



# PROCEDURE 54:

## BALANCING THE CURRENT CONTROL GROUP

**AP01**

### Job Aid AP01-54

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The purpose of this job aid is to explain how to balance the current control group in NCAS.

1. Type BAL in the REQUEST field and press ENTER to balance the control group.
2. If the control group balances, a blank CDE (Control Document Entry) screen is displayed.
3. If the control group does not balance, the CES (Control Entry Status) screen is displayed. Follow Steps 2-5 to balance this control group.
4. Check the invoice amounts on the calculator tape against the invoice amounts displayed on the CES screen.
5. After the error is located, enter the correct amount in the CONTROL AMOUNT field.
6. Write down the new system total on the Control Group Header sheet.
7. Type BAL in the REQUEST field and press ENTER. A message displays validating the balanced invoices.