



PROCEDURE 15: RETRIEVING A MODEL

AP01

Job Aid AP01-15

The purpose of this job aid is to explain how to retrieve a model in NCAS.

NOTE: Accounts payable processors enter invoices or employee reimbursements through the *IWS-1T* or *EWS-1T* screens. The model is referenced with the invoice or employee reimbursement header information. Before the AP module retrieves the model, all key fields in the header on the document worksheet must be completed.

After accessing the Accounts Payable module and the *IWS-1T* or *EWS-1T* screens:

1. From the invoice or employee reimbursement sheet, type the **invoice number** in the INVOICE NUMBER field or the **employee reimbursement number** in the EMP VOUCHER NBR. field.
2. Type the **document date** in the DATE field.
3. Type **V** for *vendor* or **P** for *paying entity* in the first blank of the MODEL field.
4. Type the **model number** in the second blank of the MODEL field. (Model numbers are determined by your agency).
 - a. If entering an invoice on the *IWS-1T* screen, type the **vendor's shortname** in the VENDOR SHORT NM field or the **vendor's number** in the VENDOR NUMBER field.
 - b. On vendor models, the vendor number defaults to the VENDOR NUMBER field.
5. If you are entering an employee expense on the *EWS-1T* screen, type the **employee's short name** in the EMP SHORT NAME field or the **employee's Integrated HR/Payroll System ID** in the EMPLOYEE NUMBER field.
6. Press **ENTER** to retrieve the model information.
7. Continue to follow your standard procedures for document entry.