PAGE NO:		34		SCREEN STATUS: MORE			

The system-calculated conversion factor for dozen to gross is:

$$\begin{aligned}
 \text{Conversion Factor (System)} &= \frac{\text{NUMERICAL AMOUNT of UOI}}{\text{NUMERICAL AMOUNT of UOP}} \\
 &= \frac{144}{12} \\
 &= 12
 \end{aligned}$$

## NOTES

Both conditions for electronic conversion are satisfied:

- Gross is defined in the system.
- The system-calculated conversion factor for dozen and gross equals 12, which is the true numerical relationship between them.

10. Note that the UOM CODE and PACK CODE for a gross is **GR**.
11. Type **BACK** in the NEXT FUNCTION field and press  to return to the *ILA* screen.

OCF AP		INVOICE LINE AUDIT				ILA						
NEXT FUNCTION: _____		ACTION: _____		07/02/2008		08:20:35						
REQUEST: _____		PAGE STATUS: END OF LIST										
=====												
VENDOR :	510305204 A	PO NUMBER :	XX40000215	EXCEPTION CMNTS :	-							
INVOICE NO:	9631473012	RELEASE :		REM AMT:	17.28							
S	VENDOR'S	PO	LAST	AP	MULT	-----	INVOICE----- P P C					
Q	ITEM NUMBER	LINE	DELIV.	ATTN	UOP	DISTR	QUANTITY	AMOUNT	S	R	D	L
A	0000197	0001	02/17/08	NO	<b>12</b>		<b>13</b>	17.28	-	Y	-	
BIC BLACK BALL POINT PEN, FINE POINT, WITHOUT FRT										Y	-	
IND	CO	ACCOUNT	CENTER	TX/VAT					Y			
	XX01	533110	10001000	ADD'L					Y			
CONV FACTOR										1.		

12. Type **GR** over the data presently displayed in the UOP field.
13. Type **1** over the data presently displayed in the QUANTITY field to reflect the invoice quantity.
14. Press  to process the changes.

## NOTES

```

OCP AP                INVOICE LINE AUDIT                ILA
NEXT FUNCTION:        ACTION:                            07/02/2008 08:20:35
REQUEST: 15 16      PAGE STATUS: END OF LIST
=====
VENDOR   : 510305204 A      PO NUMBER : XX40000215  EXCEPTION CMNTS: -
INVOICE NO: 9631473012     RELEASE   :                REM AMT: 17.28
S  VENDOR'S PO LAST AP MULT INVOICE----- P P C
Q  ITEM NUMBER LINE DELIV. ATTN UOP DISTR QUANTITY ) AMOUNT S R D L
A 0000197      0001 02/17/08 NO GR          ) 1 17.28 - Y -
  BIC BLACK BALL POINT PEN, FINE POINT, WITHOUT FRM )
  IND CO ACCOUNT CENTER TX/VAT )
  XX01 533110      10001000 )
  CONV FACTOR ----- 12. )
  
```

Note that the value in the CONV FACTOR field has changed from 1 to 12.

15. Identify and tag the PO line for the amount of the invoice and press . (Refer to **Procedure 4: Entering Invoice Line Information for Matching Invoices.**)
16. Type **N** or **NEXT** in the REQUEST field and press  to balance the invoice and to access a blank *IMP* screen.

In this walkthrough, you converted the unit of purchase on the *ILA* screen to the unit of invoice. In this example, the unit of invoice was defined in the NCAS. Additionally, the system-calculated conversion factor was equal to the true numerical relationship between the units of measure. You were, therefore, able to electronically convert the UOP to the UOI. In other words, you changed the value in the UOP field on the *ILA* screen to perform the conversion.

## NOTES

### Manually Converting the UOP to the UOI

#### ***Manually Calculated Conversion Factor***

In some instances, such as when the numerical relationship between the UOP and the UOI is not accurately reflected on the *UML* screen, the AP clerk must manually calculate the conversion factor.

Remember that the conversion factor is defined as the number of UOPs in one UOI. The AP clerk should use this definition to manually calculate the conversion factor.

For example, a buyer orders 10 boxes of toner. Each box has 10 bottles of toner. The UOP is a box of 10 bottles. The vendor's invoice records this transaction as 5 boxes of toner, with each box containing 20 bottles. The UOI, therefore, is a box of 20 bottles.

Unit of Purchase	Unit of Invoice
Box of 10 bottles	Box of 20 bottles

To calculate the conversion factor for this example, the AP clerk must determine the number of UOPs in one UOI.

There are two boxes of 10 bottles in one box of 20 bottles. In other words, there are two UOPs in one UOI.

The conversion factor, therefore, is 2.

#### ***Conditions for Manual Conversion***

The AP clerk must manually calculate the conversion factor to convert the UOP to the UOI under *either* of the following two conditions:

- The UOI does not already exist on the *Unit of Measure List (UML)* screen.
- The UOI exists on the *UML* screen, but the system-calculated conversion factor does not represent the true numerical relationship between these two units of measure.

#### ***Implementing the Manual Conversion***

Once the AP clerk has manually calculated the conversion factor, he or she must do the following:

- Type the conversion factor in the CONV FACTOR field on the *ILA* screen.
- Change the value in the QUANTITY field on the *ILA* screen to reflect the invoice quantity.

The system then uses the conversion factor entered by the AP clerk to calculate the UOI. The UOI, however, is not displayed on the *ILA* screen.

## ***NOTES***

On a manual conversion, do not change the unit of measure shown in the UOP field. If you change both the unit of measure and the conversion factor, the system ignores the conversion factor you entered and calculates a conversion factor based on the new unit of measure in the UOP field.

**NOTES**

**WALKTHROUGH: Manually Converting  
 the UOP to the UOI**

**SCENARIO**

You have received an invoice from Criterion Chemicals for 1000 gallons of bulk paint additives. The buyer ordered the additives in pounds. You talked to the buyer who told you that there are 10 pounds in one gallon of bulk paint additives.

Process this invoice. The vendor number is 621318188 A.

<b>Invoice: Criterion Chemicals</b> 2003 Riddell Rd Manheim, GA 30144-2033		<b>Invoice Number: 1597413013</b> <b>Invoice Date: 02/24/2008</b> <b>Terms: Net 30</b>	
<b>Description:</b>	<b>Quantity:</b>	<b>Unit Price:</b>	<b>Total Price:</b>
Bulk Paint Additives	1000 gallons	1.45	1450.00
<b>PO# XX40000216</b>		<b>Freight:</b> <b>Tax:</b> <b>Total:</b>	<u>1450.00</u>

1. Type the **invoice header information** on the blank *IMP* screen in control group 123. (Refer to **Procedure 3A/B: Entering Invoice Header Information for a Matching Invoice**.)

Before you press **Enter**, your screen should look like the following screen:

## NOTES

```

OCP AP                      INVOICE MATCHING                      IMP
NEXT FUNCTION: _____ ACTION: _____ 07/02/2008 14:54:46
REQUEST: _____
=====
INVOICE NUMBER   : 1597413013   DATE: 02/24/2008   EXCEPTION CMNTS: _
VENDOR SHORT NAME: CRITERIONCHEMIC CRITERION CHEMICALS
VENDOR NUMBER   : 621318188 A   MANHEIM           CM/DM: I
                                      GA 30144-2033
P O BUY ENTITY  : XXBG      P O NUMBER: XX40000216  RELEASE: _____ ALL: _

GROSS AMOUNT    : 1,450.00 _____ FREIGHT          : _____
SALES TAX/VAT   : _____ ADDITIONAL COST : _____
SALES TAX 2     : _____ SALES TAX 3     : _____
REMIT MSG      : _____
COUNTY CODE   : _____
=====
SUGGESTED VALUES =====
TERMS CODE      : N30          DISCOUNT AMT/PCT : _____
PAYMENT DUE DATE : _____ REASON CODE       : _____
GL EFFECTIVE DATE: _____ FACTOR NUMBER      : _____
PROVISIONAL DATE: _____ IND: _____ SIGNATURE APPR CD: _____
PAYMENT ROUTE CD: _____ BAP CODE : 06D  CURRENCY CODE   : _____
EXPENSE         : 001 PAYABLES : _____ DISCOUNT        : 001
ACCOUNTING RULE : 01 HANDLING : _____ INTERCO PAYABLES : _____
    
```

- Press **Enter** to process the invoice and to access the *Invoice Line Audit (ILA)* screen.

```

OCP AP                      INVOICE LINE AUDIT                      ILA
NEXT FUNCTION: 4 _____ ACTION: _____ 07/02/2008 15:09:40
REQUEST: _____ PAGE STATUS: END OF LIST
=====
VENDOR      : 621318188 A   PO NUMBER : XX40000216  EXCEPTION CMNTS: _
INVOICE NO: 1597413013   RELEASE   : _____ REM AMT: 1,450.00
S  VENDOR'S PO LAST AP MULT QUANTITY INVOICE----- P P C
Q ITEM NUMBER LINE DELIV. ATTN UOP DISTB QUANTITY AMOUNT S R D L
A GN63003      0001 02/17/08 NO LB ) 10000 ) 1,450.00 - Y -
  BULK PAINT ADDITIVES          FRT )
  IND CO ACCOUNT                CENTER TX/VAT )
  XX01 534511                   10001000 ADD'L )
                                   CONV FACTOR ----- 1. )
    
```

- Compare the unit of invoice (UOI) to the value in the UOP field.

Because the UOP is a pound and the UOI is a gallon, you need to convert the UOP to the UOI.

Unit of Purchase	Unit of Invoice
Pound	Gallon

# NOTES

There are 10 pounds in one gallon of bulk paint additives. In other words, there are 10 UOPs in one UOI.

The conversion factor, therefore, is 10.

4. Type **UML** in the NEXT FUNCTION field and press **Enter** to access the *Units of Measure List (UML)* screen.

5. Press **Enter** to scroll down the *UML* screen to find a gallon.

The NUMERICAL AMOUNT attached to a gallon is 1.

OCP		UNITS OF MEASURE LIST				UML
NEXT FUNCTION: _____		ACTION: _____		07/02/2008 15:13:09		
=====						
UOM CODE	PACK CODE	ABBREV	DESC	DESCRIPTION	NUMERICAL AMOUNT	
FT		FEEET		A LENGTH OF 12 INCHES	1.0000	
FY		FIFTY			50.0000	
GL		GALLON			1.0000	
=====						
PAGE NO: 33		SCREEN STATUS: MORE				

6. Press **Enter** to scroll down the *UML* screen to find a pound.

The NUMERICAL AMOUNT attached to a pound is 1.

OCP		UNITS OF MEASURE LIST				UML
NEXT FUNCTION: <b>7</b> _____		ACTION: _____		07/02/2008 15:13:09		
=====						
UOM CODE	PACK CODE	ABBREV	DESC	DESCRIPTION	NUMERICAL AMOUNT	
KW		KILOWATT			1.0000	
LB		POUND			1.0000	
LE		LINE			1.0000	
=====						
PAGE NO: 41		SCREEN STATUS: MORE				

Both conditions for an electronic conversion are *not* satisfied:

## NOTES

- A gallon is defined in the NCAS *but*
- The system-calculated conversion factor is:

$$\begin{aligned} \text{Conversion Factor (System)} &= \frac{\text{NUMERICAL AMOUNT of the UOI}}{\text{NUMERICAL AMOUNT of the UOP}} \\ &= \frac{1}{1} \\ &= 1 \end{aligned}$$

The system-calculated conversion factor equals 1 which is *not* the true numerical relationship (10).

Since the second condition is not satisfied, you must manually convert the UOP to the UOI.

7. Type **BACK** in the NEXT FUNCTION field and press  to return to the *ILA* screen.

OCP AP		INVOICE LINE AUDIT				ILA						
NEXT FUNCTION: _____		ACTION: _____		07/02/2008		15:24:46						
REQUEST: _____		PAGE STATUS: END OF LIST										
=====												
VENDOR :	621318188 A	PO NUMBER :	XX40000216	EXCEPTION CMNTS :	_							
INVOICE NO:	1597413013	RELEASE :		REM AMT:	1,450.00							
S	VENDOR'S	PO	LAST	AP	MULT	-----INVOICE-----	P P C					
Q	ITEM NUMBER	LINE	DELIV.	ATTN	UOP	DISTR	QUANTITY	AMOUNT	S	R	D	L
A	GN63003	0001	02/17/08	NO	LB	---	<b>8</b> 10000	1,450.00	---	Y	---	---
	BULK PAINT ADDITIVES						FRT	---	---	Y	---	---
	IND	CO	ACCOUNT		CENTER		TX/VAT	---	---	Y	---	---
		XX01	534511		10001000		ADD'L	---	---	Y	---	---
							CONV FACTOR			<b>9</b> 1.		

8. Type **1000** over the data presently displayed in the QUANTITY field to reflect the invoice quantity.
9. Type **10** over the data presently displayed in the CONV FACTOR field to change the conversion factor from 1 to 10.
10. Press  to process the change.

# NOTES

```

OCP AP                               INVOICE LINE AUDIT                               ILA
NEXT FUNCTION: _____ ACTION: _____                                07/02/2008 15:24:46
REQUEST: 11 12 PAGE STATUS: END OF LIST
=====
VENDOR      : 621318188 A          PO NUMBER : XX40000216  EXCEPTION CMNTS: _
INVOICE NO: 1597413013  RELEASE   :                REM AMT: 1,450.00
S  VENDOR'S PO LAST AP  MULT  INVOICE----- P P C
Q  ITEM NUMBER LINE DELIV. ATTN UOP DISTR QUANTITY AMOUNT S R D L
A GN63003      0001 02/17/08 NO LB  1000 1,450.00 - Y -
BULK PAINT ADDITIVES
IND CO ACCOUNT          CENTER TX/VAT ADD'L CONV FACTOR
XX01 534511            10001000  Y Y 10.
  
```

11. Identify and tag the PO line for the amount of the invoice and press . (Refer to **Procedure 4 Entering Invoice Line Information for Matching Invoices.**)
12. Type **N** or **NEXT** in the REQUEST field and press  to balance the invoice and to access a blank *IMP* screen.

Remember that if the UOI is not defined on the *UML* screen, the system displays the error message: **356 - UNIT OF MEASURE DOES NOT EXIST ON THE POLICY FILE**. In this case, you must also convert the UOP to the UOI by changing the conversion factor.

In this walkthrough, you converted the unit of purchase on the *ILA* screen to the unit of invoice. In this example, the UOI was defined in the NCAS. However, the system-calculated conversion factor did not equal the true numerical relationship (i.e., the manually calculated conversion factor). Therefore, you manually converted the UOP to the UOI. In other words, you changed the value in the CONV FACTOR field to convert the UOP to the UOI.

---

## Processing Fractions

## NOTES

The NCAS does not let the AP clerk enter fractions or decimals in the QUANTITY field on the *ILA* screen. In this situation, even if the UOP and the UOI are the same, the AP clerk may have to convert the UOI to a different unit so that the value in the QUANTITY field is a whole number.

For example, suppose the Department of Agriculture ordered 2 tons of fertilizer and only 1.5 tons of fertilizer is delivered. If the AP clerk receives an invoice for 1.5 tons of fertilizer, he or she cannot type 1.5 in the QUANTITY field on the *ILA* screen. If he or she does so, the system displays the following error message: **359 - INVOICE QUANTITY IS INVALID.**

In order to enter this invoice, the AP clerk must convert the unit of invoice (UOI) to a unit that allows the quantity to be a whole number. In this example, the AP clerk could convert tons to pounds (lb). There are 2,000 pounds in a ton, so 1.5 tons would equal 3,000 lb. Since 3000 is a whole number, the system accepts this value in the QUANTITY field on the *ILA* screen.

To make the conversion from tons to pounds, the AP clerk must:

- Electronically convert tons to pounds because:
  - Both tons and pounds are defined on the *UML* screen *and*
  - The system-calculated conversion factor is equal to the true conversion factor of one divided by 2000 which, in turn, equals 0.0005.
- Type **LB** in the UOP field to electronically convert tons to pounds.
- Type **3000** in the QUANTITY field on the *ILA* screen.

**NOTES**

**WALKTHROUGH: Processing Fractions**

**SCENARIO**

You have received an invoice from Kattman Materials for 1.95 tons of sand. The vendor number is 560312109 B.

Process this invoice.

<b>Invoice: Kattman Materials</b> 8481 Rathman Rd Nance, NC 28661-6612		<b>Invoice Number: 7531473014</b> <b>Invoice Date: 02/24/2008</b> <b>Terms: Net 30</b>	
<b>Description:</b>	<b>Quantity:</b>	<b>Unit Price:</b>	<b>Total Price:</b>
Sand	1.95 tons	360.00	684.45
<b>PO# XX40000217</b>		<b>Freight:</b> <b>Tax:</b> <b>Total:</b>	<hr/> <hr/> <b>684.45</b>

1. Type the **invoice header information** on the blank *IMP* screen in control group 123. (Refer to **Procedure 3A/B: Entering Invoice Header Information.**)

Before you press **Enter**, your screen should look like the following screen:

## NOTES

```

OCP AP                INVOICE MATCHING                IMP
NEXT FUNCTION: _____ ACTION: _____                07/07/2008 14:03:00
REQUEST: _____
=====
INVOICE NUMBER      :      7531473014      DATE: 02/24/2008      EXCEPTION CMNTS:  _
VENDOR SHORT NAME:  KATTMANMATERIAL      KATTMAN MATERIALS
VENDOR NUMBER       :      560312109 B      NANCE                CM/DM: I
                                                NC 28661-6612
P O BUY ENTITY      : XXBG      P O NUMBER: XX40000217      RELEASE: _____ ALL:  _
GROSS AMOUNT        : 684.45      FREIGHT              : _____
SALES TAX/VAT        : _____      ADDITIONAL COST      : _____
SALES TAX 2          : _____      SALES TAX 3          : _____
REMIT MSG           : _____
COUNTY CODE        : _____
=====
SUGGESTED VALUES  =====
TERMS CODE          : N30      DISCOUNT AMT/PCT   : _____
PAYMENT DUE DATE    : _____      REASON CODE         : _____
GL EFFECTIVE DATE   : _____      FACTOR NUMBER        : _____
PROVISIONAL DATE    : _____      IND: _____      SIGNATURE APPR CD   : _____
PAYMENT ROUTE CD    : _____      BAP CODE : 06D      CURRENCY CODE        : _____
EXPENSE             : 001      PAYABLES : _____ DISCOUNT            : 001
ACCOUNTING RULE     : _____      HANDLING : _____ INTERCO PAYABLES    : _____
    
```

- Press **Enter** to process the invoice and to access the *Invoice Line Audit (ILA)* screen.

```

OCP AP                INVOICE LINE AUDIT                ILA
NEXT FUNCTION: 5 _____ ACTION: _____                07/02/2008 15:36:49
REQUEST: _____      PAGE STATUS: END OF LIST
=====
VENDOR      : 560312109 B      PO NUMBER : XX40000217      EXCEPTION CMNTS:  _
INVOICE NO: 7531473014      RELEASE   : _____      REM AMT: _____ 684.45
S  VENDOR'S PO LAST AP MULT INVOICE----- P P C
Q  ITEM NUMBER LINE DELIV. ATTN UOP DISTR QUANTITY AMOUNT S R D L
A GN75077      0001 02/17/08 NO TN 2 702.00 _ Y _
SAND
IND CO ACCOUNT          CENTER      TX/VAT          Y
XX01 534511            10001000      ADD'L          Y
CONV FACTOR            1.
    
```

- Compare the unit of invoice (UOI) to the value in the UOP field.

The UOP and the UOI are the same: tons. However, the invoice is for 1.95 tons of sand. Since the system does not process a fraction in the QUANTITY field, you must convert the quantity to a whole number.

- Convert the UOI from tons to pounds in order to make the value in the QUANTITY field a whole number.

There are 2000 pounds in one ton. By multiplying 1.95 by 2000, you find that 1.95 tons contains 3900 pounds, which is a whole number.

# NOTES

Let the UOP be a ton and the UOI be a pound.

Unit of Purchase	Unit of Invoice
Ton	Pound

The true numerical relationship or the manual conversion factor is calculated by determining the number of UOPs in one UOI.

There are 2000 pounds in one ton of sand. Therefore, there are 1/2000 or 0.0005 tons in one pound of sand. (Note that 1 divided by 2000 equals 0.0005.) In other words, there are 0.0005 UOPs in one UOI.

The conversion factor or the true numerical relationship, therefore, is 0.0005.

- Type **UML** in the NEXT FUNCTION field and press **Enter** to access the *Units of Measure List (UML)* screen.
- Press **Enter** to scroll down the *UML* screen to find a ton.

The NUMERICAL AMOUNT attached to a ton is 2000.

UNITS OF MEASURE LIST					UML
OCP		NEXT FUNCTION: _____ ACTION: _____		07/02/2008 15:39:40	
=====					
UOM CODE	PACK CODE	ABBREV	DESC	DESCRIPTION	NUMERICAL AMOUNT
TF		THOUSAND-	FEET		1.0000
TI		TIN			1.0000
TN		TON			2,000.0000
PAGE NO: 68 SCREEN STATUS: MORE					

- Press **Enter** to scroll down the *UML* screen to find a pound.

The NUMERICAL AMOUNT attached to a pound is 1.

## NOTES

OCP		UNITS OF MEASURE LIST			UML	
NEXT FUNCTION: <b>9</b>		ACTION: _____		07/02/2008 15:39:40		
=====						
UOM CODE	PACK CODE	ABBREV	DESC	DESCRIPTION	NUMERICAL AMOUNT	
KW		KILOWATT			1.0000	
LB		POUND			1.0000	
LE		LINE			1.0000	
PAGE NO: 41		SCREEN STATUS: MORE				

Both conditions for an electronic conversion are satisfied:

- A pound is defined in the NCAS *and*
- The system-calculated conversion factor is:

$$\begin{aligned} \text{Conversion Factor (System)} &= \frac{\text{NUMERICAL AMOUNT of the UOI}}{\text{NUMERICAL AMOUNT of the UOP}} \\ &= \frac{1}{2000} \\ &= 0.0005 \end{aligned}$$

The system-calculated conversion factor equals the true numerical relationship (.0005) between a ton and a pound.

- Note that the UOM CODE and PACK CODE for a pound is **LB**.
- Type **BACK** in the NEXT FUNCTION field and press  to return to the *ILA* screen.

# NOTES

```


OCP AP                                INVOICE LINE AUDIT                                ILA
NEXT FUNCTION: _____ ACTION: _____                                07/02/2008 15:53:46
REQUEST: _____ PAGE STATUS: END OF LIST
=====
VENDOR      : 560312109 B          PO NUMBER : XX40000217  EXCEPTION CMNTS: _
INVOICE NO: 7531473014          RELEASE   :              REM AMT:          684.45
S   VENDOR'S PO   LAST   AP   MULT  -----INVOICE----- P P C
Q   ITEM NUMBER LINE DELIV. ATTN UOP DISTR QUANTITY      AMOUNT      S R D L
A GN75077      0001 02/17/08 NO 10  _____ 11 2          702.00 _ Y _
SAND
IND CO ACCOUNT          CENTER          TX/VAT          Y
XX01 534511            10001000          ADD'L          Y
CONV FACTOR          1.
    
```

10. Type **LB** over the data presently displayed in the UOP field.
11. Type **3900** over the data presently displayed in the QUANTITY field.
12. Press  to process the change.

```

OCP AP                                INVOICE LINE AUDIT                                ILA
NEXT FUNCTION: _____ ACTION: _____                                07/02/2008 15:53:46
REQUEST: 13 14 PAGE STATUS: END OF LIST
=====
VENDOR      : 560312109 B          PO NUMBER : XX40000217  EXCEPTION CMNTS: _
INVOICE NO: 7531473014          RELEASE   :              REM AMT:          684.45
S   VENDOR'S PO   LAST   AP   MULT  -----INVOICE----- P P C
Q   ITEM NUMBER LINE DELIV. ATTN UOP DISTR QUANTITY      AMOUNT      S R D L
A GN75077      0001 02/17/08 NO LB _____ 3900          702.00 _ Y _
SAND
IND CO ACCOUNT          CENTER          TX/VAT          Y
XX01 534511            10001000          ADD'L          Y
CONV FACTOR          .0005
    
```

Note that the value in the CONV FACTOR field changes from **1** to **.0005**.

13. Identify and tag the PO line for the amount of the invoice and press . (Refer to **Procedure 4: Entering Invoice Line Information for Matching Invoices.**)
  -  Remember to type **684.45** in the AMOUNT field.
14. Type **N** or **NEXT** in the REQUEST field and press  to balance the invoice and to access a blank *IMP* screen.

In this walkthrough, you processed an invoice with a fractional quantity. You converted the unit of invoice (tons) to a unit of measure (pounds) which permitted the quantity to be a whole number. The units of measure involved in this conversion (tons and pounds) were defined in the NCAS and the system-calculated conversion factor equals the true numerical relationship. You were, therefore, able to use the electronic conversion for changing the unit of measure. In other words, you changed the value of the UOP field to convert tons to pounds.

## **NOTES**

### **Consequences of Inaccurate Conversions**

Inaccurate conversions of the UOP to the UOI confuse the audit trail in the NCAS, negatively impact funds encumbrances and skew the purchasing statistics prepared for the General Assembly. These impacts are discussed in this section.

#### ***Fund Encumbrances***

Funds encumbrances may remain open even when all the items have been paid for or they may close out before all the items have been paid for if units of measure are not accurately converted.

For example, suppose that 48 calendars are ordered and 4 dozen calendars are invoiced. If the AP clerk only changes the quantity to four but does not change the unit of measure, the system thinks that only four calendars have been paid for. As a result, a funds encumbrance for 44 calendars remains open in the system even though all the ordered calendars have been paid for.

#### ***Audit Trail***

If the AP clerk does not correctly change the unit of measure on the *ILA* screen, then the *ILA* screen does not reflect the invoice information. Such differences confuse the audit trail maintained in the NCAS by making it more difficult to match records.

#### ***General Assembly Statistics***

The NCAS maintains records and generates statistics such as average unit price for items. Such statistics are presented to the legislature periodically. If the units of measure are not converted, the purchasing statistics generated are skewed.

For example, in the preceding calendar example, if the AP clerk does not change eaches to dozens, the system reads the value in the AMOUNT field as applicable to 4 *eaches* instead of 4 *dozen*. As a result, the system records a much higher average unit price for a calendar than what was actually paid.

# NOTES

## Units of Measure Exercises

The following pages present three exercises involving UOP to UOI conversions. These exercises do not require you to use the computer. All of the information that you need to answer the questions is presented within the exercise.

### EXERCISE 1: Converting the UOP to the UOI

**SCENARIO**

A buyer has ordered 20 cans of motor oil and you have received an invoice for 1 case of 20 cans of motor oil.

You are provided with a copy of the vendor's invoice and the screen captures of the *Invoice Line Audit (ILA)* and the *Units of Measure List (UML)* screens. Determine if an electronic conversion is possible and outline the steps to implement an electronic conversion.

The vendor's invoice follows:

<b>Invoice: NC Department of Correction Package and Distribution Center Raleigh, NC 27603</b>		<b>Invoice Number: Exercise Invoice Date: 02/28/2008 Terms: Net</b>	
<b>Description:</b>	<b>Quantity:</b>	<b>Unit Price:</b>	<b>Total Price:</b>
<b>Motor Oil</b>	<b>1 case of 20 cans</b>	<b>25.00</b>	<b>25.00</b>
<b>PO# XX12345678</b>		<b>Freight: Tax: Total:</b>	<b>25.00</b>

The *ILA* screen is as follows:

```

OCP AP                INVOICE LINE AUDIT                ILA
NEXT FUNCTION: _____ ACTION: _____                07/02/2008 15:53:46
REQUEST: _____ PAGE STATUS: END OF LIST

=====
VENDOR   : 566017634 B      PO NUMBER : XX12345678  EXCEPTION CMNTS: -
INVOICE NO: Exercise      RELEASE   :                REM AMT: 25.00
S  VENDOR'S PO LAST AP MULT (MULT) INVOICE----- P P C
Q  ITEM NUMBER LINE DELIV. ATTY UOP DISTR QUANTITY AMOUNT S R D L
A GN40568      0001 02/17/08 NO CN (CN) (20) 25.00 - Y -
SAND                                FRT -----
IND CO ACCOUNT                CENTER TX/VAT ----- Y
      XX01 534511                10001000 ADD'L ----- Y
                                      CONV FACTOR ----- 1.
  
```

The *UML* screen displays the following:

## NOTES

UNITS OF MEASURE LIST					UML
NEXT FUNCTION: _____		ACTION: _____		07/03/2008 09:36:01	
=====					
UOM CODE	PACK CODE	ABBREV	DESC	DESCRIPTION	NUMERICAL AMOUNT
CN		CAN			1.0000
CO		CONTAINER			1.0000
CP		COPY			1.0000
PAGE NO: 14		SCREEN STATUS: MORE			

UNITS OF MEASURE LIST					UML
NEXT FUNCTION: _____		ACTION: _____		07/03/2008 09:36:01	
=====					
UOM CODE	PACK CODE	ABBREV	DESC	DESCRIPTION	NUMERICAL AMOUNT
CS	20	CASE OF 20		CASE OF 20	20.0000
CS	24	CASE OF 24		CASE OF 24	24.0000
CS	30	CASE OF 30		CASE OF 30 EACH	30.0000
PAGE NO: 18		SCREEN STATUS: MORE			

### Questions

1. What is the system-calculated conversion factor?
2. What is the true numerical relationship between a can and a case of 20?
3. What type of conversion would you use: electronic or manual?
4. Outline the steps to implement the conversion.

**NOTES**

**EXERCISE 2: Converting the UOP to the UOI**

**SCENARIO**

The buyer has ordered 1000 gallons of bulk paint additives and you have received an invoice for 10,000 pounds.

You are provided with a copy of the vendor's invoice and the screen captures of the *Invoice Line Audit (ILA)* and the *Units of Measure List (UML)* screens. You called the buyer who told you that there are 10 pounds in one gallon of paint additives. Determine whether you would use an electronic or manual conversion and outline the steps to implement the conversion.

The vendor's invoice is as follows:

<b>Invoice: Kattman Materials 8481 Rathman Rd Nance, NC 28661-6612</b>		<b>Invoice Number: Exercise Invoice Date: 02/28/2008 Terms: Net 30</b>	
<b>Description:</b>	<b>Quantity:</b>	<b>Unit Price:</b>	<b>Total Price:</b>
<b>Bulk Paint Additives</b>	<b>10,000 pounds</b>	<b>0.145</b>	<b>1450.00</b>
		<b>Freight:</b>	
		<b>Tax:</b>	
		<b>Total:</b>	<u><u>1450.00</u></u>

The *ILA* screen is as follows:

```

OCP AP                INVOICE LINE AUDIT                ILA
NEXT FUNCTION: _____ ACTION: _____                07/02/2008 15:53:46
REQUEST: _____ PAGE STATUS: END OF LIST
=====
VENDOR   : 621318188 A      PO NUMBER : XX23456789      EXCEPTION CMNTS: _
INVOICE NO: Exercise      RELEASE   :                REM AMT:                25.00
S  VENDOR'S PO LAST AP MULT INVOICE----- P P C
Q  ITEM NUMBER LINE DELIV. ATTN UOP DISTR QUANTITY AMOUNT S R D L
A GN18509      0001 02/17/08 NO GL 1000      1450.00 _ Y _
  BULK PAINT ADDITIVES                FRT                Y
  IND CO ACCOUNT                CENTER TX/VAT                Y
  XX01 534511                10003100 ADD'L                Y
                                CONV FACTOR                1.
  
```

The *UML* screen displays the following:

## NOTES

UNITS OF MEASURE LIST				UML
NEXT FUNCTION: _____		ACTION: _____		07/03/2008 09:36:01
=====				
UOM CODE	PACK CODE	ABBREV	DESC	NUMERICAL AMOUNT
FT		FEEET	A LENGTH OF 12 INCHES	1.0000
FY		FIFTY		50.0000
GL		GALLON		1.0000
PAGE NO: 33 SCREEN STATUS: MORE				

UNITS OF MEASURE LIST				UML
NEXT FUNCTION: _____		ACTION: _____		07/03/2008 09:36:01
=====				
UOM CODE	PACK CODE	ABBREV	DESC	NUMERICAL AMOUNT
KW		KILOWATT		1.0000
LB		POUND		1.0000
LE		LINE		1.0000
PAGE NO: 41 SCREEN STATUS: MORE				

### Questions

1. What is the system-calculated conversion factor?
2. What is the true numerical relationship (or manually calculated conversion factor) between a gallon and a pound?
3. What type of conversion would you use: electronic or manual?
4. Outline the steps to implement the conversion.

# NOTES

## EXERCISE 3: Converting the UOP to the UOI

### SCENARIO

The buyer has ordered 25 cans of motor oil and you have received an invoice for 1 case of 25 cans.

You are provided with a copy of the vendor's invoice and the screen captures of the *Invoice Line Audit (ILA)* and the *Units of Measure List (UML)* screens. Determine whether you would use an electronic or manual conversion and outline the steps to implement the conversion.

The vendor's invoice is as follows:

<b>Invoice: NC Department of Correction Package and Distribution Center Raleigh, NC 27603</b>		<b>Invoice Number: Exercise Invoice Date: 02/28/2008 Terms: Net</b>	
<b>Description:</b>	<b>Quantity:</b>	<b>Unit Price:</b>	<b>Total Price:</b>
Motor Oil	1 case of 25 cans	31.25	31.25
<b>PO# XX34567890</b>		<b>Freight: Tax: Total:</b>	<u><u>31.25</u></u>

The *ILA* screen is as follows:

```

OCP AP                INVOICE LINE AUDIT                ILA
NEXT FUNCTION: _____ ACTION: _____                07/02/2008 15:53:46
REQUEST: _____ PAGE STATUS: END OF LIST
=====
VENDOR      : 533017634 S      PO NUMBER : XX34567890      EXCEPTION CMNTS: _
INVOICE NO: Exercise      RELEASE :                REM AMT:                25.00
S  VENDOR'S  PO  LAST  AP  MULT  INVOICE-----  P  P  C
Q  ITEM NUMBER  LINE  DELIV.  ATTY  UOP  DISTR  QUANTITY  AMOUNT  S  R  D  L
A  GN40568      0001  02/17/08  NO  CN  ---  25  31.25  _  Y  _
MOTOR OIL
IND CO ACCOUNT                CENTER                TX/VAT                Y
XX01 534511                10003100                ADD'L                Y
CONV FACTOR                1.
  
```

The *UML* screen displays the following:

## NOTES

UNITS OF MEASURE LIST				UML
NEXT FUNCTION: _____		ACTION: _____		07/03/2008 09:36:01
=====				
UOM CODE	PACK CODE	ABBREV	DESC	NUMERICAL AMOUNT
CN		CAN		1.0000
CO		CONTAINER		1.0000
CP		COPY		1.0000
PAGE NO: 14		SCREEN STATUS: MORE		

UNITS OF MEASURE LIST				UML
NEXT FUNCTION: _____		ACTION: _____		07/03/2008 09:36:01
=====				
UOM CODE	PACK CODE	ABBREV	DESC	NUMERICAL AMOUNT
CS	20	CASE OF 20	CASE OF 20	20.0000
CS	24	CASE OF 24	CASE OF 24	24.0000
CS	30	CASE OF 30	CASE OF 30 EACH	30.0000
PAGE NO: 18		SCREEN STATUS: MORE		

### Questions

1. What is the system-calculated conversion factor?
2. What is the true numerical relationship (or manually calculated conversion factor) between a can and a case of 25?
3. What type of conversion would you use: electronic or manual?
4. Outline the steps to implement the conversion.

# NOTES

## Answers to Exercise 1

1. *What would the system-calculated conversion factor be?*

$$\begin{aligned}
 \text{Conversion Factor} &= \frac{\text{NUMERICAL AMOUNT of UOI}}{\text{NUMERICAL AMOUNT of UOP}} \\
 \text{(System)} &= \frac{20}{1} \\
 &= 20
 \end{aligned}$$

2. *What is the true numerical relationship between a can and a case of 20?*

The UOP is a can. The UOI is a case of 20.

Unit of Purchase	Unit of Invoice
Can	Case of 20

There are 20 cans in a case of 20. In other words, there are 20 UOPs in one UOI.

The true conversion factor is, therefore, 20.

3. *What type of conversion would you use: electronic or manual?*

An electronic conversion is possible because:

- A case of 20 is defined in the system *and*
- The system-calculated conversion factor equals the true numerical relationship (20) between a can and a case of 20.

4. *Outline the steps to implement the conversion.*

- Type **CS20** in the UOP field of the *ILA* screen.
- Type **1** in the QUANTITY field of the *ILA* screen to reflect the invoice quantity.
- Press  to process the changes.

The *ILA* screen should look as follows:

## NOTES

OCP AP		INVOICE LINE AUDIT				ILA	
NEXT FUNCTION: _____		ACTION: _____		07/02/2008		15:53:46	
REQUEST: _____		PAGE STATUS: END OF LIST					
=====							
VENDOR :	566017634 S	PO NUMBER :	XX12345678	EXCEPTION CMNTS:			
INVOICE NO:	Exercise	RELEASE :		REM AMT:	2000.00		
S	VENDOR'S	PO	LAST AP	MULT	-----INVOICE-----	P	P C
Q	ITEM NUMBER	LINE	DELIV.	ATTN UOP	DISTR	QUANTITY	AMOUNT
A	GN40568	0001	02/17/08	NO CS20	---	01	25.00
	MOTOR OIL				FRT	---	---
	IND CO	ACCOUNT	CENTER		TX/VAT	---	---
	XX01	534511	10003100		ADD'L	---	---
					CONV FACTOR	---	1.

Note that when you change the UOP field in the electronic conversion, the CONV FACTOR field is automatically calculated by the system.

## Answers to Exercise 2

1. What would the system-calculated conversion factor be?

$$\begin{aligned} \text{Conversion Factor} &= \frac{\text{NUMERICAL AMOUNT of UOI}}{\text{NUMERICAL AMOUNT of UOP}} \\ \text{(System)} &= \frac{1}{1} \\ &= 1 \end{aligned}$$

2. What is the true numerical relationship (or manually calculated conversion factor) between a gallon and a pound?

The UOP is a gallon. The UOI is a pound.

Unit of Purchase	Unit of Invoice
Gallon	Pound

There are 10 pounds in one gallon of paint additives. Therefore, there are 1/10 or 0.1 gallons in one pound of paint additives. In other words, there are 0.1 UOPs in one UOI.

The conversion factor, therefore, is **0.1**.

## NOTES

### 3. What type of conversion would you use: electronic or manual?

You would **manually** convert the UOP to the UOI because the system-calculated conversion factor (1) does not equal the true numerical relationship between a gallon and a pound (0.10).

Remember that the conditions for manual conversion are:

- The UOI does not already exist on the *UML* screen *or*
- The UOI exists on the *UML* screen, but the ratio of the values in the NUMERICAL AMOUNT fields of the UOP and the UOI does not represent the true numerical relationship between these two units of measure.

### 4. Outline the steps to implement the conversion.

- Type **0.10** in the CONV FACTOR field on the *ILA* screen to change the conversion factor from **1** to **0.10**.
- Type **10000** in the QUANTITY field to reflect the invoice quantity.
- Press  to process the changes.

The *ILA* screen should look as follows:

```

OCP AP                      INVOICE LINE AUDIT                      ILA
NEXT FUNCTION: _____ ACTION: _____                      07/02/2008 15:53:46
REQUEST: _____ PAGE STATUS: END OF LIST

=====
VENDOR   : 621318188 A      PO NUMBER : XX23456789      EXCEPTION CMNTS:
INVOICE NO: Exercise      RELEASE   :                REM AMT: 2000.00
S  VENDOR'S PO LAST AP MULT ----- INVOICE----- P P C
Q  ITEM NUMBER LINE DELIV. ATTN UOP DISTR QUANTITY AMOUNT S R D L
A GN18509      0001 02/17/08 NO GL  --- 10000      1450.00  - Y -
BULK PAINT ADDITIVES
IND CO ACCOUNT          CENTER          TX/VAT          Y
XX01 534511            10003100      ADD'L          Y
CONV FACTOR          .1.
    
```

## Answers to Exercise 3

### 1. What would the system-calculated conversion factor be?

The system does not calculate a conversion factor because a case of 25 is not defined in the system.

### 2. What is the true numerical relationship (or manually calculated conversion factor) between a can and a case of 25?

The UOP is a can. The UOI is a case of 25.

## NOTES

Unit of Purchase	Unit of Invoice
Can	Case of 25

There are 25 cans in one case of 25. In other words, there are 25 UOPs in one UOI.

The conversion factor, therefore, is **25**.

3. *What type of conversion would you use: electronic or manual?*

You would **manually** convert the UOP to the UOI because the UOI does not exist on the *UML* screen. In other words, a case of 25 is not defined in the NCAS.

Remember that the conditions for manual conversion are:

- The UOI does not already exist on the *UML* screen or
- The UOI exists on the *UML* screen, but the ratio of the values in the NUMERICAL AMOUNT fields of the UOP and the UOI does not represent the true numerical relationship between these two units of measure.

4. *Outline the steps to implement the conversion.*

- Type **25** in the CONV FACTOR field on the *ILA* screen to change the conversion factor from **1** to **25**.
- Type **1** in the QUANTITY field to reflect the invoice quantity.
- Press  to process the changes.

The *ILA* screen should look as follows:

```

OCP AP                INVOICE LINE AUDIT                ILA
NEXT FUNCTION: _____ ACTION: _____          07/02/2008 15:53:46
REQUEST: _____ PAGE STATUS: END OF LIST
=====
VENDOR   : 566017634 S      PO NUMBER : XX34567890  EXCEPTION CMNTS: _____
INVOICE NO: Exercise      RELEASE   :                REM AMT:          2000.00
S  VENDOR'S PO  LAST  AP  MULT  -----INVOICE-----  P P C
Q  ITEM NUMBER LINE DELIV. ATTN UOP DISTR QUANTITY  AMOUNT  S R D L
A GN40568      0001 02/17/08 NO  CN  _____  1          31.25  _ Y _
MOTOR OIL
IND CO ACCOUNT          CENTER      TX/VAT  _____  Y
  XX01 534511          10003100  ADD'L   _____  Y
                                CONV FACTOR          .1.
  
```

---

## NOTES

## SUMMARY


The AP clerk must convert the unit of measure on the *ILA* screen under either of the following two conditions:

- The unit of purchase and the unit of invoice are different.
- The invoice quantity is a fraction or decimal.

The AP clerk can convert the units of measure either electronically or manually. An electronic conversion is possible if *both* of the following conditions exist:

- The UOI is defined in the NCAS, that is, the UOI is displayed on the *UML* screen.
- The system-calculated conversion factor equals the true numerical relationship between the two units of measure.

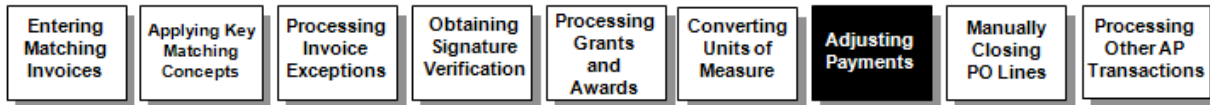
If either of the above two conditions is not satisfied, the AP clerk must manually convert the UOP to the UOI.

 The AP clerk must *either* electronically *or* manually convert the units of measure. In other words, the AP clerk must either change the UOP field (electronic conversion) or the CONV FACTOR field (manual conversion). Do *not* use both methods at the same time. If the AP clerk changes the UOP and enters a new conversion factor at the same time, the system ignores the new factor entered. The system only uses the system-calculated factor.

Whenever the AP clerk converts the UOP to the UOI, he or she must remember to change the value in the QUANTITY field on the *ILA* screen to match the invoice quantity.

The UOP must be converted to the UOI to accurately maintain the audit trails, the funds encumbrances and the historical statistics in the system.

## Adjusting Payments



### Overview

When an agency returns goods to a vendor, the AP clerk must adjust the vendor's invoice and the payment appropriately. In general, payment is adjusted by issuing a debit memo against, or by applying a credit memo to, the invoice.

The timing of the goods return (whether the goods are returned before or after the invoice is entered in the system) affects the permit to pay (PTP) and, consequently, the processing of an invoice in the NCAS.

### PTP and Invoicing Implications of Goods Returns

#### *PO and Signature Payment Bases*

Under the PO and signature payment basis, the permit-to-pay for a transaction is based on the quantity ordered. The timing of the return of goods under either of these bases, therefore, does not affect the permit to pay for that PO line. The system permits payment of the invoice for the full quantity ordered, regardless of whether some goods have been returned.


- For example, if 20 desks were ordered at \$100 each under the PO payment basis, then the PTP for this transaction would be \$2000. Even if five of these desks were returned, the PTP for this transaction would still be \$2000. Therefore, if the vendor invoiced the agency for \$2000 (even though the agency only bought \$1500 worth), the system permits full payment of this invoice.

#### *Receipt Payment Basis*


Under the receipt payment basis, the permit-to-pay for a transaction is calculated using actual or net goods received (quantity received minus quantity returned). The return of goods, therefore, affects the PTP allowed for an invoice.

## NOTES

If the goods are returned and recorded as returns in the system before an invoice is entered in the system, the PTP for that invoice is reduced. In other words, the system does not permit payment of the full invoice amount. The AP clerk receives the following exception message: **391 - PTP AMOUNT + EXTENDED VALUE TOLERANCE FOR THIS PO LINE HAS BEEN EXCEEDED**. The AP clerk must pass this invoice to the buyer for review and apply the buyer's instructions to the invoice.


 For example, if 20 desks were ordered at \$100 each under the receipt payment basis, and all 20 desks were received, the PTP for this transaction would be \$2000. If five desks were later returned (before the invoice was entered in the system), then the PTP is reduced to \$1500. The system now only permits payment of \$1500 for this transaction. If the vendor invoices the agency for \$2000, the AP clerk receives the preceding exception message when he or she tries to process the invoice.

If the goods are returned and recorded as returns in the system after an invoice is entered in the system, the system allows the invoice to be paid for the full amount. When the returns are recorded in the system, the PTP is reduced and becomes a negative amount. However, the invoice is still to be paid in full. The payment must subsequently be adjusted by issuing a debit memo or applying a credit memo against that invoice.

 If the 20 desks were received and the invoice was processed in the system before any desks were returned, the system permits payment of \$2000 for the invoice. If 5 desks were returned subsequent to the processing of the invoice, the PTP becomes (\$1500 - \$2000) or -\$500. Eventually, the AP clerk has to adjust the payment to remove the negative PTP.

### ***Inspection Basis***

Under this basis, the PTP for a transaction is calculated using the quantity of goods finalized in the system. Goods have to be returned or rejected before the goods are considered finalized in the system. Therefore, the PTP already incorporates the quantity of goods returned. The system does not permit processing of the invoice until the goods are finalized. Under this basis, therefore, goods can only be returned before the invoice is processed.

 For example, if 20 desks are received, but only 15 are finalized, the PTP for this transaction is \$1500. The system only permits the vendor to be paid \$1500.

---

## Applying a Debit or Credit Memo

## NOTES

If an invoice is processed in the system to be paid in full to a vendor and returns have been made, the vendor's invoice and the payment must be appropriately adjusted by the AP clerk. Generally, the vendor's invoice and the payment are adjusted by issuing a debit memo against the invoice or by applying a credit memo to the invoice. (Refer to **Procedures 2A/B: Applying a Debit or Credit Memo for Matching Invoices** if you need information about the debit or credit memo process.)

A **debit memo** is an internal document while a **credit memo** is issued by the vendor. Both debit and credit memos are negative values in the system and reduce the value of the payment to the vendor. The debit or credit memo should preferably be processed in the same payment cycle as the invoice. If the debit or credit memo is processed in a different payment cycle than the actual invoice, it offsets any subsequent outstanding invoices to that vendor.

If a purchase order is closed before the debit or credit memo is applied, the order is reopened and is eligible for processing. If the agency does not plan to replace the goods returned, the PO line should be manually closed.



## Manually Closing PO Lines to Invoicing



### Closing PO Lines

When a PO line has been fully invoiced (i.e., the invoiced amount equals the PTP amount for that line), the system automatically closes the PO line to invoicing. If the AP clerk applies an invoice against a closed PO line, the system displays the following message: **480 - PO SELECTED NOT ELIGIBLE FOR INVOICING**. If a credit or debit memo is applied against a closed PO line, that line is reopened for further processing.

The system does not automatically close a PO line to invoicing under the following conditions:

- The PO line has not been fully invoiced (i.e., the PTP amount exceeds the invoiced amount).
- The PO line was reopened through the application of a credit or debit memo, but the agency is not planning to replace returns.
- The PO line was fully invoiced, but either the unit price or the extended value exceeded tolerances.

If any of the preceding conditions exist and the AP clerk knows that no more invoices will be applied against a particular PO line, he or she should manually close the PO line.

The PO line is manually closed through *the Invoice Line Audit (ILA)* screen. To manually close a PO line to invoicing, the AP clerk should type **Y** in the CL (CLOSE) field.

## NOTES

OCP AP		INVOICE LINE AUDIT										ILA			
NEXT FUNCTION: _____		ACTION: _____										07/07/2008		15:14:03	
REQUEST: _____		PAGE STATUS: END OF LIST													
=====															
VENDOR :		PO NUMBER :				EXCEPTION CMNTS: _									
INVOICE NO:		RELEASE :				REM AMT:									
S	VENDOR'S	PO	LAST	AP	MULT	-----INVOICE-----						P	P	C	
Q	ITEM NUMBER	LINE	DELIV.	ATTN	UOP	DISTR	QUANTITY	AMOUNT				S	R	D	L
													-		
IND CO ACCOUNT		CENTER				FRT		---							
						TX/VAT		---							
						ADD'L		---							
						CONV FACTOR		---							

To leave a PO line open to invoicing, the AP clerk must type **N** (No) in the CL field or leave the field blank.

Once the AP clerk has balanced the invoice and left the *ILA* screen, the PO line can be closed in the Purchasing module by the buyer only.

## WALKTHROUGH: Balancing Control Groups

## NOTES

### SCENARIO

You have worked with two control groups today: control groups 123 and 124. Balance these control groups. (Refer to **Procedure 14B: Balancing an Outstanding Control Group.**)

1. Type **CGS** in the NEXT FUNCTION field to access the *Control Group Status (CGS)* screen.
2. Type **S** in the S (SELECT) field to *select* control group 123.
3. Press  to process the information. The *Control Entry Status (CES)* screen for control group 123 is displayed.

OCP AP		CONTROL ENTRY STATUS				CES
NEXT FUNCTION:	<b>5</b>	ACTION:		04/25/2008	16:46:01	
REQUEST:						
=====						
PAY ENTITY :	XXPT	CNTL NBR :	0123			
CNTL DATE :	04/25/2006	CURRENCY :		CONTROL AMT :	8,875.23	
GL EFF DATE :		APPL AREA:	SC	GROSS DOC AMT:	8,875.23	
NBR OF DOC'S:	11			DIFFERENCE :	.00	
=====						
VENDOR/EMPLOYEE	DOCUMENT NUMBER	GROSS AMOUNT	DOC DATE	(STATUS)	SEL	
560746125 A	3527819735	150.00	02/02/2008	BALANCED		-
987654321 A	5671689876	895.00	02/25/2008	BALANCED		-
566017634 B	9382713001	1,200.00	02/16/2008	BALANCED		-
566017634 B	9382713002	800.00	02/20/2008	BALANCED		-
561493308 A	9874563003	2,000.00	02/11/2008	MATCH EXCEP		-
561301618 A	9517533004	110.00	02/06/2008	MATCH EXCEP		-
560746125 A	7893213006	982.00	02/09/2008	MATCH EXCEP		-
560746125 A	9847563085	586.50	02/17/2008	MATCH EXCEP		-
510305204 A	9631473012	17.28	02/24/2008	BALANCED		-
621318188 A	1597413013	1,450.00	02/24/2008	BALANCED		-
560312109 B	7531473014	684.45	02/24/2008	BALANCED		-
PAGE: 1 STATUS: END OF LIST						

4. Note the status of the documents in control group 123. A control group can only be balanced if *all* the documents in that control group have a **balanced** status.

Control group 123 contains invoices that have been passed to the buyer for resolution of exceptions. These invoices do *not* have a **balanced** status. Therefore, control group 123 cannot be balanced until all the invoices have been resolved and balanced.

To balance control group 124, do the following:

5. Type **CGS** in the NEXT FUNCTION field to access the *Control Group Status (CGS)* screen.
6. Type **S** in the S (SELECT) field to *select* control group 124.

# NOTES

- Press  to process the information. The *Control Entry Status (CES)* screen for control group 124 is displayed.

OCP AP		CONTROL ENTRY STATUS				CES	
NEXT FUNCTION: _____		ACTION: _____		04/25/2008		16:47:07	
REQUEST: <b>12</b>		=====					
PAY ENTITY : XXPT		CNTL NBR : 0124					
CNTL DATE : 07/06/2008		CURRENCY :		CONTROL AMT :		<b>10</b> 3,874.00	
GL EFF DATE :		APPL AREA: SC		GROSS DOC AMT:		3,274.00	
NBR OF DOC'S: 7				DIFFERENCE :		600.00	
=====							
VENDOR/EMPLOYEE	DOCUMENT NUMBER	GROSS AMOUNT	DOC DATE	STATUS	SEL		
560746125 A	9638523008	250.00	02/09/2008	BALANCED	-		
561301618 A	7939513006	50.00	02/06/2008	BALANCED	-		
560746125 A	7418523010	586.50	02/17/2008	BALANCED	-		
561493308 A	2587533011	1,000.00	02/11/2008	BALANCED	-		
560746125 A	7418523010CM	-12.50	02/19/2008	BALANCED	-		
561493308 A	2587533011DM	-600.00	02/11/2008	BALANCED	-		
130871985 F	7594863011	2,000.00	02/16/2008	BALANCED	-		
=====							
PAGE: 1		STATUS: END OF LIST					

- Verify that the value in the GROSS DOCUMENT AMOUNT and the CONTROL AMOUNT fields are the same.

The value in the GROSS DOC AMOUNT field is 3,874.00. The value in the CONTROL AMOUNT field is 3,274.00. The discrepancy between the GROSS DOC AMOUNT and CONTROL AMOUNT field (\$600.00) displays in the DIFFERENCE field.

- Check the invoice amounts on the calculator tape against the invoice amounts displayed on the *Control Entry Status (CES)* screen.

The calculator tape totals 3,274.00. A debit memo for \$600.00 was not included in the CONTROL AMOUNT total.

- Type **3,274.00** in the CONTROL AMOUNT field. Delete any characters remaining in the field.
- Write **3,274.00** on the Control Group Header Sheet to revise the old total. (In this exercise, do not carry out this step.)
- Type **BAL** in the REQUEST field and press  to *balance* control group 124.

A blank *Control Document Entry (CDE)* screen is displayed with the following message: **0200 - ENTER CONTROL GROUP INFORMATION.** You can now enter a new control group.

## **SUMMARY**

## **NOTES**

In this section, you have learned to match invoices to purchase orders using the NCAS. Specifically, you have learned how to:

- Process matching invoices in the NCAS.
- Apply key matching concepts such as the payment basis and the base permit-to-pay.
- Process invoice header and line exceptions.
- Obtain signature verification for invoices.
- Convert one unit of measure to another.
- Adjust payments after goods have been returned.
- Manually close a PO line to invoicing.

The NCAS facilitates the matching process because automated matching of purchase orders, invoices and receipts is available. The AP clerk no longer has to manually match documents. The AP clerk also does not have to physically research documents because all the information related to the transaction is available through inquiry screens in the system. The NCAS also reduces time spent in resolving problem invoices because documents can be passed electronically between the buyer and the AP clerk.



## Processing Other AP Transactions



### Overview

There are three additional processes that may need to be performed with Matching invoices:

- Processing 1099 Transactions
- Processing Year-End Accruals
- Processing Sales Tax



## Processing 1099 Transactions



### Overview

In order to comply with Internal Revenue Service (IRS) tax requirements, all state agencies must report non-employee compensation to the IRS on a calendar-year basis. A **1099 vendor** is a vendor for whom you must report payment for *services* to the Internal Revenue Service (IRS).


All reporting of 1099 information must be in accordance with Internal Revenue code. Accurate reporting of 1099 information is dependent upon decisions made by your agency throughout the year. For example, every time a vendor is set up or an invoice is created, 1099 information is required. Paying special attention to these and other activities throughout the year reduces the amount of year-end work necessary to complete 1099 processing.

The system does not handle 1042 transactions (The Annual Withholding Tax Return for U.S. Source Income of Foreign Persons). This process continues to be manual.

Agencies rely on three entities to help them process 1099s:

- North Carolina Accounting System (NCAS)
- Office of State Controller (OSC)
- Information Technology Services (ITS)

This section explains how to enter 1099 codes on matching invoices in the NCAS.

 For a more extensive study of 1099 vendors and 1099 processes, you should register for the *1099 Processing* class. Check the *NCAS System Information Guide* for class content, prerequisites, and class availability.

---

## **NOTES**

### **Entering 1099 Codes on Matching Invoices**

The value that is entered in the 1099 CODE field on the *VPN* screen for a vendor defaults to the 99 field on the *IWS-1T* screen.

- If a 1099 code was entered on the *VPN* screen, that code defaults to the 99 field on the *IWS-1T* screen.
- If "NO" was entered on the *VPN* screen, that code defaults to the *IWS-1T* screen.

For each transaction that is a 1099 transaction, you must either accept the default value in the 99 field or override it with the appropriate 1099 code for that invoice line.

For direct and matching invoices, a 1099 code may be entered on the *IWS-1T* screen. This code applies to the individual invoice line to which it is attached and overrides any code entered on the *VPN* screen. It is important to verify that any default 1099 value on the *IWS-1T* screen is the appropriate code for that invoice line.

Establishing 1099 vendors is covered in the AP03 Course.
--

## WALKTHROUGH: Processing a Matching Invoice with a 1099 Code

## NOTES


### SCENARIO

You have received an invoice from Loren B Bell, DDS for semiannual checkups for prisoners. This invoice is for services and, therefore, the signature payment basis applies to this invoice.

Because this invoice is for services, use XXBS for the buying entity. The vendor number is 888990000 A. This vendor is 1099 eligible. The 1099 code for this vendor is M6.

Process the invoice header and line information and then pass the invoice to your *Invoice Reapplication Work Queue (IRQ)*. After you receive the requester's signature, finish processing the invoice.

<b>Invoice:</b> Loren B Bell, DDS PO Box 3959 Attaway, NC 28454-3959		<b>Invoice Number:</b> 7594863011 <b>Invoice Date:</b> 02/02/2008 <b>Terms:</b> Net 30	
<b>Description:</b>	<b>Quantity:</b>	<b>Unit Price:</b>	<b>Total Price:</b>
Semiannual Checkups for Prisoners	1	2000.00	2000.00
PO# XX90000001		Freight: Tax: Total:	<u>2000.00</u>

1. Type CGS in the NEXT FUNCTION field to access the *Control Group Status (CGS)* screen.
2. Type **S** in the S (SELECT) field to select control group 123 and press .
3. Enter the **invoice header information** on the *IMP* screen. (Refer to **Procedure 3 A/B: Entering Invoice Header Information for Matching Invoices.**)
  -  Remember that the buying entity for this transaction is **XXBS.**
4. Press  to process the information.

# NOTES

```

OCP AP          INVOICE MATCHING          IMP
076 - VENDOR MAY BE 1099 ELIGIBLE
NEXT FUNCTION:  ACTION:                   01/12/2008 11:37:23
REQUEST:
=====
INVOICE NUMBER : 7594863011   DATE: 02/02/2008   EXCEPTION CMNTS: _
VENDOR SHORT NAME: BELLLORENBD   LOREN B BELL DDS
VENDOR NUMBER : 888990000 A    ATTAWAY           CM/DM: I
                                         NC 28454-3959
P O BUY ENTITY : XXBS        P O NUMBER: XX90000001  RELEASE: _      ALL: _

GROSS AMOUNT : 2000.00      FREIGHT :
SALES TAX/VAT :              ADDITIONAL COST :
SALES TAX 2 :                SALES TAX 3 :
REMIT MSG :
COUNTY CODE :
=====
TERMS CODE : N30              DISCOUNT AMT/PCT :
PAYMENT DUE DATE :           REASON CODE :
GL EFFECTIVE DATE:          FACTOR NUMBER :
PROVISIONAL DATE :          IND:          SIGNATURE APPR CD:
PAYMENT ROUTE CD :          BAP CODE : 06D   CURRENCY CODE :
EXPENSE : 001              PAYABLES :          DISCOUNT : 001
ACCOUNTING RULE : 01       HANDLING :          INTERCO PAYABLES :
    
```

The system displays the message: **VENDOR MAY BE 1099 ELIGIBLE.**

- Press **Enter** to continue processing the invoice and to access the *ILA* screen.

```

OCP AP          INVOICE LINE AUDIT          ILA
NEXT FUNCTION:  ACTION:                   01/12/2008 11:50:58
REQUEST: 6 PAGE STATUS: END OF LIST
=====
VENDOR : 888990000 A    PO NUMBER : XX90000001  EXCEPTION CMNTS: _
INVOICE NO: 7594863011  RELEASE :              REM AMT: 2,000.00
S VENDOR'S PO LAST AP MULT ----- INVOICE----- P P C
Q ITEM NUMBER LINE DELIV. ATTN UOP DISTR QUANTITY AMOUNT S R D L
A GN94874 0001 NO EA --- 1 2,000.00 - Y -
SEMIANNUAL CHECKUPS FOR PRISONERS FRT --- Y
IND CO ACCOUNT CENTER TX/VAT --- Y
XX01 534511 10003100 ADD'L --- Y
CONV FACTOR 1.
    
```

- Tag the appropriate PO line for the amount of the invoice and press **Enter**. (Refer to **Procedure 4: Entering Invoice Line Information for Matching Invoices.**)

# NOTES

```

OCP AP                INVOICE LINE AUDIT                ILA
NEXT FUNCTION: _____ ACTION: _____                01/12/2008 11:50:58
REQUEST: 7 _____ PAGE STATUS: END OF LIST
=====
VENDOR      : 888990000 A      PO NUMBER : XX90000001  EXCEPTION CMNTS: _
INVOICE NO: 7594863011      RELEASE   :                REM AMT:                .00
S  VENDOR'S PO LAST AP MULT -----INVOICE----- P P C
Q  ITEM NUMBER LINE DELIV. ATTN UOP DISTR QUANTITY  AMOUNT  S R D L
A GN94874      0001          NO EA          ___ 1          2,000.00  _ Y _
SEMIANNUAL CHECKUPS FOR PRISONERS          FRT          _ Y
IND CO ACCOUNT          CENTER          TX/VAT          _ Y
XX01 534511          10003100          ADD'L          _ Y
CONV FACTOR          1.
    
```

- Type **3** in the REQUEST field and press **Enter** to access the *Invoice Worksheet 1 (IWS-1T)* screen to enter the vendor's 1099 code.

```

OCP                INVOICE WORKSHEET 1                IWS-1T
NEXT FUNCTION: _____ ACTION: _____                01/12/2008 11:53:40
REQUEST: _____
=====
INVOICE NUMBER : 7594863011 DATE: 02/02/2008 MODEL: _
VENDOR SHORT NM: BELLLORENBD DS LOREN B BELL, DDS CURR : _
VENDOR NUMBER  : 888990000 A ATTAWAY CM/DM : I
PO REFERENCE   : XXBS XX90000001 COUNTY CODE: MULTI PYMT: N
TERMS CODE: N30 PYMT DUE DATE: DISCOUNT AMT/PCT:
REMIT MSG:
SIGNATURE APPR CD:
LINE AMOUNT/PERCENT EXP CO ACCOUNT CENTER BID PROJECT
QUANTITY UNIT ITEM NUMBER DESCRIPTION PRORATE (T F A D) USE 99 NCG FED
0001 2000.00 XX01 534511 10003100
1 EA GN94874 SEMIANNUAL CHECKUPS Y Y Y Y 8
0002
0003
0004
SALES TAX/VAT : FREIGHT :
ADDITIONAL COST: GROSS AMOUNT: 2000.00
    
```

- Type **M6** in the 99 field in the 0001 line.

# NOTES

```

OCP                               INVOICE WORKSHEET 1                               IWS-1T
445 - INVOICE HAS NOT BEEN PROCESSED BECAUSE OF SIGNATURE PAYMENT BASIS
NEXT FUNCTION: _____ ACTION: _____                                01/12/2008 11:56:17
REQUEST: 9 10 _____
=====
INVOICE NUMBER : 7594863011 DATE: 02/02/2008 MODEL: _____
VENDOR SHORT NM: BELLLORENBD DS LOREN B BELL, DDS CURR : _____
VENDOR NUMBER : 888990000 A ATTAWAY CM/DM : I
PO REFERENCE : XXBS XX90000001 COUNTY CODE: _____ MULTI PYMT: N
TERMS CODE: N30 PYMT DUE DATE: _____ DISCOUNT AMT/PCT: _____
REMIT MSG: _____
SIGNATURE APPR CD: _____
LINE AMOUNT/PERCENT EXP CO ACCOUNT CENTER BID PROJECT
QUANTITY UNIT ITEM NUMBER DESCRIPTION PRORATE (T F A D) USE 99 NCG FED
0001 2000.00 XX01 534511 10003100
1 EA GN94874 SEMIANNUAL CHECKUPS Y Y Y Y
0002
0003
0004
SALES TAX/VAT : _____ FREIGHT : _____
ADDITIONAL COST: _____ GROSS AMOUNT: _____ 2000.00
    
```

- Type **N** or **NEXT** in the REQUEST field and press  to balance the invoice.  
The system displays the message: **445 - INVOICE HAS NOT BEEN PROCESSED BECAUSE OF SIGNATURE PAYMENT BASIS.**

```

OCP AP                               INVOICE MATCHING                               IMP
NEXT FUNCTION: _____ ACTION: _____                                01/12/2006 11:57:31
REQUEST: 11 _____
=====
INVOICE NUMBER : 7594863011 DATE: 02/02/2008 EXCEPTION CMNTS: _
VENDOR SHORT NAME: BELLLORENBD DS LOREN B BELL DDS
VENDOR NUMBER : 888990000 A ATTAWAY CM/DM: I
NC 28454-3959
P O BUY ENTITY : XXBS P O NUMBER: XX90000001 RELEASE: _____ ALL: _
GROSS AMOUNT : 2,000.00 FREIGHT : _____
SALES TAX/VAT : _____ ADDITIONAL COST : _____
SALES TAX 2 : _____ SALES TAX 3 : _____
REMIT MSG : _____
COUNTY CODE : _____
===== SUGGESTED VALUES =====
TERMS CODE : N30 DISCOUNT AMT/PCT : _____
PAYMENT DUE DATE : _____ REASON CODE : _____
GL EFFECTIVE DATE: _____ FACTOR NUMBER : _____
PROVISIONAL DATE : _____ IND: _____ SIGNATURE APPR CD: _____
PAYMENT ROUTE CD : _____ BAP CODE : 06D CURRENCY CODE : _____
EXPENSE : 001 PAYABLES : _____ DISCOUNT : 001
ACCOUNTING RULE : 01 HANDLING : _____ INTERCO PAYABLES : _____
    
```

- Type **4** in the REQUEST field and press  to return to the *IMP* screen.
- Type **PASS** in the REQUEST field and press  to pass the invoice to your *Invoice Reapplication Work Queue (IRQ)*.

- 
12. Wait until you receive the *Matching Invoice Verification Report* or a signed invoice indicating that you have the required signature approval to pay the invoice for this transaction.

## **NOTES**

If your agency requires a signed invoice as proof of authorization, send a copy of the invoice to the requester for his or her signature.

If your agency uses the *Matching Invoice Verification Report*, your agency has a policy for distributing the report to the requesters.



## Processing Year-End Accruals



### Processing Year-End Accruals

The State of North Carolina's fiscal accounting year ends on June 30th of each year. Because the state's accounting records are maintained from July through June on the cash basis, a Generally Accepted Accounting Principles (GAAP) conversion is required in June. Included in the GAAP conversion are accruals for accounts payable.

Your agency will receive invoices after June 30th for goods and services received in previous months. These invoices must be reflected in the 13th accounting period as accruals for that year's conversion to the GAAP basis.

The NCAS has 13 accounting periods: one for each month of the year and a 13th period in which to make adjusting and accrual entries.

Beginning July 1st, all invoices should be reviewed carefully for the previous months' expenses. If an invoice expense is for a month prior to July 1st, the invoice is an accrual and needs to be identified as such in the system.

Accrual invoices can be entered in control groups separately from regular July invoices or they can be entered as accrual invoices individually within a control group. With the exception of adding an accrual indicator, the process for entering accrual invoices is exactly like that for entering regular invoices.

For detailed information and instructions regarding end-of-year processing, refer to the *System Information Guide (SIG)*.

# NOTES

**To identify a control group of accrual invoices: Refer to Procedure 1: Entering a Control Group for Matching Invoices.** Then perform the following steps:

```

OCP AP                CONTROL DOCUMENT ENTRY                CDE
200 - ENTER CONTROL GROUP INFORMATION
NEXT FUNCTION: _____ ACTION: _____                01/18/2006 13:31:21
REQUEST: _____
=====
PAY ENTITY : _____ CONTROL NUMBER: _____ CNTL AMT : _____
CNTL DATE  : _____ APPL AREA   : _____ AMT ENTERED: _____
GL EFF DATE: _____ CURRENCY CODE: _____ DIFFERENCE : _____
HANDLING CD: _____ ENTRY METHOD : _____ NBR DOC'S  : _____
===== OPTIONAL AMOUNTS AND DEFAULTS =====
DOCUMENT MODEL NBR : _____
FREIGHT AMOUNT     : _____ FREIGHT INDICATOR : _____
DISCOUNT AMOUNT  : _____ DISCOUNT INDICATOR : _____
SALES TAX/VAT AMT  : _____ SALES TAX/VAT IND   : _____
SALES TAX 2 AMT    : _____ SALES TAX 2 IND     : _____
SALES TAX 3 AMT    : _____ SALES TAX 3 IND     : _____
OPTIONAL AMOUNT    : _____ VARIANCE INDICATOR : _____
ADDITIONAL COST AMT : _____ ADDITIONAL COST IND : _____

EXPENSE INDICATOR : ① PAYABLES INDICATOR : _____
INTERCOMPANY PAY IND: _____ INTERCOMPANY REC IND: _____
BANK ACCT PYMT IND : _____ PAYMENT ROUTING CODE: _____
SIGNATURE APPROVAL : _____ PROVISIONAL ACCT IND: _____
REASON CODE/DESC   : _____ VAT INCLUSIVE   : _____
    
```

1. Type an accrual code indicator in the EXPENSE INDICATOR field on the *Control Document Entry (CDE)* screen to identify the expense as an *accrual*. This three-digit code indicates that each invoice in the control group is an accrual invoice. (See **QRG 11: Expense Accrual Indicators** for a list of accrual indicators.)
2. Proceed with the steps for entering invoices. Refer to **Procedure 3 A/B: Entering Invoice Header Information for Matching Invoices** and/or **Procedure 4: Entering Invoice Line Information for Matching Invoices**.

If an invoice in the accrual control group is not an accrual, override the current accrual code indicator and type **001** in the EXP field on the *Invoice Worksheet 1 (IWS-1T)* screen.

**To identify an accrual invoice within a regular control group:**

**NOTES**

Refer to **Procedure 3 A/B: Entering Invoice Header Information** and/or **Procedure 4: Entering Invoice Line Information** and perform the following steps:

OCP	INVOICE WORKSHEET 1	IWS-1T							
235 - ENTER REQUIRED KEY FIELDS									
NEXT FUNCTION: _____	ACTION: _____	01/18/2006 12:57:00							
REQUEST: _____									
=====									
INVOICE NUMBER : _____	DATE: _____	MODEL: _____							
VENDOR SHORT NM: _____		CURR : _____							
VENDOR NUMBER : _____		CM/DM : _____							
PO REFERENCE : _____	COUNTY CODE: _____	MULTI PYMT: _____							
TERMS CODE: _____	PYMT DUE DATE: _____	DISCOUNT AMT/PCT: _____							
REMIT MSG: _____									
	SIGNATURE	APPR CD: _____							
LINE	AMOUNT/PERCENT	EXP CO	ACCOUNT	CENTER	BID	PROJECT			
QUANTITY	UNIT	ITEM	NUMBER	DESCRIPTION	PRORATE	( T F A D )	USE 99	NCG	FED
0001									
0002									
0003									
0004									
SALES TAX/VAT :	_____	FREIGHT :	_____						
ADDITIONAL COST:	_____	GROSS AMOUNT:	_____						

1. On the *Invoice Matching (IMP)* or *Invoice Line Audit (ILA)* screens, type **3** in the request field and press **Enter** to access the *IWS-1T* screen. **Note:** Make sure you tag the line(s) before accessing IWS-1T screens.
2. Type an accrual code indicator in the EXP field on the *Invoice Worksheet (IWS-1T)* screen to identify the invoice as an *accrual*. This three-digit code indicates that the invoice is an accrual.
3. Proceed with the steps for entering invoices.

In addition to the accrual indicator code, the accounting distribution must be entered for each invoice.

Agencies should indicate specific liability accounts for accrual charges can indicate these accounts by using a code in the EXP field. A list of these indicators is shown in **QRG 11: Expense Accrual Indicators** and is also on the SIG.



## Processing Sales Tax



### Liquidating Sales Tax Liability


At month-end, or as required by law, each agency must liquidate the sales tax liability account (211940) and make an entry to pay the Department of Revenue. First, obtain the current balance in the 211940 account by either inquiring on-line in the General Ledger or by running the C-U-AP-SALES-TAX-FC-LIST in Information Expert (IE). Then create a direct invoice for the Department of Revenue with a gross amount equal to the total sales tax liability.

### Processing Sales Tax

G.S. 105-164.13(52) provides an exemption from the NC sales or use tax for State agencies. Because of this newly enacted legislation (July 1, 2004), invoices with sales tax applied for *goods* are not received very often. However, in a very few situations, sales tax must be applied and remitted to the North Carolina Department of Revenue. (See the Sales Tax section in the *Processing Direct Invoices* chapter of this manual for the regulations regarding sales tax process.)

In order to remit the sales tax for matching invoices, you need to enter information on the *Invoice Worksheet 1 (IWS-1T)* and perform the following steps. (Refer to **Procedure 3 A/B: Entering Invoice Header Information for Matching Invoices** and/or **Procedure 4: Entering Invoice Line Information for Matching Invoices** for more information.)

1. For Matching Invoices on the *Invoice Matching (IMP)* or *Invoice Line Audit (ILA)* screen, type **3** in the REQUEST field and press  to access the *IWS-1T* screen.

 Make sure you tag the invoice line(s) before accessing the *IWS-1T* screen.

## NOTES

OCP	INVOICE WORKSHEET 1		IWS-1T
235 - ENTER REQUIRED KEY FIELDS			
NEXT FUNCTION:	ACTION:	01/18/2008	13:59:19
REQUEST:	_____		
=====			
INVOICE NUMBER :	2346789001	DATE: 02/28/08	MODEL: _____
VENDOR SHORT NM:	ATLANTAOFFICESU	ATLANTA OFFICE SUPPLY	CURR : _____
VENDOR NUMBER :	566446625 A	ATLANTA, GA	CM/DM : I
PO REFERENCE :	_____	COUNTY CODE:	MULTI PYMT: _____
TERMS CODE:	PYMT DUE DATE:	DISCOUNT AMT/PCT:	_____
REMIT MSG:	_____		
SIGNATURE APPR CD: _____			
LINE	AMOUNT/PERCENT	EXP CO ACCOUNT	CENTER BID PROJECT
QUANTITY UNIT	ITEM NUMBER	DESCRIPTION	PRORATE (T F A D) USE 99 NCG FED
0001	100.00	001 XX01 533110	10001000
0002	-7.50	001 XX01 211940	Y 1000
0003			N
0004			
SALES TAX/VAT :	001	7.50	FREIGHT : _____
ADDITIONAL COST:			GROSS AMOUNT: 100.00

### Add sales tax line:

2. Calculate the tax amount for the taxable good by multiplying by 7.5%.
3. At the next line, type **the negative tax amount** in the AMOUNT/PERCENT field.
4. Type **your company number** in the CO field.
5. Type **211940** in the ACCOUNT field to indicate the Taxes Payable to Revenue liability account.
6. Type **your fund number** in the CENTER field.
7. Type **N** in the T (TAX) field so that tax will not be prorated to this line of the invoice.
8. Type **the positive tax amount** (tax total) in the SALES TAX/VAT field.
9. Type **the invoice total** (without the tax) in the GROSS AMOUNT field.
10. Type **N** or **NEXT** in the REQUEST field and press  to process the invoice.

The NC Department of Revenue offers tax updates in a user friendly format. The web link to the update is as follows:  
<http://www.dor.state.nc.us/taxes/sales/>

## AP Matching Course Summary

### **SUMMARY**

In this course you have learned to match invoices to purchase orders using the NCAS. Specifically, in this course you have learned to:


- Apply key matching concepts such as payment basis and base permit-to-pay
- Process invoice header and line exceptions
- Obtain signature verification for invoices
- Convert one unit of measure to another
- Adjust payments after goods have been returned
- Manually close a PO line to invoicing
- Process other Matching AP transactions

The NCAS facilitates the matching process because automated matching of purchase orders, invoices and receipts are available. The AP clerk no longer has to manually match documents. The AP clerk also does not have to physically research documents because all the information related to the transaction is available through inquiry screens in the system. The NCAS also reduces time spent in resolving problem invoices because documents can be passed electronically between the buyer and the AP clerk.



You have completed the *Accounts Payable Matching* course. Congratulations!



## Procedure 1: Entering a Control Group for Matching Invoices

 Make sure you have received a completed Control Group Header sheet.

### After accessing the Accounts Payable module:

1. Type **CDE** in the NEXT FUNCTION field and press  to access the *Control Document Entry (CDE)* screen.
2. Type **your paying entity (XXPT)** in the PAY ENTITY field.
3. Type **the control group number** in the CONTROL NUMBER field. This number corresponds to the control group number on the Control Group Header sheet.
4. Type **the control group total amount** in the CNTL AMT field. This field reflects the total of all invoices in the control group.
5. Type **your first and last initials** in the APPL AREA field.
6. Type **m** for matching entry in the ENTRY METHOD field.
7. Press  to process the control header information and to access the *Invoice Matching (IMP)* screen.
















## Procedure 2A: Applying a Debit or Credit Memo for Matching Invoices (with tax)

After accessing a blank *Invoice Matching (IMP)* screen in the appropriate control group:

1. Type the **debit/credit memo number** in the INVOICE NUMBER field.
2. Type the **debit/credit memo date** in the DATE field.
3. Type the **vendor number (or vendor shortname)** in the VENDOR NUMBER (or VENDOR SHORTNAME) field.
4. Type **D** for *debit* memo or **C** for *credit* memo in the CM/DM field and press .
5. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.
6. Type the **purchase order number** in the PO NUMBER field and press  to process the entered information.
7. If a PO is not referenced, type **F** in the REQUEST field and press  to access the *PO Finder (POF)* screen. The *POF* screen lists open purchase orders by vendor within a buying entity.
8. View the listed purchase orders and select the corresponding purchase order.
9. Type **S** in the SEL field next to the chosen invoice and press  to access the *Invoice Matching (IMP)* screen. The purchase order information defaults from the *POF* screen.
10. Verify the vendor's information. Type **VRS** in the NEXT FUNCTION field and press  to access the *Remit To Vendor Setup (VRS)* screen.
11. If the information is correct, type **R** in the NEXT FUNCTION field and press  to *return* to the *Invoice Matching (IMP)* screen.
12. Type the **total amount of the debit/credit memo** in the GROSS AMOUNT field.
13. 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.
14. Press  to process the information and to access the *Invoice Line Audit (ILA)* screen.

After accessing the *Invoice Line Audit (ILA)* screen:

15. Verify that the correct accounting distribution is being used.
16. If the debit/credit memo reflects a quantity and dollar adjustment:
  - Type the **quantity of returned goods** in the QUANTITY field.
  - Type the **value of dollar adjustment** in the AMOUNT field.

- 
- If the debit/credit memo reflects a dollar adjustment only:
- Type **0** (zero) in the QUANTITY field.
  - Type **the value of dollar adjustment** in the AMOUNT field.
- 17.** If tax is prorated against the line, type **Y** in the SALES TAX/VAT field for that line to indicate that tax should be prorated for this invoice line.
- 18.** Type **A** in the REQUEST field to tag a line.
-  Each sequence letter (A, B, C) corresponds to a specific line on the purchase order. To indicate each line that is to be paid, you must tag the line. To tag a line, type the sequence letter in the REQUEST field and press . If all lines are to be paid, type **S** in the REQUEST field and press .
- 19.** Press  to process the information.
- 20.** If the invoice is a 1099 transaction, type **3** in the REQUEST field and press  to access the *Invoice Worksheet (IWS-IT)* screen. (If the invoice is not a 1099 transaction, go to Step 25.)
- 21.** Type **TNL** in the NEXT FUNCTION field and press  to access the *1099 Codes List (TNL)* screen.
- 22.** Press  to scroll down the possible 1099 codes until the correct code is located.
- 23.** Type **R** in the NEXT FUNCTION field and press  to *return* to the *Invoice Worksheet (IWS-IT)* screen.
- 24.** Type **the correct 1099 code** over the NO in the 99 field to categorize the payment on the 1099 form.
- 25.** Type **N** in the REQUEST field and press  to complete the debit/credit memo entry. A blank *Invoice Matching (IMP)* screen is displayed.
-  *If a debit/credit memo was not accounted for in a control group total, the control group does not balance. Because a debit/credit memo is a negative value, the gross document amount of a control group is reduced by the value of the debit/credit memo. To balance the control group, the control amount must be correspondingly reduced. Adjust the control group total as follows:*
- 26.** Type **CGS** in the NEXT FUNCTION field and press  to access the *Control Group Status (CGS)* screen.
- 27.** Type **S** in the S (SELECT) field for your control group.
- 28.** Press  to process the information and to access the *Control Entry Status (CES)* screen.
- 29.** Reduce the CONTROL AMOUNT value by the amount of the debit/credit memo.
- 30.** Press  to process the change.

## Procedure 2B: Applying a Debit or Credit Memo for Matching Invoices (without tax)

After accessing a blank *Invoice Matching (IMP)* screen in the appropriate control group:

1. Type the **debit/credit memo number** in the INVOICE NUMBER field.
2. Type the **debit/credit memo date** in the DATE field.
3. Type the **vendor number (or vendor shortname)** in the VENDOR NUMBER (OR VENDOR SHORTNAME) field.
4. Type **D** for *debit* memo or **C** for *credit* memo in the CM/DM field and press .
5. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.
6. Type the **purchase order number** in the PO NUMBER field and press  to process the entered information.
7. If a PO is not referenced, type **F** in the REQUEST field and press  to access the *PO Finder (POF)* screen. The *POF* screen lists open purchase orders by vendor within a buying entity.
8. View the listed purchase orders and select the corresponding purchase order.
9. Type **S** in the SEL field next to the chosen invoice and press  to access the *Invoice Matching (IMP)* screen. The purchase order information defaults from the *POF* screen.
10. Verify the vendor's information. Type **VRS** in the NEXT FUNCTION field and press  to access the *Remit To Vendor Setup (VRS)* screen.
11. If the information is correct, type **R** in the NEXT FUNCTION field and press  to *return* to the *Invoice Matching (IMP)* screen.
12. Type the **total amount of the debit/credit memo** in the GROSS AMOUNT field.
13. Press  to process the information and to access the *Invoice Line Audit (ILA)* screen.


After accessing the *Invoice Line Audit (ILA)* screen:

14. Verify that the correct accounting distribution is being used.
15. If the debit/credit memo reflects a quantity and dollar adjustment:
  - Type the **quantity of returned goods** in the QUANTITY field.
  - Type the **value of dollar adjustment** in the AMOUNT field.

If the debit/credit memo reflects a dollar adjustment only:

- Type **0** (zero) in the QUANTITY field.
- Type **the value of dollar adjustment** in the AMOUNT field.

**16.** Type **A** in the REQUEST field to tag a line.

 Each sequence letter (A, B, C) corresponds to a specific line on the purchase order. To indicate each line that is to be paid, you must tag the line. To tag a line, type the sequence letter in the REQUEST field and press . If all lines are to be paid, type **S** in the REQUEST field and press .

**17.** Press  to process the information.

**18.** If the invoice is a 1099 transaction, type **3** in the REQUEST field and press  to access the *Invoice Worksheet (IWS-IT)* screen. (If the invoice is not a 1099 transaction, go to Step 25.)


**19.** Type **TNL** in the NEXT FUNCTION field and press  to access the *1099 Codes List (TNL)* screen.

**20.** Press  to scroll down the possible 1099 codes until the correct code is located.

**21.** Type **R** in the NEXT FUNCTION field and press  to *return* to the *Invoice Worksheet (IWS-IT)* screen.

**22.** Type **the correct 1099 code** over the NO in the 99 field to categorize the payment on the 1099 form.

**23.** Type **N** in the REQUEST field and press  to complete the debit/credit memo entry. A blank *Invoice Matching (IMP)* screen is displayed.

 *If a debit/credit memo was not accounted for in a control group total, the control group does not balance. Because a debit/credit memo is a negative value, the gross document amount of a control group is reduced by the value of the debit/credit memo. To balance the control group, the control amount must be correspondingly reduced. Adjust the control group total as follows:*

**24.** Type **CGS** in the NEXT FUNCTION field and press  to access the *Control Group Status (CGS)* screen.

**25.** Type **S** in the S (SELECT) field for your control group.

**26.** Press  to process the information and to access the *Control Entry Status (CES)* screen.

**27.** Reduce the CONTROL AMOUNT value by the amount of the debit/credit memo.

**28.** Press  to process the change.

## Procedure 3A: Entering Invoice Header Information for Matching Invoices (without tax)

After completing the *Control Document Entry (CDE)* screen and accessing the *Invoice Matching (IMP)* screen:

1. Type the **invoice number** in the INVOICE NUMBER field.
2. Type the **invoice date** in the DATE field.
3. Type **part of a vendor name@** in the VENDOR SHORT NAME field. (If you know the vendor number, type the **vendor and group number** in the VENDOR NUMBER field and press  to return the vendor number and address to the *IMP* screen. Then, skip to step 8.)
4. Press  to return the vendor number and address to the *IMP* screen.
  - If the short name is unique to a vendor, the vendor name and address is returned to the *IMP* screen. In this case, skip to Step 8.
  - If the short name is not unique to a vendor name and address, the *Vendor Short Name List (VSL)* screen displays with a list of all the vendors that match the specified short name.
5. Type **B** in the ADDRESS TYPE field to display *both* the order-from and the remit-to address.
6. Press  to scroll through the list until you locate the required vendor.
7. Type **R** in the ACTIVITY field for the required vendor and press  to *return* the vendor number and address to the *IMP* screen.
8. To verify that the correct vendor name and address have been returned to the *IMP* screen, type **VRS** in the NEXT FUNCTION field and press  to access the *Remit to Vendor Setup (VRS)* screen. The *VRS* screen displays detailed information about the vendor.
9. Type **R** in the NEXT FUNCTION field and press  to *return* to the *Invoice Matching (IMP)* screen.
10. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.
11. Type the **purchase order number** in the PO NUMBER field and press  to process the entered information.
12. If a PO is not referenced, type **F** in the REQUEST field and press  to access the *PO Finder (POF)* screen. The *POF* screen lists open purchase orders by vendor within a buying entity.
13. View the listed purchase orders and choose the corresponding purchase order.

- 14.** Type **S** in the SEL field next to the required PO and press  to access the *Invoice Matching (IMP)* screen. The purchase order information defaults from the *POF* screen.
- 15.** Verify that the payment terms that defaulted into the TERMS CODE field are correct. Change the terms code to match the terms indicated on the invoice, if necessary.
- 16.** Type the **total amount of the invoice** in the GROSS AMOUNT field.
- 17.** Press  to process the information and to access the *Invoice Line Audit (ILA)* screen.

## Procedure 3B: Entering Invoice Header Information for Matching Invoices (with tax)

After completing the *Control Document Entry (CDE)* screen and accessing the *Invoice Matching (IMP)* screen:

1. Type the **invoice number** in the INVOICE NUMBER field.
2. Type the **invoice date** in the DATE field.
3. Type **part of a vendor name@** in the VENDOR SHORT NAME field. (If you know the vendor number, type the **vendor and group number** in the VENDOR NUMBER field and press  to return the vendor number and address to the *IMP* screen. Then, skip to step 8.)
4. Press  to return the vendor number and address to the *IMP* screen.
  - If the short name is unique to a vendor, the vendor name and address is returned to the *IMP* screen. In this case, skip to Step 8.
  - If the short name is not unique to a vendor name and address, the *Vendor Short Name List (VSL)* screen displays with a list of all the vendors that match the specified short name.
5. Type **B** in the ADDRESS TYPE field to display *both* the order-from and the remit-to address.
6. Press  to scroll through the list until you locate the required vendor.
7. Type **R** in the ACTIVITY field for the required vendor and press  to *return* the vendor number and address to the *IMP* screen.
8. To verify that the correct vendor name and address have been returned to the *IMP* screen, type **VRS** in the NEXT FUNCTION field and press  to access the *Remit to Vendor Setup (VRS)* screen. The *VRS* screen displays detailed information about the vendor.
9. Type **R** in the NEXT FUNCTION field and press  to *return* to the *Invoice Matching (IMP)* screen.
10. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.
11. Type the **purchase order number** in the PO NUMBER field and press  to process the entered information.
12. If a PO is not referenced, type **F** in the REQUEST field and press  to access the *PO Finder (POF)* screen. The *POF* screen lists open purchase orders by vendor within a buying entity.
13. View the listed purchase orders and choose the corresponding purchase order.

14. Type **S** in the SEL field next to the required PO and press  to access the *Invoice Matching (IMP)* screen. The purchase order information defaults from the *POF* screen.
15. Verify that the payment terms that defaulted into the TERMS CODE field are correct. Change the terms code to match the terms indicated on the invoice, if necessary.
16. Type the **total amount of the invoice** in the GROSS AMOUNT field.
17. Type the **sales tax amount** in the SALES TAX/VAT AMOUNT field.
18. Type the **county code** in the COUNTY CODE field.
19. Press  to process the information and to access the *Invoice Line Audit (ILA)* screen.

## Procedure 4: Entering Invoice Line Information for Matching Invoices

After accessing the *Invoice Line Audit (ILA)* screen:

1. Verify that the correct accounting distribution is being used.
2. Compare the value in the UOP field to the unit of measure used on the invoice (UOI).
  - If the UOP and the UOI are the same, skip to Step 4.
  - If the UOP and the UOI are not the same, convert the UOP to the UOI, using *either* Step 3a *or* Step 3b.
3. Type the **Unit of Invoice (UOI)** in the UOP field if:
  - the UOI is defined on the *Units of Measure List (UML)* screen *and*
  - the system-calculated conversion factor equals the true numerical relationship between the UOP and the UOI.

**OR**


Type the **manually calculated conversion factor** in the CONV FACTOR field if *either* of the two conditions in Step 3a are not satisfied.

4. Compare the PO line quantity in the QUANTITY field to the invoice quantity.
  - If they are the same, skip to Step 5.
  - If the values are not the same, type the **invoice quantity** in the QUANTITY field.
  - If the invoice quantity is a fraction, convert the UOI to a unit of measure that permits the quantity to be a whole number. Use any option in Step 3 that applies to change the UOI.
5. Compare the PO line amount in the AMOUNT field to the invoice amount. If the values are the same, skip to Step 6.
  - 📁 If the values are not the same, type the **invoice amount** in the AMOUNT field.
6. Type **A** in the REQUEST field to tag a line.
  - 📁 Each sequence letter (A, B, C) corresponds to a specific line on the purchase order. To indicate each line that is to be paid, you must tag the line. To tag a line, type the sequence letter in the REQUEST field and press **Enter**. If all lines are to be paid, type **S** in the REQUEST field and press **Enter**.
7. Press **Enter** to process the information.
8. If the invoice is a 1099 transaction, type **3** in the REQUEST field and press **Enter** to access the *Invoice Worksheet (IWS-IT)* screen. (If the invoice is not a 1099 transaction, go to Step 13.)

9. Type **TNL** in the NEXT FUNCTION field and press  to access the *1099 Codes List (TNL)* screen.
10. Press  to scroll down the possible 1099 codes until the correct code is located.
11. Type **R** in the NEXT FUNCTION field and press  to *return to the Invoice Worksheet (IWS-IT)* screen.
12. Type the **correct 1099 code** over the NO in the 99 field to categorize the payment on the 1099 form.
13. Type **N or NEXT** in the REQUEST field and press  to complete the invoice entry. A blank *Invoice Matching (IMP)* screen is displayed.

## Procedure 5: Responding to an Invoice Header Exception

After accessing the *Invoice Matching (IMP)* screen:

1. Type the **invoice header information** on the *IMP* screen. (Refer to **Procedure 3A/B: Entering Invoice Header Information for Matching Invoices.**)
2. Press  to process the invoice header information and to access the *Invoice Line Audit (ILA)* screen.
3. The system displays one of the following exception messages:  
**220: EXCEPTION - VENDOR ENTERED DOES NOT MATCH VENDOR ON THE PO**  
**222: TAX/VAT IS NOT AUTHORIZED FOR THIS PO**  
**224: FREIGHT IS NOT AUTHORIZED FOR THIS PO**  
**226: ADDITIONAL COST IS NOT AUTHORIZED FOR THIS PO**
4. Review the information you have entered. Change any mistakes.
5. If you have entered all the information correctly, type **CONT** in the REQUEST field to *continue* processing the invoice.
6. Press  again to access the *Invoice Line Audit (ILA)* screen.
7. Identify and tag the appropriate PO line for the amount on the invoice. (Refer to **Procedure 4: Entering Invoice Line Information for Matching Invoices.**)
8. Type **N** or **NEXT** in the REQUEST field to balance the invoice and access a blank *IMP* screen.
9. The system displays the error message from Step 3 again.
10. Type **C** in the EXCEPTION CMNTS field and press  to pass the exception to the buyer and access the *Invoice Exception Comments (IEC)* screen.  
 If you do not wish to add comments to the invoice, type **PASS** in the REQUEST field and press  to *pass* the invoice to the buyer for resolution of the exception. Skip to step 15.
11. On the *IEC* screen, type a **number between 01 and 50** in the CMT # field.
12. Type **your comments** in the COMMENTS field.
13. Repeat steps 11 and 12 until you have finished entering all your comments.

- 14.** Type **R** in the REQUEST field and press  to *return* to a blank *IMP* screen.

The system places the invoice you passed into the buyer's *Invoice Work Queue (IWQ)*. The *IWQ* screen lists all the invoices that have been passed to a particular buyer for review. From this screen, a buyer can review invoice details, resolve any errors and release the invoice for the AP clerk to finish processing it.

The system also places a copy of the invoice in your *Invoice Reapplication Work Queue (IRQ)* with a **B** (*pending buyer review*) status. You can type **IRQ** in the NEXT FUNCTION field and press  to access the *IRQ* screen and see all the invoices you have passed.

- 15.** Wait for the buyer's instructions regarding further processing of the invoice.

## Procedure 6: Responding to an Invoice Line Exception


After accessing the *Invoice Line Audit (ILA)* screen:

1. Identify and tag the appropriate PO line for the amount of the invoice. (Refer to **Procedure 4: Entering Invoice Line Information for Matching Invoices.**)
2. Type **N** or **NEXT** in the REQUEST field to balance the invoice and to access the blank *IMP* screen.
3. The system displays one of the following error messages:  
**222 - TAX/VAT IS NOT AUTHORIZED FOR THIS PO**  
**224 - FREIGHT IS NOT AUTHORIZED FOR THIS PO**  
**226 - ADDITIONAL COST IS NOT AUTHORIZED FOR THIS PO**  
**391 - PTP AMOUNT + EXTENDED VALUE TOLERANCE FOR THIS PO LINE HAS BEEN EXCEEDED**  
**392 - INVOICE UNIT PRICE GREATER THAN PO UNIT-PRICE + TOLERANCE**  
**660 - INVOICE UNIT PRICE IS LESS THAN PO UNIT PRICE - TOLERANCE**  
**685 - PTP AMOUNT + EXTENDED VALUE TOLERANCE FOR THIS PO LINE HAS BEEN EXCEEDED**
4. If you don't need further information about the PO line, go to Step 12. If you need to inquire on this PO line, deselect the tagged PO line.
5. Type **P** in the s field to select the *PO Line Information (PLI)* screen.
6. Press  to process the information and to access the *PLI* screen.

After accessing the *PO Line Information (PLI)* screen:

7. Press  to process the information that has defaulted to the *PLI* screen and to see a list of PO lines for this PO.
8. Type **S** in the:
  - PLG field to select the PO Line General Information (PLG) screen.
  - PLO field to select the PO Line Ordered Item Information (PLO) screen.
  - PLC field to select the PO Line Receipt/Invoice Controls (PLC) screen.
  - PLR field to select the PO Line Receipt/Invoice Information (PLR) screen.
  - PLF field to select the PO Line Financial Information (PLF) screen.
  - PCI field to select the PO Comment Inquiry (PCI) screen
  - PMI field to select the PO Invoice Matching Information (PMI) screen.

(Refer to **QRG 1: Accounts Payable Matching Screens** and **QRG 2: Related Purchasing Inquiry Screens** for more information about these screens.)

- 
9. Press  to process the information. Keep pressing  to scroll through the selected screen(s).
  10. Type **BACK** in the NEXT FUNCTION field to return to the *ILA* screen.
  11. Retag the appropriate PO line on the *ILA* screen.
  12. Type **C** in the EXCEPTION CMNTS field and press  to pass the exception to the buyer and access the *Invoice Exception Comments (IEC)* screen.
    -  If you do not wish to add comments to the invoice, type **PASS** in the REQUEST field and press  to pass the invoice to the buyer for resolution of the exception. Skip to step 17.
  13. On the *IEC* screen, type a **number between 01 and 50** in the CMT # field.
  14. Type **your comments** in the COMMENTS field.
  15. Repeat steps 13 and 14 until you have finished entering your comments.
  16. Type **R** in the REQUEST field and press  to *return* to a blank *IMP* screen.


The system places the invoice you passed in the buyer's *Invoice Work Queue (IWQ)*. The system also places a copy of the invoice in your *Invoice Reapplication Work Queue (IRQ)* with a **B** (*pending buyer review*) status. You can type **IRQ** in the NEXT FUNCTION field and press  to access the *IRQ* screen and see all the invoices you have passed.
  17. Wait for the buyer's instructions regarding further processing of the invoice.

## Procedure 7A: Applying the Buyer's Instructions to Invoice Header and Line Exceptions: Pay As Is or Pay with Debit/Credit Memo

1. Type **IRQ** in the NEXT FUNCTION field and press  to access your *Invoice Reapplication Work Queue (IRQ)* screen.


The invoice is listed on your *IRQ* screen with status **A** which means that the invoice is *available for accounts payable processing*.

2. Type **V** in the S (SELECT) field and press  to access the *View Exception Comments (VEC)* screen.

 The *VEC* screen displays any comments entered by Accounts Payable as well as the buyer's instructions for processing the invoice. The buyer's instructions are also printed on the *AP Action Report* the day after the buyer enters them in the NCAS.

3. Type **BACK** in the REQUEST field and press  to *return* to the *IRQ* screen.

4. Type **P** in the S (SELECT) field and press  to pay the invoice as is.

 If you receive the following message: **"90B - PTP + EXTENDED PO LINE EXCEEDED, 'F' PAY AS IS OR 'S' REAPPLY"**, type **F** in the S (SELECT) field and press  to *force pay* the invoice.

5. Issue a debit or apply a credit memo, if necessary. (Refer to **Procedure 2 A/B: Applying a Debit/Credit Memo for Matching Invoices.**)

6. Type **IRQ** in the NEXT FUNCTION field and press  to access the *IRQ* screen. Note that the invoice is no longer listed on your *IRQ* screen.




## Procedure 7B: Applying the Buyer's Instructions to Invoice Header and Line Exceptions: Additional Processing

1. Type **IRQ** in the NEXT FUNCTION field and press  to access your *Invoice Reapplication Work Queue (IRQ)* screen.

The invoice is listed on your *IRQ* screen with status A which means that the invoice is *available for accounts payable processing*.

2. Type **V** in the S (SELECT) field and press  to access the *View Exception Comments (VEC)* screen.

 The *VEC* screen displays any comments entered by Accounts Payable as well as the buyer's instructions for processing the invoice. The buyer's instructions are also printed on the *AP Action Report* the day after the buyer enters them in the NCAS.

3. Type **BACK** in the REQUEST field and press  to *return* to the *IRQ* screen.
4. Type **S** in the S (SELECT) field to make changes to the invoice information you had already entered.
5. Press  to process the information and to access the *ILA* screen with the invoice information.












### After accessing the *Invoice Line Audit (ILA)* screen:

6. To make changes to the invoice header information, type **CONT** in the REQUEST field to return to the *IMP* screen for this invoice. Otherwise skip to Step 11.
7. Press  to process the information and to access the *IMP* screen with the invoice information.
8. Make the buyer's changes to the invoice header information.
9. Press  to process the information and to access the *ILA* screen. Note that an invoice header exception does not occur.
10. Make the buyer's requested changes to invoice line information.
11. Tag the appropriate PO line for the invoice, if it is not already tagged. (Refer to **Procedure 4: Entering Invoice Line Information for Matching Invoices.**)
12. Type **N** or **NEXT** in the REQUEST field and press  to balance the invoice and to access a blank *IMP* screen.

Note that an exception message does not occur. The error has been resolved and the system has accepted the invoice for payment.

- 13.** Type **IRQ** in the NEXT FUNCTION field and press  to access the *IRQ* screen. Note that the invoice is no longer listed on your *IRQ* screen.

## Procedure 7C: Applying the Buyer's Instructions to Invoice Header and Line Exceptions: Passing the Invoice Back for Further Instructions

1. Type **IRQ** in the NEXT FUNCTION field and press  to access the *Invoice Reapplication Work Queue (IRQ)* screen.
  -  The invoice is listed on your *IRQ* screen with status **A** which means that the invoice is *available for accounts payable processing*.
2. Type **V** in the S (SELECT) field and press  to access the *View Exception Comments (VEC)* screen.
  -  The *VEC* screen displays any comments entered by Accounts Payable as well as the buyer's instructions for processing the invoice. The buyer's instructions are also printed on the *AP Action Report* the day after the buyer enters them into the NCAS.
3. Type **BACK** in the REQUEST field and press  to *return* to the *IRQ* screen.
4. Type **C** in the S (SELECT) field and press  to access the *Invoice Exception Comments (IEC)* screen for this invoice.
  -  The *IEC* screen displays the following message: **"E13 - INVOICE HAS BEEN PASSED. ENTER EXCEPTION COMMENTS."**
5. On the *IEC* screen, type a **number between 01 and 50** in the CMT # field.
6. Type **your comments** in the COMMENTS field.
7. Repeat steps 5 and 6 until you have finished entering your comments.
  -  You may want to include a date on these comments to indicate to the buyer that these are new comments.
8. Press  to process the information.
  -  The system places the invoice you passed in the buyer's *Invoice Work Queue (IWQ)*. The system also places a copy of the invoice in your *Invoice Reapplication Work Queue (IRQ)* with a **B** (*pending buyer review*) status. You can type **IRQ** in the NEXT FUNCTION field and press  to access the *IRQ* screen and see all the invoices you have passed.



## Procedure 8: Processing a Matching Invoice with Grant and Award Identifiers

After completing the *Invoice Matching (IMP)* screen and *Invoice Line Audit (ILA)* screen for matching invoice:

1. Type **S** in the REQUEST field and press  to tag all invoice lines that need to be processed on the *ILA* screen.
2. Type **3** in the REQUEST field and press  to access the *Invoice Worksheet (IWS-1T)* screen.
3. Verify/Add/Change/Delete : The identifiers for BID, FED, and/or NCG in the corresponding fields if applicable to the invoice line(s).


If the identifiers are entered onto the PO, these identifiers will default on the IWS-1T screen on the matching invoice.

If an ARRA company/fund is entered on a line, the FED identifier will default automatically.

4. Type **N** in the REQUEST field to next and process the invoice.



## Procedure 9: Purchasing Inquiries

 Each inquiry screen is displayed in succession when the  key is pressed. The series of inquiry screens can be selected for one purchase order line at a time.

### From the *Invoice Line Audit (ILA)* screen:

1. Type **P** in the S (SELECT) field and press  to access the *Purchase Order Line Inquiry (PLI)* screen. This screen displays a list of purchase order lines based on the search criteria entered.
2. Type a **buying entity** in the BUYING ENTITY field.
3. Type a **purchase order number** in the PO NO. field and press  to retrieve the information.
4. Type **X**'s in the INQUIRY SELECTIONS fields (*PLG, PLO, PLC, PLR, PLF, PCI, and PMI*) next to the purchase order line to be reviewed.
5. Press  to view the *PO Line General Information (PLG)* screen. This screen displays general information for a purchase order line.
6. Press  to access the *PO Line Ordered Item Information (PLO)* screen. This screen provides detailed information about the item ordered on the purchase order.
7. Press  to access the *PO Line Receipt/Invoice Control (PLC)* screen. This screen shows the invoice control established for the purchase order.
8. Press  to access the *PO Line Receipt/Invoice Information (PLR)* screen. This screen offers a comparison of quantity ordered and the quantity on the invoice.
9. Press  to access the *PO Line Financial Information (PLF)* screen. This screen shows the basic financial data about the purchase order lines.
10. Press  to access the *PO Comment Inquiry (PCI)* screen. This screen displays the comments written for the purchase order header, blanket release and PO lines.
11. Press  to access the *PO Invoice Matching Information (PMI)* screen. This screen displays the permit-to-pay amounts calculated for AP versus the amount actually invoiced.
12. Type **BACK** in the NEXT FUNCTION field and press  to return to the *Invoice Line Audit (ILA)* screen.



## Procedure 10: Processing a Signature Basis Invoice

After accessing a blank a *Invoice Matching (IMP)* screen in your control group:

1. Enter the **invoice header information** on the *IMP* screen. (Refer to **Procedure 3A/B: Entering Invoice Header Information for Matching Invoices.**)
2. Press  to process the information and to access the *Invoice Line Audit (ILA)* screen.
3. Identify and tag the appropriate PO line for the amount of the invoice. (Refer to **Procedure 4: Entering Invoice Line Information for Matching Invoices.**)
4. Type **N** or **NEXT** in the REQUEST field and press  to balance the invoice.

The system displays the message: **445 - INVOICE HAS NOT BEEN PROCESSED BECAUSE OF SIGNATURE PAYMENT BASIS.**

5. Type **PASS** in the REQUEST field and press  to *pass* the invoice to your *Invoice Reapplication Queue (IRQ)*.
6. Wait until you receive the *Matching Invoice Verification Report* or a signed invoice indicating that you have the required signature approval to pay this invoice.

Along with signature approval, the requester may provide instructions on how to pay the invoice.

7. Type **IRQ** in the NEXT FUNCTION field and press  to access your *Invoice Reapplication Work Queue (IRQ)* screen.
8. Process this invoice as per the requester's instructions. Follow **Procedure 7A/B/C** to complete processing this invoice.



The invoice disappears from the *IRQ* screen. The system has accepted the invoice for payment.



## Procedure 11: Processing Out-of-State Sales Tax



### After accessing the Accounts Payable module:

If the invoice is a matching invoice, complete the invoice header and line information (for further assistance, see **Procedure 3A/B: Entering Invoice Header information for Matching Invoices** and **Procedure 4: Entering Invoice Line Information for Matching Invoices**).

1. If the invoice is a matching invoice and you are on the *Invoice Matching (IMP)* or *Invoice Line Audit (ILA)* screen, type **3** in the REQUEST field and press  to access the *IWS-1T* screen.  
 If this is a matching invoice, make sure you tag the invoice line(s) before accessing the *IWS-1T* screen.
2. If the invoice is a direct invoice, access the *Invoice Worksheet 1 (IWS-1T)* screen.
3. Enter all detail lines for the invoice.
4. Calculate the tax amount for the taxable good by multiplying by the appropriate tax percentage.

Current tax:	7 1/2% (Mecklenburg County - 8%)
Food tax:	2%
Motel/Restaurant:	Varies by county

### After all detail lines for the invoice are entered, enter an additional line.












5. At the next line, type **the negative tax amount** in the AMOUNT/PERCENT field.
6. Type **your company number** in the CO field.
7. Type **211940** in the ACCOUNT field to indicate the Taxes Payable to Revenue liability account.
8. Type **your fund number** in the CENTER field.
9. Type **the positive tax amount** (tax total) in the SALES TAX/VAT field.
10. Type **the invoice total** (without the tax) in the GROSS AMOUNT field.  
 For matching invoices, this total should default.
11. Press  to display and verify all defaults.
12. Verify that **y** has defaulted in the T (TAX) field for all taxable invoice lines. If it did not default, type **Y** in the T field for each taxable invoice line.


- 13.** If this is a matching invoice, tag the desired lines in the REQUEST field.
- 14.** Type **N** or **NEXT** in the REQUEST field and press  to process the invoice.

## Procedure 12: Processing a 1099 Applicable NRA Payment (Matched Invoice)

After accessing the Accounts Payable module:

After completing the *Control Document Entry (CDE)* screen and accessing the *Invoice Matching (IMP)* 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 **part of a vendor name@** in the VENDOR SHORT NAME field.
  -  If you know the vendor number, type the **vendor** and **group number** in the VENDOR NUMBER field and press  to return the vendor number and address to the *IMP* screen. Then skip to step 8.
4. Press  to return the vendor number and address to the *IMP* screen.
  -  If the short name is unique to a vendor, the vendor name and address are returned to the *IMP* screen. In this case, skip to Step 8. If the short name is not unique to a vendor name and address, the *Vendor Short Name List (VSL)* screen is displayed with a list of all vendors that match the requested short name.
5. Type **B** in the ADDRESS TYPE field to display *both* the order-from and the remit-to address.
6. Press  to scroll through the list until you locate the required vendor.
7. Type **R** in the ACTIVITY field for the required vendor and press  to *return* the vendor number and address to the *IMP* screen.
8. To verify that the correct vendor name and address have been returned to the *IMP* screen, type **VRS** in the NEXT FUNCTION field and press  to access the *Remit to Vendor Setup (VRS)* screen. The *VRS* screen displays detailed information about the vendor.
9. Type **R** in the NEXT FUNCTION field and press  to *return* to the *Invoice Matching (IMP)* screen.
10. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.
11. Type the **purchase order number** in the PO NUMBER field and press  to process the information.
12. If a PO is not referenced, type **F** in the REQUEST field and press  to access the *PO Finder (POF)* screen.

 The *POF* screen lists open purchase orders by vendor within a buying entity.

13. View the listed purchase orders and the corresponding purchase order. Type **S** in the SEL field next to the required PO and press  to access the *Invoice Matching (IMP)* screen. The purchase order information defaults from the *POF* screen.
14. Verify that the payment terms that defaulted into the TERMS CODE field are correct. Change the terms code to match the terms indicated on the invoice, if necessary.
15. Type the **total amount of the invoice** in the GROSS AMOUNT field.
16. Press  to process the information and to access the *Invoice Line Audit (ILA)* screen.

**After accessing the *Invoice Line Audit (ILA)* screen:**

17. Verify that the correct accounting distribution is being used.
18. Compare the value in the UOP field to the unit of measure used on the invoice (UOI).
  - If the UOP and the UOI are the same, skip to Step 21.
  - If the UOP and the UOI are not the same, convert the UOP to the UOI, using either Step 20a or Step 20b.
19. Type the **Unit of Invoice (UOI)** in the UOP field if:
  - the UOI is defined on the *Units of Measure List (UML)* screen and
  - the system-calculated conversion factor equals the true numerical relationship between the UOP and the UOI.

**OR**

Type the **manually calculated conversion factor** in the CONV FACTOR field if *either* of the two conditions in Step 20a is not satisfied.

20. Compare the PO line quantity in the QUANTITY field to the invoice quantity.
  - If they are the same, skip to Step 22.
  - If the values are not the same, type the **invoice quantity** in the QUANTITY field.
  - If the invoice quantity is a fraction, convert the UOI to a unit of measure that permits the quantity to be a whole number. Use any option in Step 20 that applies to change the UOI.
21. Compare the PO line amount in the AMOUNT field to the invoice amount. If the values are the same, skip to Step 23. If the values are not the same, type the **invoice amount** in the AMOUNT field.
22. Type **A** in the REQUEST field to tag a line. Each sequence letter (A, B, C) corresponds to a specific line on the purchase order. To indicate each line that is to be paid, you must tag the line. To tag a line, type the sequence letter in the REQUEST field and press . If all lines are to be paid, type **S** in the REQUEST field and press .

- 23.** Press  to process the information.
- 24.** If the invoice is a 1099 transaction, type **3** in the REQUEST field and press  to access the *Invoice Worksheet (IWS-IT)* screen. (If the invoice is not a 1099 transaction, go to Step 28.) Once the NRA vendor has been setup for withholding a 1099 code of **NR** **should default automatically to** the 99 field. Ensure that all payments to NRA's are coded with NR 1099 code so withholding will occur. Otherwise, override the 1099 code with the appropriate code from the *TNL* as listed in Steps 26 - 27.
- 25.** Type **TNL** in the NEXT FUNCTION field and press  to access the *1099 Codes List (TNL)* screen.
- 26.** Press  to scroll down the possible 1099 codes until the correct code is located.
- 27.** Type **R** in the NEXT FUNCTION field and press  to *return to the Invoice Worksheet (IWS-IT)* screen.
- 28.** Type **N or next** in the REQUEST field and press  to complete the invoice entry. A blank *Invoice Matching (IMP)* screen is displayed.



## Procedure 13: Navigating Through a Control Group

1. Type **CGS** in the NEXT FUNCTION field and press  to access the *Control Group Status (CGS)* screen.
2. Type **your paying entity** in the PAYING ENTITY field.
3. Press  to process the information and to access a list of open control groups for that paying entity.
4. Type **S** in the S (SELECT) field for the control group you want to access.
5. Press  to process the information and to access the *Control Entry Status (CES)* screen for that control group.

### From the *Control Entry Status (CES)* screen, you can do the following:

6. To balance an outstanding control group, change the value in the CONTROL AMOUNT field to adjust the control group total. Press  to process the change.

**OR**





To select an incomplete invoice, type **S** in the SEL field for that invoice. Press  to access the selected invoice.

**OR**

To select a blank *Invoice Matching (IMP)* screen in that control group, type **4** in the REQUEST field. Press  to access a blank *Invoice Matching (IMP)* screen in that control group.



## Procedure 14A: Balancing the Current Control Group

1. Type **BAL** in the REQUEST field and press  to *balance* the control group.
  -  If the control group balances, a blank *Control Document Entry (CDE)* screen is displayed.
  -  If the control group does not balance, the *Control Entry Status (CES)* screen is displayed. Follow Steps 2-5 to balance this control group.
2. Check the invoice amounts on the calculator tape against the invoice amounts displayed on the *Control Entry (CES)* screen.
3. After you have located the error, enter the correct amount in the CONTROL AMOUNT field.
4. Write down the new system total on the Control Group Header sheet.
5. Type **BAL** in the REQUEST field and press . A message displays validating the balanced invoices.



## Procedure 14B: Balancing Outstanding Control Groups














1. Type **CGS** in the NEXT FUNCTION field and press  to access the *Control Group Status (CGS)* screen.
2. Type **S** in the S (SELECT) field corresponding to the outstanding control group.
3. Press  to process the information and to access the *Control Entry Status (CES)* screen.
4. If the values in the GROSS DOCUMENT AMOUNT and the CONTROL AMOUNT fields match, go to Step 6.  
  
If the values don't match, check the invoice amounts against the actual invoices.
5. After you have located the error, enter the correct amount in the CONTROL AMOUNT field.
6. Write down the new system total on the Control Group Header sheet.
7. Type **BAL** in the REQUEST field and press . A message displays validating the balanced invoices.



## Procedure 15A: Document Inquiry with Vendor Name or Number

Use this procedure if you know the vendor name or number but are not sure of the exact document number.

After accessing the Accounts Payable module:



1. Type **DCL** in the NEXT FUNCTION field and press  to access the *Document List (DCL)* screen.
2. Type **your paying trade entity (XXPT)** in the PAY ENTITY field.
3. Type the **vendor short name@** in the SHORT NAME field and press .
  -  If the short name is not unique to one vendor, the system displays the *Vendor Short Name Lookup (VSL)* screen with all vendors that match the specified short name.
4. Locate the specific document you need to inquire on in the DOCUMENT NUMBER field.
  -  If there are additional documents that cannot fit on one screen, the word **MORE** displays at the bottom of the screen. Press  to view the next screen. Type **UP** in the REQUEST field and press  to scroll up the list. If you wish 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 . For example, DN4 scrolls down 4 pages. You may scroll up to 10 pages at a time. Type **TOP** or **T** in the REQUEST field and press  to return to the top of the list.
5. Type **S** next to the document display with the document number you specified under all 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 *Document List (DCL)* screen.
  -  You can also 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 .
6. Press  to access the *Document General Information (DGI)* screen. This screen provides the typical header information associated with a document.
7. Press  to access the *Document Payment General Information (DPG)* screen. The screen provides detailed payment information for invoices and employee expenses.
8. Press  to access the *Document Payment Additional Info (DPA)* screen. The screen summarizes discount information and provides general ledger distribution information if applicable.

- 
9. Press  to access the *Document Comment Inquiry (DCI)* screen. The screen displays the comments recorded for the document (e.g., vendor information, information between clerks).
  10. Press  to access the *Document Detail Line List (DLL)* 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.
  11. Type **C** in the SEL field and press  to access the *Detail Line Additional Information (DLA)* screen. The screen shows additional detail information for the line.
  12. Press  to return to the *Document Detail Line List (DLL)* screen.
  13. Type **H** in the SEL field and press  to display the *Document Distribution Line History (DLH)* screen. The screen indicates whether the General Ledger lines have been changed since the document was first entered and how it was changed.
  14. Press  to return to the *Document Detail Line List (DLL)* screen.
  15. Press  to return to the *Document List (DCL)* screen.

## Procedure 15B: Document Inquiry with Document Number

Use this procedure if you know the exact document number.


After accessing the Accounts Payable module:

1. Type **DCL** in the NEXT FUNCTION field and press  to access the *Document List (DCL)* screen.
2. Type **your paying trade entity (XXPT)** in the PAY ENTITY field.
3. Type the **invoice number** in the DOCUMENT NBR field and press .
4. Locate the specific document you need to inquire on in the DOCUMENT NUMBER field. There may be more than one document listed if there are documents with the same name on the system for multiple vendors.
  -  If there are additional documents that cannot fit on one screen, the word **MORE** displays at the bottom of the screen. Press  to view the next screen. Type **UP** in the REQUEST field and press  to scroll up through the list. If you wish to scroll up or down 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 . For example, DN4 scrolls down 4 pages. You may scroll up to 10 pages at a time. Type **TOP** or **T** in the REQUEST field and press  to return to the top of the list.
5. Type **S** next to the document display with the document number you specified under all 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 *Document List (DCL)* screen.
  -  You can also 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 .
6. Press  to access the *Document General Information (DGI)* screen. This screen provides the typical header information associated with a document.
7. Press  to access the *Document Payment General Information (DPG)* screen. The screen provides detailed payment information for invoices and employee expenses.
8. Press  to access the *Document Payment Additional Info (DPA)* screen. The screen summarizes discount information and provides general ledger distribution information if applicable
9. Press  to access the *Document Comment Inquiry (DCI)* screen. The screen displays the comments recorded for the document (e.g., vendor information, information between clerks).

- 10.** Press  to access the *Document Detail Line List (DLL)* 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.
- 11.** Type **C** in the SEL field and press  to access the *Detail Line Additional Information (DLA)* screen. The screen shows additional detail information for the line.
- 12.** Press  to return to the *Document Detail Line List (DLL)* screen.
- 13.** Type **H** in the SEL field and press  to display the *Document Distribution Line History (DLH)* screen. The screen indicates whether the General Ledger lines have been changed since the document was first entered and how it was changed.
- 14.** Press  to return to the *Document Detail Line List (DLL)* screen.
- 15.** Press  to return to the *Document List (DCL)* screen.


## Procedure 16: How to Get HELP

Follow these steps to access **HELP** for the current screen:

1. Type **HELP** or **?** in the ACTION field.
2. Press  to access the Help screen.
  -  The system displays the first pages of Help text available for the screen and positions the cursor at this message: **“ENTER NEXT PAGE NO. BLANK (NEXT PAGE) ‘END’ TO TERMINATE HELP”**.
3. To view the next page of help text, press .
4. To view a specific page, type the **page number** in the BLANK (NEXT PAGE) field and press .
5. To exit Help, type **END** in the BLANK (NEXT PAGE) field and press  to return to the screen.



## Procedure 17: Accessing the Practice Region

-  The practice region resides in the “O” CICS region (SCCOCICS, CICSSCCO). To obtain practice region operator IDs or any other information regarding this region, contact your agency’s NCAS System Administrator or Training Coordinator.

### After the CICS region banner is displayed:

1. Type **your RACF ID** in the USERID field.
2. Ignore the BILL-CDE field. (Nothing needs to be entered in this field.)
3. TAB twice and type **your password** in the PASSWORD field.
4. Press .
5. On the blank screen, type **MSAS** and press .

### Once the NCAS screen is displayed:

6. Type **your assigned user ID** in the OPERATOR ID field. (You may obtain a user ID from your Agency System Administrator or Training Coordinator.)
7. Type **password** in the PASSWORD field (do not change the password).
8. Press .



## QRG 1: Accounts Payable Matching Screens

Screen	Description
<i>Invoice Matching (IMP)</i>	Collects identifying information about the invoice and the PO you want 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 you select a PO from the list, 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, you can use this screen to record additional information or change certain information entered on the PO. It is also used when you are entering an invoice directly into the system.
<i>Document Level Comments (DLC)</i>	Provides space for you to write comments about the invoice you are matching.
<i>Invoice Reapplication Work Queue (IRQ)</i>	Lists invoices passed to the purchasing department for review or awaiting signature verification. When you receive processing instructions, select the document from the list and either pay the document as is or process it and reaudit.
<i>Invoice Exception Comments (IEC)</i>	Provides space for you 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.



## QRG 2: Related Purchasing Inquiry Screens

Screen	Description
<i>PO Comment Inquiry (PCI)</i>	Displays the purchasing staff's comments about a PO.
<i>PO Line Inquiry (PLI)</i>	<p>Lists brief identifying information about PO lines. You select a line and a specific PO inquiry screen for reviewing additional information about the line. You can access the following information through this screen:</p> <ul style="list-style-type: none"><li>• General information: <i>PO Line General Information (PLG)</i></li><li>• Item information: <i>PO Line Ordered Item Information (PLO)</i></li><li>• Invoice controls: <i>PO Line Receipt/Invoice Controls (PLC)</i></li><li>• Financial data: <i>PO Line Financial Information (PLF)</i></li><li>• Permit-to-pay calculations: <i>PO Invoice Matching Information (PMI)</i></li><li>• Summary of order, receipt, inspection, and invoice information: <i>PO Line Receipt/Invoice Information (PLR)</i></li></ul>



## QRG 3: Frequently Used Acronyms

AFF	Available Funds File
AIM	Agency Implementation Methodology
AIT	Agency Implementation Team
BC	Budgetary Control
BPM	Budget Preparation Module
BPS	Budget Preparation System
BRS	Budget Revision System
CAFR	Comprehensive Annual Financial Report
CBT	Computer-Based Training
CFDA	Catalog of Federal Domestic Assistance
CFF	Core Financial Functions
COA	Chart of Accounts
CPMS	Construction and Property Management System
DASD	Data Access Storage Device
DSS	Decision Support System
FA	Fixed Assets
FC	Financial Controller
FCP	FOUNDATION for Cooperative Processing
FMS	Facilities Management System
FRC	Federal Reimbursement Code
FSMP	Financial Systems Master Plan
GEAC	GEAC Software
GL	General Ledger
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
IE	Information Expert
IRM	Information Resources Management
IRMC	Information Resources Management Commission
JE	Journal Entries
JV	Journal Voucher
MARS\G	GEAC Government Package
NCAPS	North Carolina Automated Purchasing System
NCAS	North Carolina Accounting System
OSBM	Office of the State Budget and Management
OSC	Office of State Controller
P&C	Purchase and Contract Division
PMIS	Personnel Management Information System
RCC	Responsibility Cost Center
RFP	Request for Proposal
RFQ	Request for Quotation
SBM	Suspended Batch Master
ITS	Information Technology Services
SRS	Salary Reserve System



## QRG 4: Julian Date Calendars

### PERPETUAL

DAY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	DAY
1	001	032	060	091	121	152	182	213	244	274	305	335	1
2	002	033	061	092	122	153	183	214	245	275	306	336	2
3	003	034	062	093	123	154	184	215	246	276	307	337	3
4	004	035	063	094	124	155	185	216	247	277	308	338	4
5	005	036	064	095	125	156	186	217	248	278	309	339	5
6	006	037	065	096	126	157	187	218	249	279	310	340	6
7	007	038	066	097	127	158	188	219	250	280	311	341	7
8	008	039	067	098	128	159	189	220	251	281	312	342	8
9	009	040	068	099	129	160	190	221	252	282	313	343	9
10	010	041	069	100	130	161	191	222	253	283	314	344	10
11	011	042	070	101	131	162	192	223	254	284	315	345	11
12	012	043	071	102	132	163	193	224	255	285	316	346	12
13	013	044	072	103	133	164	194	225	256	286	317	347	13
14	014	045	073	104	134	165	195	226	257	287	318	348	14
15	015	046	074	105	135	166	196	227	258	288	319	349	15
16	016	047	075	106	136	167	197	228	259	289	320	350	16
17	017	048	076	107	137	168	198	229	260	290	321	351	17
18	018	049	077	108	138	169	199	230	261	291	322	352	18
19	019	050	078	109	139	170	200	231	262	292	323	353	19
20	020	051	079	110	140	171	201	232	263	293	324	354	20
21	021	052	080	111	141	172	202	233	264	294	325	355	21
22	022	053	081	112	142	173	203	234	265	295	326	356	22
23	023	054	082	113	143	174	204	235	266	296	327	357	23
24	024	055	083	114	144	175	205	236	267	297	328	358	24
25	025	056	084	115	145	176	206	237	268	298	329	359	25
26	026	057	085	116	146	177	207	238	269	299	330	360	26
27	027	058	086	117	147	178	208	239	270	300	331	361	27
28	028	059	087	118	148	179	209	240	271	301	332	362	28
29	029		088	119	149	180	210	241	272	302	333	363	29
30	030		089	120	150	181	211	242	273	303	334	364	30
31	031		090		151		212	243		304		365	31

## *LEAP YEAR*

<b>DAY</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>DAY</b>
<b>1</b>	001	032	061	092	122	153	183	214	245	275	306	336	<b>1</b>
<b>2</b>	002	033	062	093	123	154	184	215	246	276	307	337	<b>2</b>
<b>3</b>	003	034	063	094	124	155	185	216	247	277	308	338	<b>3</b>
<b>4</b>	004	035	064	095	125	156	186	217	248	278	309	339	<b>4</b>
<b>5</b>	005	036	065	096	126	157	187	218	249	279	310	340	<b>5</b>
<b>6</b>	006	037	066	097	127	158	188	219	250	280	311	341	<b>6</b>
<b>7</b>	007	038	067	098	128	159	189	220	251	281	312	342	<b>7</b>
<b>8</b>	008	039	068	099	129	160	190	221	252	282	313	343	<b>8</b>
<b>9</b>	009	040	069	100	130	161	191	222	253	283	314	344	<b>9</b>
<b>10</b>	010	041	070	101	131	162	192	223	254	284	315	345	<b>10</b>
<b>11</b>	011	042	071	102	132	163	193	224	255	285	316	346	<b>11</b>
<b>12</b>	012	043	072	103	133	164	194	225	256	286	317	347	<b>12</b>
<b>13</b>	013	044	073	104	134	165	195	226	257	287	318	348	<b>13</b>
<b>14</b>	014	045	074	105	135	166	196	227	258	288	319	349	<b>14</b>
<b>15</b>	015	046	075	106	136	167	197	228	259	289	320	350	<b>15</b>
<b>16</b>	016	047	076	107	137	168	198	229	260	290	321	351	<b>16</b>
<b>17</b>	017	048	077	108	138	169	199	230	261	291	322	352	<b>17</b>
<b>18</b>	018	049	078	109	139	170	200	231	262	292	323	353	<b>18</b>
<b>19</b>	019	050	079	110	140	171	201	232	263	293	324	354	<b>19</b>
<b>20</b>	020	051	080	111	141	172	202	233	264	294	325	355	<b>20</b>
<b>21</b>	021	052	081	112	142	173	203	234	265	295	326	356	<b>21</b>
<b>22</b>	022	053	082	113	143	174	204	235	266	296	327	357	<b>22</b>
<b>23</b>	023	054	083	114	144	175	205	236	267	297	328	358	<b>23</b>
<b>24</b>	024	055	084	115	145	176	206	237	268	298	329	359	<b>24</b>
<b>25</b>	025	056	085	116	146	177	207	238	269	299	330	360	<b>25</b>
<b>26</b>	026	057	086	117	147	178	208	239	270	300	331	361	<b>26</b>
<b>27</b>	027	058	087	118	148	179	209	240	271	301	332	362	<b>27</b>
<b>28</b>	028	059	088	119	149	180	210	241	272	302	333	363	<b>28</b>
<b>29</b>	029	060	089	120	150	181	211	242	273	303	334	364	<b>29</b>
<b>30</b>	030		080	121	151	182	212	243	274	304	335	365	<b>30</b>
<b>31</b>	031		091		152		213	244		305		366	<b>31</b>