



PROCEDURE 44B:

FACTORING INTERNATIONAL WIRE PAYMENTS ON A MATCHING INVOICE

Job Aid AP01-44B

AP01

The purpose of this job aid is to explain how to factor international wire payments on a matching invoice in NCAS.

Note: The vendor file for the factor vendor must have an **F (factor)** status to be able to successfully factor vendor payments. Contact the OSC Support Services Center (919-707-0795) if you need help with setting up a vendor as a factor.

After accessing the *Invoice Matching (IMP)*:

1. Type the **invoice number** in the INVOICE NUMBER field.
2. Type the **invoice date** in the DATE field.
3. Type **vendor number and group** in the VENDOR NUMBER fields and press **ENTER**.
4. Verify that the payment terms that defaulted into the TERMS CODE field are correct. Change the terms code to match the terms indicated on the invoice, if necessary.
5. Type the **total amount of the invoice** in the GROSS AMOUNT field.
6. Type **941347393 18** in the FACTOR NUMBER and GROUP fields.
 - a. **Always** use this vendor number and group to pay the international wire payment to the correct Wells Fargo vendor
7. Press **ENTER** to process the information and to access the *Invoice Line Audit (ILA)* screen.

After accessing the *Invoice Line Audit (ILA)* screen:

8. Verify that the correct accounting distribution is being used.
9. Compare the value in the UOP field to the unit of measure used on the invoice (UOI).
 - a. If the UOP and the UOI are the same, skip to Step 10.
 - b. If the UOP and the UOI are not the same, convert the UOP to the UOI.
10. Type the **Unit of Invoice (UOI)** in the UOP field if:
 - a. the UOI is defined on the *Units of Measure List (UML)* screen and
 - b. the system-calculated conversion factor equals the true numerical relationship between the UOP and the UOI.

OR

Type the **manually calculated conversion factor** in the CONV FACTOR field if *either* of the two conditions in are not satisfied.