



ERP Consulting
Web Development
Custom Programming Solutions
Desktop & Web Applications for Manfact

NorthClark Computing, Inc.

Accounts Payable Workbench User Guide

Web and Desktop Applications
for Manfact by Epicor

April 18, 2008

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Introduction

The Accounts Payable Workbench is a member of NorthClark's suite of Desktop Applications for Manfact, and includes the following key features:

- Entry of “Unmatched” Accounts Payable Invoices
- Support for Invoices with Multiple Purchase Order Numbers
- Point and Click / Drag-and-Drop Invoice Matching
- Automatic Invoice Matching
- Receiving Electronic Invoices (EDI or XML)
- Option to Automatically Distribute Freight and Sales Tax Amounts to Line Items
- Optimizes "Date to Pay" Calculation
- Payment Processing: Electronic or Printed Checks, with Check Reconciliation
- Accounts Payable Reporting

NorthClark Desktop Applications use a spread-sheet style interface with familiar editing tools such as copy, paste, and word wrapping. Users may rearrange the column order, and hide unwanted columns. All spreadsheet views may be printed or exported to Microsoft Excel.

Unmatched Accounts Payable Invoices

The NorthClark "Master Invoice" file has been added to the Manfact system to support entry of Accounts Payable Invoices. It will not be necessary to match an invoice to a receipt prior to filing the record, nor is it necessary for the invoice to be “in balance”. As Manfact does not allow an Invoice to be entered on the AP file until is successfully matched, the NorthClark system will increase visibility to Supplier Invoices that are in suspense.

Support for Invoices with Multiple Purchase Order Numbers

The Invoice Entry form supports entry of Purchase Order Numbers at the line item level. When the Master Invoice is successfully matched, a separate AP transaction record is automatically created in the Manfact system for each Purchase Order.

Point and Click / Drag-and-Drop Invoice Matching

While viewing an Accounts Payable Invoice, the user can easily switch to the "Accrual" window to see all open Receipts and Manual Accruals for the Supplier. A summary view allows matching of entire Receipts and/or Manual Accrual records, and a detail view supports matching of individual line items. As an alternative, a “side by side” view presents a list of unmatched invoices and a list of open accruals. The Drag-and-Drop feature is a quick way to marry selected items.

Automatic Invoice Matching

The “Automatic Matching” feature streamlines the processing of unmatched invoices. When this option is invoked, the system will review all of the unmatched invoices, and attempt to match it to a Receipt record. A results list is displayed for the operator to review, showing the status of each invoice. Fully matched invoices may be approved for immediate processing with a single click. Partially matched and unmatched records may be opened for further review and update.

Receiving Electronic Invoices

Applications designed to receive electronic invoices (using EDI or XML for example), can be easily interfaced with the NorthClark Accounts Payable Workbench. These transactions may be written to the Master Invoice file, then subsequently processed as any other unmatched invoice.

Distribute Freight and Tax to A/P Line Items

This feature allows you to enter the cost of Freight, Sales Tax, and Miscellaneous Charges from the A/P invoice, then have the system allocate those charges to individual Invoice line items. The costs will be distributed proportionally to each line item based on weight, quantity, or cost. The user may manually change or input allocated amounts using the A/P Detail tab.

This has the same result as when the user changes the Actual Unit Cost of a line item using the AP.N entry screen. The Debit Amount on the line item is updated to match the new Line Item Extended Cost. For actual cost inventory locations, the system will view this as an adjustment to the material cost of the part received, and generate either an Inventory Adjustment (INVADJ) or Work Order Adjustment (ADJ) transaction when the AP record is reconciled.

NorthClark's Accounts Payable Workbench will not support Manfact's multi-invoice freight distribution feature. It is assumed that the more simplified option to include freight and tax as part of the line item unit cost will meet the needs of most customers.

Calculating "Date to Pay"

When an Accounts Payable Invoice is entered, the system calculates the Date to Pay by adding the *Discount Days* (field #2 of the Terms record) to the Invoice Date. This logic has been enhanced so that if the resulting Date to Pay is less than the current date, it will be recalculated using the *Net Due Days* (field #4 of the Terms record).

Note that the Discount Calculation Option that you select via Manfact's TABLE.AP procedure determines whether the system uses the Invoice Date, or the later of Invoice Date, Receipt Date, or Schedule Date for the due date calculation.

The “Days to Pay” parameter in the Vendor file may override the Net Due Days on the Terms record when calculating the Date to Pay. However, in the NorthClark system, this applies only when there is no terms discount available.

Payment Processing and Check Reconciliation

Select open invoices based on a variety of search criteria, then point and click to select items for payment. This option supports both printed checks and electronic payment processing, and includes check reconciliation features. The Accounts Payable Payment Processing (NCC_ApPay) module is installed separately. Please refer to the *Accounts Payable Payments User Guide* for more information.

Accounts Payable Reporting

Select invoices based on a variety of search criteria, then select the desired report format for output. The results may be printed or exported to Microsoft Excel. The Accounts Payable Reporting (NCC_ApRpt) module is installed separately. Please refer to the *Accounts Payable Reporting User Guide* for more information.

Accounts Payable Transaction Entry

The *Accounts Payable* window is used to enter and update both Matched and Unmatched A/P Invoice records, as well as debit memos and other miscellaneous adjustments.

Accounts Payable Search

This Accounts Payable Search view is displayed when the application is started. The main screen is comprised of multiple "tabs":

A/P Search Search for records in the Accounts Payable Invoice files using a variety of search criteria. Wildcarding is supported where sensible.

A/P Results Displays a list of Invoice records that meet the users selection criteria. Double-click to open the desired item.

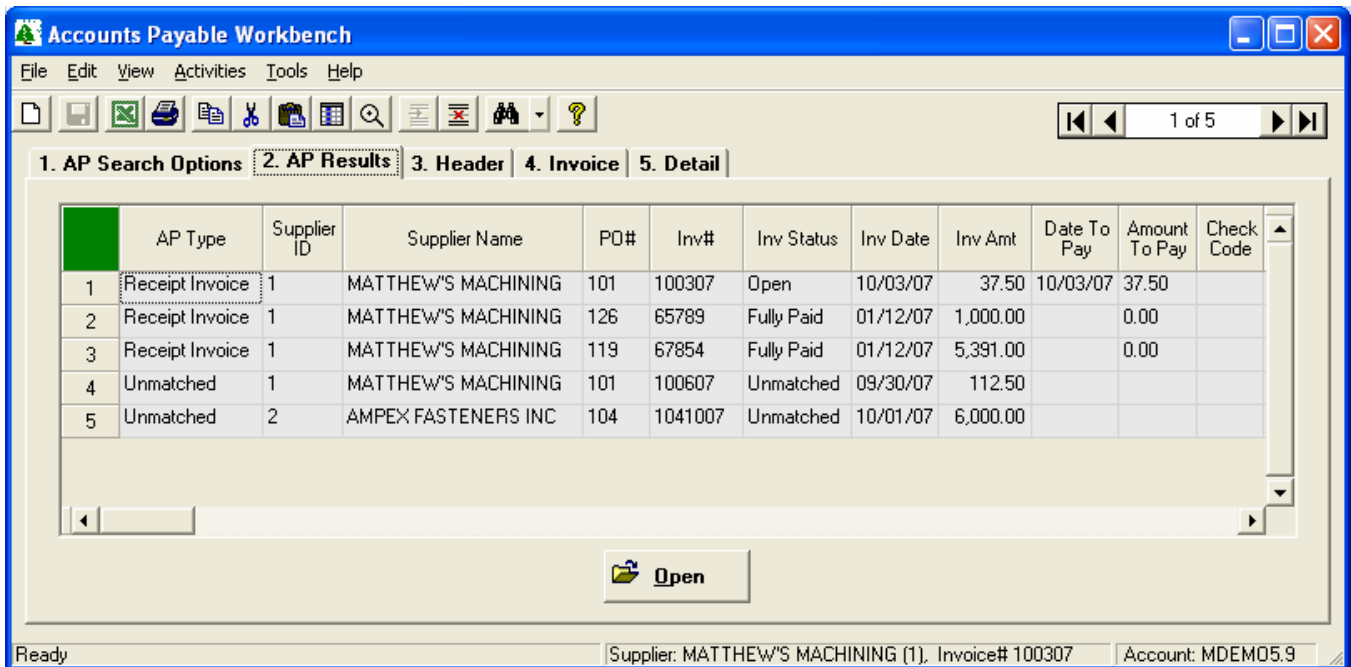
Header Create a new record, or update the Header of an existing Invoice from this screen.

Invoice Enter invoice information including freight, tax, and miscellaneous charges.

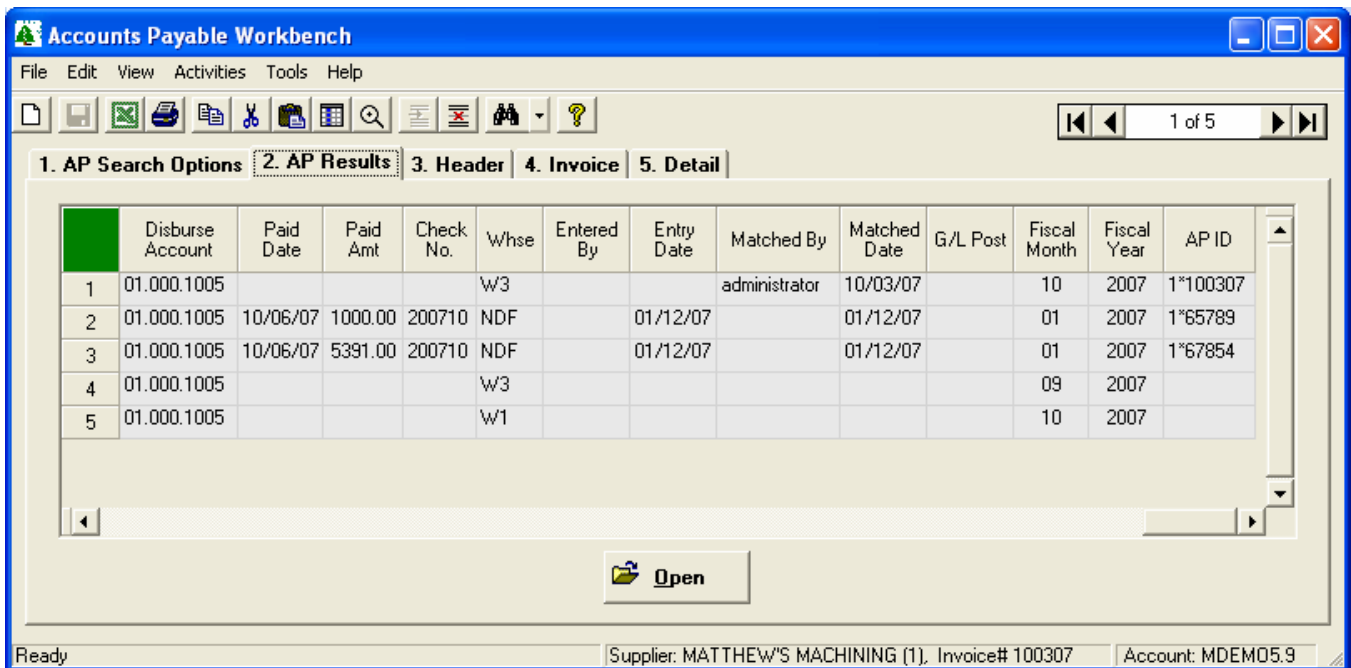
Detail View / update Invoice Line Item details.

A/P Search Results List

Once the desired selection criteria have been entered, click the **Search** button, and the list of qualifying records is displayed on the AP Results tab.



Additional columns are visible as you scroll to the right...



To open a record, double-click on a row, or highlight the desired item and click the **Open** button. This action will cause the **Header** tab to be displayed.

A/P Header Entry

The screenshot shows the 'Accounts Payable Workbench' application window. The 'Header' tab is active, displaying various fields for invoice entry. The 'Supplier ID' is set to '1', 'Invoice#' is '100307', and 'PO#s' is '101'. The 'Check Code' is 'Electronic (E)', 'Terms' is '2% 10 NET 30 (D)', and 'Terms Date' is 'Latest Date (2)'. The 'Receipt Date' is '11/17/02' and 'Sched Date' is '11/10/02'. The 'Whse' is 'MAGNA MACHINING W'. The 'Check Name/Address' field contains 'MATTHEW'S MACHINING, 2100 E GRAND AVENUE, EL SEGUNDO, CA 90254'. The 'Notes' field is empty. At the bottom, there are buttons for 'Save', 'New/Open', 'Copy', 'Delete', and 'WordDoc'. The status bar at the bottom indicates 'Ready, Save Pending' and 'Supplier: MATTHEW'S MACHINING (1), Invoice# 100307 Account: MDEM05.9'.

You may open an existing record by selecting it from the Results list, or by clicking the New/Open button on the Header tab.

The 'Open / Create an Invoice' dialog box is shown. It contains three input fields: 'PO/Receipt#' with the value '101', 'Supplier' with the value '1' and a dropdown menu showing 'MATTHEW'S MACHINING', and 'Invoice#' with the value '100307'. At the bottom, there are 'OK' and 'Cancel' buttons.

This dialog is used to create new records, and to open existing records. If you choose to enter a Purchase Order or Receipt Number while creating a new invoice, the system will automatically default all available information from the specified PO or RECEIPTS record.

A/P Invoice Summary

The **Invoice** tab consists of two spreadsheets titled **Invoice and Payment Summary** and **Freight, Tax, Other Charges and Allowances**.

The screenshot shows the 'Accounts Payable Workbench' application window. The '4. Invoice' tab is selected, displaying two spreadsheets. The top spreadsheet, 'Invoice and Payment Summary', shows a table with columns: Description, Date, %, Amount, Foreign Amount, G/L Acct#, and G/L Description. The bottom spreadsheet, 'Freight, Tax, Other Charges and Allowances', shows a table with columns: Item, %, Amount, Foreign Amount, Sales Tax Code, Description, G/L Acct#, G/L Description, Tax Type, Apply Terms Disc?, Alloc to Lines?, and Alloc Method. On the right side of the window, there are summary fields for 'Total Line Item Detail' (42.00), 'Total Other Charges' (.00), and 'Balance to Match' (.00), along with buttons for 'Apply Prepayments', 'Pay in Full', 'Match to Accrual', and 'Allocate Charges'. The status bar at the bottom indicates 'Ready, Save Pending' and provides supplier and invoice information: 'Supplier: MATTHEW'S MACHINING (1), Invoice# 100307' and 'Account: MDEM05.9'.

Description	Date	%	Amount	Foreign Amount	G/L Acct#	G/L Description
PO Receipt	10/03/07		42.00	42.00	01.000.2005	ACCOUNTS PAYABLE
Paid to Date			0.00	0.00		
Applied Prepayments			0.00	0.00		
Prepayment to Apply			0.00	0.00	01.000.1305	
Balance To Pay	11/02/07		42.00	42.00		
Amount to Pay	10/13/07		42.00	42.00	01.000.1005	CASH-GENERAL
Terms Discount	10/13/07	2.00	0.84	0.84	01.000.1115	DISCOUNTS TAKEN
Federal Withholding		0.00	0.00	0.00		
Net Check Amount			41.16	41.16		

Item	%	Amount	Foreign Amount	Sales Tax Code	Description	G/L Acct#	G/L Description	Tax Type	Apply Terms Disc?	Alloc to Lines?	Alloc Method
Freight		4.50	4.50		Freight Charge	01.300.6030	FREIGHT EXPENSE	Resale (R)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Weight
(Allocate)		-4.50	-4.50		&NCC_APWB /	01.300.6030	FREIGHT EXPENSE		<input type="checkbox"/>	<input type="checkbox"/>	
									<input type="checkbox"/>	<input type="checkbox"/>	

Use the **Invoice and Payment Summary** spreadsheet to enter the Invoice Date and Amount, along with payment and withholding information. The discount will be calculated and displayed based on the **Terms** selected on the **Header** tab. The system will display any previous payments, and compute the net check amount.

The bottom spreadsheet is used to enter Freight, Tax, and Miscellaneous Charges. To add a charge, select the appropriate Type from the drop-down list on the last (blank) row.

Apply Terms Discount Option

This checkbox allows you to exclude certain charges from the Early Payment Discount calculation.

Allocating Charges to Invoice Line Items

The allocation feature allows you to distribute freight, tax, and miscellaneous charges to invoice line items. Select the allocation method (weight, quantity, or cost), then click the **Allocate Now** button. The system calculates and updates the "Allocated Cost" on each Invoice line item.

The system adds a new row to the spreadsheet for each row that has been allocated, as illustrated in the previous example. The amount on the new row is the inverse of the allocated amount (multiplied by -1), and the G/L Account Number is the same as the Account Number used on the original row (e.g., the Freight Account).

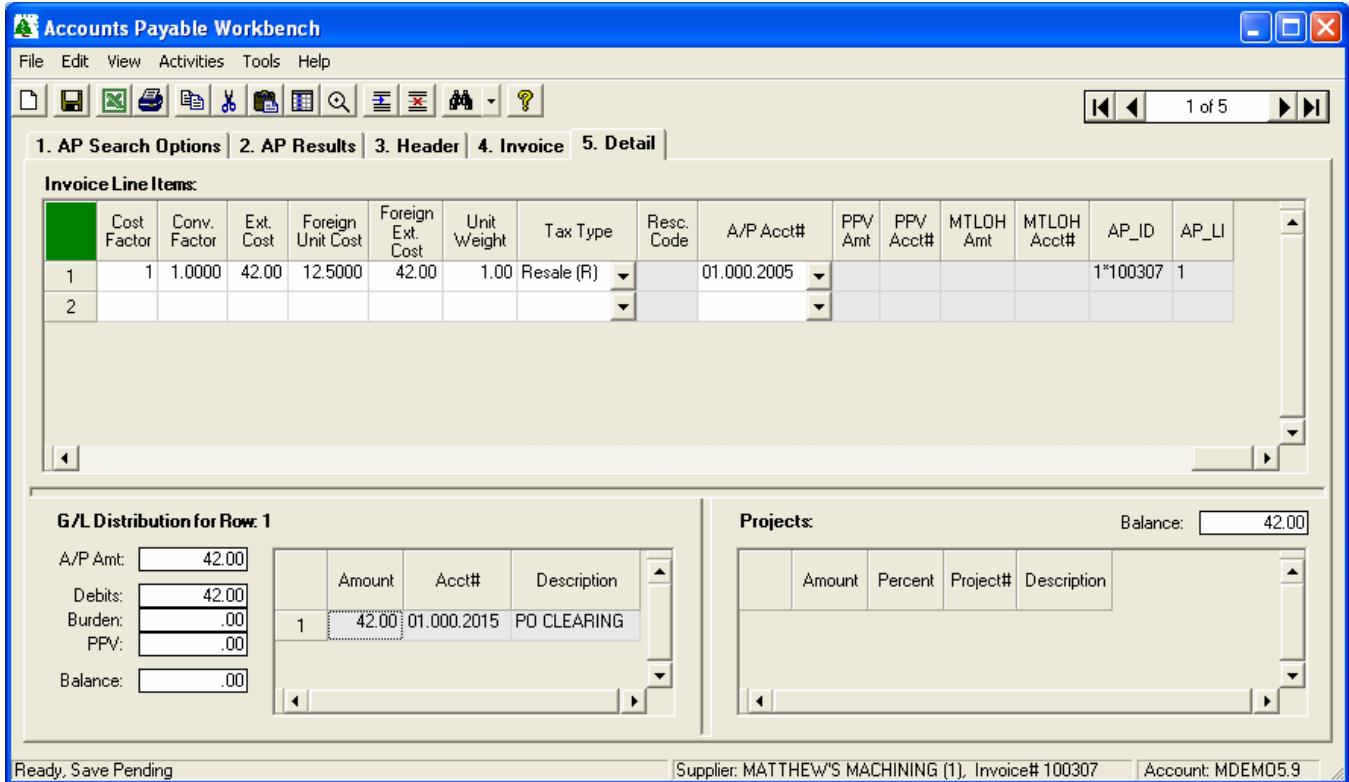
Click the **Match to Accrual** button to access the Accrual Matching window. This will allow you to locate Receipt records, and match them to the Invoice. When a receipt is selected, all of the pertinent information is copied to the line item **Detail** tab.

A/P Invoice Line Items

This screen is used to view and update Accounts Payable Invoice line items.

This screen uses three spreadsheets titled **Invoice Line Items**, **G/L Distribution**, and **Project Distribution**. The G/L and Project Distribution spreadsheets are used to assign costs to the appropriate Account Numbers and Project Numbers for each line item. When you click a row on the Invoice Line Items spreadsheet, the corresponding information for that line item is displayed on the lower half of the screen.

Additional Columns are displayed as you scroll to the right...



Note that the three spreadsheets are separated by a *Splitter*, allowing the user to adjust the size of each area on the screen.

Search Sets

The **A/P Search Options** tab is used to locate Invoice records using a variety of search criteria. When coupled with the application's printing and Excel export features, this provides virtually unlimited ad hoc reporting possibilities.

The **Search Set** commands at the bottom of the screen allow each user to name and save their favorite search options. Select an existing Search Set from the drop-down list, or simply type a description to name a new Search Set.

Click the **Save** button to save the settings for the named Search Set. Click the **Load** button to recall the saved settings. Click the **Remove** button to permanently delete the Search Set from the list.

Check the **Save Dates** box if you want the system to remember dates when settings are saved. If this box is unchecked, all date fields will default to the current date.

Accrual Search & Match

The Accrual Matching window can be used simultaneously with the Main screen in this application. It may be selected from the main menu, or by clicking the **Match to Accrual** button on the **Invoice tab** of the Main screen.

When you access this screen from the menu, the **Search** tab is displayed, allowing you to enter any combination of the available search criteria to locate Receipt records. When you click the **Match to Accrual** button while viewing an Invoice, the system fills in the search criteria automatically using the Supplier Number and PO# from the Invoice, and the **Results** tab is displayed with a list of the matching accrual records.

Accrual Matching – Search

Accounts Payable Accrual Search & Match

File Edit View Tools Help

1. Accrual Search 2. Search Results 3. Receipt Lines

Supplier: [] ...

Accrual/Rec# []

PO Number: []

Warehouse: []

Part Number: []

Fiscal Month: []

Fiscal Year: []

Status:

Unmatched

Matched

Receipt Date

Start Date 10/06/07

End Date 10/06/07

Search Sets:

All Unmatched []

Clear Search Load Save Save Dates Remove

Ready Account: MDEM05.9

Use any combination of the available criteria to narrow your search. The **Search Set** commands at the bottom of the screen allow each user to name and save their favorite search options. Select an existing Search Set from the drop-down list, or type a description to name a new Search Set.

Accrual Matching – Search Results

The screenshot shows a software window titled "Accounts Payable Accrual Search & Match". It has a menu bar (File, Edit, View, Tools, Help) and a toolbar with icons for file operations and help. Below the toolbar are three tabs: "1. Accrual Search", "2. Search Results" (which is active), and "3. Receipt Lines".

	Match	Open	Accrual Type	Supplier ID	Supplier Name	PO#	Accrual / Rec#	Status	Receipt Date	Amount	Whse
1	<input type="checkbox"/>	Open	PO Receipt	1	MATTHEW'S MACHINING	106	106.3	Unmatched	01/17/07	25.00	W1
2	<input type="checkbox"/>	Open	PO Receipt	1	MATTHEW'S MACHINING	118	118.1	Unmatched	02/13/07	3,109.92	W1
3	<input type="checkbox"/>	Open	PO Receipt	1	MATTHEW'S MACHINING	DEL	DEL.1	Unmatched	01/29/07	100,000.00	W3
4	<input checked="" type="checkbox"/>	Open	PO Receipt	1	MATTHEW'S MACHINING	MM1	MM1.1	Unmatched	01/29/07	6,050.00	W3
5	<input checked="" type="checkbox"/>	Open	PO Receipt	1	MATTHEW'S MACHINING	MM1	MM1.2	Unmatched	01/29/07	12,050.00	W3
6	<input type="checkbox"/>	Open	PO Receipt	1332	WIRE-IS-US	122	122.1	Unmatched	03/08/07	3,300.00	W1
7	<input type="checkbox"/>	Open	PO Receipt	1334	PERFECTION CASTINGS	PC102	PC102.1	Unmatched	04/12/07	279.00	W1
8	<input type="checkbox"/>	Open	PO Receipt	1334	PERFECTION CASTINGS	PC106	PC106.1	Unmatched	05/24/07	700.00	W1
9	<input type="checkbox"/>	Open	PO Receipt	1343	ACCURATE CASTINGS, IN	PC109	PC109.1	Unmatched	06/20/07	90,300.00	W1

At the bottom of the window, there are three buttons: "Select All" (with a green checkmark icon), "Select None" (with a red X icon), and "Match" (with a lightning bolt icon). The status bar at the bottom left shows "Ready" and the bottom right shows "Account: MDEM05.9".

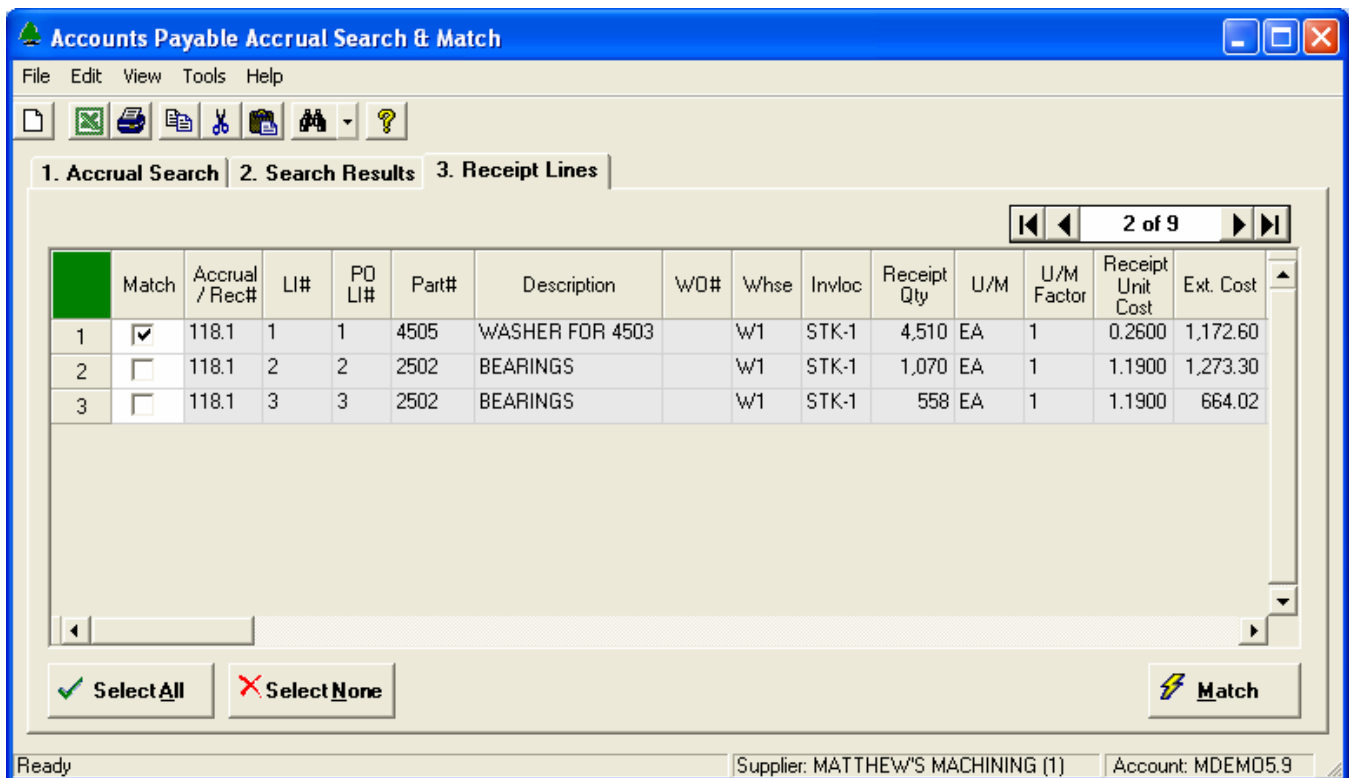
If you accessed this window from the **Invoice** tab on the Main screen, the system automatically displays a list of Accrual records for the Supplier and Purchase Order Number on the invoice.

You may access the **Accrual Search** tab at any time to modify the selection criteria and launch a new search.

To match one or more Accrual transactions to the current Invoice, simply click the checkbox in the first column of the desired row, then click the **Match** button. The **Select All** and **Select None** buttons are a convenient way to select or de-select the entire list.

When you click the **Match** button, all of the line item information for the selected Accrual(s) will be copied to the Invoice on the Main screen. If you wish to match individual receipt line items, please proceed to the **Receipt Lines** tab.

Accrual Matching – Receipt Lines



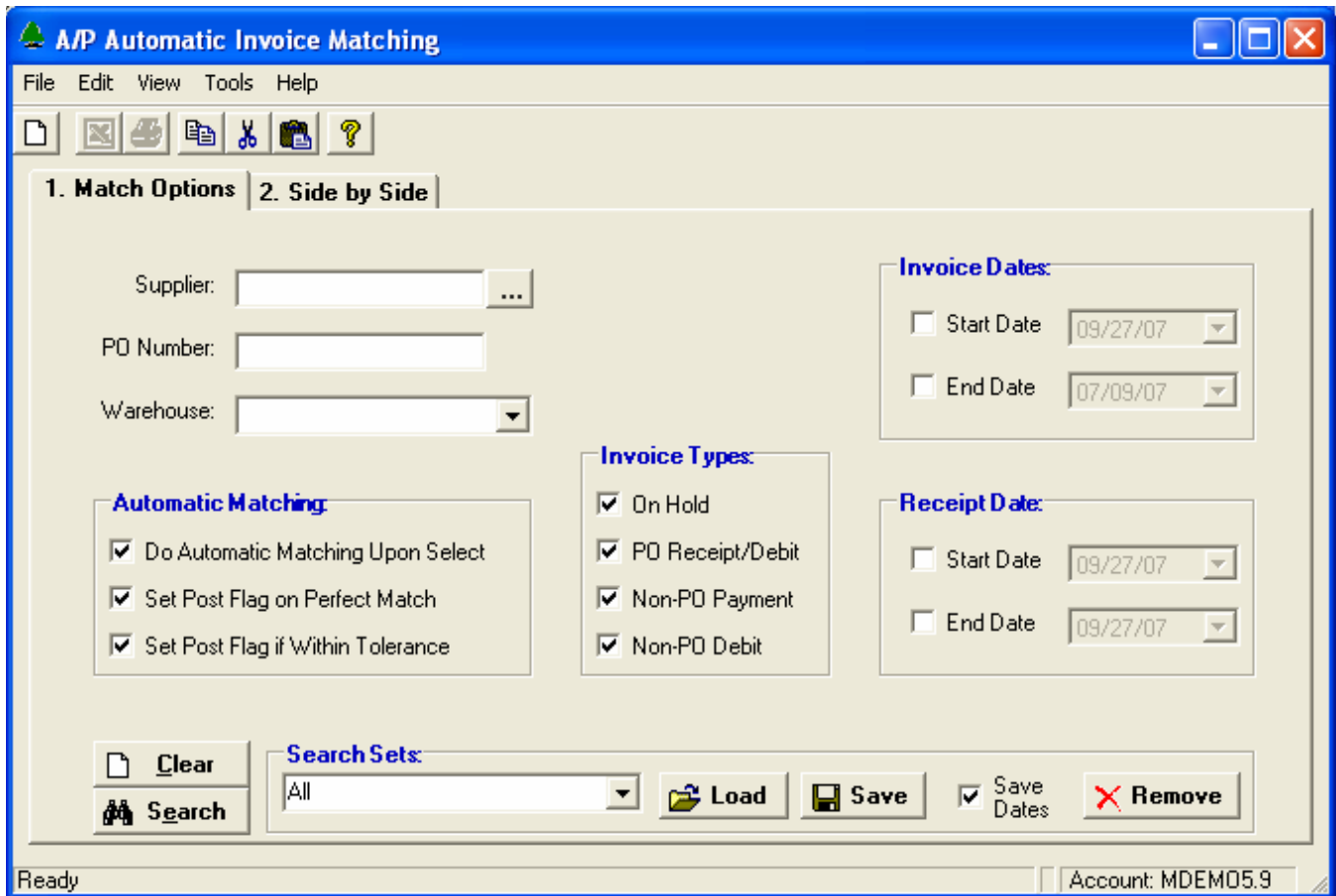
This screen is used to select individual Receipt Line Items to be matched to an Invoice. The navigator bar at the upper-right of the screen may be used to scroll through the list of records displayed on the **Results** tab.

Automatic / Side-by-Side Invoice Matching

The Automatic Invoice Matching window may be invoked from the Activities menu on the Main screen of the Accounts Payable Workbench. This tool allows you to create a list of Unmatched Invoices, and view it side-by-side with a list of open Receipts. The *Automatic Matching* and *Drag-and-Drop* features allow you to quickly marry selected items.

Automatic Matching Parameters

The first step is to create a list of Invoices, and a list of Receipts records to be matched. Use the **Match Options** tab to limit your search to specific Suppliers, PO Numbers, etc. When you click the **Search** button, the results will be displayed on the **Side by Side** tab.

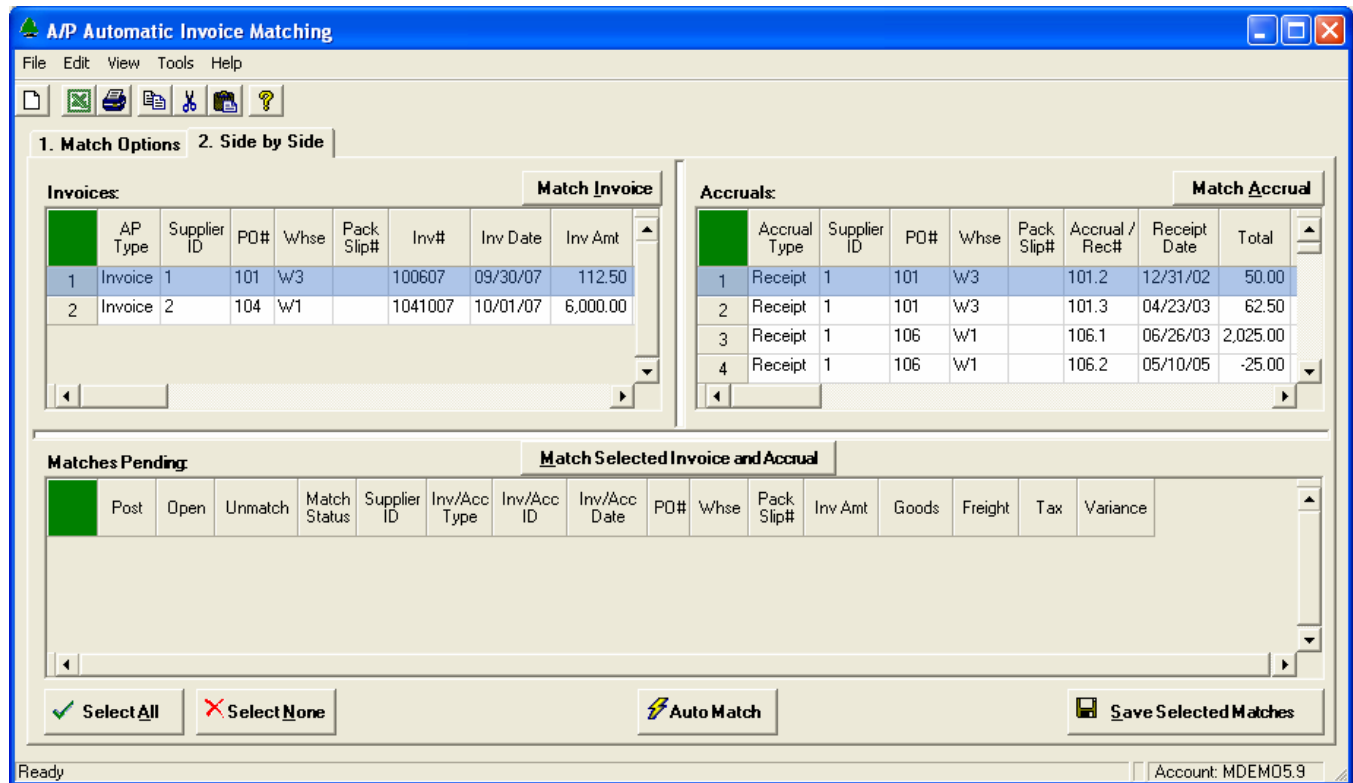


If desired, you may enable the Automatic Matching option. More information about this feature is provided later in this chapter.

The **Search Set** commands at the bottom of the screen allow each user to name and save their favorite search options. Select an existing Search Set from the drop-down list, or type a description to name a new Search Set.

Side-by-Side Matching with Drag/Drop

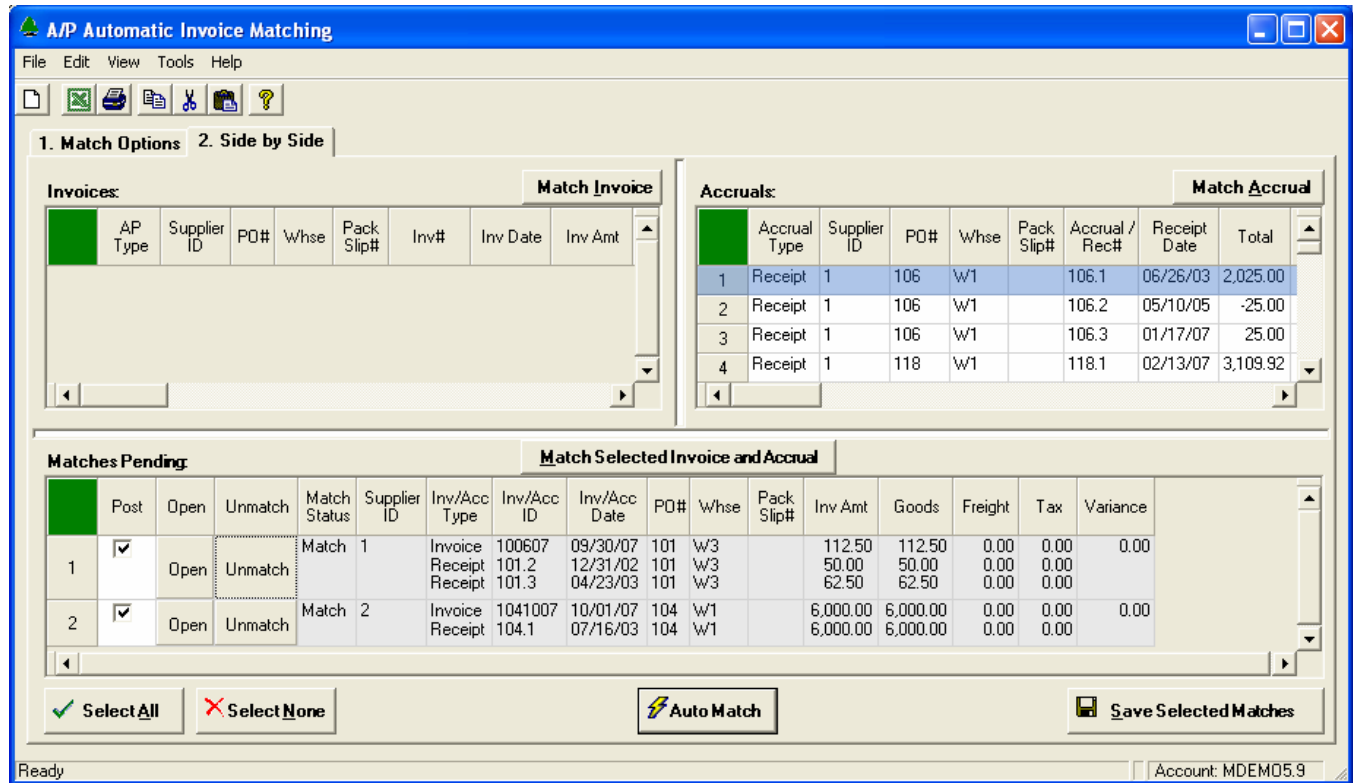
This view consists of three spreadsheets; a list of Unmatched Invoices (top-left), a list of Receipts (top-right), and a list of items that have been, or are about to be matched.



There are a number of ways to marry selected items and move them to the **Matches Pending** spread:

- Click on the **Invoices** spread and highlight an unmatched invoice. Click on the **Accruals** spread and highlight an open receipt. Click the **Match Selected Invoice and Accrual** button. This action will create a new row on the Matches Pending spread, matching the selected items, while removing them from their respective lists at the top of the screen.
- Click on the **Invoices** spread and highlight an unmatched invoice. Click the **Match Invoice** button. Click on the **Accruals** spread and highlight an open receipt. Click the **Match Accrual** button to marry the Receipt to the Invoice. Repeat this process if necessary to match multiple Receipts to the Invoice.
- Use *Drag-and-Drop* to move a selected row from either the **Invoices** spread or the **Accruals** spread to the **Matches Pending** spread. Click to highlight the desired item. Hold down the right mouse button, then move the mouse over the top of the **Matches Pending** spread, then release the mouse button.
- If you drag an Invoice over the top of the **Accruals** spread, it will be matched to the Receipt that is highlighted when the right mouse button is released. You may drag Receipts to the **Invoices** spread in the same fashion.

This example illustrates two invoices that have been successfully matched, and are ready to be posted. No updates will occur until the proposed matches are saved by the user.



In this example, we have two perfect matches with no price variances or added charges. These matches may be saved by checking the **Post** box in the first column of the Matches Pending spread, then clicking the **Save Selected Matches** button. Multiple matches may be selected and posted at once if desired. Use the **Select All** and **Select None** buttons to quickly select or de-select all items in the list.

If the match is not perfect, we may see a **Variance** displayed in the last column. In this case, it may be necessary to open the invoice to adjust prices or enter additional charges. When you click the **Open** button in the second column, your view will be switched to the Main screen of the Accounts Payable Workbench, the selected invoice will be opened automatically, and the matched receipts will be loaded onto the A/P Detail line item view. From there, you may make adjustments to the invoice and save it in the usual manner.

Click the **Unmatch** button in the third column if you do not approve of the match. This will move the Invoice and Receipts back to their respective spreadsheets. Note, this option is not available once the match has been saved.

The Match Status column may include messages such as; PO# Mismatch, Warehouse Mismatch, or Variance. Otherwise, it will display "Match" indicating a perfect match, or "Posted" once the match has been saved.

Automatic Matching

When the Automatic Matching option is invoked, the system attempts to create matches for you, within defined tolerances. These marriages are displayed on the screen just as if you had matched them yourself, and nothing is posted to the system until you save the selected matches.

There are two ways to invoke Automatic Matching. When you check the **Do Automatic Matching Upon Select** option on the **Match Options** tab, this processing is performed immediately after the Unmatched Invoices and Receipts are selected, or you may click the **Auto Match** button at any time after the selection to run the process on demand.

Tolerances for Automatic Matching are defined using the System Administration screen. Tolerances may be expressed as a percentage and/or dollar amount. Separate Tolerances may be defined for the Total Invoice, Goods, Freight, and Tax amounts. If any of these figures falls outside of the defined Tolerances, the match will not occur.

Your company may define a default set of Tolerances that will apply to most or all of your Suppliers. If desired, Tolerances may be further defined by Trust Level. The Trust Levels you define using the System Administration screen are assigned to Suppliers using the NorthClark Supplier Maintenance application. Trust Levels are user-defined, for example, High, Medium, Low, A, B, C, 0, 1, 2, etc. If a Trust Level is not assigned to the Supplier, the default Tolerances are used.

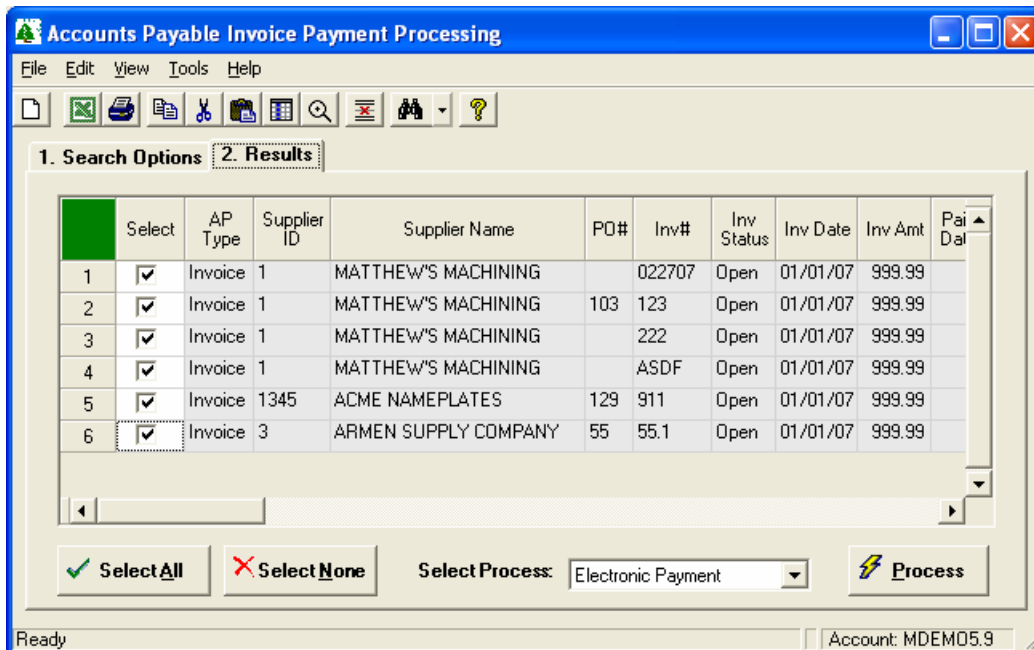
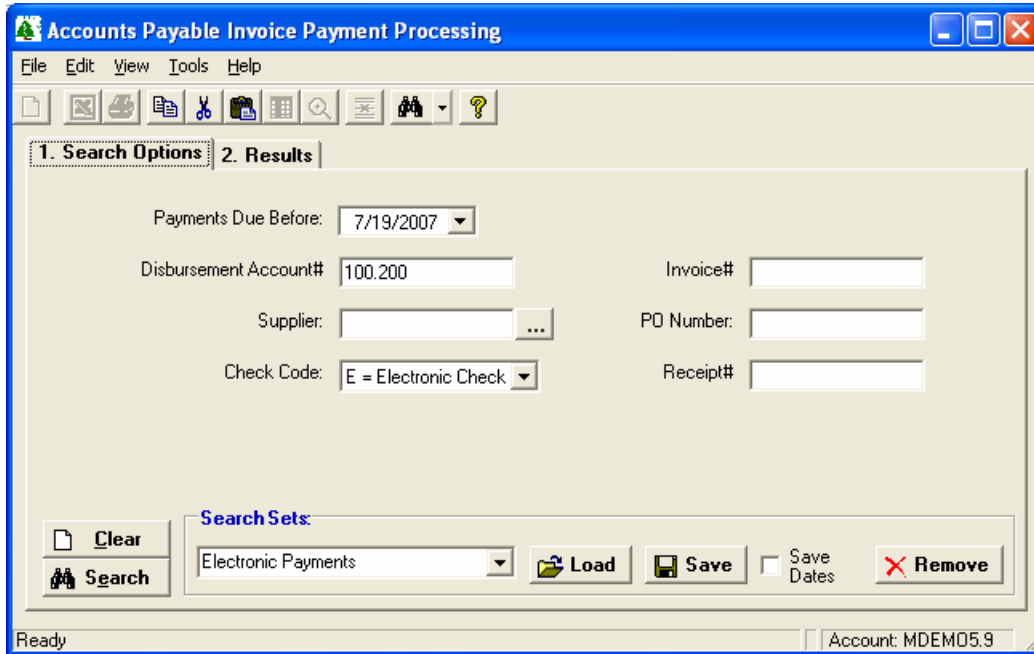
In order for a Receipt to be automatically matched to an Invoice, the following fields must match exactly: Supplier, Purchase Order Number, Warehouse, and Packing Slip. Although the NorthClark system will allow *you* to match multiple PO Numbers to an Invoice, the Automatic Process will not.

Of course, there may be multiple Receipt records that meet our initial criteria, having the same Supplier, PO#, etc. The challenge is to find the one receipt, or combination of receipts, that promises to be the most likely match. The system makes multiple attempts to successfully match the invoice based on the Total Invoice, Goods, Freight, and Tax amounts:

1. On the first pass, find a single Receipt that is an exact match for all dollar amounts.
2. If no exact matches are found, locate a single Receipt that is within Tolerance.
3. If not found, begin adding Receipt amounts, starting with the oldest Receipt. When the cumulative value of the Receipts equals the Invoice amounts exactly, it is considered a match.
4. The last attempt accumulates the cost of all qualifying Receipts, and if the total is within Tolerance, all of the Receipts are matched to the Invoice.

Payment Processing

Accounts Payable Invoice Payment Processing is a NorthClark Desktop Application for Manfact that must be installed separately from the Accounts Payable Workbench. When installed, there will be a separate icon on your desktop for “A/P Payments”. Use this application to locate open invoices based on a variety of search criteria, then point and click to select items for payment. This option supports both printed checks and electronic payment processing.




Please refer to the *Accounts Payable Payments User Guide* for more information.

Reporting Options

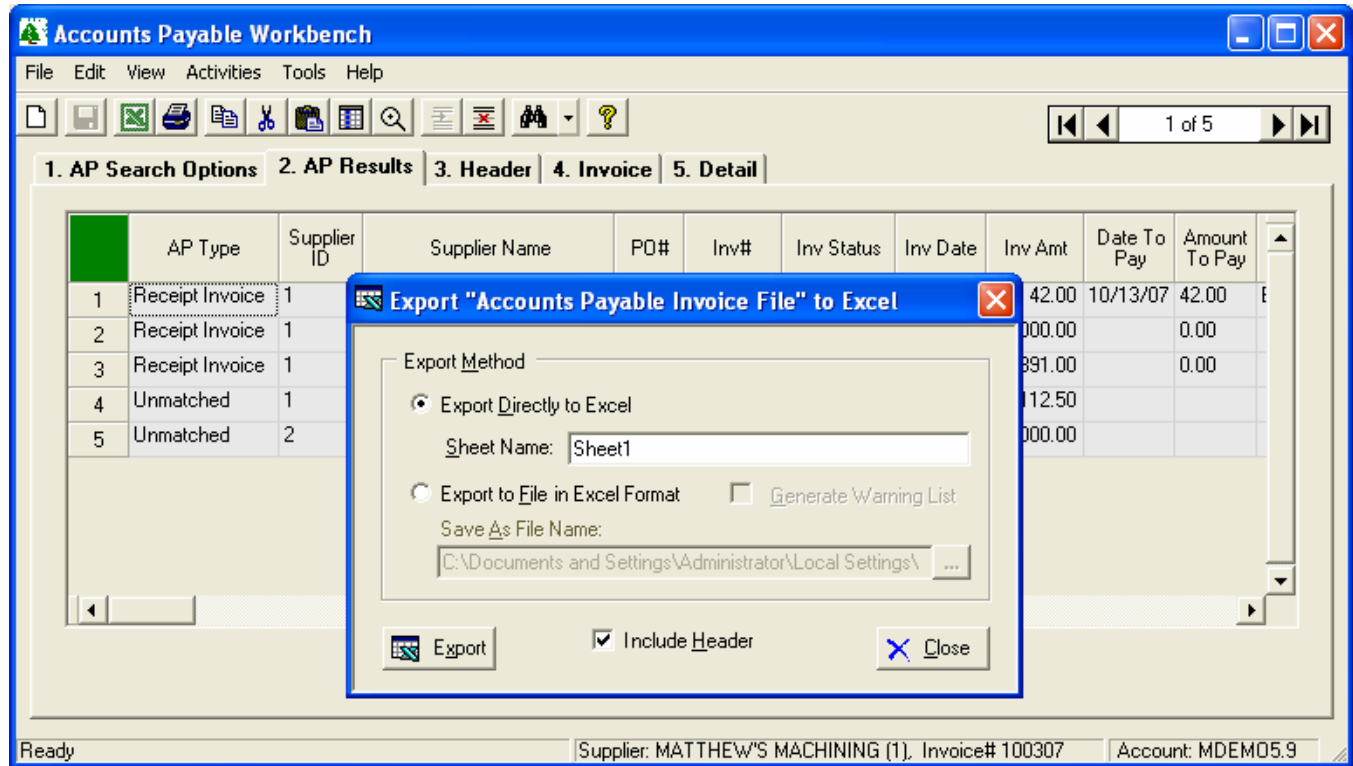
Create Word Document

Create an “Invoice Approval Request” with Accounts Payable Invoice information using a Microsoft Word Template.

	<h2>NorthClark Computing, Inc.</h2>	Page 1 of 1		
<h3><u>Accounts Payable Request for Invoice Approval</u></h3>				
Supplier: Invoice #	MATTHEW'S MACHINING (1) 100707			
Li#	Qty	Description	Unit Cost	Ext. Cost
1	2,500	4504 NUT FOR BOLT 4503	1.0000	2,500.00
2	5	1505 COUPLING MOTOR/CLUTCH	1.0000	5.00
3	2,790	4505 WASHER FOR BOLT 4503	1.0000	2,790.00
4	32	2504 WHEELS 4 INCH	3.0000	96.00
Approved By: _____ Date: _____			TOTAL:	\$5,391.00

Export to Excel

All spreadsheet views are equipped with the option to Export to Microsoft Excel. Click on the spreadsheet you wish to export, then choose the Export to Excel option from the menu or toolbar.



Export to Excel or to a File?

You may export the contents of the display directly to Excel, or you may choose to create a file in Excel format.

Sheet Name

Enter the Excel sheet name to create. This will automatically default to Sheet1.

Save As File Name

Enter the pathname of the file you wish to create. You may Browse the files by clicking the button to locate the drive and folder where the file will be stored.

Generate Warning List?

Select this option to create a log file. The log file contains error messages and other information about how your Excel file was created. The name of the log file is "CreateExcelFile.log", and it will be stored in the same folder as your spreadsheet.

Include Header

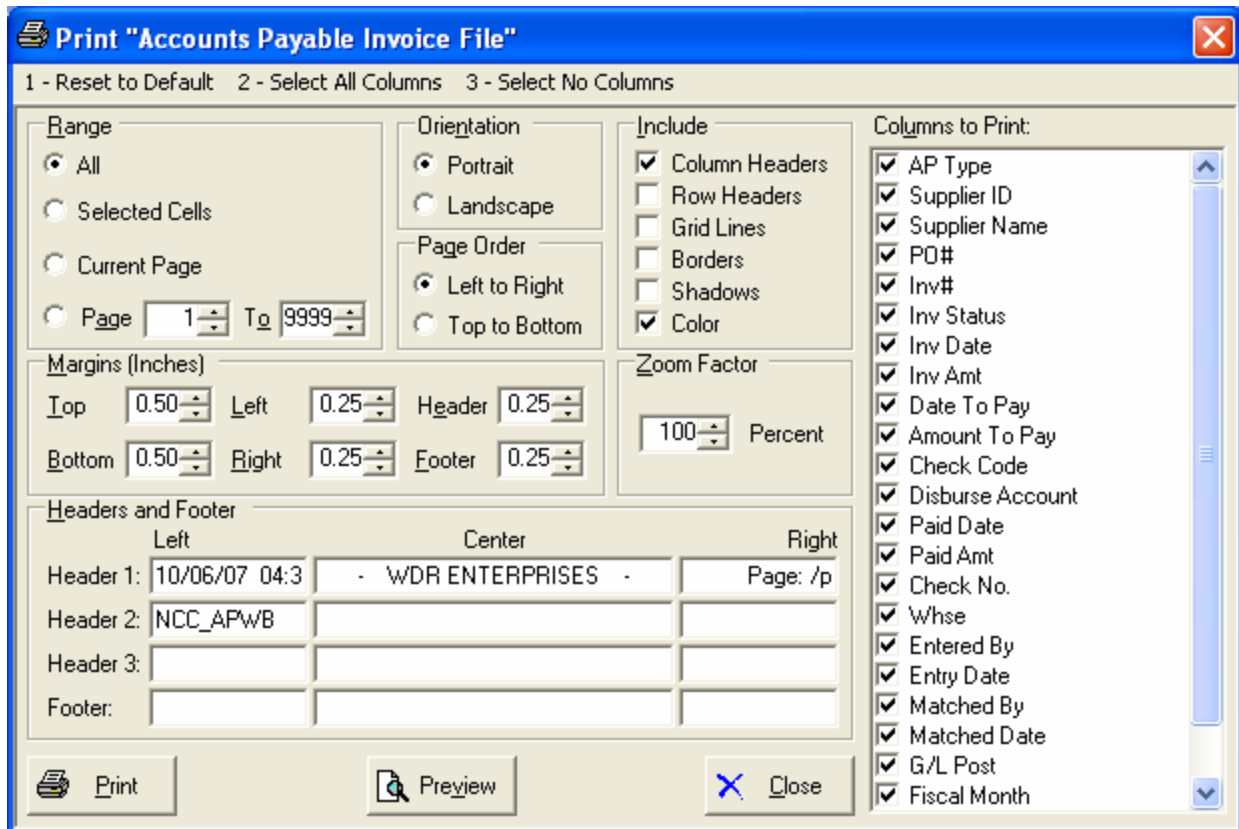
Check this box to export the column headings.

Export Button

Click this button to export your data to Microsoft Excel.

Print a Spreadsheet

All spreadsheet views are equipped with a Print feature. Click on the spreadsheet you wish to print, then choose the Print option from either the menu or the toolbar.



Range - Selecting a Print Range

You may choose to print the entire spreadsheet (all), selected cells (those that you have highlighted on the current screen), the current page (only the rows that are currently visible on your screen), or a range of page numbers.

Orientation - Portrait or Landscape

You may print your report in portrait mode (normal) or landscape mode (sideways). Printing in landscape mode will allow you to fit more columns of information on your report.

Margins - Report Margins

You can make your report more attractive by setting the top, bottom, left, and right margins. Reduce the left and right margins if you need to fit more columns on the report.

Units - Inches or Centimeters?

Are the margins you entered expressed in inches or centimeters?

Page Order

If your report is too wide, it may span multiple pages. When this occurs, do you want the report printed from top to bottom or left to right?

What Do You Want to Print?

You can customize the appearance of your report by printing (or not printing) column headers, row headers, grid lines, borders, shadow, and color.

Headers and Footers

Your report may have up to three lines for the heading, and one line for the footer. The system initially displays a default heading, which you may modify if desired.

Tip: Use /p to designate a page number.

Which Columns Do You Want to Print?

The columns that are available for printing are listed. Select the columns you wish to include on your report.

Tools

Supplier Search

Use this option to locate an existing Supplier record in Manfact's VENDOR file. This screen may be accessed from the **Tools** menu on the Main screen, or by clicking the browse button [...] next to the Supplier Number prompt.

Locate a Supplier

File Edit View Help

Search Criteria

Name: *mach* Buyer:

Category:

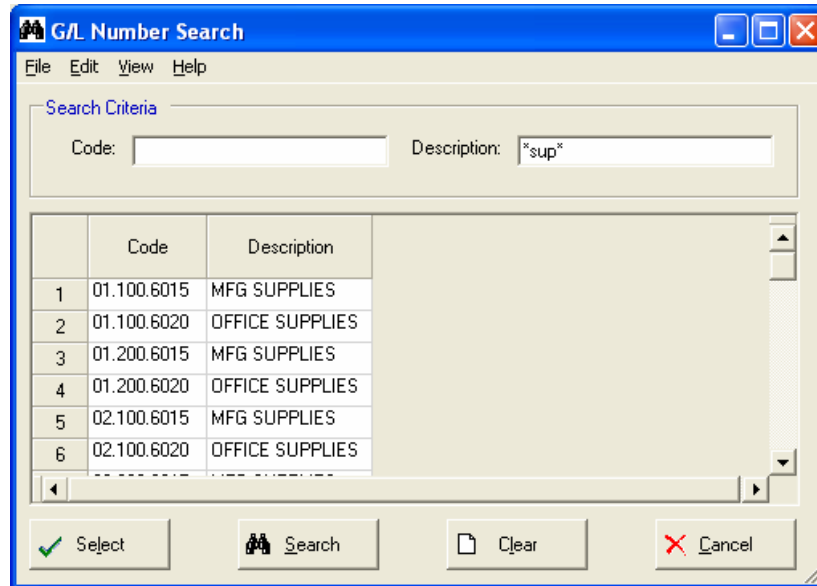
	<input checked="" type="checkbox"/>	Supplier Number	Supplier Name	Phone	Address	Contact	Notes
1	<input type="checkbox"/>	MM	MAGNA MACHINING		4565 FIRESTONE BLVD. NORWALK, CA 90650		UNLIMITED CREDIT LINE
2	<input type="checkbox"/>	1	MATTHEW'S MACHINING	213/615-0311 503\111-3333	2100 E GRAND AVENUE EL SEGUNDO, CA 90254	BOB DRAKE	WAREHOUSE LEASE FOR CALIFORNIA

Select Search Clear Cancel

This example illustrates how wildcarding may be used to search on a portion of the Supplier Name.

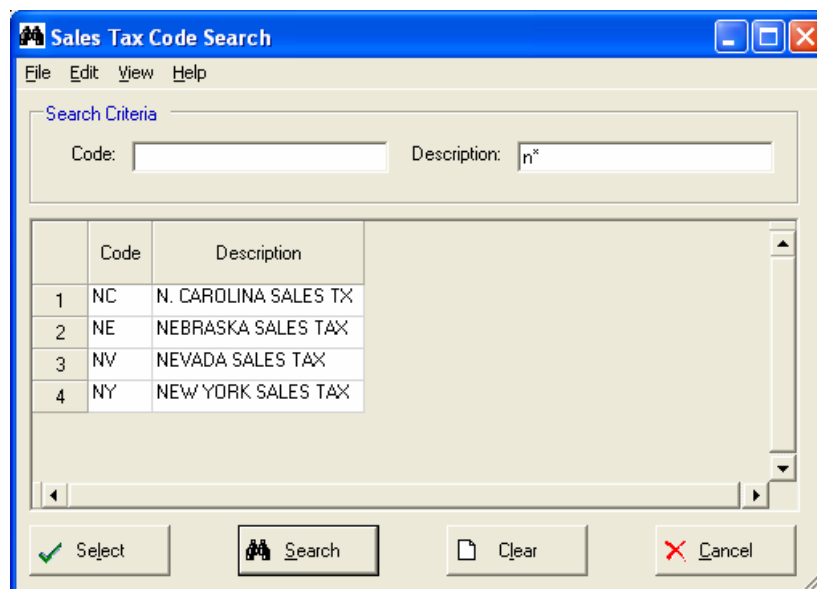
G/L Number Search

Use this option to locate a General Ledger Account Number in Manfact's GLNAME file. This view may be accessed from the **Tools** menu on the Main screen, and also from the right-click menu on the **Invoice** tab.



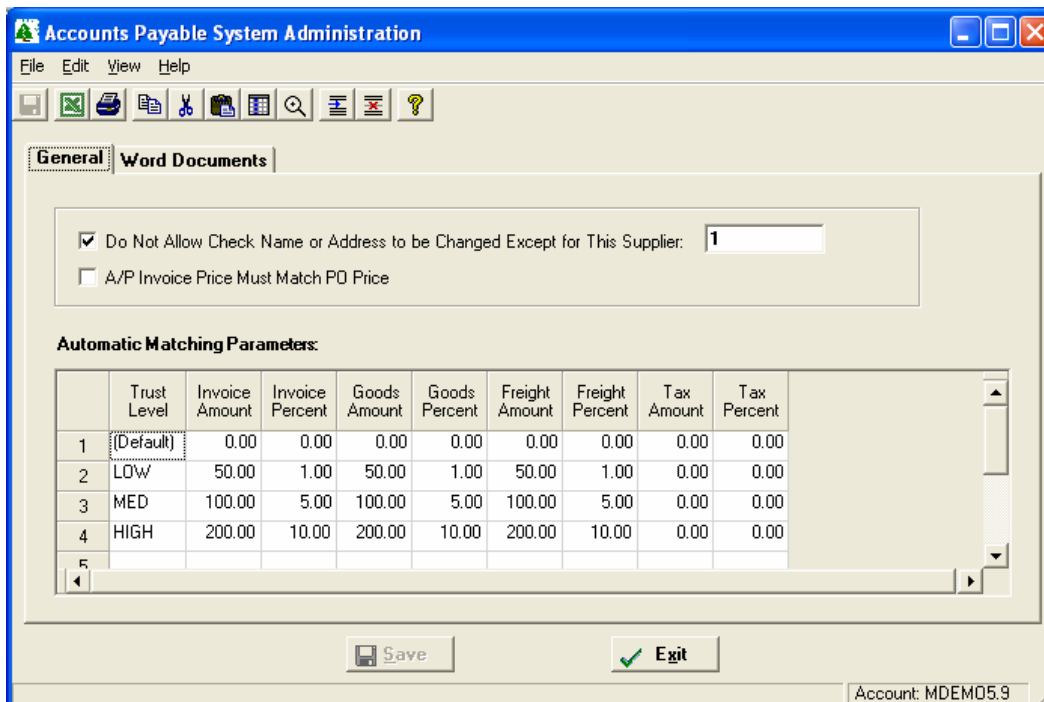
Sales Tax Code Search

Use this option to locate a tax code in Manfact's SALESTAX file. This view may be accessed from the **Tools** menu on the Main screen, and also from the right-click menu on the **Invoice** tab.

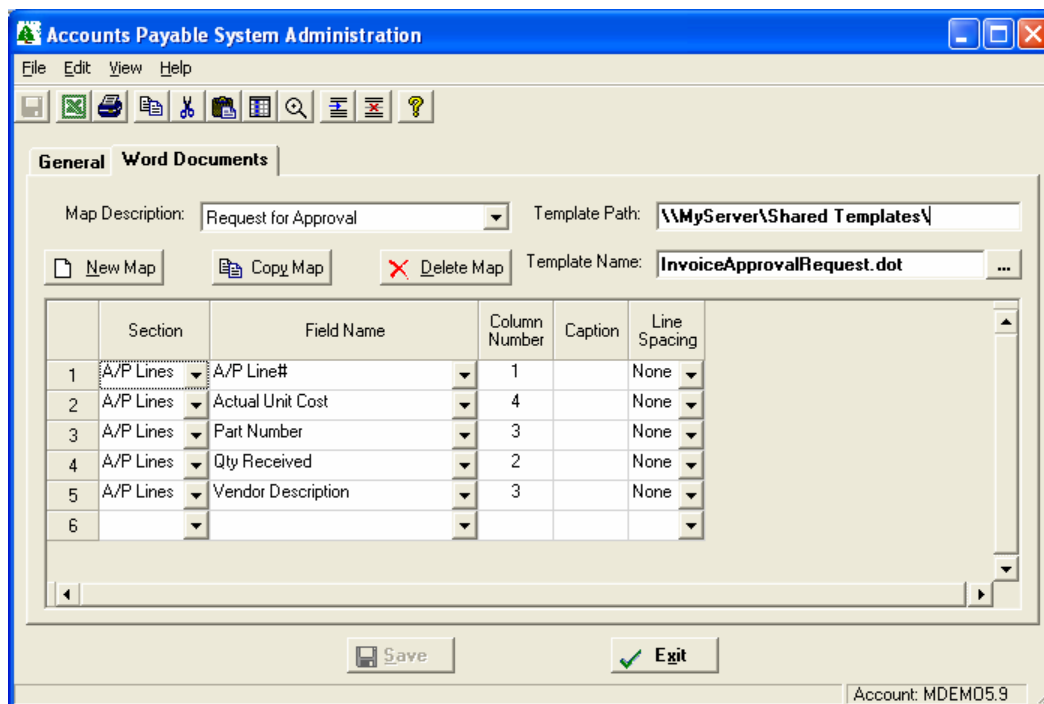


System Administration

General Options



Word Documents



Security

Access to NorthClark applications is governed by the Manfact security system. The System Administrator must add the appropriate commands to each user's security table. Please refer to the Manfact documentation for more information on setting up security tables.

The following NorthClark procedures may be added to the Manfact security tables:

Routine	Description
NCC_APWB_VIEW	Allows access to the NorthClark Accounts Payable Workbench for inquiry purposes only. No updates are permitted.
NCC_APWB	Allows access to the NorthClark Accounts Payable Workbench, without the ability to make payments, and without System Administration privileges.
NCC_APWB_ADMIN	Allows access to the NorthClark Accounts Payable Workbench with all privileges.



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