



PROCEDURE 39:

DESIGNATING A NON-TRADE 1099 VENDOR

Job Aid AP01-39

AP01

The purpose of this job aid is to explain how to designate a non-trade 1099 vendor in NCAS.

After accessing the Accounts Payable module:

1. Type **HDR** in the NEXT FUNCTION field and press **ENTER** to access the *Held Document Release (HDR)* screen.
2. Type the **paying entity** in the PAY ENTITY field and press **ENTER** to view all documents being held.
3. Type **R** in the ACT field beside the invoice(s) to be released and press **ENTER** to release the document for payment.

NOTE: You can select a document on the *HDR* screen for inquiry. To inquire on a held document, type the **appropriate inquiry screen identifier** (ex. *DCL*) in the ACT field and press **ENTER** to inquire on the document.