



PROCEDURE 57:

PAYMENT INQUIRY

AP01

Job Aid AP01-57

The purpose of this job aid is to explain how to do a payment inquiry in NCAS.

After accessing the Accounts Payable module:

1. Type **PYL** in the NEXT FUNCTION field and press **ENTER** to access the *Payment List (PYL)* screen.
2. Type **the paying trade entity (XXPT)** in the PAY ENTITY field.
3. Type **three or four characters of the vendor name@** (e.g., *rle@*) in the SHORT NAME field.
4. *OPTIONAL*: If the BAP (Bank Account Payment) code or the PAYMENT REFERENCE NUMBER (Payment Reference Number) is known, add that information in the appropriate fields on the screen.
5. Press **ENTER** to retrieve the status of a series of payments attached to the paying entity and vendor.
6. Type **S** in the S field next to the payment reference number selected and press **ENTER** to access the *IRL (Invoice by Payment Reference Number)* screen.