



PROCEDURE 27:

PROCESSING A SIGNATURE BASIS INVOICE

Job Aid AP01-27

AP01

The purpose this job aid is to explain how to process a signature basis invoice in NCAS.

After accessing a blank *Invoice Matching (IMP)* screen in your control group:

1. Enter the **invoice header information** on the *IMP* screen. (Refer to **Procedure 20A/B: Entering Invoice Header Information for Matching Invoices.**)
2. Press **ENTER** 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 21: Entering Invoice Line Information for Matching Invoices.**)
4. Type **N** or **NEXT** in the REQUEST field and press **ENTER** 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 **ENTER** to pass the invoice to your *Invoice Reapplication Queue (IRQ)*.
6. Wait until the *Matching Invoice Verification Report* is received or a signed invoice indicating that the required signature approval to pay this invoice has been received.

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 **ENTER** to access your *Invoice Reapplication Work Queue (IRQ)* screen.
8. Process this invoice according to the requester's instructions. Follow **Procedure 24A/B to complete processing this invoice.**

The invoice disappears from the *IRQ* screen. The system has accepted the invoice for payment.