PROCEDURE 25:

PROCESSING A MATCHING INVOICE WITH GRANT & AWARD IDENTIFIERS

AP01

Job Aid AP01-25

The purpose this job aid is to explain how to process a matching invoice with grant and award identifiers in NCAS.

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 **ENTER** to tag all invoice lines that need to be processed on the *ILA* screen.

2. Type **3** in the REQUEST field and press **ENTER** 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.