NorthClark Computing, Inc.

Purchase Order Receipts
User Guide

Web and Desktop Applications
for Manfact by Epicor

November, 2006

NorthClark Computing, Inc.

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INTRODUCTION

NorthClark's *Purchase Order Receipts Entry* procedure provides you with help to easily locate and enter Purchase Order Receipts. The Purchase Order Receipts Entry procedure is a Windows based desktop application that may be used to view, create, and modify Purchase Order Receipts in your Manfact system.

❑ The procedure provides you with search queries that help you to locate purchase orders due for receipt using a variety of search criteria or allow you to directly enter receipts if you already know the purchase order number. Windows based functions that

❑ A single button can be clicked to assign all or nothing entry of the remaining line items of an open purchase order and can speed up the receipt entry process when the entire balance of the purchase order comes in at the same time. The option of checking off individual lines without having to know the specific purchase order line item number also makes the process simple and easy to use.

❑ Quantities can be overridden and updates are as easy as a click of the save button. All default information contained in your purchasing table will update your receipt information without the need to re-key the information.

❑ The Receipts Entry screen can be customized to your organization's specific needs. Included in the Display Options is the ability to easily customize the screen to your requirements, so you can remove fields that are unnecessary and rearrange the layout of the screen if you desire.

Environment

The main screen is composed of three "tabs". The **Search Options** and **Search Results/PO List** tab are the two tabs that will be utilized in locating a purchase order. The remaining tab is the entry procedure itself **Receipts Entry**.

When you initially enter the procedure you will automatically be taken to tab #3, Receipts Entry. If you know the purchase order number, you can proceed with the entry of the PO Receipt. If you don't know the purchase order number, click on tab #1, Search Options and you can begin to search for the correct Purchase Order Number.

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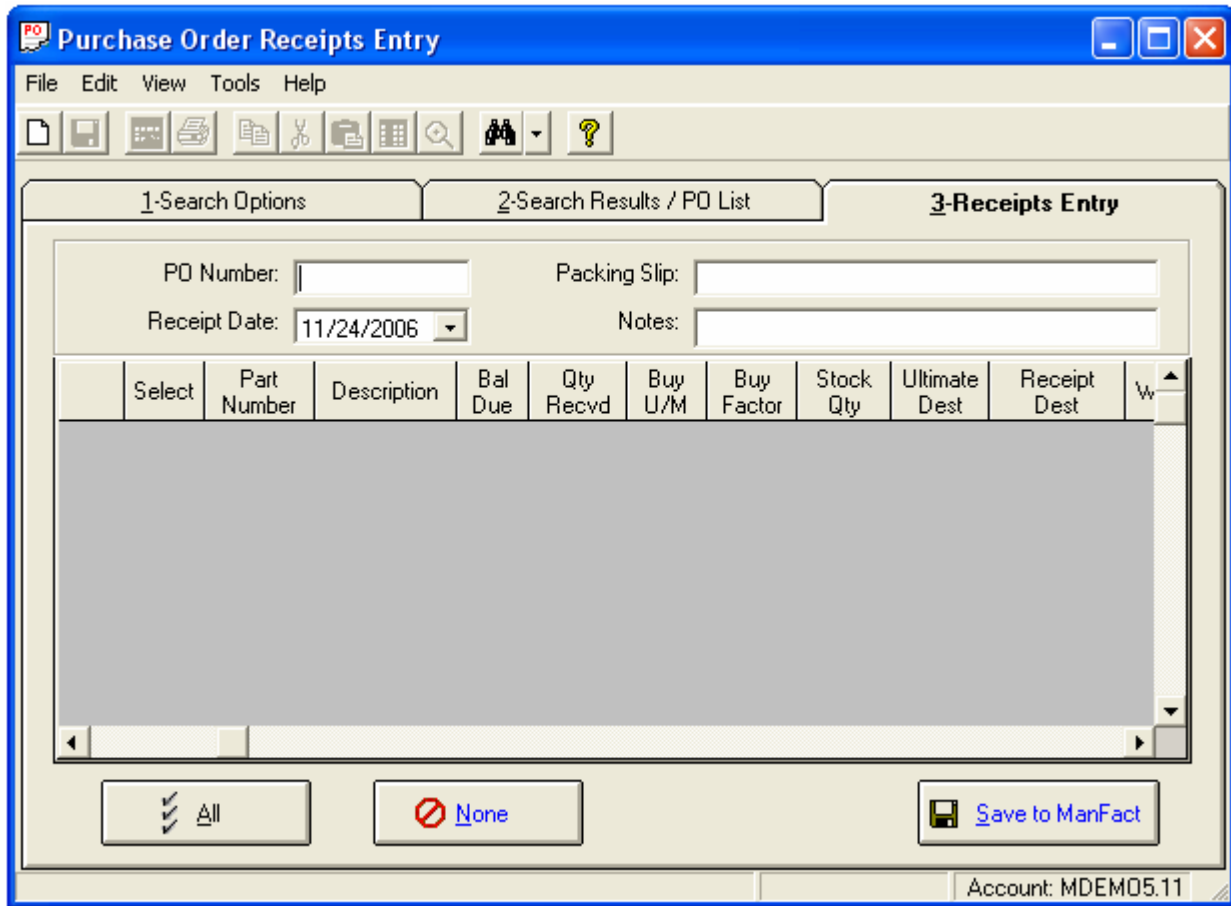
Main Screen

Locating a Purchase Order

Locating an available Purchase Order is very simple. When you enter the PO Receipt Entry procedure, the first tab on the procedure is the Search Options tab. If you know the PO number, you can skip this procedure and proceed directly with PO Receipt entry. If you know some basic information about the item being received, several fields are available to use in narrowing your search.

❑ The fields you may use in your search include: Purchase Order Numbers, Suppliers, Part Numbers, Projects, Work Orders, Warehouse and Buyer. You can narrow your search by using a combination of as many of these fields as necessary to minimize the number of purchase orders selected. You can also limit the list to a PO Start and End Date Range by clicking on this field and entering a date range.

❑ If you don't know the specific details of a particular field, you might use wildcarding to enter only a portion of the part number, project number, etc.

❑ If you don't know the supplier id or work order number you can access the search functions for the supplier or work order by clicking on the icon button to the right of the entry prompt. If you don't know the part number and you have the NCC Part Number Search procedure you can

access this function by selecting the Part Number Search function from the Tools Menu at the top of the screen.
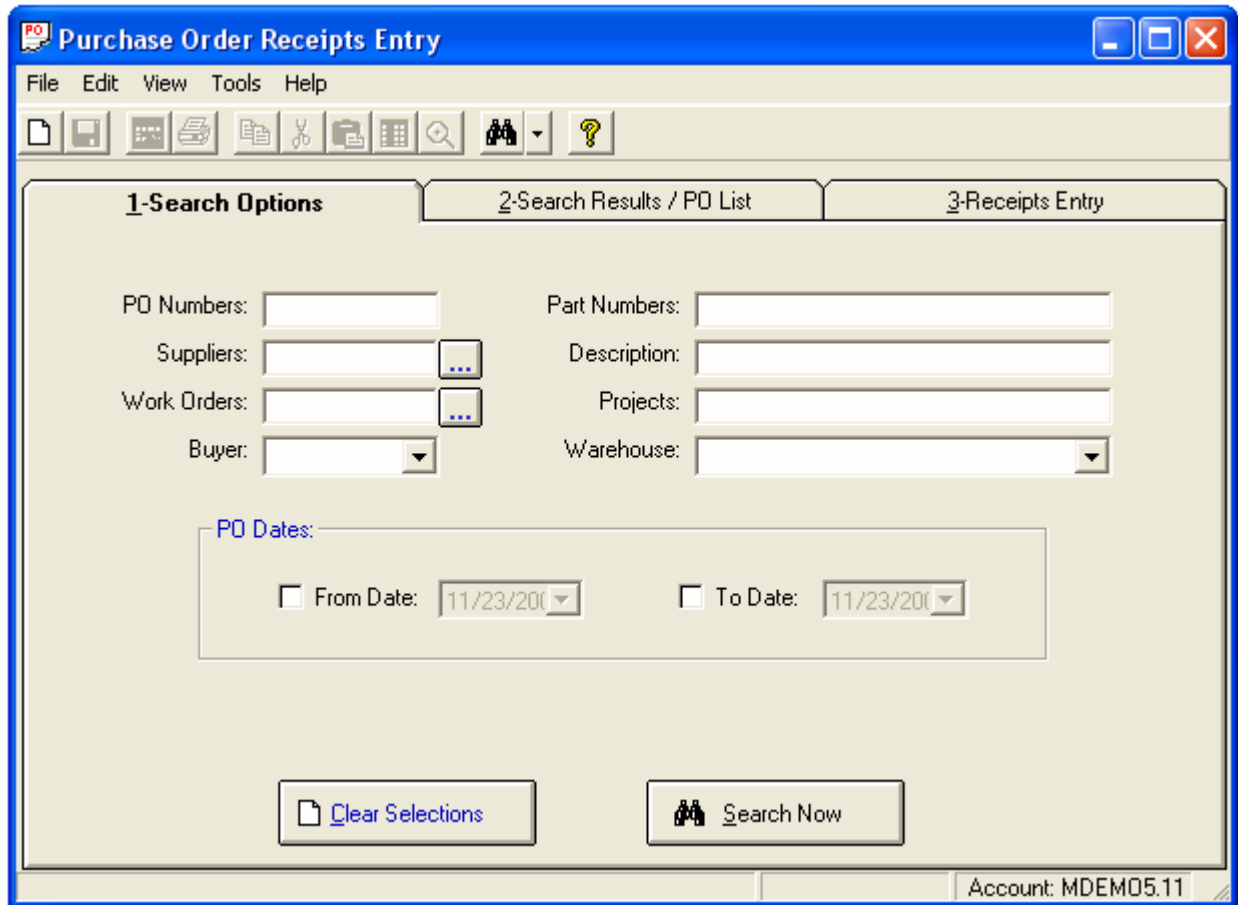
After you have entered all of the desired search fields, click the [Search Now]command button.

The system is now generating the list of purchase orders and descriptive information for you to select from. Press the Cancel button (or equivalent according to individual subject instructions) if you need to cancel the search before it is finished.

Once the search is complete, the system will transfer you to the second tab of the PO Receipts Entry procedure. This tab is titled Search Results/PO List and will list all of the purchase orders selected by your search.

Search Results/PO List

After you choose the **Search Now** command, the results are displayed on Tab 2 "Search Results/PO List", PO Receipts Entry. One purchase order and its associated description are displayed on each row of the list.

There are two ways you can select an item from the list:

❑ Position the highlight bar over the desired purchase order using the arrow keys, **and**

    o Click anywhere on the row with mouse, then click the Select button at the bottom of the screen **or**

o   Double-click on the desired row using the left mouse button.
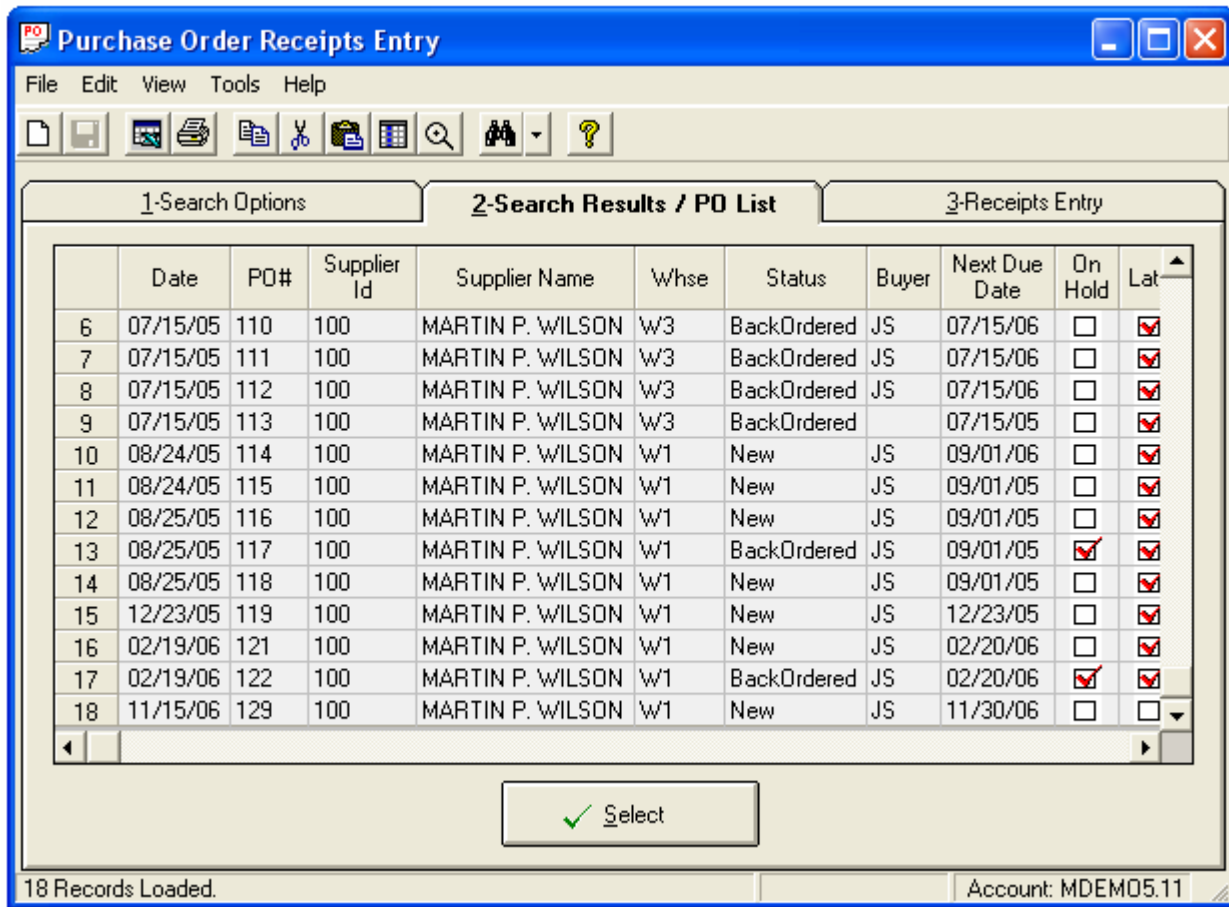
Note: if your search resulted in only one purchase order, the procedure will automatically take you to the PO Receipts Entry Tab #.

Following is a brief description of each column.

| Date	-	Date the Purchase Order was created
PO #	-	Identification Number assigned to the Purchase Order
Supplier ID	-	Vendor ID Number assigned to the Supplier
Supplier Name	-	Supplier Name
Whse	-	Warehouse(s) that line item(s) will be shipped to
Status	-	(N)ew - No Receipts Processed (B)ackordered – Receipts Processed, Quantity still due
Buyer	-	Buyer ID
Next Due Date	-	The next due date for any open line item
On Hold	-	If checked, it indicates that there is at least one line item on hold
Late	-	If checked, it indicates that there is at least one past due line item

PO Value	-	The total extended value of the purchase order - Qty * PO Price

Receipts Entry

Now that you have identified the purchase order that you wish to receive, you have been directed to tab #3, Receipts Entry. If there are multiple lines open on the purchase order all of the open line items will be displayed automatically. If some line items are fully received, they will not be automatically displayed, but are available for display by selecting the menu item "view" and selecting "Show Zero Balance Rows".

Data Entry Procedure for a Standard Purchase Order Receipt

❑ Packing Slip – Enter the Packing Slip Number

❑ Notes – Enter any notes as applicable for the Receipt

❑ Receipt Date

   o The date will default to today, click on the arrow to drop into the calendar to change the date. To move the calendar forward one month, click on the right arrow at the top right of the calendar. To move the calendar back one month, click on the left arrow at the top left of the calendar.

❑ Selecting Line Items

   o To Select All Line Items, Click on the [All] button at the bottom of the screen. This will place a check mark beside each line item. If this is done in error, click on the [None] button and the check marks will be cleared.

   o To Select individual Line Items, Click on the Box, under the Select column, next to the Line Item being received. Make sure a check mark shows.

❑ Entering the Line Item Quantity

   o Once the Line Item is checked, click on the Qty Recv'd field for the line item that you wish to receive. Enter the actual quantity that you want to receive. Remember that this quantity is the in the Buy Unit of Measure. If you perform your receiving count in the stocking unit of measure, you would enter the quantity in the Stock Quantity field. If you change the quantity that is shown, the stock quantity will be updated when you save the record.

❑ Stock Qty

   o If you choose to enter the quantity received in the stocking unit of measure, click on the Stock Qty field associated with the line item you wish to receive and enter the actual stocking quantity you want to receive. The system will automatically convert the quantity to the Buy Quantity Received to post to the Purchase Order at posting time. If you attempt to enter a fractional stock quantity and fractional quantities are not allowed for the part, you will receive the following error message during entry processing.
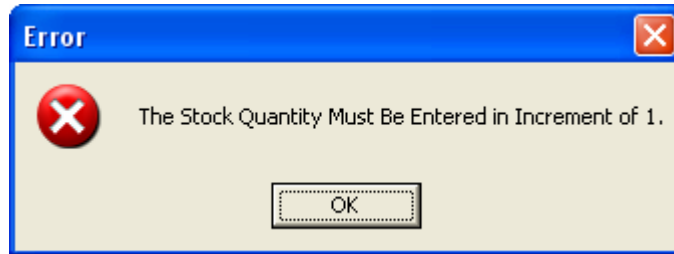
❑ Receipt Dest

    o The Receipt Destination may be changed during Receipt Entry. The user may select an alternate Inventory Location by clicking on the arrow next to the selection box. The user must select a location that belongs to the same Cost Group as the original Receipt Destination. If the user selects an incorrect Receipt Destination, they will receive the following error message:

❑ Vendor Lot Number – If a Vendor Lot Number is provided, the user may enter this information.

❑ Binloc*Qty

    o If the Receipt Inventory Location is a Multiple Bin Stocking controlled location, then a Bin Location will be required for the received quantity. After posting the received quantity, click on the Binloc*Qty field and a window will open displaying fields to enter the Bin Location and Quantity as illustrated below:
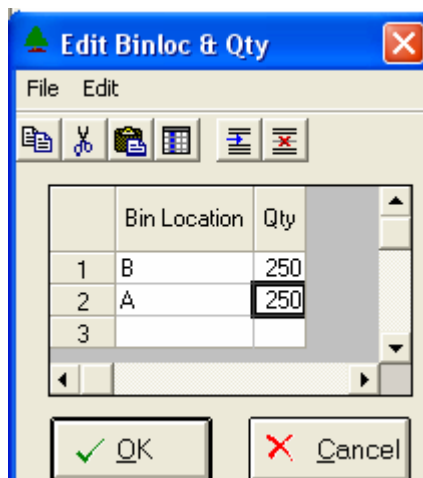

    o Once you are satisfied the information has been entered correctly, click the [OK] button and you will see the information posted in the Binloc*Qty field on the Receipts Entry screen.

- o The toolbar on this screen includes Copy, Cut, Paste and Fill along with Insert and Delete Row functions.
- o Entry in this field is not allowed unless the Receipt Inventory Location is a Multiple Bin Stocking controlled location.

❑ Lot Number

- o If your company is using manually assigned lot numbers you will need to go into view menu, Display Options, select Receipts Entry and look down the list of fields. You will find a field called Lot Number and it may be unchecked. If it is unchecked, place a checkmark in this field before making any receipts. If you do not use Lot Numbers, Actual Cost or the system automatically assigns Lot Numbers this field should not appear during Receipts Entry. If you do manually assign Lot Numbers, after you complete entry of the receipt quantity, you will enter the Lot Number in this field as illustrated below.
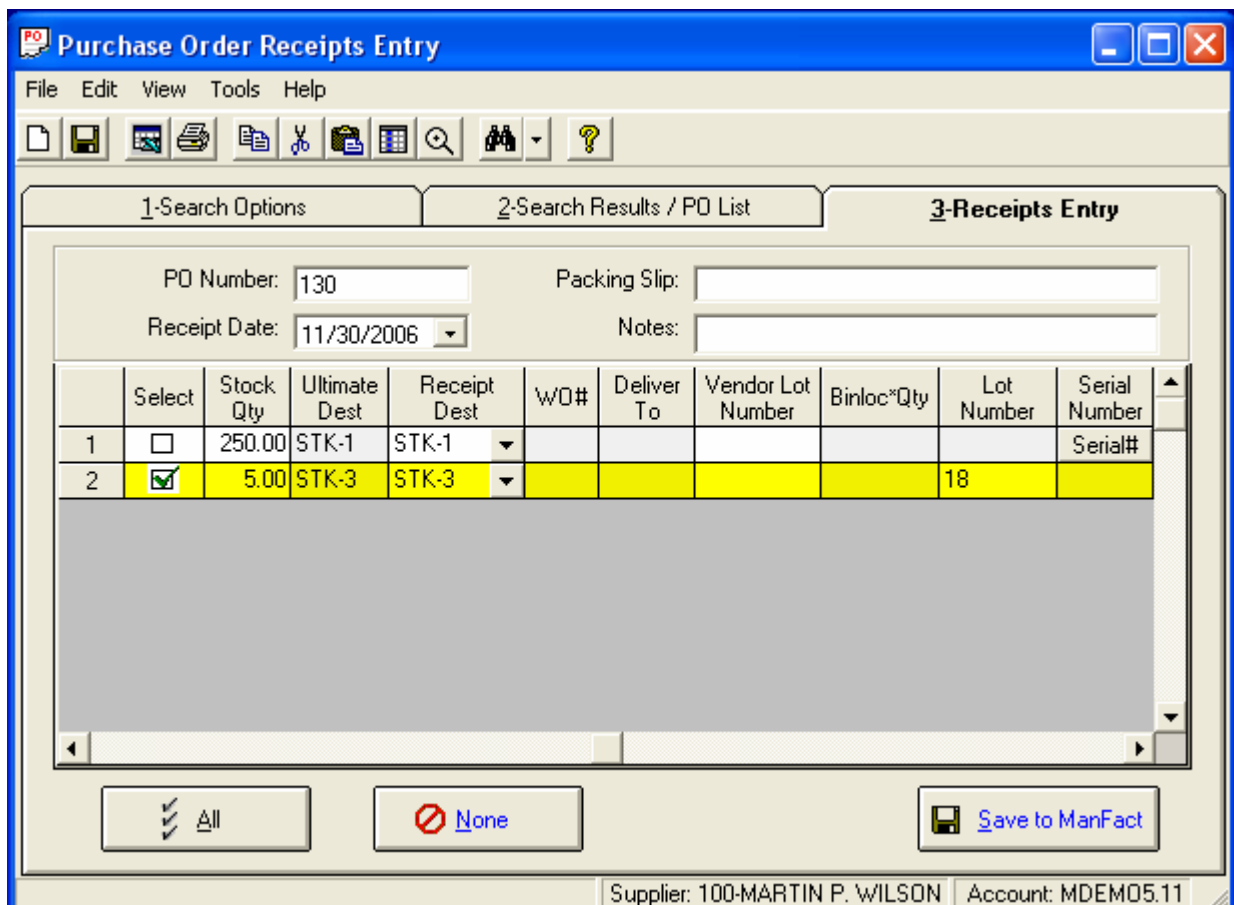
❑ Serial Number

- o If your organization uses serial number control on some items, Receipts Entry provides the capability to record the serial numbers during the receipts entry processing. To identify an item requiring serial number entry, the serial number field will appear filled as illustrated below:
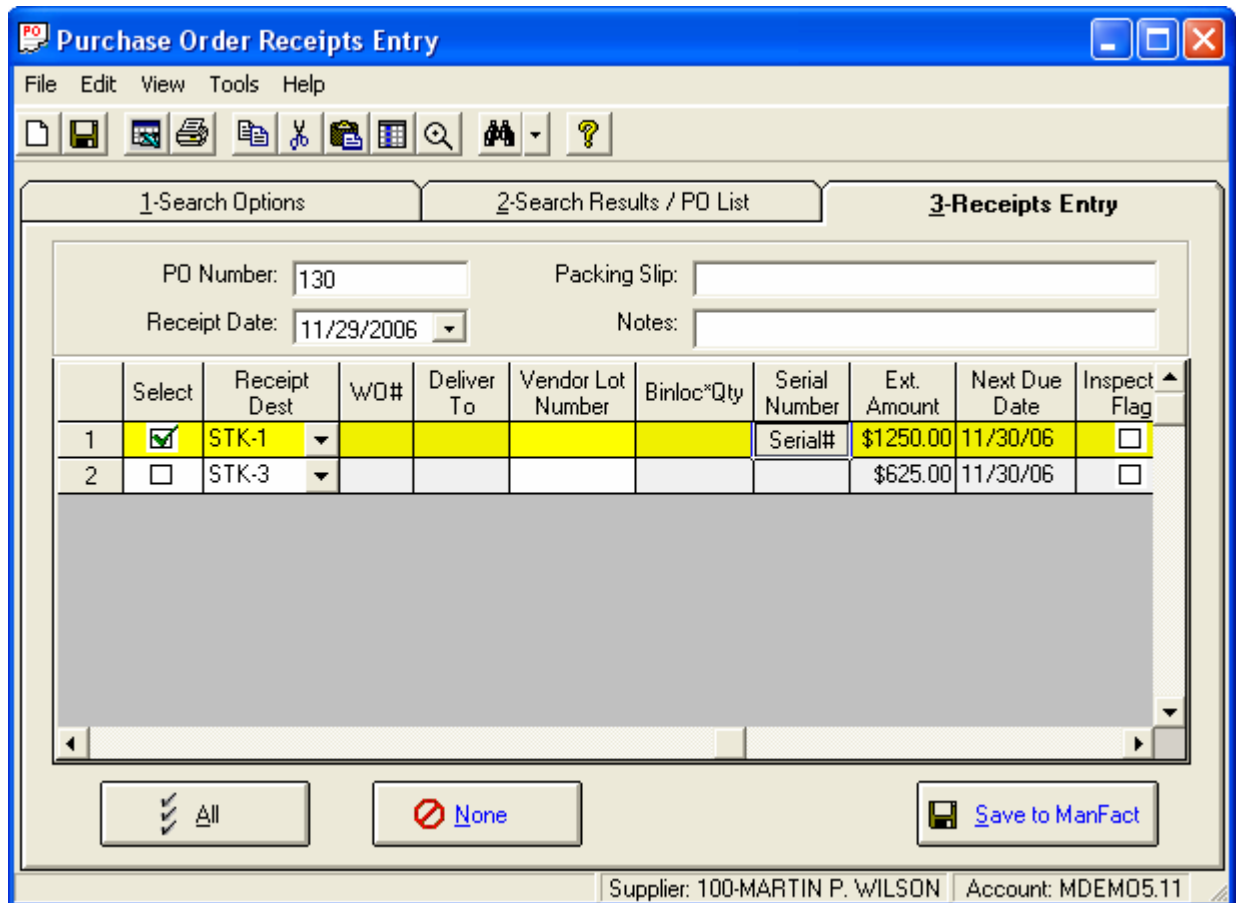
o Complete entry of the receipt quantities, lot numbers, etc., and then clicks on the [serial number] button. This will open a window that will allow the entry of the serial numbers as illustrated below:
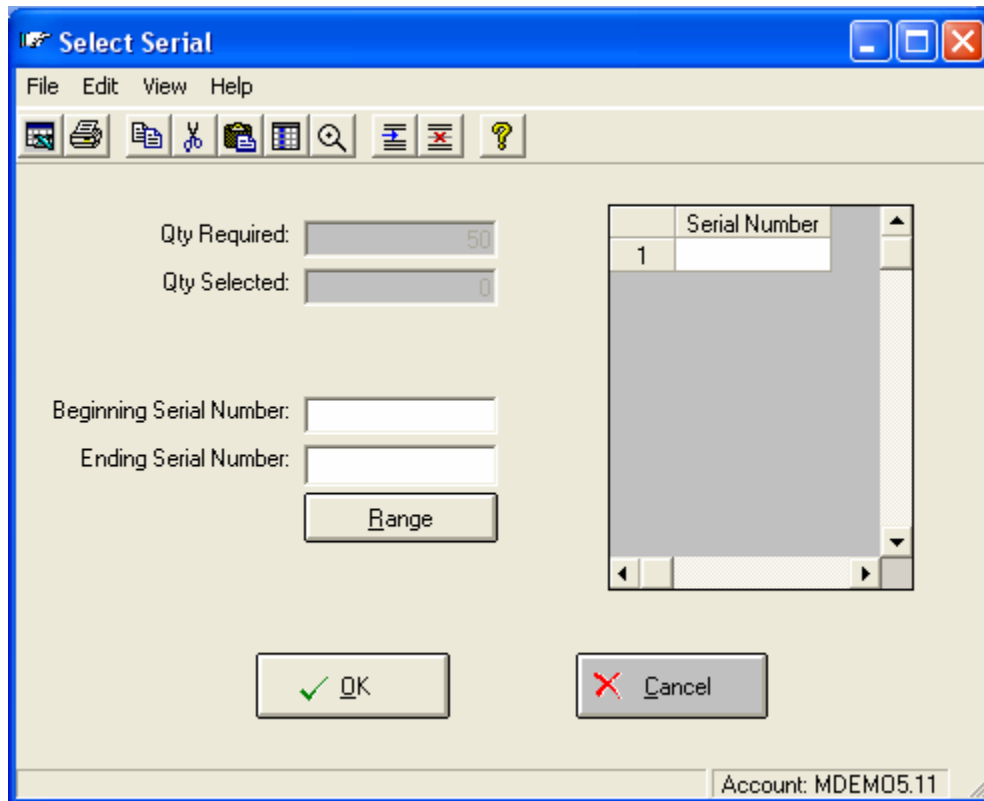
o This entry screen provides the user with two entry options.

- The user can enter a range of serial numbers, by entering the Beginning Serial Number and click on the Range button with the results as illustrated below:
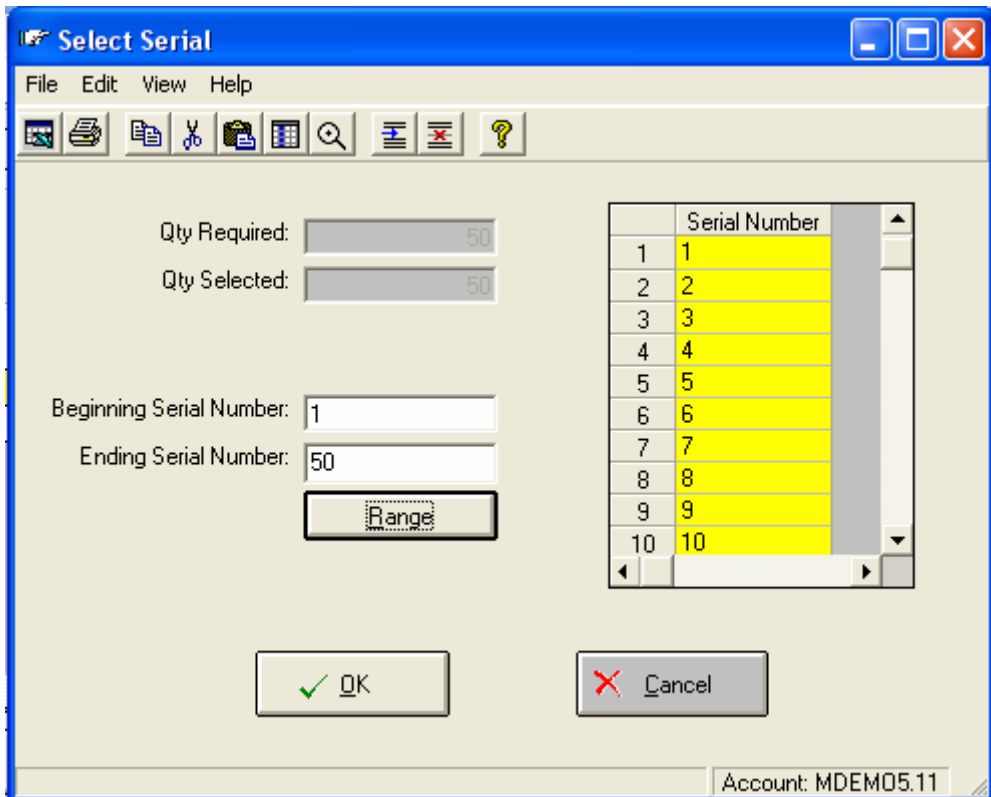
- The user can also enter random serial numbers by entering directly into the serial number field. Click on the row for making a new entry.
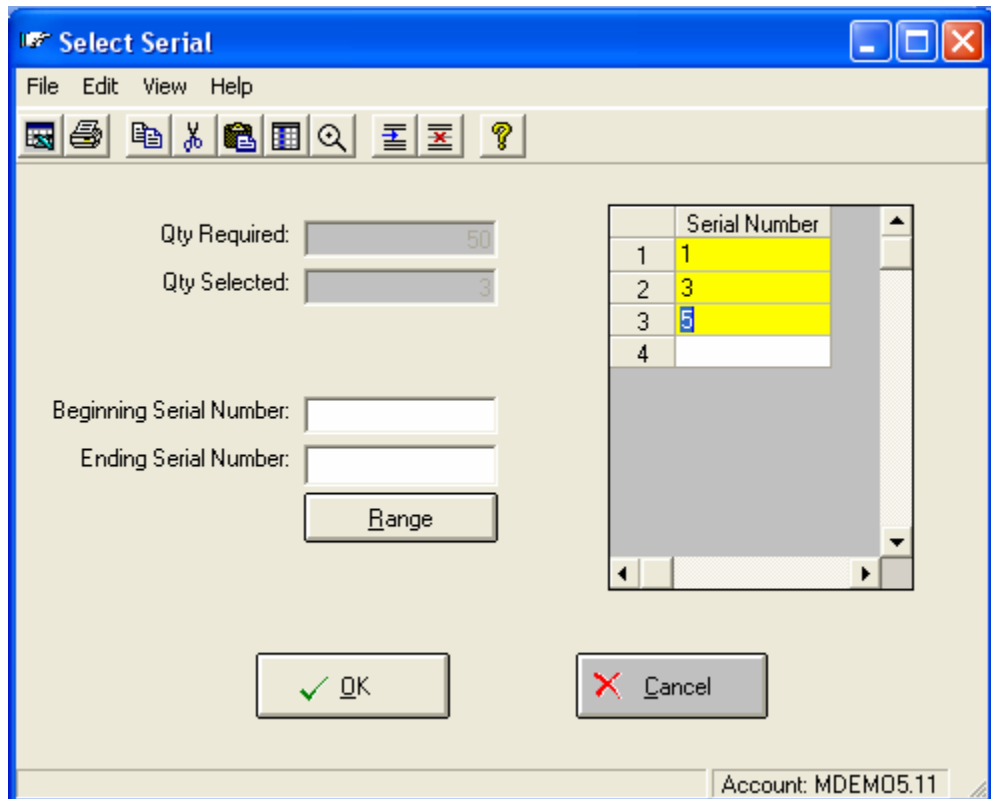
- o Verify that the Quantity Required equals the Quantity Selected. If this is correct and you are satisfied with the entry, then click the [OK] button and the records will be saved.

- o This procedure also provides you with the ability to print or export the information to excel using the standard NCC functions.

- o The toolbar on this screen includes Print, Export to Excel, Copy, Cut, Paste and Fill along with Insert and Delete Row functions.

❑ Once all the data has been entered click on the [Save] button to save the information to Manfact.

- o When you save the Receipt record to the ManFact file the following screen will be presented to you indicating the details of the Receipt that was posted.
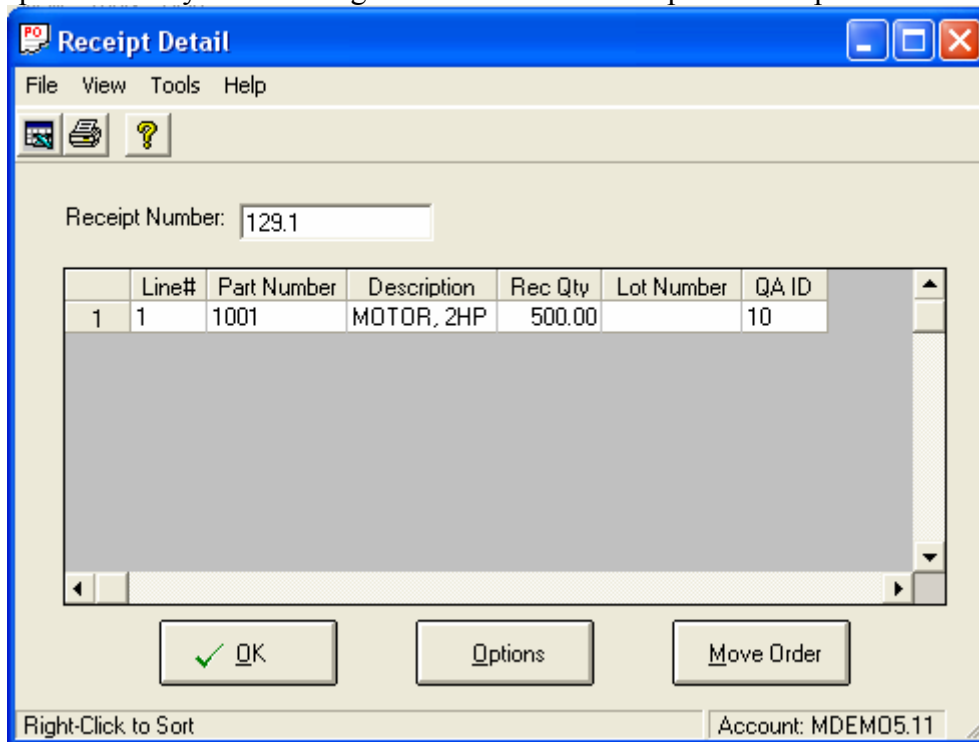
- o The fields presented in this procedure include:

  - • The heading will display the Receipt Number that has been assigned to this Receipt. This ID number will be used for processing by Accounts Payable when matching the Receipt to the AP invoice.

Line Item	The Line Item Number(s) that were processed.
Part Number	The Part Number for each line item.
Description	The Description for each line item.
Received Quantity	The Received Quantity for each line item.
Lot Number	If Lot Controlled or Actual Cost, the Lot Number assigned at the time of receipt.

| QAID | If QA is required, the QAID is assigned at the time of receipt. |

- o This procedure also provides you with the ability to print or export the information to excel using the standard NCC functions.

❑ Click [OK] to exit and complete the processing of this receipt record.

Blanket Purchase Order Receipt Processing

❑ The presentation of the Receipts Entry screen will be different for blanket purchase orders. All receipts will be processed against the open POQ line items that have not reached their approved limit. As a result, each receipt will generate unique a unique PO line item.

❑ There is no preexisting "balance due" quantity or estimated received quantity. Enter the actual received quantity based on the actual receipt, as described in the basic Receipts Entry procedure.

❑ Entries of all other fields are per the standard Receipts Entry procedure.
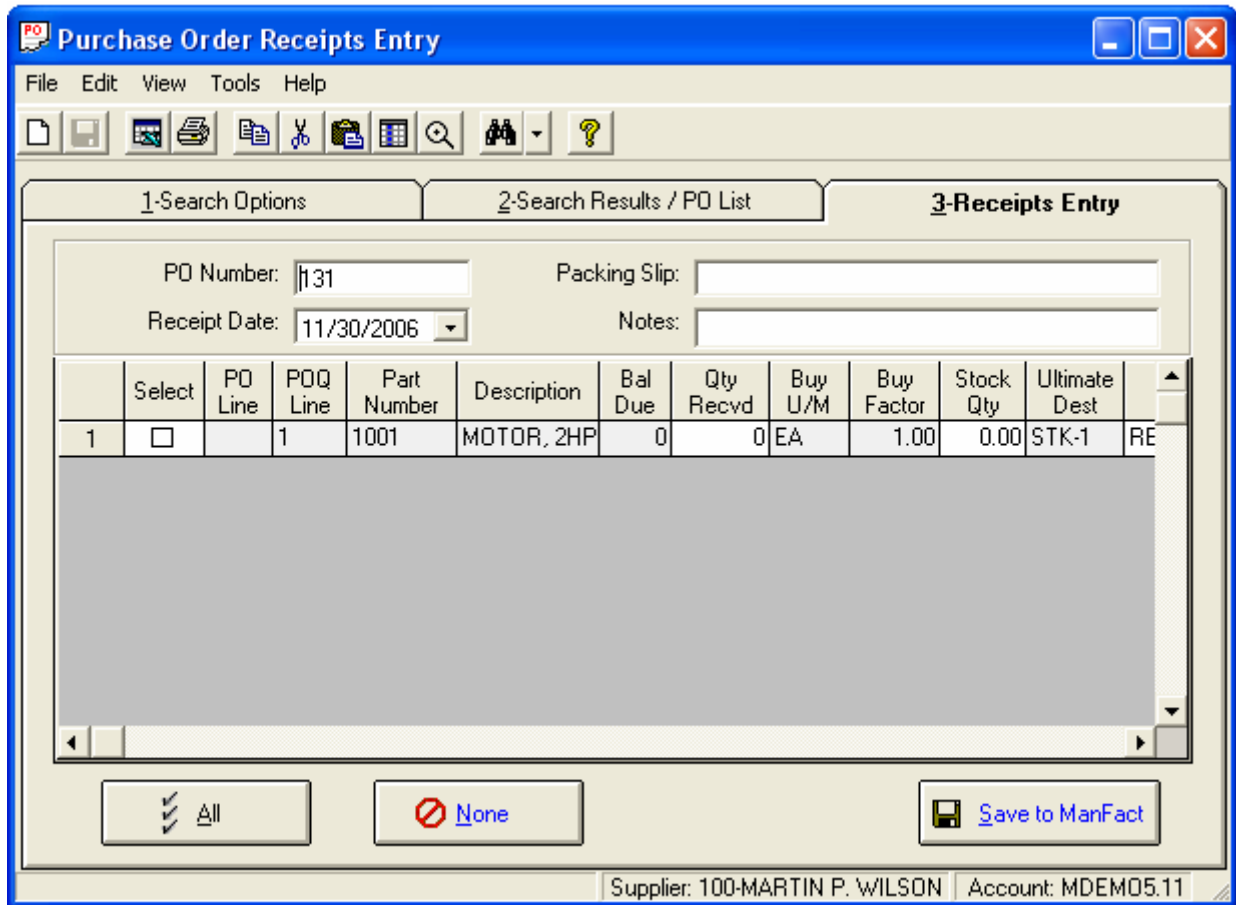
If the receipt has exceeded the blanket PO tolerances, a purchasing hold will be placed on the purchase order. This will cause a separate purchasing hold error message to be presented and the receipt will not file to Manfact Inventory. *Note, REC.A is a standard Manfact procedure and is not part of the Receipts Entry application.*
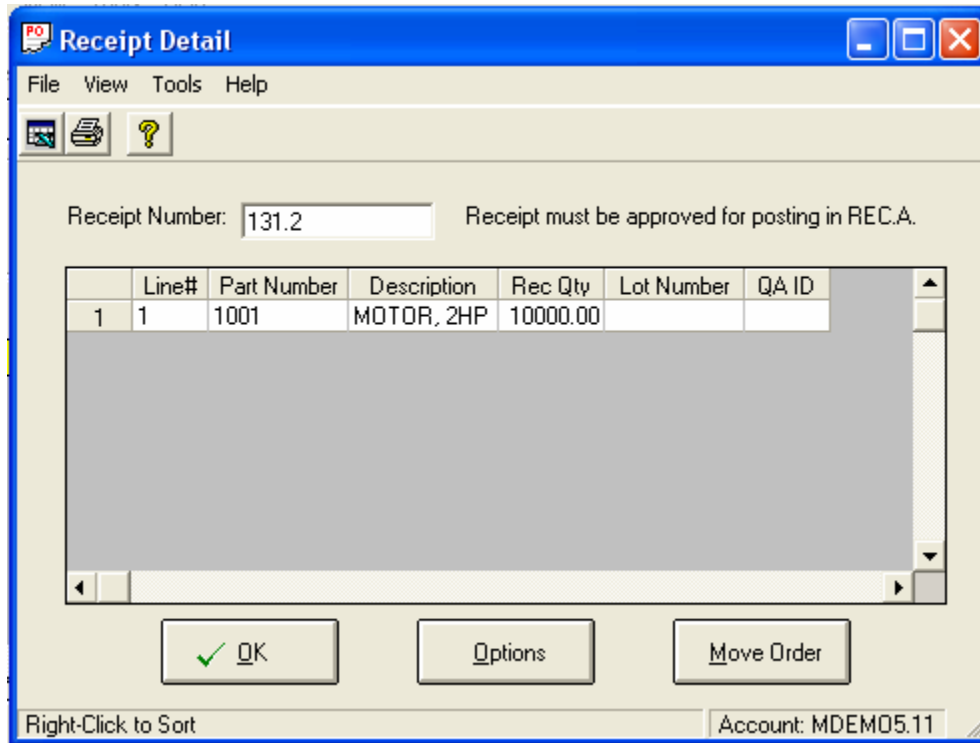
Main Menu Options

Following is a brief description of the options available from the Main Menu of the Purchase Order Receipts application.

Menu	Option	Description
File	Clear	Clear all current data on all displays.
File	Save	Save your changes to the database.
File	Print	Print the current active spreadsheet.
File	Export	Export data from the active spreadsheet.
File	Manfact Printer Settings	Set Printer Defaults.
File	Exit	Close the application
Edit	Copy	Copy data to the Windows clipboard.
Edit	Cut	Cut data from the field and copy it to the Windows clipboard.
Edit	Paste	Paste data from the Windows clipboard.
Edit	Fill	Update all of the selected cells from the Windows clipboard.
Edit	Zoom	View, print and/or edit the expanded contents of a field.
View	Unhide All	Expose all columns previously hidden.

	Columns	
View	Auto Fit Columns	Automatically adjust the width of each column to accommodate your data.
View	Show/Hide Zero Balance Rows	Show or Hide rows that have a zero balance due for delivery.
View	Display Options	Set user preferences affecting the appearance of the screen.
Tools	Part Number Search	*See Part Number Search Below*.
Tools	Supplier Search	*See Supplier Search Below*.
Tools	Work Order Search	*See Work Order Search Below*.

Right Click Menu

Undo	-	*See Work Order Search Below.*
Copy	-	Copy data to the Windows clipboard.
Cut	-	Cut data from the field and copy it to the Windows clipboard.
Paste	-	Paste data from the Windows clipboard.
Fill	-	Update all of the selected cells from the Windows clipboard.
Zoom	-	View, print and/or edit the expanded contents of a field.
Delete	-	
Select All	-	
Sort by Ascending	-	Sort data in ascending order.
Sort by Descending	-	Sort data in descending order.

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Tools Menu

Part Number Search

The Part Number Search query helps you locate a Manfact Part Number using a variety of search criteria and provides you with an Inquiry Only process for users who do not have Parts Master Update authorization.

Environment

The main screen is composed of eight "tabs". The Search and Results tab are the two tabs that will be utilized in locating a part number.

The remaining tabs display information that is contained in the Manfact PARTS and Inventory files, organized by departments: Engineering, Planning, Material, Purchasing, Marketing and On Hand.

Locating a Part Number

When you enter the Part Number Search procedure, the first tab that you will be taken to is the Search tab. If you know the part number that you want to inquire on, you can simply enter the part number, press the Enter key and you will be immediately directed to the Engineering tab. If you don't know the specific part number, but know some basic information about the item, several fields are available to use in narrowing your search.

The fields you may use in your search include: Part Number, Description, Vendor Description, Mfg#*Part#, Notes, Vendor #, Product Class, Sub-Class, Part Type, Category, Buyer, Planner, and Make/Buy Code. You may use as many of the search fields as necessary to narrow your search to the fewest number of records. If you don't know the specific details of a particular field, you might use *wildcarding* to enter only a portion of the item's part number, description, etc.

To further assist you in locating the desired part number, you may Sort the search results by either the Manfact Part Number or the Engineering Description.

Search Results

After you choose the **[Search]** command, the results are displayed on Tab 2 "Results", Part Number Search. One part number and its associated description are displayed on each row of the list. You can change the way the information is sorted by returning to the Search window and using the Sort By option.
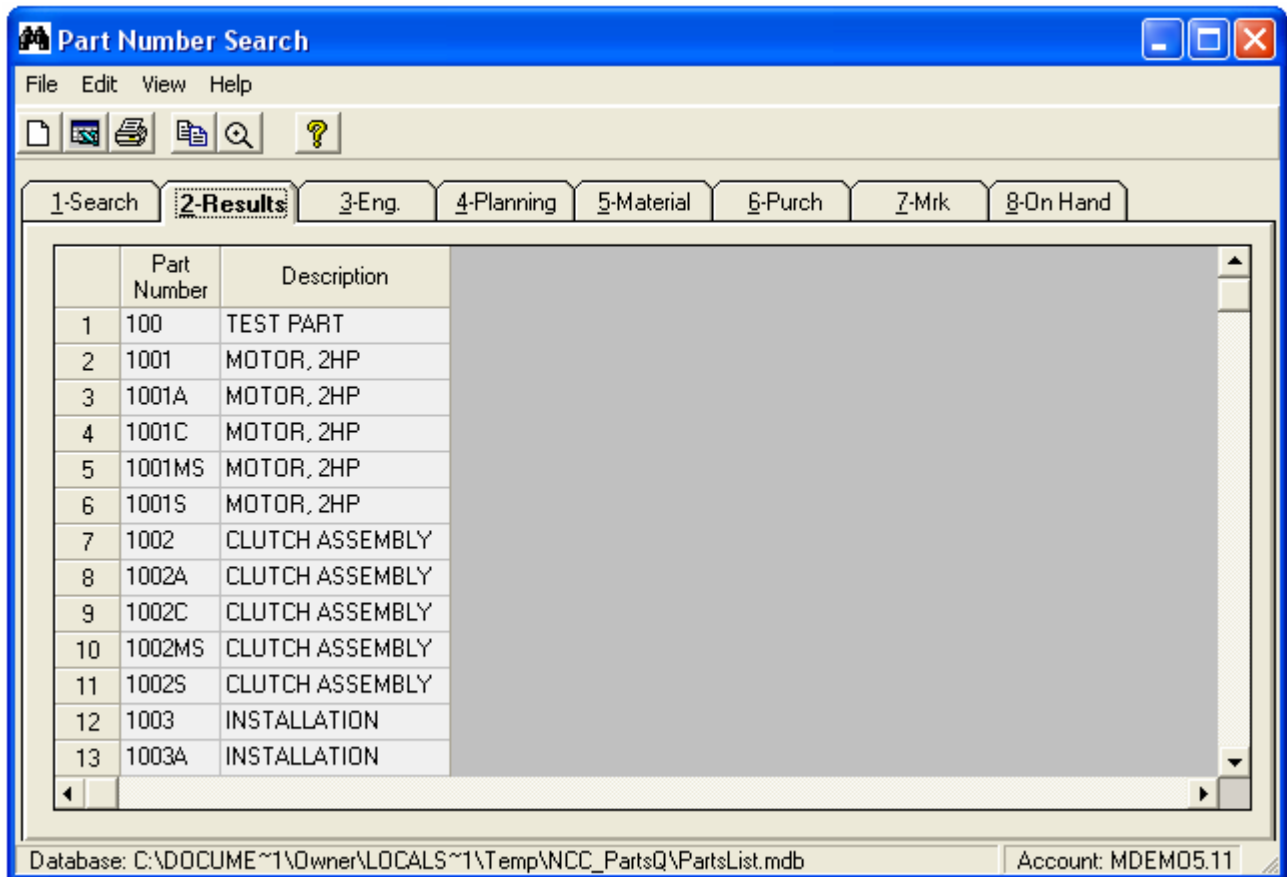

For more details on the Part Number Search application see the full documentation.

Note: The NCC Part Number Search Query is sold separately. If this option is not currently available, please contact your System Administrator or NorthClark Computing, Inc. to obtain a copy of NCC_PARTSQ.

Supplier Search

When you click on the button icon at the Suppliers prompt or select the Supplier Search function from the Tools menu you will be taken immediately to the Locate A Supplier Search Criteria Screen.
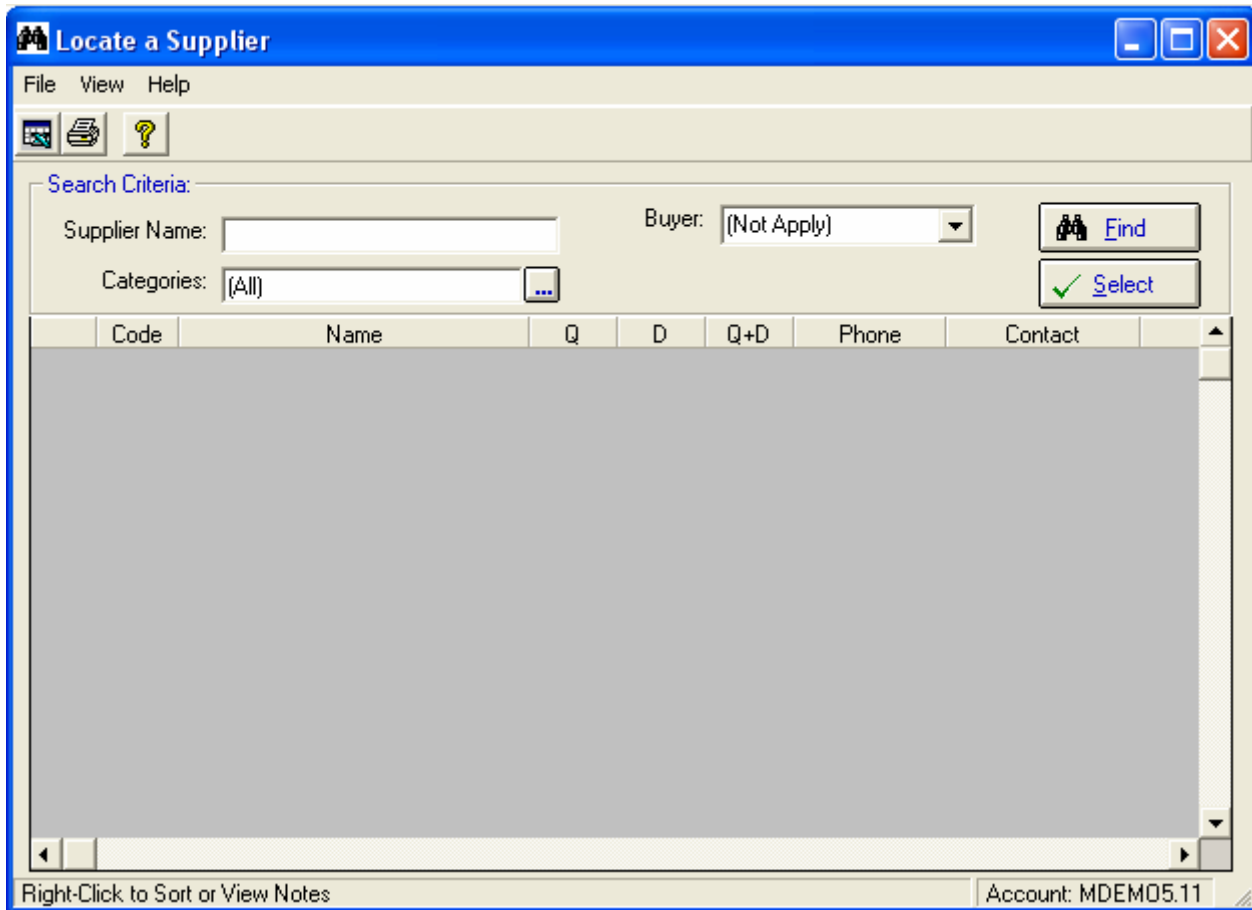
- ❑ The fields you may use to aid in your search include: Supplier Name, Buyer, and Categories. Use as many or as few to further narrow your search.

  - o If you don't know the specific details of the supplier name, you can use *wildcarding* to enter only a portion of the name.

- ❑ Press the Search button to begin searching the Manfact database for the suppliers that meet your criteria. . Next, the system will display a message indicating how many records are being selected as illustrated below:
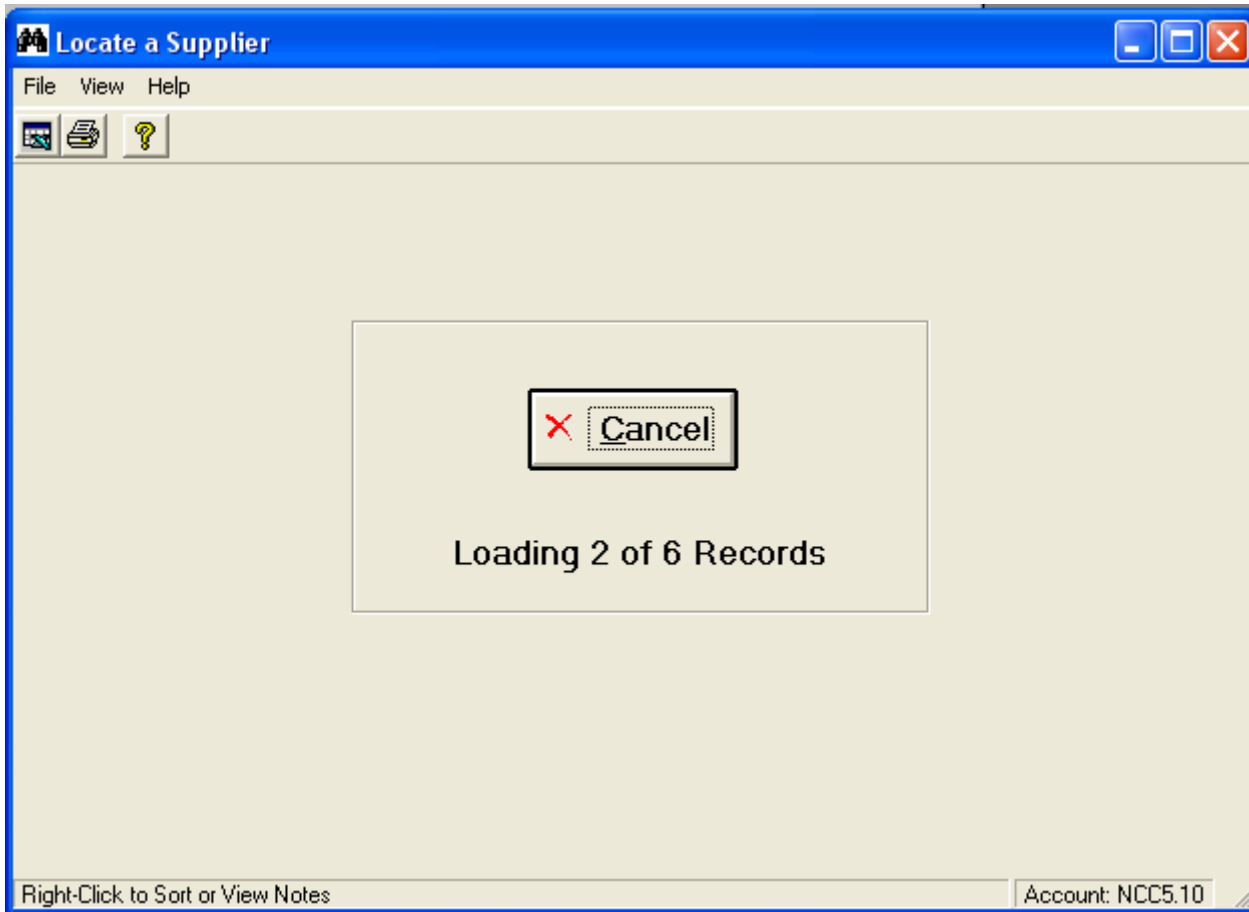
The system is now generating the list of suppliers and descriptive information for you to select from. Press the Cancel button if you need to cancel the search before it is finished.

If you inadvertently select the entire file, the following message will be presented to you before continuing with the search.
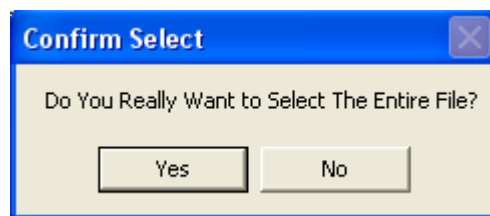
If no records were found from your search criteria, the following message will be presented.

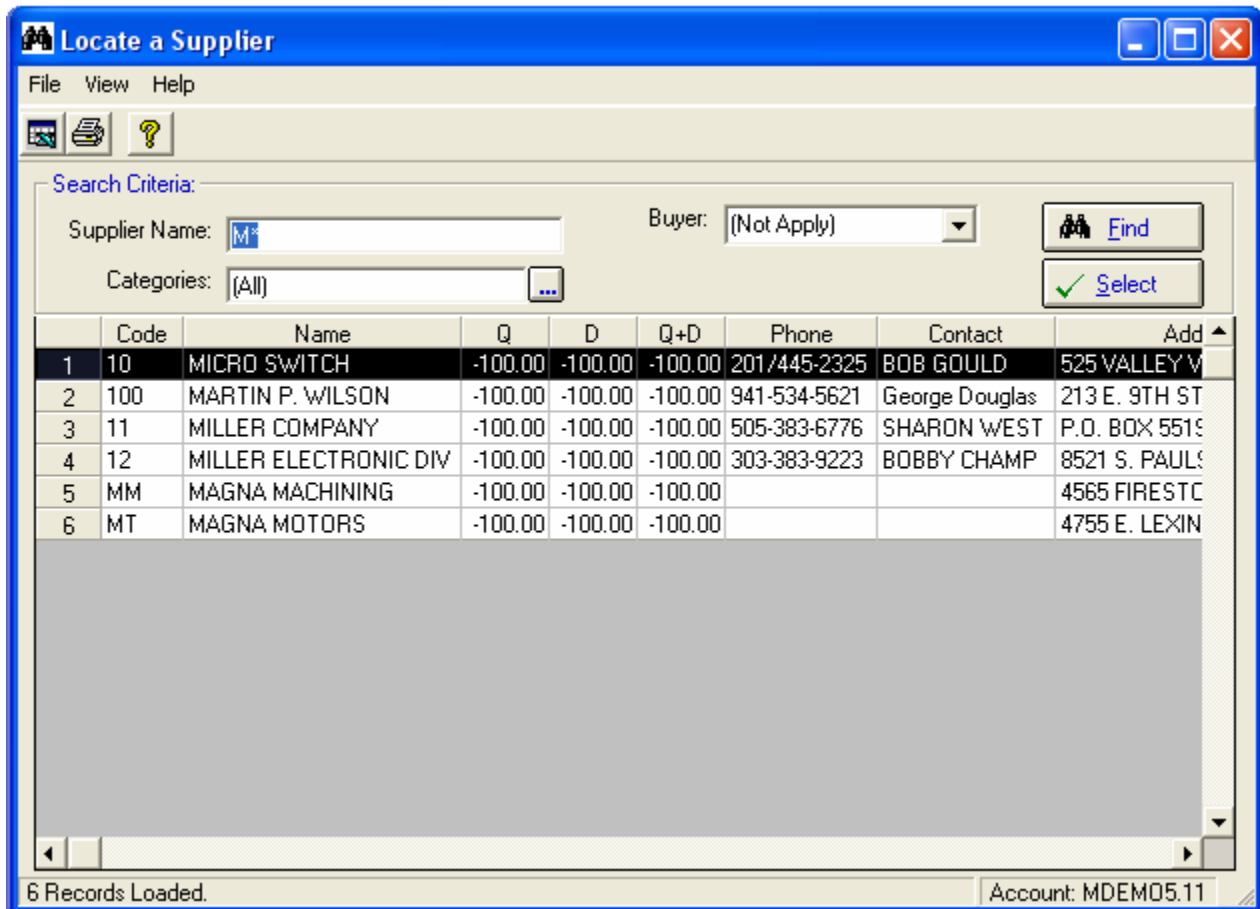After you choose the Search command, the results are displayed at the bottom of the Locate screen. One supplier and its associated description are displayed on each row of the list.

There are two ways you can select an item from the list:

❑ Position the highlight bar over the desired supplier using the arrow keys, or by clicking anywhere on the row with mouse, then click the Select button at upper right hand side of the screen.

OR

❑ Double-click on the desired row using the left mouse button.

Column Field Descriptions

Code	Supplier ID Number that has been assigned to this record.
Name	Supplier Name
Q	Quality Performance Percentage
D	Delivery Performance Percentage
Q + D	The combined Quality & Delivery Performance Percentage.

Phone	The contact Phone Number
Contact	The contact name
Address	A right click and select zoom will present the full address for this supplier.
Notes	A right click and select zoom will present all notes recorded for this supplier.

Work Order Search

The Work Order Number Search may be launched from either the Tools Menu or by clicking the icon to the right of the Work Order entry field on the Work Order Batch Creation view. The following is the view that will be displayed.
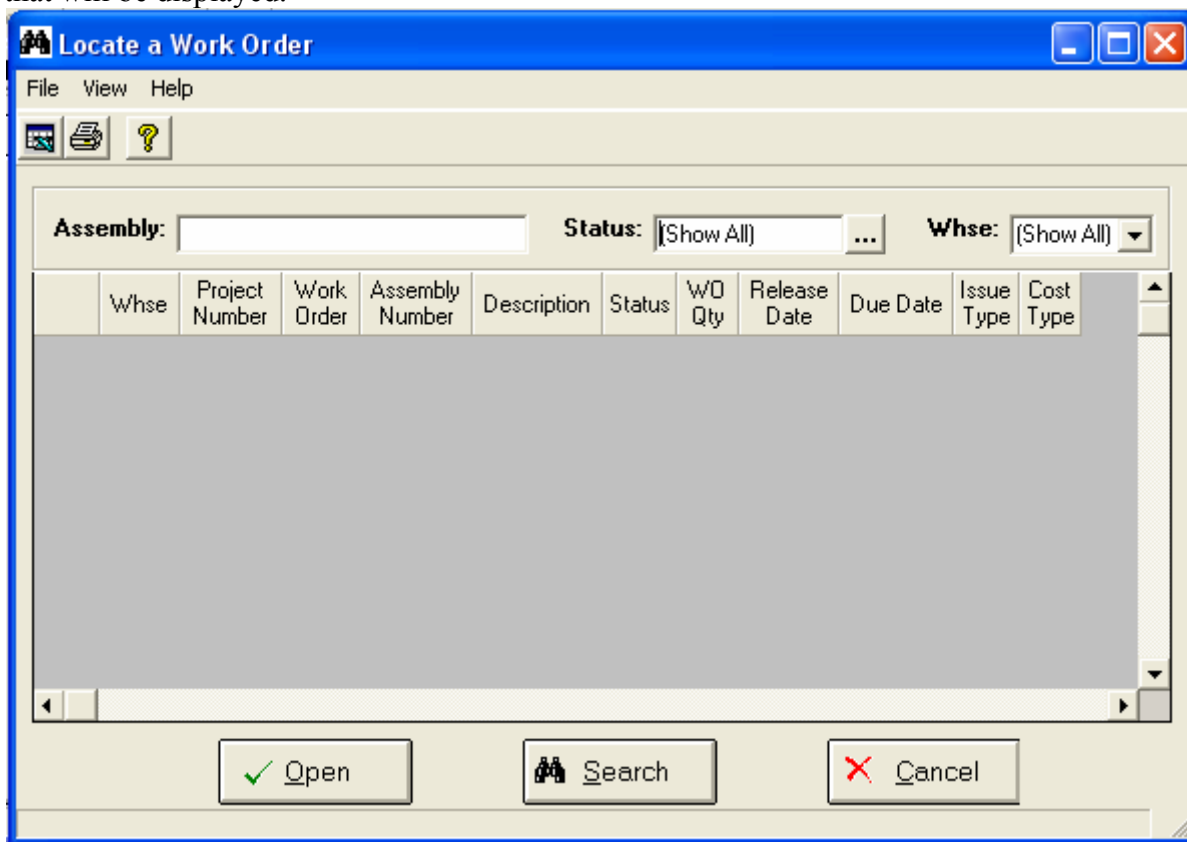
❑ There are three criteria by which you can narrow your search: Assembly, Status and Warehouse. If you only know a portion of the Assembly Number you may use Wildcarding to locate the item.

❑ Enter your criteria and click on the [Search] button. It will produce the following results.
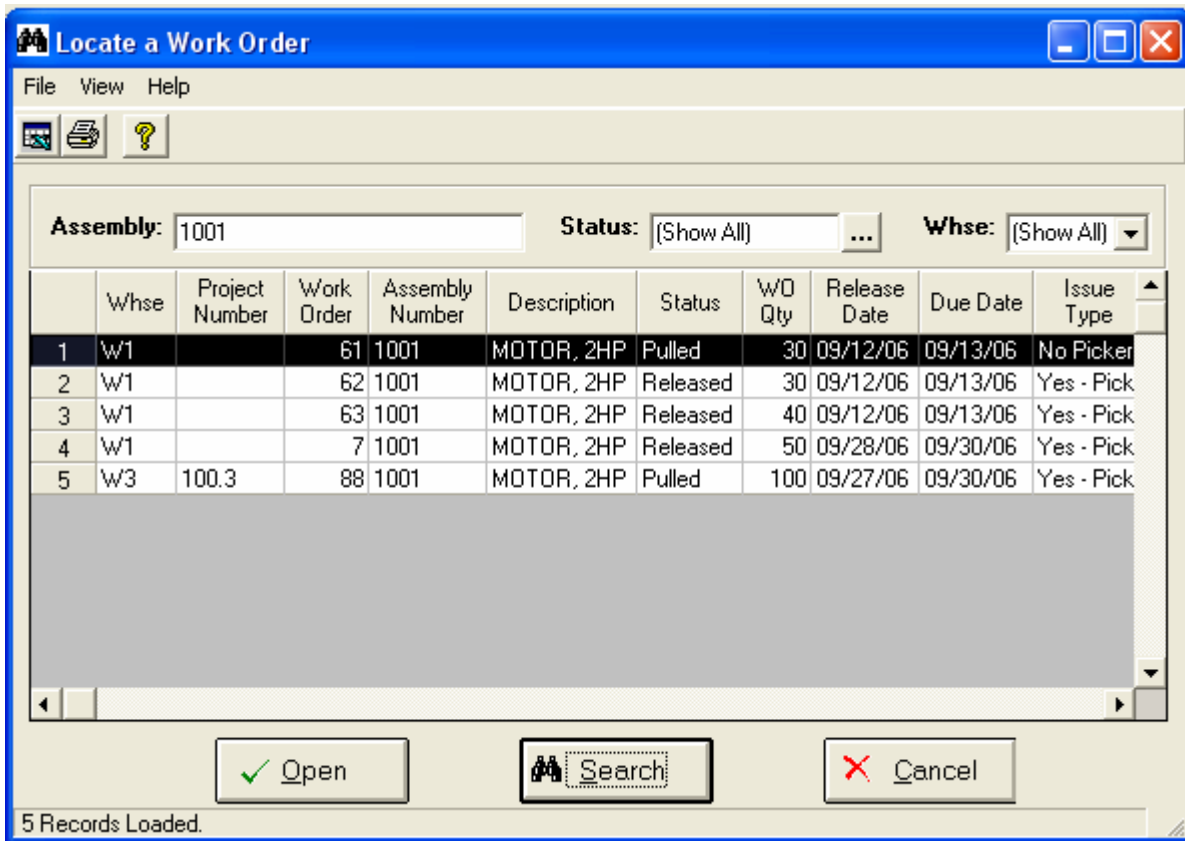
Place your cursor on the row you wish to drop into the Work Order Batch Creation screen and click on the [Open] button.

Column Field Descriptions

Whse	Warehouse Number.
Project Number	Project Number.
Work Order	Work Order Number
Assembly Number	Assembly Part Number
Description	Assembly Description
Status	Current Status of the Work Order: New Firm Planed Order Released Picked

	Backordered
	Completed
	Final
WO Qty	Work Order Quantity
Release Date	Date Work Order was Released.
Due Date	Date Work Order is Due
Issue Type	Issue Type for the Work Order
	Pick
	No Picker
	Backflush
	Manual
Cost Type	Cost Type for the Work Order
	Standard
	Project
	Expense

General Information

Printing a Spreadsheet

Below is a sample of the screen that will appear when you select the **Print** option. This will print the current active spreadsheet, so be sure to click on the spreadsheet you wish to print before choosing the Print option.
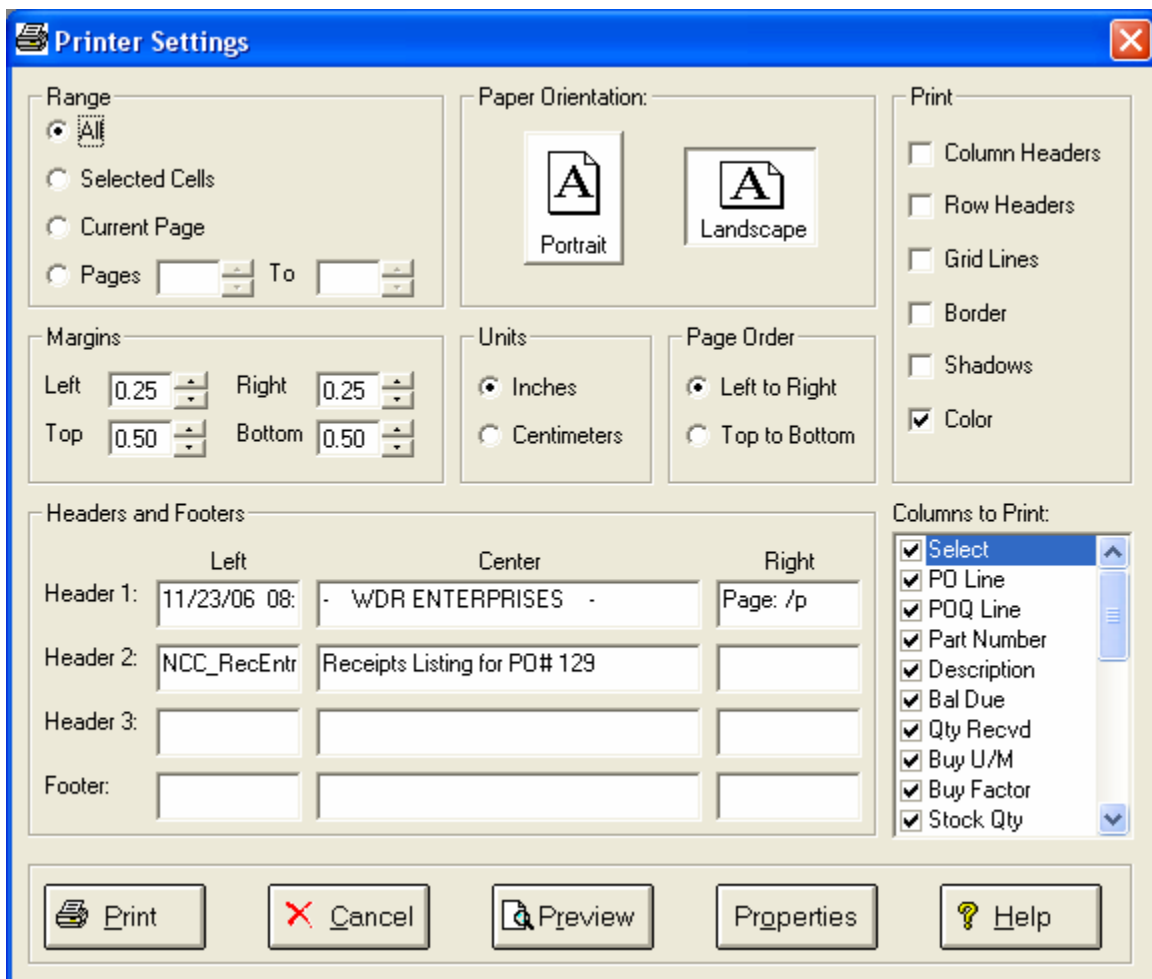
Range - Selecting a Print Range

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.

Exporting a Spreadsheet to Excel

Below is a sample of the screen that will appear when you select the **Export to Excel** option. This will export the current active spreadsheet, so be sure to click on the spreadsheet you wish to print before choosing the Export option.
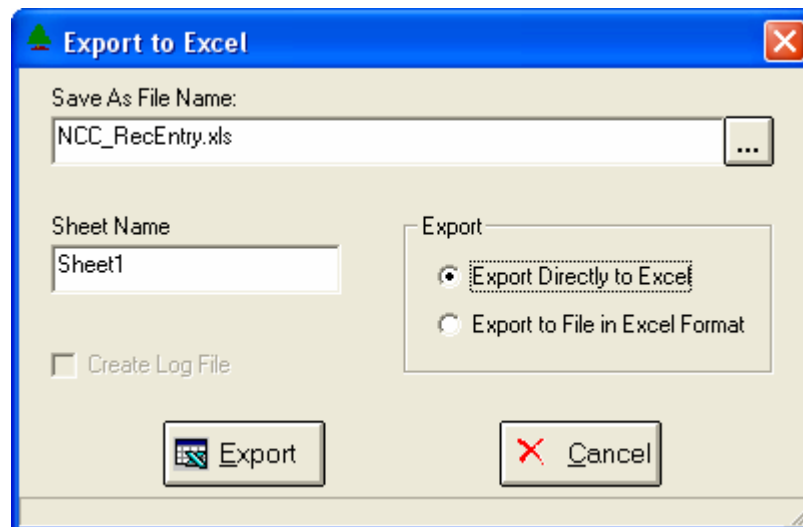
Save As File Name

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.

Sheet Name

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

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.

Create a Log File?

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.

Export Button

After all required information has been entered, click this button to export your data to Microsoft Excel.

Editing Features

Copy, Cut, Paste and Fill

You may use the standard Windows Copy, Cut, and Paste features to copy data to the Windows clipboard, or to paste data from the clipboard into a cell.

To copy data, hold down the left mouse button and highlight one or more cells, then choose **Copy**. There are multiple ways to enter this command:

1. From the **Edit** menu choose **Copy**.

2. Click the **Right Mouse** button, and then choose **Copy** from the pop-up menu.

3. Click the corresponding icon on the toolbar.

4. Hold down the **Ctrl** key and type the letter **C** (**Ctrl-C**).

You can use the Cut command (Ctrl-X) and the Paste command (Ctrl-V) in similar fashion.

To copy the contents of an entire row, click once on the row header (the number displayed on the left side of the first cell), and then choose **Copy**. Now click on the row header that you want to copy the data to and choose **Paste**.

If you want to update several cells with the same value, highlight all of the cells you wish to update then choose **Fill Cells**. This command will update each cell with the current information from the clipboard.

Zoom

This feature allows you to view, print and/or edit the expanded contents of a field. It is especially useful for multi-line information such as notes and long descriptions.

- You may "Zoom in" on any selected item by selecting Zoom from the Edit Menu, clicking the magnifying glass on the toolbar, or selecting Zoom from the right click menu.

- The Column Name will appear in the Title Bar with "Edit" or "View". You may edit the field when it is allowed.   Click "**OK**" when finished, or "**Cancel**" to revert to the original data.

- To print the selected item, click on the printer icon and the information will be sent to your local printer.

Locked fields may be viewed but not modified using the Zoom Feature. If the field is locked, "**View**" will appear in the Title Bar, and there will only be a single command button labeled "**Done**".

Customizing Your Display / Arranging Columns

Use the Customize Display Screen to make the following changes:

- ❑ Each tab contains a list of fields that corresponds to a screen used in this application. Use the checkboxes to show or hide each field.

- ❑ Use the [Move Up] and [Move Down] Buttons to re-arrange the order in which the fields appear on the specific screen Display. Click [Reset All] to return to the system's default settings.

- ❑ Select the color to use for highlighting Rows that have been modified, during data entry, but not saved. When you click the [Select Color…] button, a dialog is displayed allowing you to select a color palette.

- ❑ You may opt for the system to "Remember Screen Size and Column Widths". Any changes you make to the screen's appearance will be saved and applied the next time you launch this application.

- ❑ Choose the number of columns (from left to right) you wish to *freeze* on the spreadsheet. A frozen column will remain in place as you scroll to the right.

- ❑ Click [OK] to apply any changes you have made or [Cancel] to revert to the previous settings.
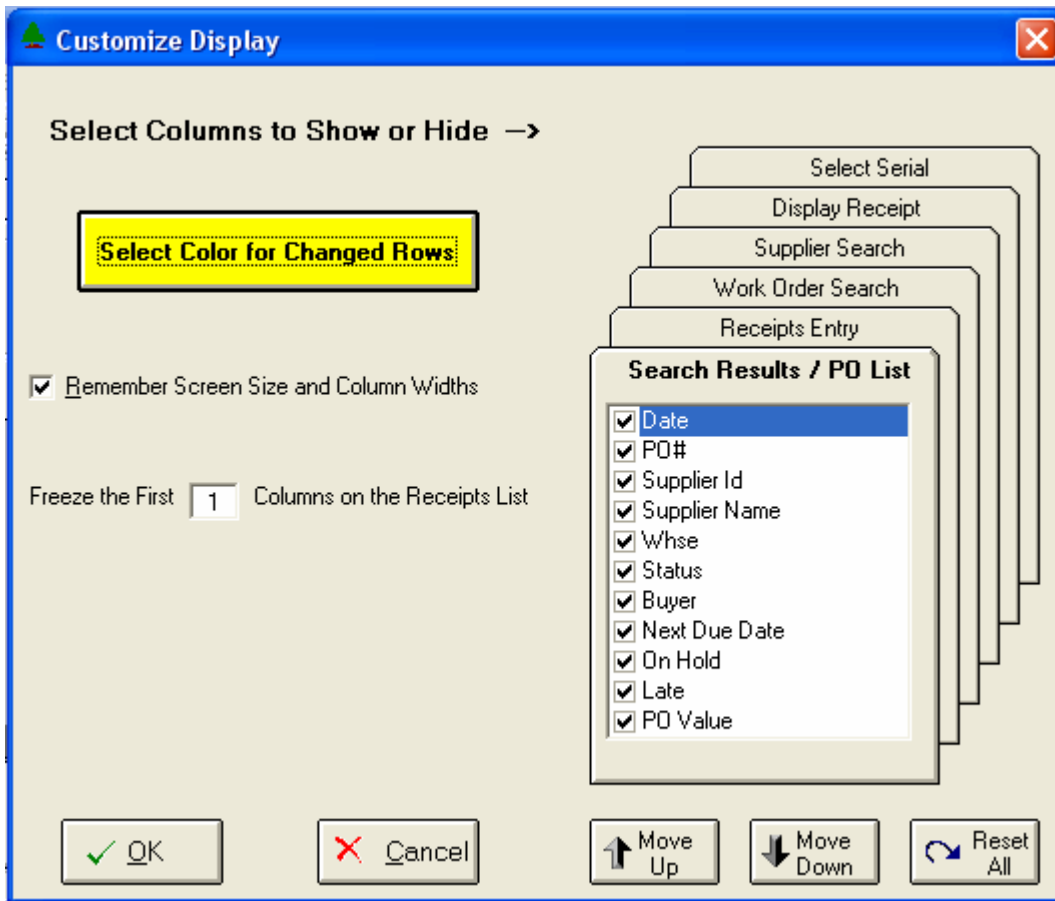
Note, these settings are stored in the Windows Registry for each user.

Wildcarding

Wildcarding is a powerful feature that allows you to search using a portion of the field. You tell the system you want to use a wildcard by typing three periods "…" or an asterisk "*" at the beginning or end of your search entry. Here are some examples of wildcard commands and their expected results:

Part Number:	XTR… (or XTR*)	Returns part numbers that begin with "XTR"
Description:	…VALVE… (or *VALVE*)	Returns parts with the word "VALVE" anywhere in the description.
Category:	…A (or *A)	Returns parts with a category ending with the letter "A".