



PROCEDURE 24B:

APPLYING THE BUYER'S INSTRUCTIONS TO INVOICE HEADER AND LINE EXCEPTIONS: ADDITIONAL PROCESSES

AP01

Job Aid AP01-24B

The purpose of this job aid is to explain how to apply the buyer's instructions to invoice header and line exceptions with additional processes in NCAS.

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

The invoice is listed on the *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 **ENTER** to access the *View Exception Comments (VEC)* screen.
 - a. 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 in NCAS.
3. Type **BACK** in the REQUEST field and press **ENTER** to return to the *IRQ* screen.
4. Type **S** in the S (SELECT) field to make changes to the invoice information already entered.
5. Press **ENTER** 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 **ENTER** 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 **ENTER** 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 21: Entering Invoice Line Information for Matching Invoices.**)
12. Type **N** or **NEXT** in the REQUEST field and press **ENTER** 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 **ENTER** to access the *IRQ* screen. Note that the invoice is no longer listed on the *IRQ* screen.