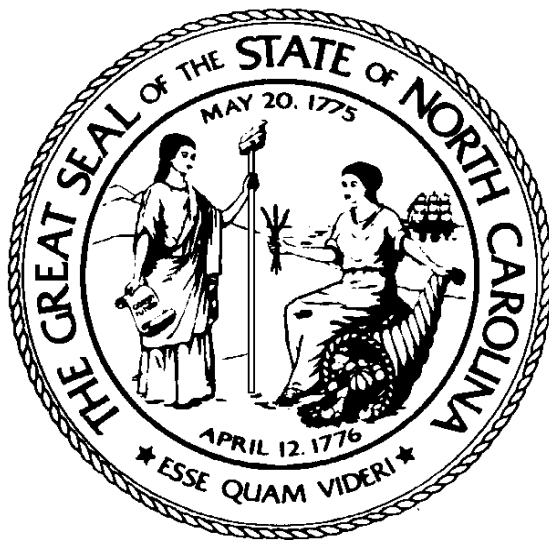


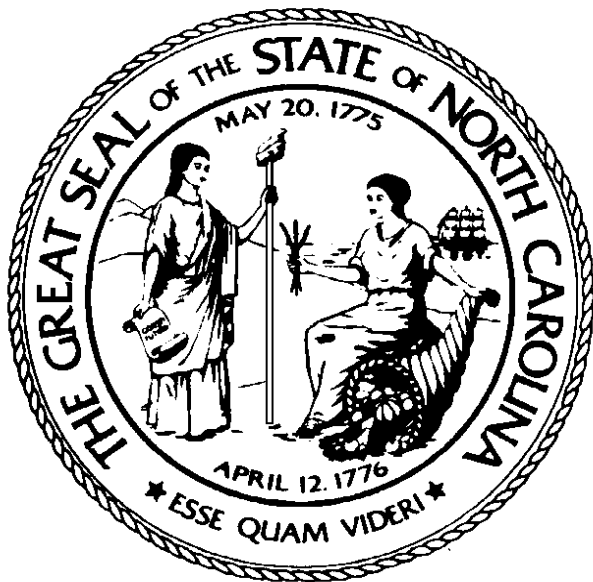
AP Matching Training Course



State of North Carolina

NC Accounting System

North Carolina Accounting System
AP Matching
Training Course
14th Edition



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State Controller
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This training was prepared by
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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 . If all lines are to be paid, type **S** in the REQUEST field and press .
7. Press to process the information.
8. 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 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.)

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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: 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 9: 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 10: 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 11: 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 12: 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 13A: 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 13B: 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 14A: 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 14B: 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 15: 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 16: 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">• General information: <i>PO Line General Information (PLG)</i>• Item information: <i>PO Line Ordered Item Information (PLO)</i>• Invoice controls: <i>PO Line Receipt/Invoice Controls (PLC)</i>• Financial data: <i>PO Line Financial Information (PLF)</i>• Permit-to-pay calculations: <i>PO Invoice Matching Information (PMI)</i>• Summary of order, receipt, inspection, and invoice information: <i>PO Line Receipt/Invoice Information (PLR)</i>

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

DAY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	DAY
1	001	032	061	092	122	153	183	214	245	275	306	336	1
2	002	033	062	093	123	154	184	215	246	276	307	337	2
3	003	034	063	094	124	155	185	216	247	277	308	338	3
4	004	035	064	095	125	156	186	217	248	278	309	339	4
5	005	036	065	096	126	157	187	218	249	279	310	340	5
6	006	037	066	097	127	158	188	219	250	280	311	341	6
7	007	038	067	098	128	159	189	220	251	281	312	342	7
8	008	039	068	099	129	160	190	221	252	282	313	343	8
9	009	040	069	100	130	161	191	222	253	283	314	344	9
10	010	041	070	101	131	162	192	223	254	284	315	345	10
11	011	042	071	102	132	163	193	224	255	285	316	346	11
12	012	043	072	103	133	164	194	225	256	286	317	347	12
13	013	044	073	104	134	165	195	226	257	287	318	348	13
14	014	045	074	105	135	166	196	227	258	288	319	349	14
15	015	046	075	106	136	167	197	228	259	289	320	350	15
16	016	047	076	107	137	168	198	229	260	290	321	351	16
17	017	048	077	108	138	169	199	230	261	291	322	352	17
18	018	049	078	109	139	170	200	231	262	292	323	353	18
19	019	050	079	110	140	171	201	232	263	293	324	354	19
20	020	051	080	111	141	172	202	233	264	294	325	355	20
21	021	052	081	112	142	173	203	234	265	295	326	356	21
22	022	053	082	113	143	174	204	235	266	296	327	357	22
23	023	054	083	114	144	175	205	236	267	297	328	358	23
24	024	055	084	115	145	176	206	237	268	298	329	359	24
25	025	056	085	116	146	177	207	238	269	299	330	360	25
26	026	057	086	117	147	178	208	239	270	300	331	361	26
27	027	058	087	118	148	179	209	240	271	301	332	362	27
28	028	059	088	119	149	180	210	241	272	302	333	363	28
29	029	060	089	120	150	181	211	242	273	303	334	364	29
30	030		080	121	151	182	212	243	274	304	335	365	30
31	031		091		152		213	244		305		366	31