

**NorthClark
Computing**



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

NorthClark Computing, Inc.

Accounts Payable Payments User Guide

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

June 24, 2011

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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

The Payment Processing feature is the topic of this User Guide. The NCC_ApPay application is installed separately from the Accounts Payable Work Bench, and gives you the ability to:

-  Locate Accounts Payable records eligible for payment using a variety of search criteria
-  Select invoices and memos to be paid, with running batch totals
-  Save the batch for later processing
-  Generate an Accounts Payable Due Report (AP03) for the batch
-  Require an authorized person to Approve the batch for payment
-  Print paper checks or generate an ACH file to be transmitted to the Bank
-  Send Payment Notifications to Suppliers via email
-  Reconcile your bank statement

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.

Payment Processing

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.

Search Options

The screenshot shows a software window titled "Accounts Payable Payment Processing - - WDR ENTERPRISES". The window has a menu bar with "File", "Edit", "View", "Tools", and "Help". Below the menu bar is a toolbar with various icons. The main area is divided into three tabs: "1. Search Options", "2. Search Results", and "3. Batches". The "Search Options" tab is active and contains several input fields: "Payments Due Before:" with a date dropdown set to "07/31/11"; "Supplier:" with a text box and a browse button "..."; "Disbursement Account#" with a dropdown set to "01.000.1005"; "Invoice#" with a text box; "Check Code:" with a dropdown set to "E = Electronic / ACH"; "PO Number:" with a text box; and "Receipt#" with a text box. At the bottom of the window, there is a "Search Sets:" section with a dropdown menu showing "DEFAULT", and buttons for "Clear", "Search", "Load", "Save", "Save Dates" (checked), and "Remove". The status bar at the bottom left says "Ready" and the bottom right says "Account: MDEM05.9".

The **Search Options** tab is used to locate Invoice records eligible for payment using a variety of search criteria. You must enter a cut-off date at the “Payments Due Before” prompt, and then select a Disbursement Account Number. All other prompts are optional, and may be used as desired to narrow your search.

Click the **Search** button, and the qualifying list of Accounts Payable Invoice records is displayed on the **Search Results** tab.

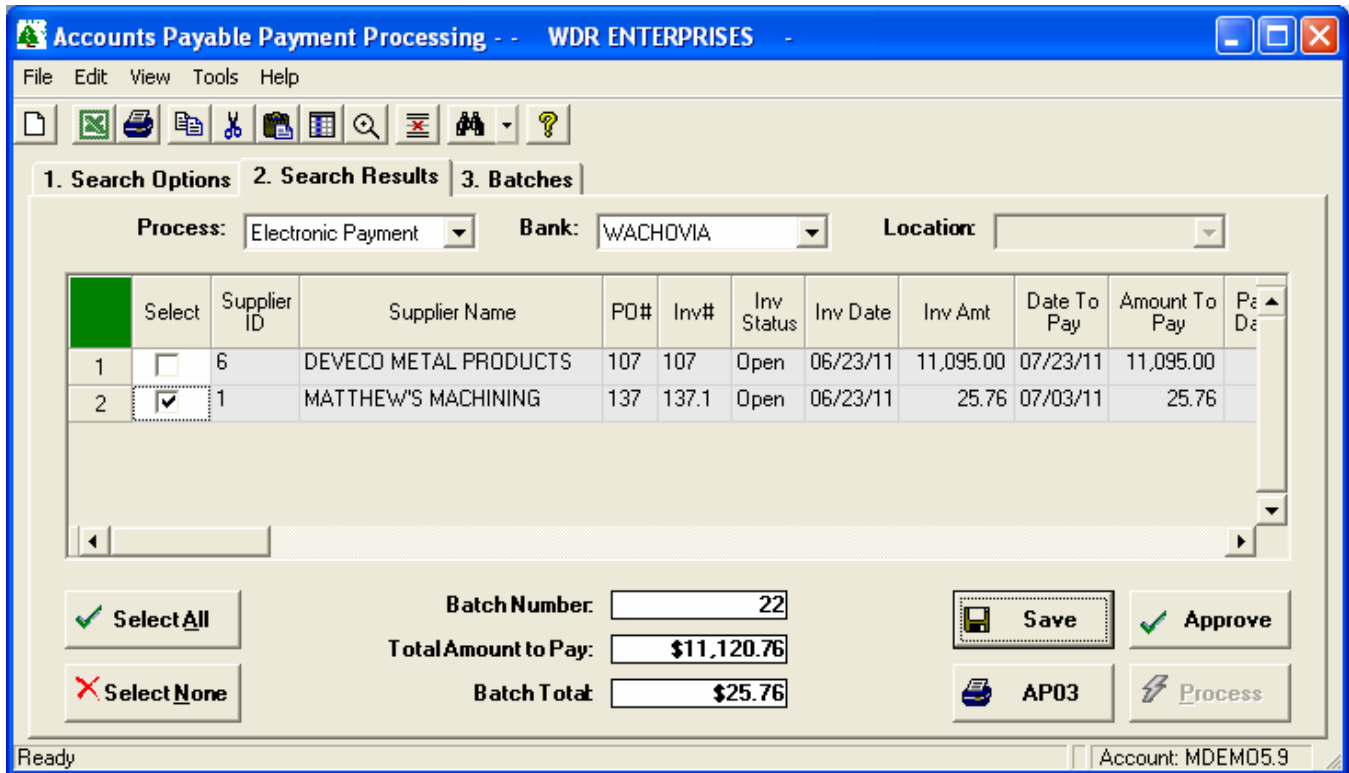
Search Sets

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.

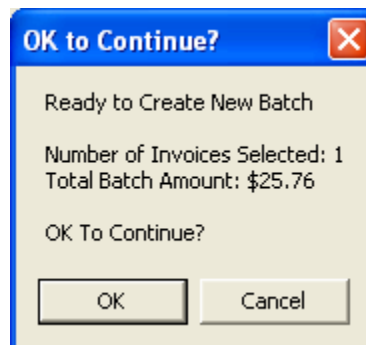
Search Results



Use the checkboxes in the first column of the grid to choose the Invoices you wish to pay. The **Select All** and **Select None** buttons at the bottom of the screen may be used to check or uncheck all items on the list.

The **Total Amount to Pay** at the bottom of the screen displays the amount payable for the entire list, while the **Batch Total** represents only those items you have selected for payment.

When you have finished selecting Invoices, click the Save button, and the following message is displayed.



Click **OK**, and the system assigned **Batch Number** is displayed at the bottom of the screen. If desired, click the **AP03** button to generate a Manfact “Accounts Payable Due” report containing only the items you’ve included in the batch.

The next step is to approve the batch. If you are an authorized user, click the **Approve** button. Otherwise, the batch may be retrieved at a later time for approval and processing.

Once approved, the batch is ready to be processed. Select the **Payment Method**, either Electronic Payment or Printed Checks, from the drop-down list at the top of the screen.

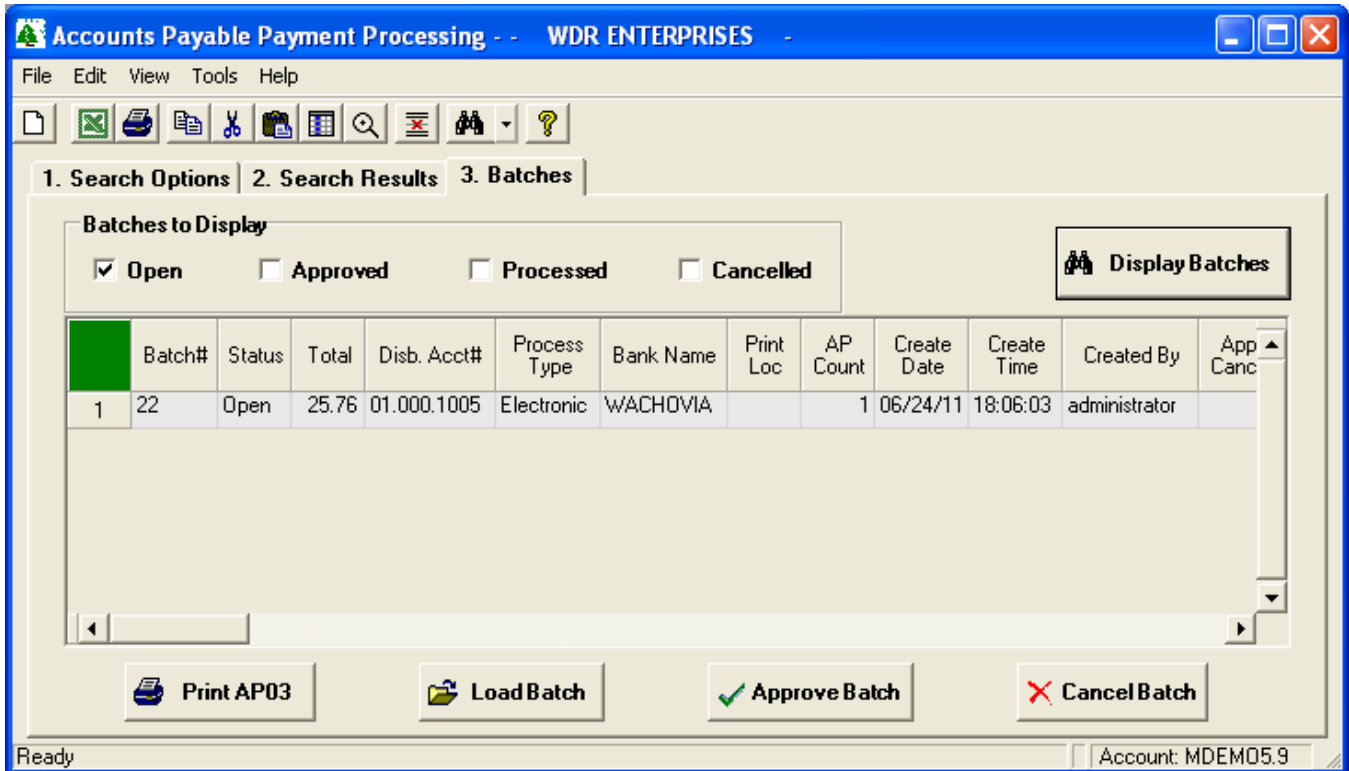
For Electronic Payments, you must select the **Bank** to be used for Automated Clearing House (ACH) processing. Note that the Bank information must be entered using the System Administration screen before using this feature.

If you are using Printed Checks, and your company has more than one location where checks may be printed, your System Administrator may setup multiple **Print Locations** to choose from. If you have only one location, this entry is not required.

Finally, click the Process button to start printing your checks, or to create the electronic file that will be transmitted to the bank.

Payment Batches

The Batches tab is used to recall a batch that was previously saved. The checkboxes at the top of the screen allow you to select the records you are interested in. In this example, we've selected an Open batch that needs to be approved. The information is displayed when you click the **Display Batches** button on the upper-right corner of the screen.



If multiple rows are displayed, click on the row you wish to update, and then use the buttons at the bottom of the screen to Print, Load, Approve, or Cancel the batch.

As you scroll to the right, additional columns allow you to view the date and time, and the person who created, approved, and processed each batch.

Electronic Payment Processing


The Electronic Payment option produces a file with payment information to be transmitted to your financial institution. The layout of this file conforms to the standards established by NACHA.

NACHA is a not-for-profit association that represents more than 11,000 financial institutions through direct memberships and a network of regional payments associations, and 650 organizations through its industry councils. NACHA develops operating rules and business practices for the Automated Clearing House (ACH) Network and for electronic payments in the areas of Internet commerce, electronic bill and invoice presentment and payment (EBPP, EIPP), e-checks, financial electronic data interchange (EDI), international payments, and electronic benefits services (EBS). For more information, please visit www.nacha.org.

Note, before using this feature, you must enter the Supplier's *Bank Account Number* and *Routing Number* using NorthClark's Supplier Maintenance program.

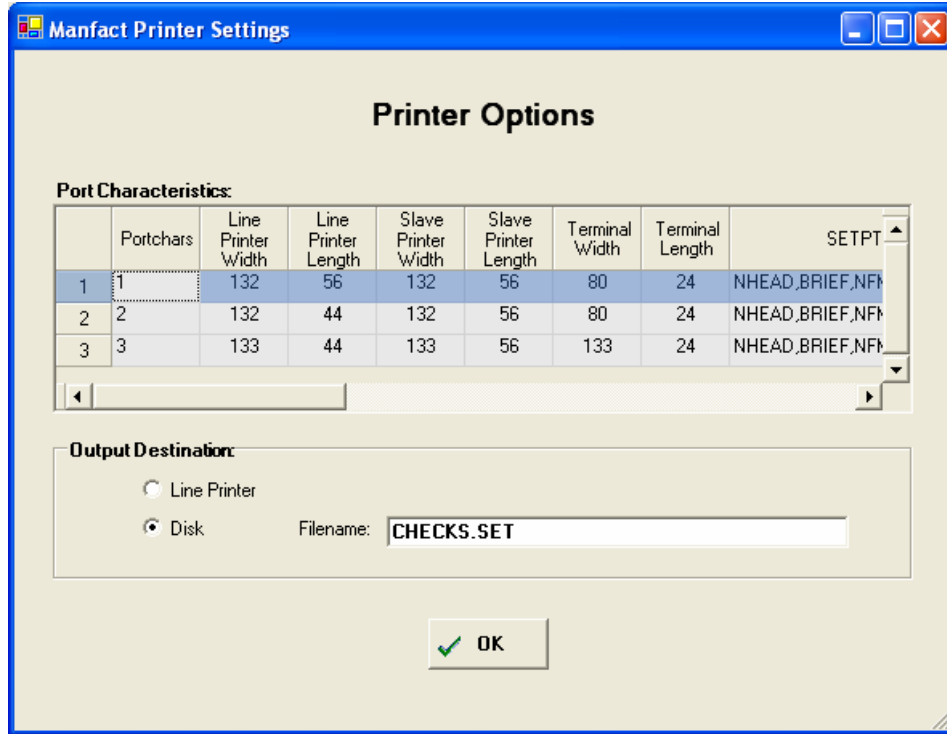
Electronic Payment Notices

Once the electronic payment file has been produced, you will have the option to print Electronic Payment Notices. This feature uses a Microsoft Word Template, so the layout is easily customized.

	NorthClark Computing, Inc. PO BOX 2096 Oregon City, OR 97045 503.632.5671 fax 503.632.5688										
Remittance Advice											
Supplier: 1 MATTHEW'S MACHINING 2100 E GRAND AVE. EL SEGUNDO, CA 90254	Check: E38 Date: 02/09/11										
<table border="1"><thead><tr><th>Invoice Date</th><th>Invoice Number</th><th>Invoice Amount</th><th>Discount</th><th>Payment</th></tr></thead><tbody><tr><td>06/22/10</td><td>116.2</td><td>1,200.00</td><td>0.00</td><td>1,200.00</td></tr></tbody></table>	Invoice Date	Invoice Number	Invoice Amount	Discount	Payment	06/22/10	116.2	1,200.00	0.00	1,200.00	Total Paid Amount: \$1,200.00
Invoice Date	Invoice Number	Invoice Amount	Discount	Payment							
06/22/10	116.2	1,200.00	0.00	1,200.00							

Check Printing

This option will launch Manfact's CHECKS.SET program to print the selected checks. A dialog is displayed allowing the user to select the Printer to be used for output. Upon completion of the print process, the user is prompted to run CHECKS.POST.



Check Reconciliation

Use this screen to select a population of CHECKS records, then flag them as “reconciled” in the Manfact system.

1. Search 2. Results

Start End

Check Number: [] []

Check Date: 10/01/04 [v] 04/15/08 [v]

Disb. Account: [v]

Supplier: [] ...

Status: P - Posted [v]

Invoice Number: []

Clear Search

Search Sets: Default [v] Load Save [x] Save Dates Remove

Account: MDEM05.9

1. Search 2. Results

Select	Disb. Account	Supplier ID	Check No.	Status	Check Date	Check Amount	Clear Date	Clear Amount	AP ID's	AP Amounts
<input checked="" type="checkbox"/>	01.000.1005	1	101607	Posted	10/16/07	42.00		0.00	1*100307	42.00
<input checked="" type="checkbox"/>	01.000.1005	1	121207	Posted	12/12/07	112.50		0.00	1*10101	112.50
<input checked="" type="checkbox"/>	01.000.1005	1	200710	Posted	10/06/07	6,391.00		0.00	1*65789 1*67854	1000.00 5391.00

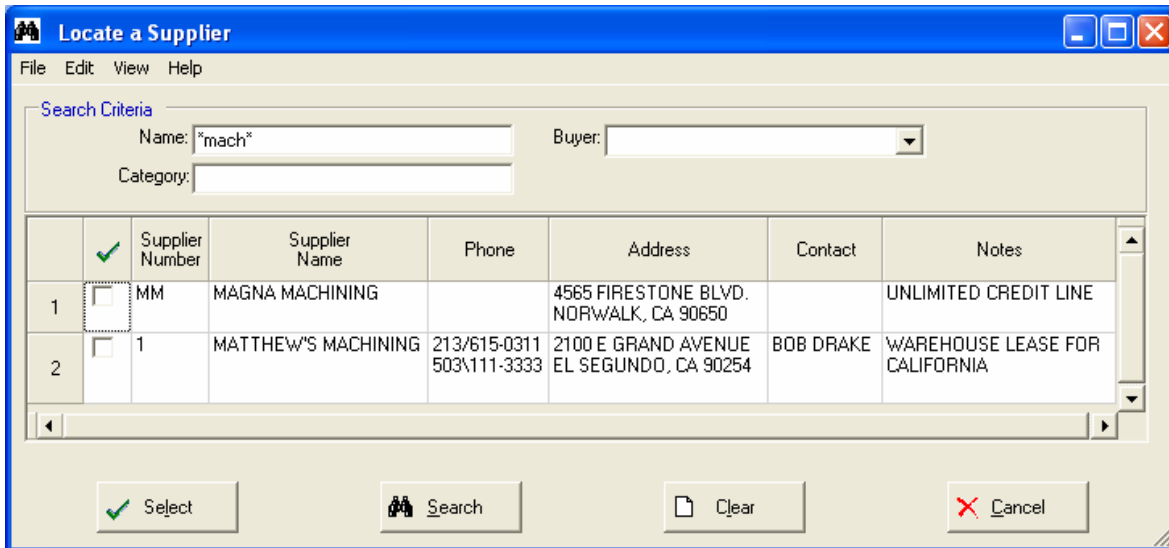
Select All Select None Process

Account: MDEM05.9

Tools

Supplier Search

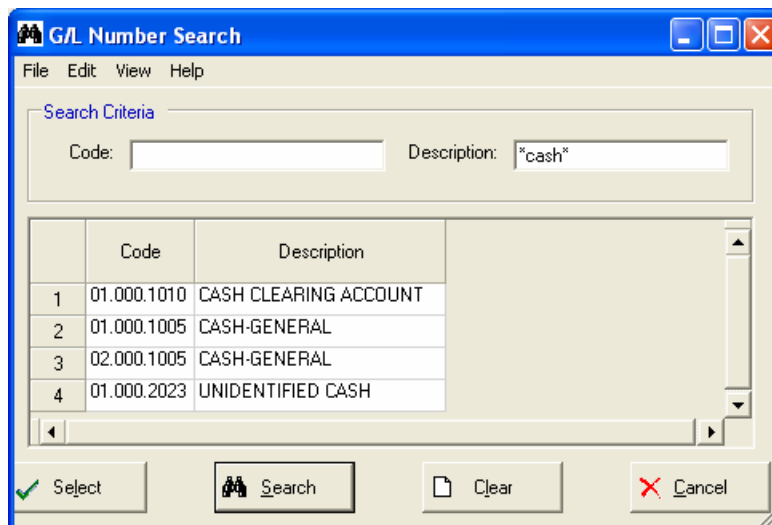
Use this option to locate an existing Supplier record in Manfact's VENDOR file. This screen may be accessed from the **Tools** menu on the Main screen, or by clicking the browse button [...] next to the Supplier Number prompt.



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

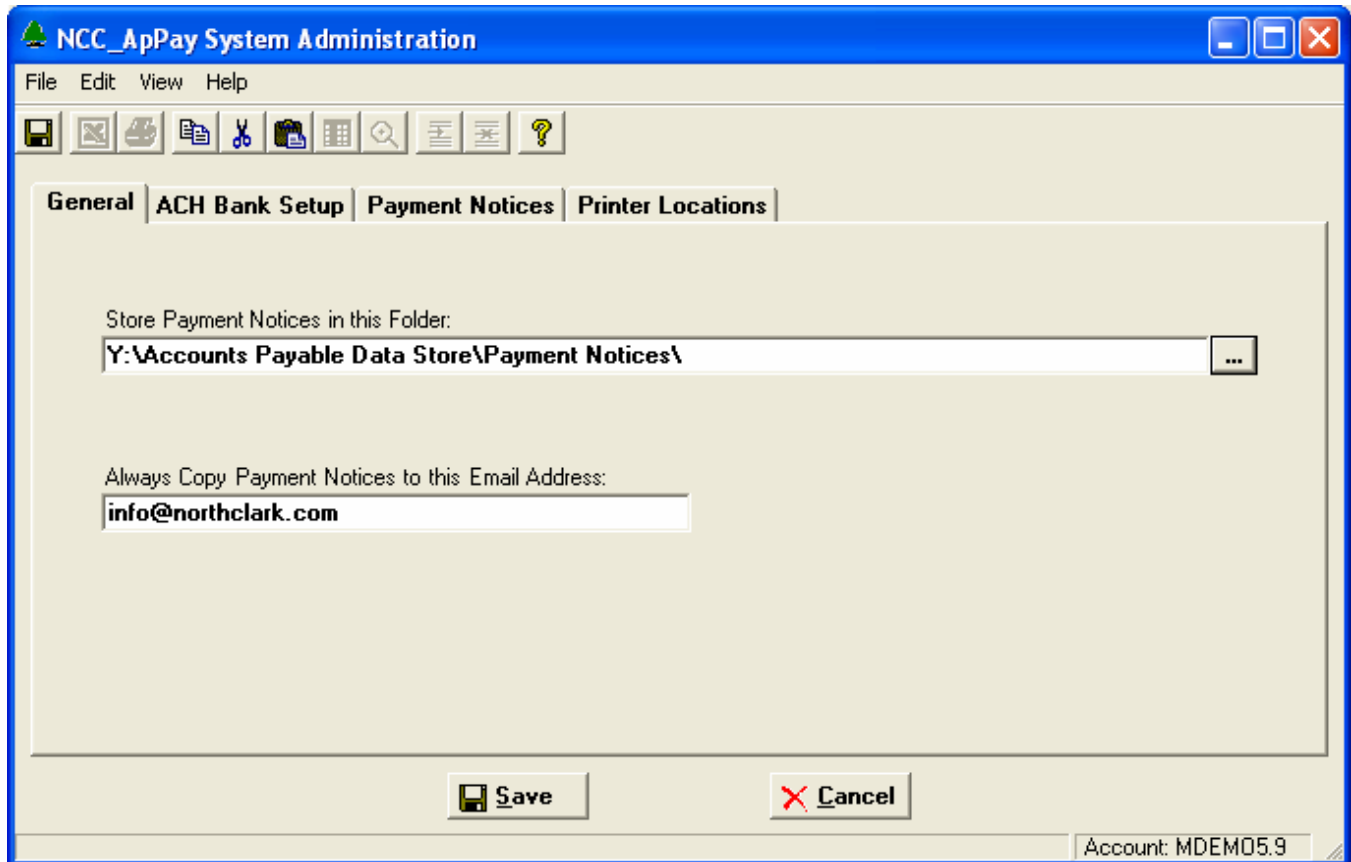
G/L Number Search

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.



System Administration

General

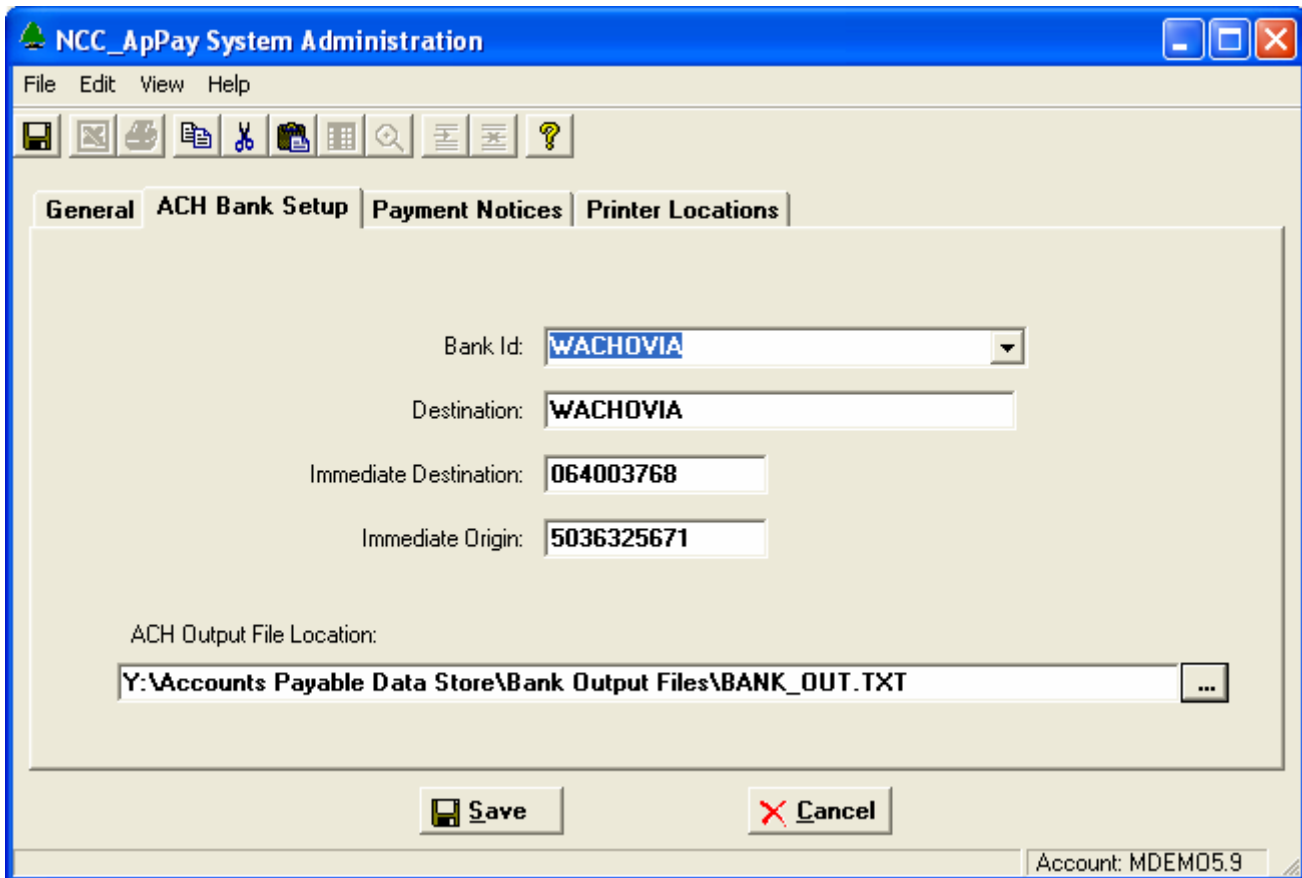


You may choose to generate Payment Notifications advising your Suppliers that payments have been sent. This is particularly desirable when using Electronic Payments. The notifications are generated as a Microsoft Word Document, and then emailed to the Suppliers. The System Administrator must designate a folder on the network where these documents are to be stored, and then enter the location at the **Store Payment Notices in this Folder** prompt. The button to the right of the prompt allows you to browse.

When Payment Notices are emailed, a blind copy will be automatically sent to the address entered at the **Always Copy Payment Notices to this Email Address** prompt.

Bank Setup

Use this tab to enter parameters for Electronic Payment Processing as provided by your financial institution.



The screenshot shows a software window titled "NCC_ApPay System Administration" with a menu bar (File, Edit, View, Help) and a toolbar. The "ACH Bank Setup" tab is selected. The form contains the following fields:

- Bank Id: WACHOVIA (dropdown menu)
- Destination: WACHOVIA (text box)
- Immediate Destination: 064003768 (text box)
- Immediate Origin: 5036325671 (text box)
- ACH Output File Location: Y:\Accounts Payable Data Store\Bank Output Files\BANK_OUT.TXT (text box with browse button)

Buttons for "Save" and "Cancel" are at the bottom. The status bar shows "Account: MDEM05.9".

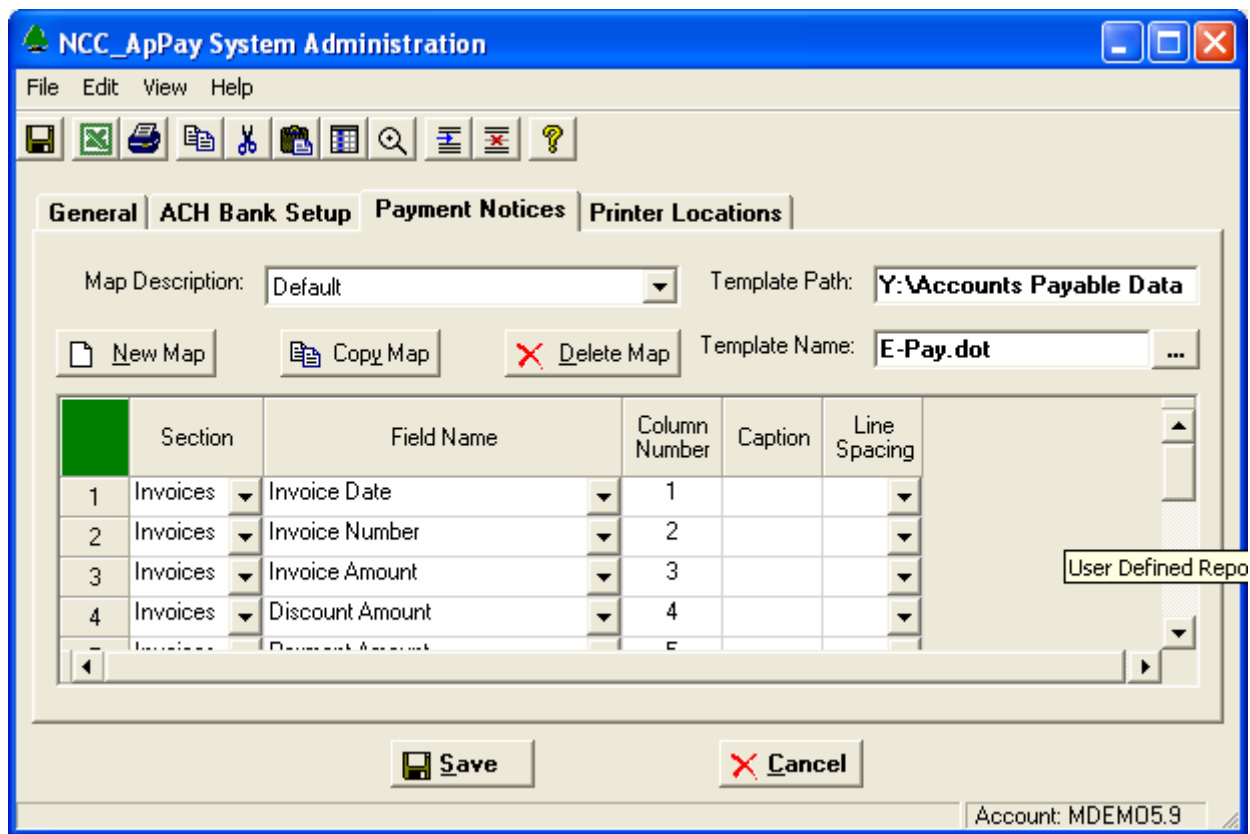
The **Bank Id** is user assigned. Select an existing entry from the drop-down list, or type a name into the box to create a new entry.

The **Destination**, **Immediate Destination**, and **Immediate Origin** values will be supplied by your bank when you sign up for Automated Clearing House (ACH) processing.

The **ACH Output File Location** is the path to a secure location on your network where the electronic payment file is to be placed. Note that the NorthClark software does not automatically transmit the file to your bank. Your bank will advise you of the methods they have available to upload electronic payment files.

Payment Notices

This screen is used to define the layout of Electronic Payment Receipts.

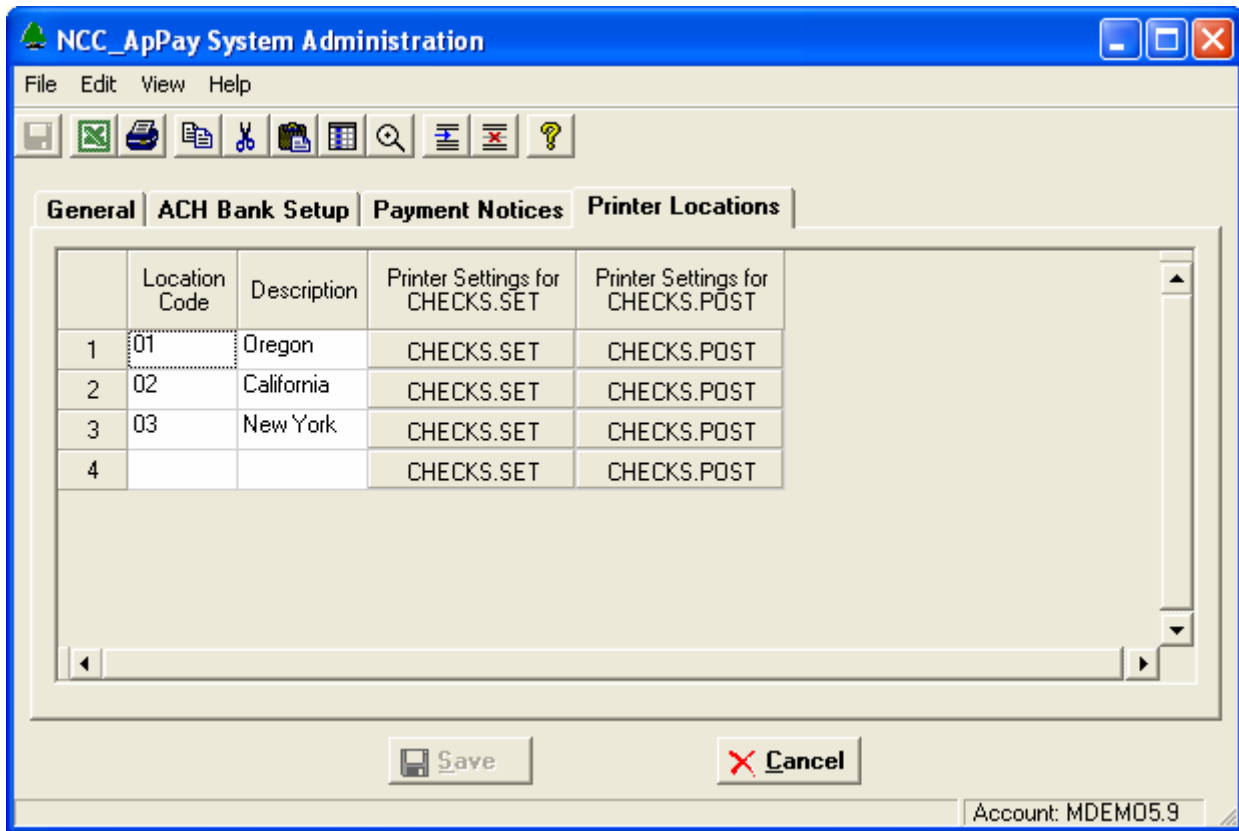


The NorthClark A/P Payments program is delivered with a standard template for generating Payment Notices. A Microsoft Word Template called “E-Pay.dot” is provided to get you started. At a minimum, you will want to customize the template with your company’s logo. You will find “E-Pay.dot” in the folder where you installed the software (usually Program Files). After modifying the template, copy it to a location on your network that is accessible to all Accounts Payable personnel who will be processing payments. Specify the location of your template at the **Template Path** and **Template Name** prompts. This ensures that all Payment Notices will look the same, no matter who processes them.

The mapping information shown above defines the columns where each data element will be placed on the template. If you use the template as delivered, you do not need to make any changes to this screen. However, if you wish to remove columns, or change the order of the columns, you may create your own template, and then use this screen to modify the output specifications accordingly.

Printer Locations

This screen is used to define the various locations in your company where checks may be printed. If you have only one location, you can skip this screen.



Assign a **Location Code** for each Printer, and enter a **Description**. Note, both the Code and the Description will be displayed for the user in a drop-list.

Click the buttons to enter Printer Settings for CHECKS.SET and CHECKS.POST. This action will display a dialog allowing you to choose the Manfact Port Characteristics (PORTCHARS) for each Printer Location.

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.

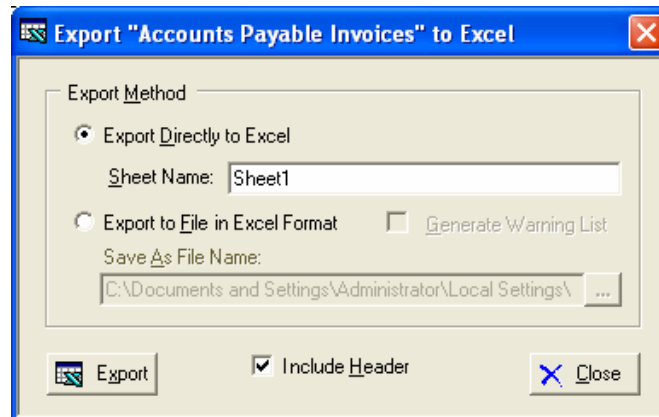
The following NorthClark procedures may be added to the Manfact security tables:

Routine	Description
NCC_APPAY	Allows access to the A/P Payment Processing program.
NCC_APPAY_ADMIN	Allows access to the A/P Payment Processing program, with Administrative privileges.
NCC_APPAY_RECON	User may access Check Reconciliation function, but cannot process payments..

Output

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

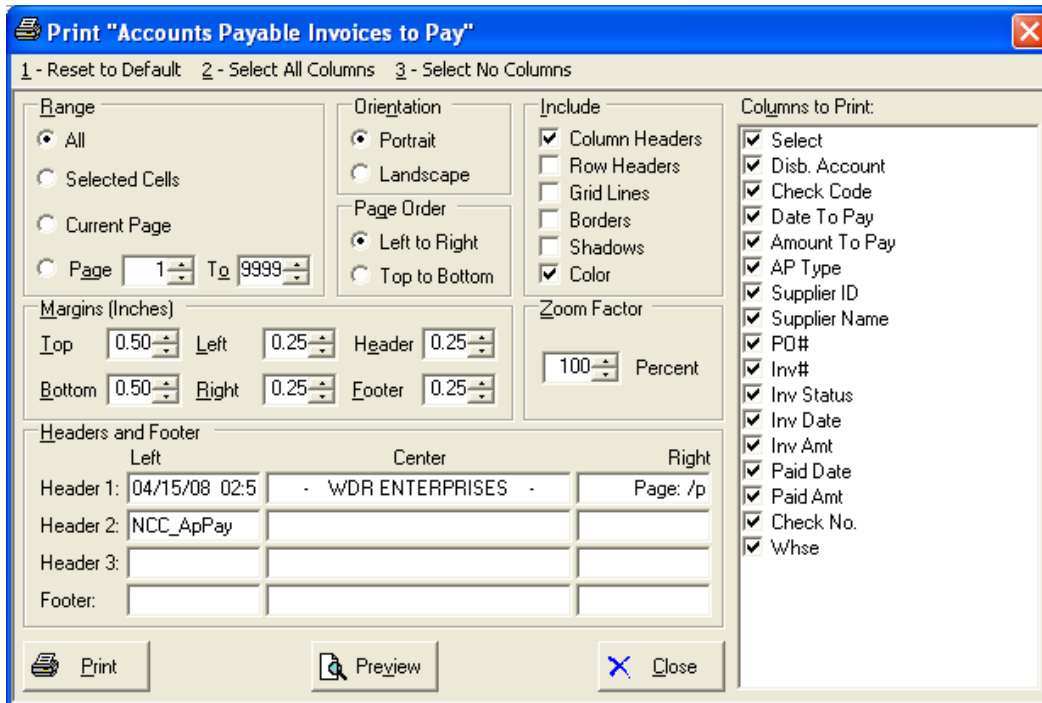
Check this box to export the column headings.

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.



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