



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

NorthClark Computing, Inc.

General Ledger Journal Entry User Guide

**Web and Desktop Applications
for Manfact by Epicor**

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INTRODUCTION

NorthClark's *General Ledger Journal Entry* is designed to streamline the process of entering and retrieving General Ledger Journal Entries from the Manfact General Ledger. The General Ledger Journal Entry product is a Windows based desktop application that may be used to view and create General Ledger Journal Entry records in your Manfact system.

The General Ledger Journal Entry application allows you to:

- ❑ Retrieve existing General Ledger Journal Entries using a variety of search criteria.
- ❑ Enter new General Ledger Journal Entries using a Windows interface.
- ❑ Create new Journal Entries by importing information from a spreadsheet.

Environment:

The main screen is composed of three “tabs”:

Search Options allows you to search for existing General Ledger Journal Entries.

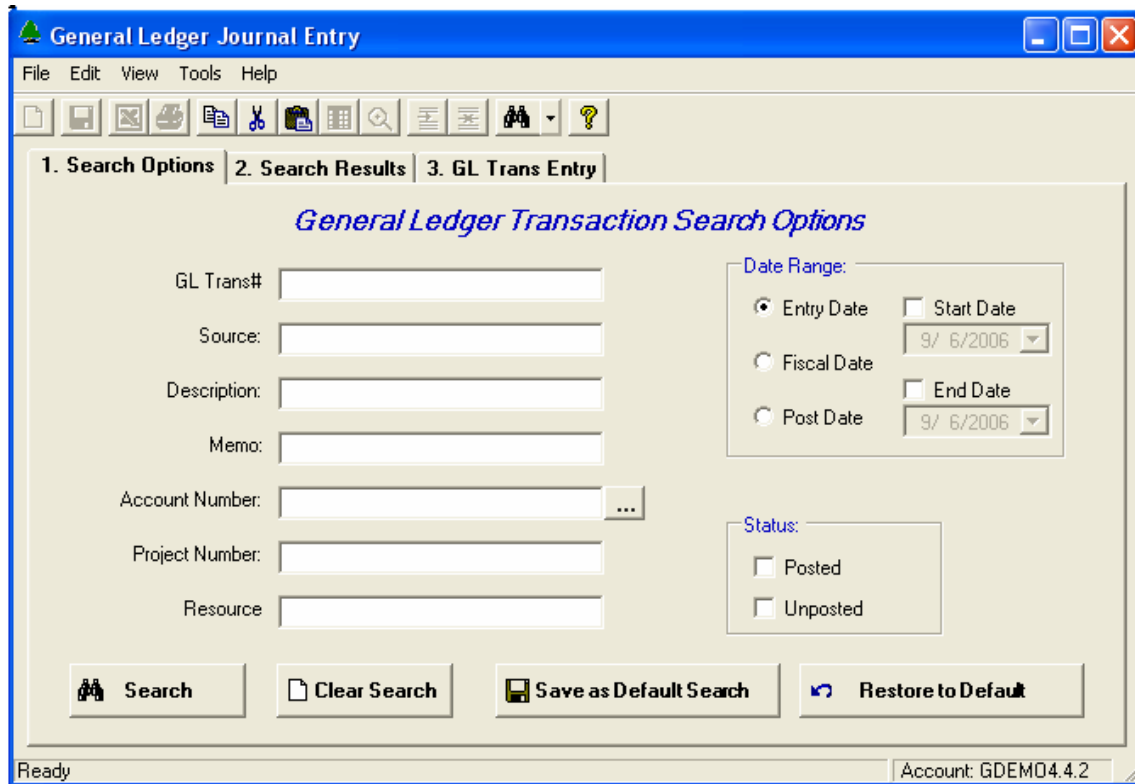
Search Results is a summarized listing of the General Ledger Journal Entries you selected.

GL Trans Entry allows you to view or enter General Ledger Journal Entries.

Main Screen

Search Options

This view is used to search for existing General Ledger Journal Entries.



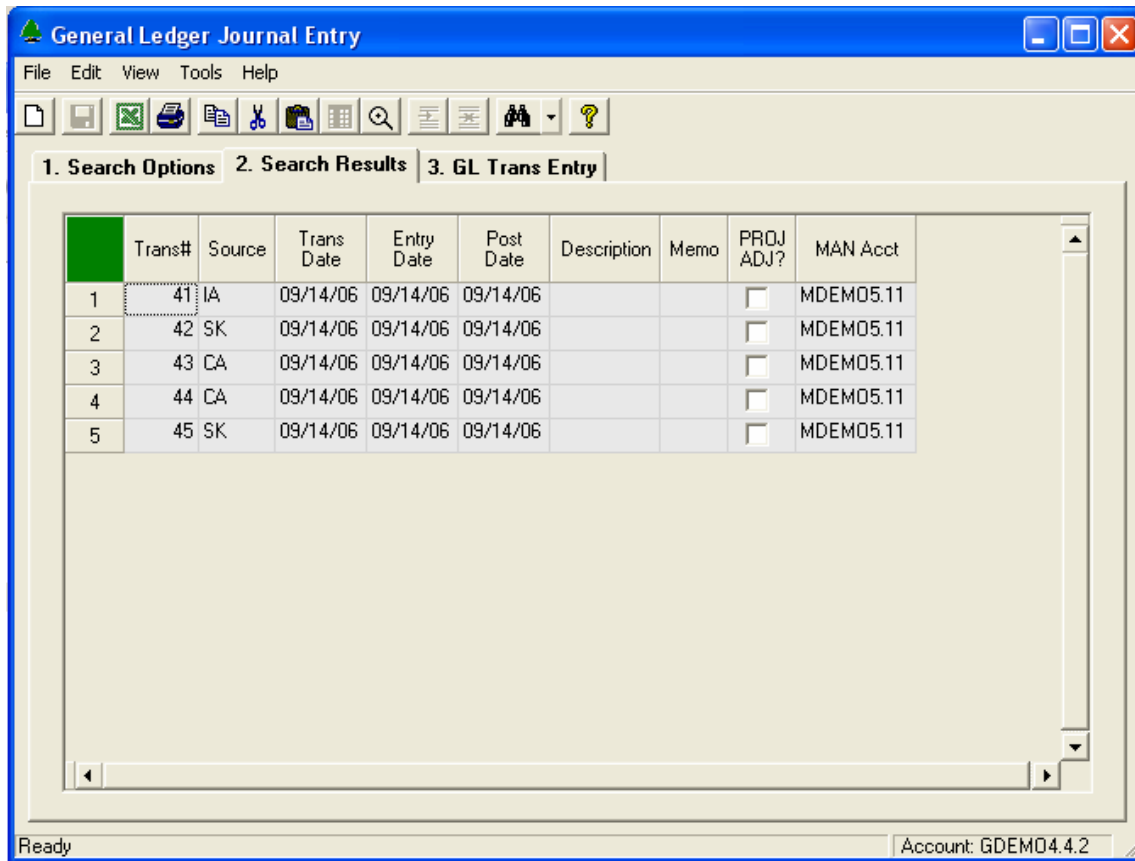
You may fill in any combination of fields to narrow your search, and wildcard features are supported for text fields.

Use the [...] button next to the Account Number prompt to access the General Ledger Number Search screen.

Once you have entered all of your selection criteria, click the [Search] button. The system will display a message indicating the search is in process.

Search Results

Once the search is complete, qualifying records are displayed on the Search Results tab.



From here you may select a row by placing your cursor on the row you wish to view and double clicking. This will take you to the GL Trans Entry view where you can view the details of the entry.

GL Trans Entry

GL Trans Entry provides two functions. First, it allows you to look at the details of an entry that was previously made. Second, it allows you to create a new entry. Below is an example of a GL Transaction Entry that was selected from the Search Results view.

The screenshot shows the 'General Ledger Journal Entry' window. It has a menu bar (File, Edit, View, Tools, Help) and a toolbar with various icons. The window is divided into three tabs: '1. Search Options', '2. Search Results', and '3. GL Trans Entry'. The '3. GL Trans Entry' tab is active and contains the following fields:

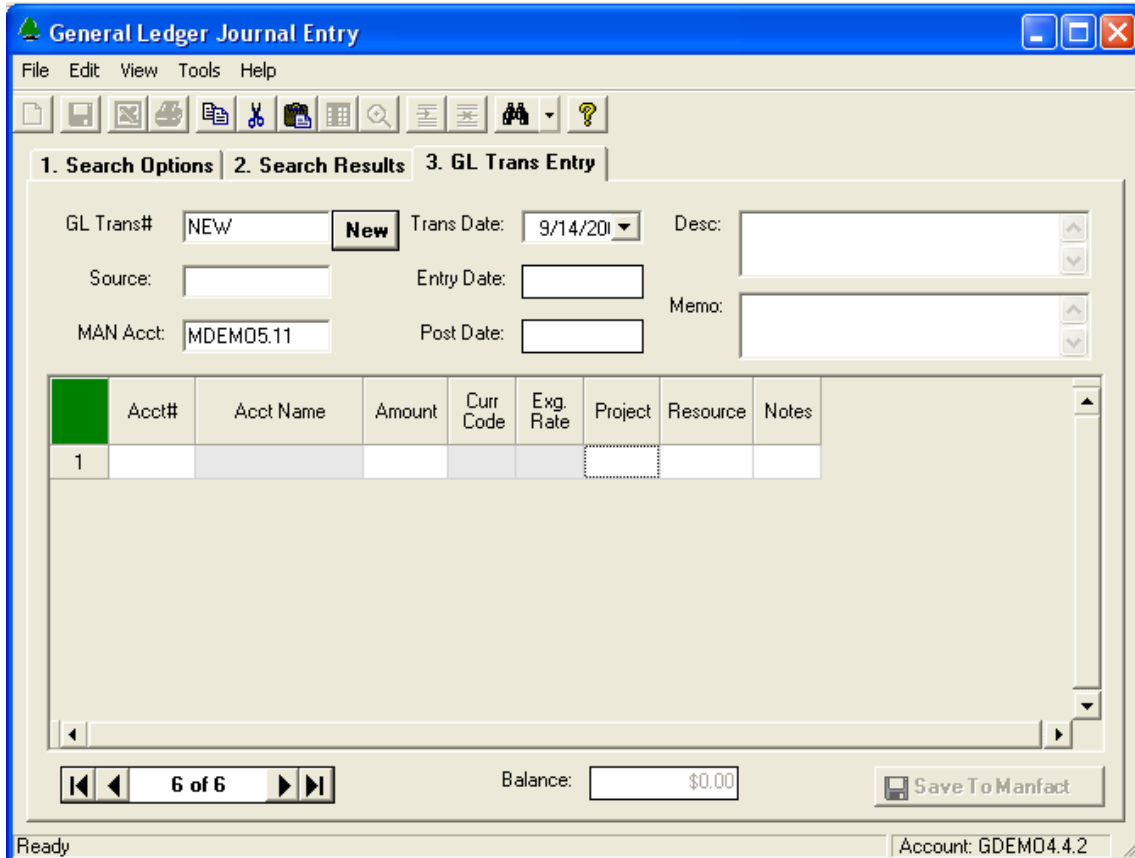
- GL Trans#: 42 (with a 'New' button)
- Trans Date: 9/14/2006
- Desc: (empty)
- Source: SK
- Entry Date: 09/14/06
- Memo: (empty)
- MAN Acct: MDEM05.11
- Post Date: 09/14/06

Below the fields is a table with the following data:

| | Acct# | Acct Name | Amount | Curr Code | Exg. Rate | Project | Resource | Notes |
|---|---------|----------------|---------|-----------|-----------|---------|----------|-------|
| 1 | 120.100 | RI - INVENTORY | 200.00 | | | | | |
| 2 | 120.400 | IT - INVENTORY | -150.00 | | | | | |
| 3 | 120.200 | MB - INVENTORY | -75.00 | | | | | |
| 4 | 120.300 | SK - INVENTORY | 25.00 | | | | | |

At the bottom of the window, there is a status bar with navigation buttons (2 of 5), a 'Balance: \$0.00' field, and a 'Save To Manfact' button. The status bar also shows 'Ready' on the left and 'Account: GDEM04.4.2' on the right.

To begin a new entry, click on the [New] button. This will clear the screen and make it possible for you to enter a new General Ledger Transaction.



The following fields may be entered or are displayed:

| | |
|------------|--|
| GL Trans # | For a new entry this will display as “NEW”. The GL Trans # will be assigned at file time from the LIID file. |
| Source | A user defined field for GL Trans Entry. |
| Man Acct | The Manfact account name that this GL Account is linked with. This information may not be changed during GL Trans Entry. |
| Trans Date | Either today’s date will default or if you are entering a GL Trans Entry after month end, but prior to running GLP.END it will default to the month-end date from the previous month. You may not make future entries beyond the current open period end date. |
| Entry Date | This will default to today’s date. |

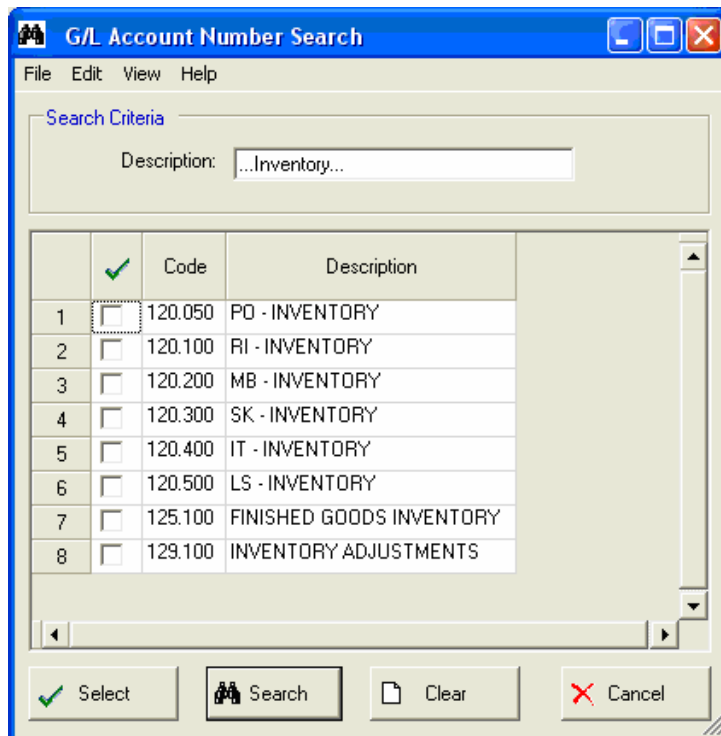
| | |
|-----------|--|
| Post Date | This will default to today's date. |
| Desc | User defined field for a Description of the GL Transaction. |
| Memo | User-defined field for additional Notes regarding the GL Transaction |
| Acct # | GL Account Number |
| Acct Name | GL Account Name |
| Amount | Enter the value of the transaction that pertains to the GL Account Number. Enter negative numbers with a – before the number. |
| Curr Code | If you are using Foreign Currency, the Currency Code will be displayed. |
| Exc Rate | If you are using Foreign Currency, the Exchange Rate will be displayed. |
| Project | If the entry is related to a specific project you may enter the project number. |
| Resource | If you enter a value in the Project field, you must enter a Resource Code to associate with that entry |
| Notes | Free form notes may be entered for each line item. |

Once all of the entry is complete click on the [Save to Manfact] button. A message will be displayed telling you the GL Transaction ID #.

Tools Menu

GL Number Search

The GL Number Search may be launched from either the Tools Menu or by clicking the icon to the right of the Account Number field on the General Ledger Transaction Search Options view.



Enter the description of the GL Account Number that you are searching for. If you do not know the entire account description you may use *wildcarding* to assist you with your search.

Click on the [Search] button to begin the search. Use the checkboxes to choose one or more G/L Account Numbers, then click the [Select] button to copy them to the Main screen.

General Information

Main Menu Options

Following is a brief description of the options available from the Main Menu of the General Ledger Journal Entry 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 | Import | Import data from Excel to populate the active spreadsheet. |
| File | Export | Export data from the active spreadsheet. |
| 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. |
| Edit | Insert Row | Insert a Row immediately above the row highlighted. |
| Edit | Delete Row | Delete the Row currently highlighted. |
| View | Adjust Columns to Fit Data | Automatically adjust column width to fit data. |
| View | Adjust Rows to Fit Data | Automatically adjust the height of each row to accommodate your data. |
| View | Adjust Spreads to Fit Data | Automatically adjust the height of each column and row to accommodate your data. |
| View | Reset Columns | Reset Columns to the original default width. |

| Menu | Option | Description |
|-------|------------------------------|--|
| | to Default Width | |
| View | Reset Rows to Default Height | Reset Rows to original default height. |
| View | Show Hidden Columns | Show any columns that are hidden. |
| View | Arrange/Hide Columns | Arrange columns on spread and identify columns to be hidden. |
| Tools | GL Number Search | <i>See GL Number Search</i> |

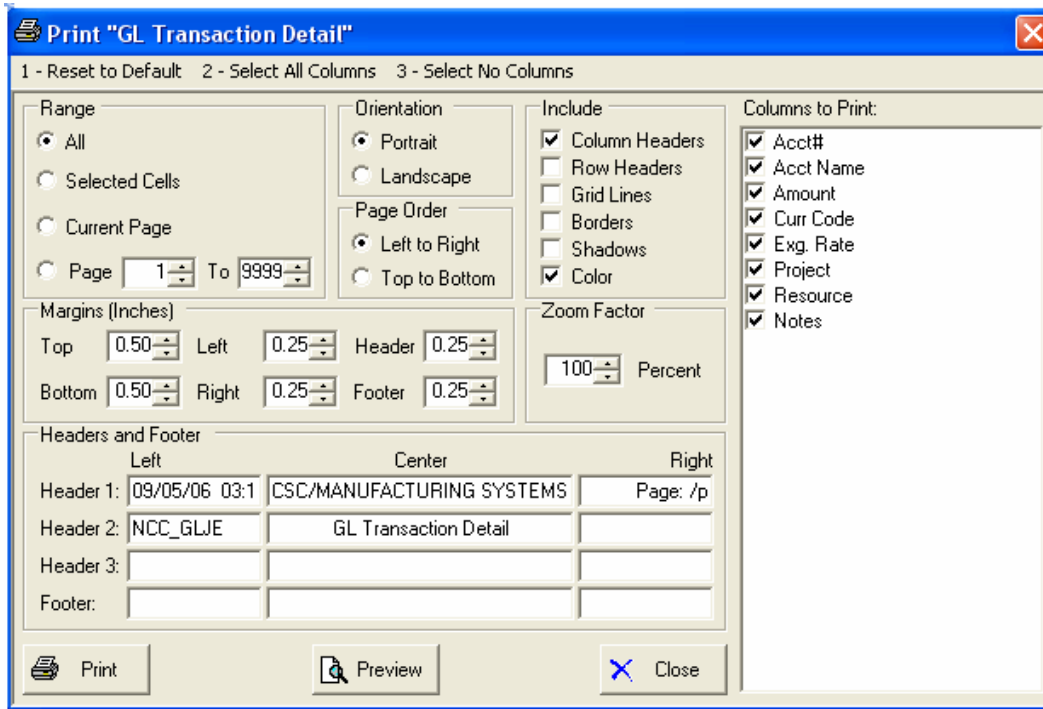
Right Click Menu

These options are available when you Right-Click on a spreadsheet.

| | |
|----------------|---|
| 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. |
| Insert Row | Insert a Row immediately above the row highlighted. |
| Delete Row | Delete the Row currently highlighted |
| Select Column | Select column where cursor rests. |
| Select Row | Select row highlighted. |
| Arrange Column | Arrange columns on spread. |

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.

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?

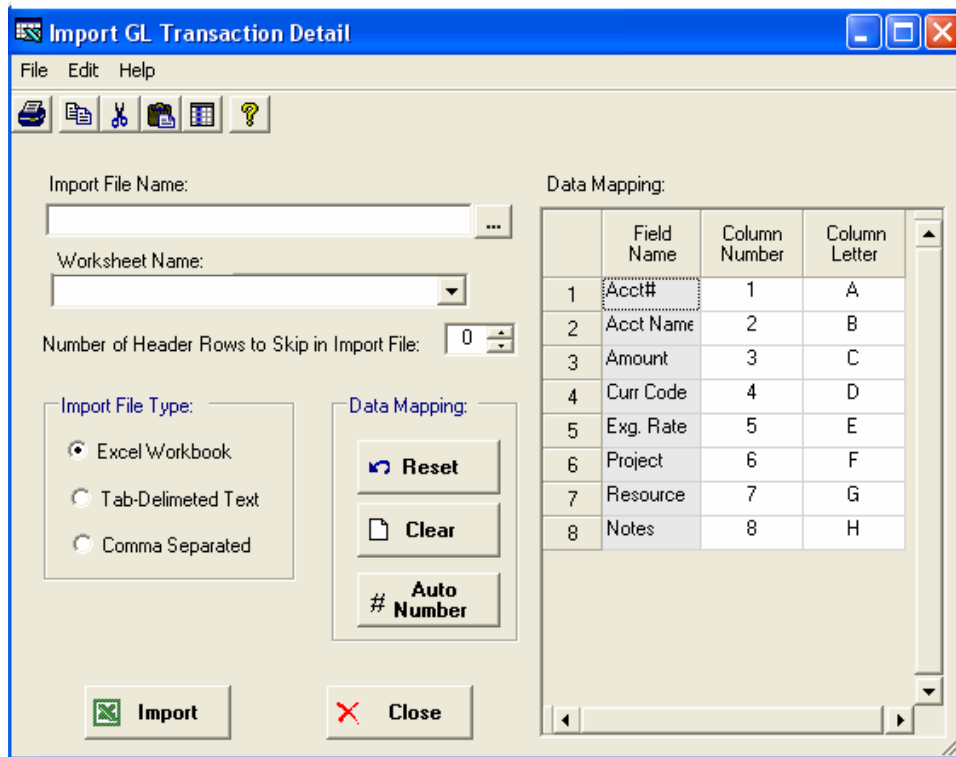
What Do You Want to Print? You can customize the appearance of your report by printing (or not printing) column headers, row headers, grid lines, borders, shadow, and color.

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.

Importing Data from Excel

This screen below is displayed when you choose the option to Import data from a Microsoft Excel spreadsheet, a tab-delimited text file, or a comma-separated text file. The data will be imported to the current active spreadsheet, so be sure to click on the desired spreadsheet before choosing this option.



Import File Name: Enter the path for the file that you wish to import. You may browse the files by clicking on the button next to the text box.

Worksheet Name: Select the Worksheet Name from the drop-down list.

Header Rows: Enter the number of rows at the beginning of the file that are not to be imported

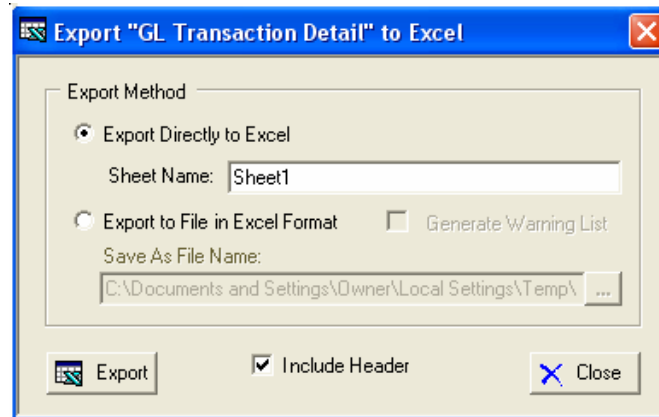
Import File Type: Select the type of file that you are importing

Data Mapping: Enter the Column Number or Letter where data resides on the Excel file.

Import Data: Click [Import] to begin the import procedure.

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.

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 if you want to include the Header.

[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

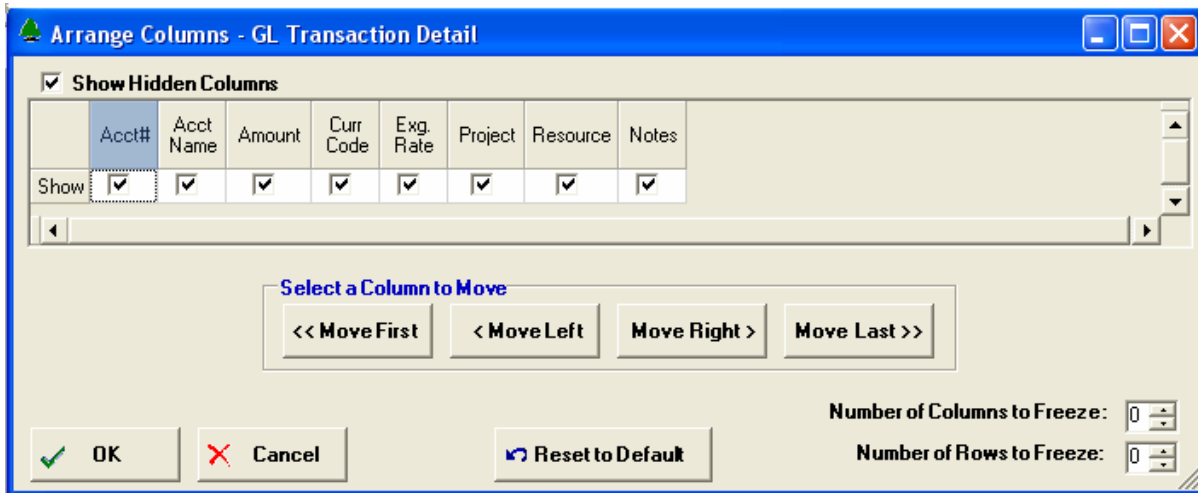
This feature allows you to view, print and/or edit the expanded contents of a field. It is especially useful for multi-line information such as notes and long descriptions.

- 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**".

Arranging Columns

Use the Arrange/Hide Columns to change the sequence in which columns appear on your spreadsheet.



Each column represents a field that is available for display on the spreadsheet. To hide a column remove the check from the box under the title heading.

Use the [Move First], [Move Left], [Move Right] and [Move Last] Buttons to re-arrange the order in which the fields appear on the specific screen Display. Click [Reset to Default] to return to the system's default settings.

Select the Number of Columns and Rows you wish to Freeze on the Display.

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. You can also use “+” and “,” to include and/or conditions.

Here are some examples of search commands and their expected results:

| | |
|----------------------------|---|
| ...FREIGHT... or *FREIGHT* | Search for the word “FREIGHT” anywhere in the field |
| *FREIGHT*+*EXP* | Both “FREIGHT” and “EXP” must appear in the field |
| *FREIGHT*,*TAX* | Either “FREIGHT” or “TAX” must appear in the field |



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