



# PROCEDURE 56B:

## DOCUMENT INQUIRY (EXACT DOCUMENT NUMBER)

AP01

### Job Aid AP01-56B

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The purpose of this job aid is to explain how to complete a document inquiry with exact document number in NCAS.

**Use this procedure if the exact document number is known.**

**After accessing the Accounts Payable module:**

1. Type **DCL** in the NEXT FUNCTION field and press **ENTER** to access the *DCL (Document List)* screen.
2. Type the **paying trade entity (XXPT)** in the PAY ENTITY field.
3. Type the **invoice number** in the DOCUMENT NBR field and press **ENTER**.
4. Locate the specific document needed to inquire on in the DOCUMENT NUMBER field. There may be more than one document listed if there are documents with the same name on the system for multiple vendors.
  - a. If there are additional documents that cannot fit on one screen, the word **MORE** displays at the bottom of the screen. Press **ENTER** to view the next screen. Type **UP** in the REQUEST field and press **ENTER** to scroll up through the list. To scroll up or down more than one page at a time, type **UP** or **DOWN** (or **DN**) in the REQUEST field followed by the number of pages and press **ENTER**. For example, DN4 scrolls down 4 pages. Ten pages can be scrolled at a time. Type **TOP** or **T** in the REQUEST field and press **ENTER** to return to the top of the list.
5. Type **S** next to the document display with the document number specified under all the inquiry screen labels (*DGI, DPA, DCI, DLL*) listed in the SELECT column. The system displays the selected inquiry screens in sequence for the specified document and then returns to the *DCL (Document List)* screen.
  - a. Access the *DGI, DPA, DCI,* and the *DLL* screens from any AP screen. Simply type the three-digit indicator in the NEXT FUNCTION field and press **ENTER**.
6. Press **ENTER** to access the *DGI (Document General Information)* screen. This screen provides the typical header information associated with a document.
7. Press **ENTER** to access the *DPG (Document Payment General Information)* screen. The screen provides detailed payment information for invoices and employee expenses.
8. Press **ENTER** to access the *DPA (Document Payment Additional Info)* screen. The screen summarizes discount information and provides general ledger distribution information if applicable.
9. Press **ENTER** to access the *DCI (Document Comment Inquiry)* screen. The screen displays the comments recorded for the document (e.g., vendor information, information between processors.)

10. Press **ENTER** to access the *DLL (Document Detail Line List)* screen. The screen provides the detail for every line, shows the expense amount, allows for the selection of a document line and shows the changes made to the General Ledger.
11. Type **C** in the SEL field and press **ENTER** to access the *DLA (Detail Line Additional Information) DLA* screen. The screen shows additional detail information for the line.
12. Press **ENTER** to return to the *DLL* screen.
13. Type **H** in the SEL field and press **ENTER** to display the *DLH (Document Distribution Line History)* screen. The screen indicates whether the General Ledger lines have been changed since the document was first entered and how it was changed.
14. Press **ENTER** to return to the *DLL* screen.
15. Press **ENTER** to return to the *DCL* screen.