



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

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# **NorthClark Computing, Inc.**

## **Purchase Order Approval**

### **User Guide**

**May 20, 2011**

Purchase Order Approval is a member of the suite of  
NorthClark Desktop and Web Applications for Manfact by Epicor.

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## **Introduction**

The Purchase Order Approval module works in concert with NorthClark's *Buyer's Workbench*, a Windows desktop application which may be used to view, create, and modify Purchase Requisitions, Requests for Quote, and Purchase Orders in your Manfact system. The Buyer's Workbench helps Manfact users manage the procurement process efficiently and with greater accuracy.

The Purchase Order Approval module allows you to:

- ❑ Establish company rules for signature requirements based on purchase order type, supplier status, various dollar thresholds, and other user-defined criteria.
- ❑ Automatically route documents to the appropriate individuals for signature, and send email notifications requesting their approval.
- ❑ Automatically place orders on hold until appropriate approvals have been received.
- ❑ Obtain approvals using electronic "signatures" to authorize release of individual order line items.
- ❑ Alert the Buyer when all items on an order have been either approved or rejected.

The Purchase Order Approval application will reduce the risk of placing purchase orders without appropriate authorization, and simplify management of the approval process.

## Purchase Order Approval

### Main Screen

You may receive notification of purchase orders and/or requisitions requiring approval via e-mail, or if you are a Buyer, you may receive an alert on the Buyer's Workbench. You may also view items requiring your approval by going directly to the Purchase Order Approval system and performing a search. The "Search Criteria" options are shown when you start the application, as illustrated below.

### Search Options

Use this screen to locate purchase orders and/or requisitions to view or update.

The screenshot shows the 'Purchase Order Approval' application window. The title bar includes a 'PO' icon and the text 'Purchase Order Approval'. The menu bar contains 'File', 'Edit', 'View', 'Activities', 'Tools', and 'Help'. The toolbar has icons for file operations and a help icon. The main area is divided into two sections: 'Search Criteria' and 'Items to Approve'.  
**Search Criteria:**  
- **Record Types:** Requisitions (checked), Purchase Orders (checked).  
- **Order Types:** 1 - Inventory (checked), 2 - Expense (checked), 3 - Capital (checked), 4 - Work Order (checked), 5 - Direct Ship (checked), 6 - Drop to Vendor (checked), 7 - Non Inv. to WO (checked), 8 - Outside Process (checked).  
- **Status:** Open (checked), Rejected (unchecked), Approved (unchecked), Not Required (unchecked).  
- **Filters:** PO#, Req#, Supplier, WO#, Whse (dropdown), Buyer (dropdown), Part #, Desc, Project.  
**Items to Approve:**  
- **Date Range:** From Date: 9/1/2004, To Date: 11/12/2004, Due Before: 9/9/2004.  
- **Approval Levels Remaining:** Any / All / None (checked), 10 = Buyer (checked), 20 = Manager (checked), 30 = Director (checked).  
- **Approval Name From:** Remaining Approval Names (selected), All Approval Names (radio button).  
Buttons: Search, Reset. Account: MDEM05.11

You can use the available search fields in any combination to narrow your search. 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. Please refer to the General Information section of this document for more information on wildcarding.

The fields you may use to narrow your search include:

Record Type	This option allows you to choose the type of records to be viewed, Purchase Orders, Requisitions, or both.
Order Type(s)	Choose any combination of the Order Types to be included in your search.
Status	Choose the status of the records you wish to view. Normally you would choose only open items requiring approval, however other options have been made available if you wish to view past records.
Filters	Additional filters have been provided to narrow the search. You may also search for a specific PO# or Requisition #, or filter by Supplier, WO#, Warehouse, Buyer, Part #, Description or Project ID.
Date Ranges	You may limit your search to records entered within a certain date range, or where the next due date is prior to a specified due date.
Approval Levels Remaining	You may limit your selection to only those orders awaiting specific Approval Levels, or you may also select only those orders that have been routed to a certain individual.
Approval Name From	"Remaining Approval Names" searches the list of people whose approvals are still required based on the Routing information.  "All Approval Names", searches the entire list of names, whether signatures have been posted or not.

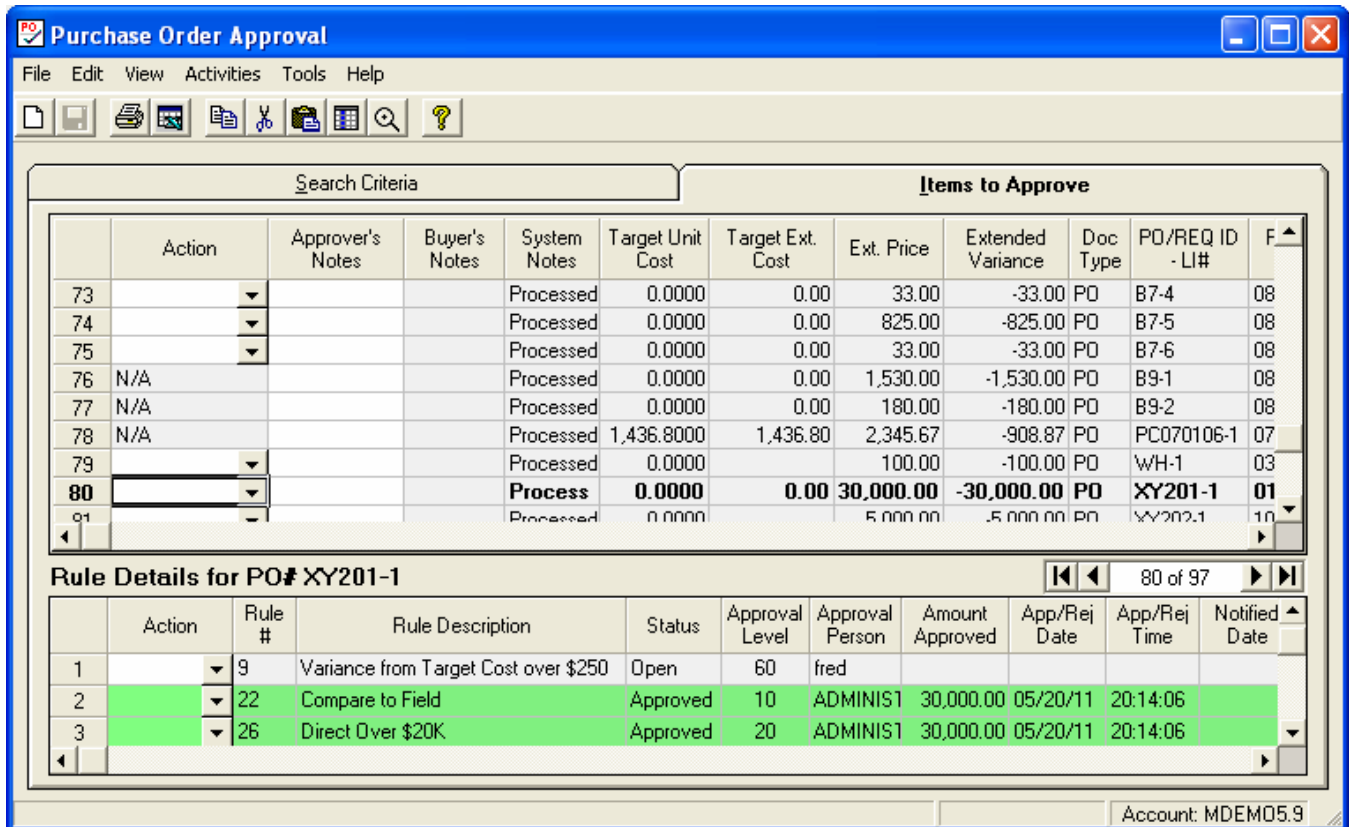
After you have entered all of the desired search fields, click on the [Search] button to begin the selection process. The following is displayed while the search is progressing:



The system is now generating the list of purchase orders and/or requisitions. The results will be displayed on the “Items to Approve” tab. Note that anytime during the selection process, you may click the [Cancel] button to stop the search.

Approving a Purchase Order or Requisition

This view displays a list of records meeting your Search Criteria. Colors are used to differentiate items by Status (open, approved, rejected, not required). Note, you may choose the colors you prefer by selecting *Display Options* from the *View* menu.



The top grid displays the list of orders you selected. The bottom grid displays detailed approval requirements and history for a selected item. Simply navigate to any cell on the top grid to see the details for that order.

Only the “Action” and “Notes” columns may be updated using this procedure. All other columns are for display only. Choose the desired Action for each item, and then click the [Save] button to post and/or remove signatures.

You may enter Action commands for the total order or for specific Rules. When you choose to enter the action for the total order, using the upper grid, the action is automatically applied to all applicable Rules for the order. If the order requires signatures for more than one Rule, your signature will be applied to each Rule where your Approval Level meets the requirements defined for the rule. Use the lower grid if you want to enter an action for a specific Rule.

If the same Rule Number appears more than once on the Rule Detail display, it means that multiple signatures are required. The minimum approval level required for each signature is displayed. You may not post more than one signature to the same Rule Number.

The "Remove Mine" and "Remove All" actions allow you to remove signatures that were previously posted to an item. Note, to remove someone else's signature, you must have an Approval Level greater than the individual you are trying to remove.

If during entry you receive the following error message, it indicates that you are trying to approve a requisition or purchase order where you are designated as the "Requestor". You may not approve your own requisitions or purchase orders.



**Column Definitions:**

Action	Select the desired option from the drop-down list: Approve, Reject, Remove Mine, Remove All
Approver's Notes	Free form text entry.

**Note, the remaining columns are for display only, and may not be changed:**

Buyer's Notes	Notes entered by the Buyer using NCC_BWB.
System Notes	System Messages
Target Unit Cost	The Target Unit Cost will be one of the following, depending on the option chosen in the System Administration screen: Current Standard Cost, Frozen Standard Cost, or Last Cost.
Target Ext. Cost	Target Unit Cost * Quantity Ordered
Ext. Price	The dollar value of the item awaiting approval.
Ext. Variance	Target Extended Cost - Extended Price
Doc Type	Type of Document: Purchase Order (PO) or Requisition (REQ).
Doc Id – Li#	The Purchase Order or Requisition Number, followed by the Line Number.
PO/REQ Date	The Purchase Order or Requisition creation date.
Status	Current approval status of this item: Open, Approved, Rejected, Not Required.

# Signatures Required	The total number of signatures required for this item.
# Signatures Posted	The total number of signatures (approvals or rejections) applied to this item.
Buyer Code	The identifier of the Buyer assigned to the Purchase Order.
Order Type	<p>1 - Inventory or Production Material shipped to a physical inventory location</p> <p>2 - Expense Items charged to specific General Ledger account</p> <p>3 - Capital Items charged to specific account</p> <p>4 - Inventory or Production Material to Work Order (A Part Number is Required)</p> <p>5 - Direct Shipment from Supplier to Customer</p> <p>6 - Drop Shipment to another Supplier</p> <p>7 - Non-inventory costs to Work Order (No Part Number is Required)</p> <p>8 - Outside Processing charged to a Work Order</p>
Part Number	The part number is a required field for Order Types 1, 4, 5, & 6.
Description	Description of the part or item to be purchased.
Part Hold	<p>The Hold Code from the Manfact Parts file is displayed. Hold Codes include:</p> <p>U - Discontinued, but flagged for "use until exhaust" effectivity.</p> <p>D - Discontinued item, no orders should be recommended.</p> <p>O - Obsolete part, should not be issued to work orders.</p>
Rev (Revision)	Revision Level of the part.
Start Order Date	The date by which the order must be placed to meet the required date, based on the part lead time.
Required Dates	The date that the item is needed.
Schedule Dates	The scheduled delivery date(s) for the item.
Order Quantity	The total quantity ordered is the sum of all scheduled delivery quantities.
Supplier Number and Name	If the line item you are viewing is a requisition, the suggested Supplier is displayed.
Vendor Hold	Hold code from the Manfact Vendor file.
Buy U/M	The purchasing (buy) Unit of Measure required by the supplier. This unit of measure can be different from the stocking unit of measure. The conversion is performed by creating an appropriate Buy U/M Factor.



Buy U/M Factor	The multiplier used to convert from the purchasing (buy) unit of measure to your company's stocking unit of measure for this part. For example, if you stock an item in discrete units (each), but purchase it by the dozen, the Buy U/M Factor would be 12. Therefore, when you purchase 1 package, you will receive 12 units to stock.
PO Price	The unit price for this PO line item. This price is based on the Buy Unit of Measure. The system will automatically convert the pricing to the equivalent stocking unit price.  The pricing may be entered in multiples of a single buy unit of measure. This additional conversion is performed by entering the appropriate Price Per and Price Conversion factors.
Price Per	The number of units that the PO Price refers to. The PO price entered for this line item will be multiplied by the total quantity and then divided by this factor.
Price Conversion	Used to convert the PO price to a factor other than the Buy Unit of Measure. This information will default from the Parts file.
Ext. Price	Extended Price = Order Qty * PO Price * Price Conversion / Price Per.
Foreign Price	As applicable, the unit PO Price in Foreign Currency.
Tax Type	Tax types are defined in the Manfact TABLE.TAX procedure.
Resource Code	Valid resource codes are defined using the Manfact TABLE.WO entry procedure.
Whse	The Warehouse Code identifies the location where materials are to be delivered.
Project	The Project Number to be charged with this purchase.
Work Order	The Work Order Number that will receive the material or services.
InvLoc	Manfact inventory location identifier.
G/L Account	The General Ledger Account Number to be charged for expense (type 2) or capital (type 3) purchases.
Requestor	The name of the individual that generated the requisition.
Deliver To	Free form user defined name of the location where the item is to be delivered.
Last Cost	The last actual cost recorded for the part from either a purchase order or work order.
Printed Notes	Free form notes to be printed on the purchase order line item.

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Note Numbers	Identifiers for user defined Notes from Manfact PURTEXT file. The associated notes will be printed on the purchase order document.
AML	Approved Manufacturers List.
Mfg. Name	Manufacturer of the item.
Mfg. Part #	Manufacturer's part number for the item.
Ship To Doc. #	Ship To Document number: Purchase Order or Sales Order Number.
Ship To Line #	Line number corresponding to the item on the Ship To Doc.
Supply Parts?	When this box is checked, it indicates your company will supply parts to the vendor for manufacture of the item ordered.
OP Location	If you are supplying parts to the vendor on this order, a Manfact outside processing inventory location will be shown.
Parts To Supply	If you are supplying parts to the vendor on this order, the list of Part Numbers is displayed here.
Print?	When this box is checked, the line item will be printed on the PO.
A/P Acct#	The Accounts Payable account associated with the line item being purchased.
Early Days	The number of days tolerated for early delivery. Receipts that are too early will be placed on hold.
Over Ship %	Percentage of acceptable over-shipment. Receipts containing quantities more than the allowable percentage will automatically be placed on hold.
Hold Code	Any entry in this column means the purchase order line item is on hold.
Inspect	When this box is checked, inspection is required upon receipt.

**Rule Details**

One row is displayed for each Rule Number where a signature is required. If more than one signature is needed, multiple rows may be displayed for the same Rule Number.

Action	Select the desired option from the drop-down list: Approve, Reject, Remove Mine, Remove All
Rule Number	The identifier of the rule that applies to this order.
Rule Description	Description of this rule.
Status	Open, Approved, Rejected, Not Required
Approval Level	The minimum approval level a person must have to approve this rule.
Approval Person	The suggested or actual approval person (depending on status). <i>Note: Actual approval person will print on the Purchase Order.</i>
Amount Approved	The dollar amount approved.
App/Rej Date	Date of approval or rejection.
App/Rej Time	Time of approval or rejection.
Notified Date	Date Approval Person was notified that approval is requested.
Notified Time	Time of notification.
Notified Via	Email address used to notify Approval Person.

Main Menu Options

Following is a brief description of the options available from the Main Menu of the Purchase Order Approval application:

<b>Menu</b>	<b>Option</b>	<b>Description</b>
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	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 Columns	Expose all columns previously hidden.
View	Auto Fit Columns	Automatically adjust the width of each column to accommodate your data.
View	Display Options	Set user preferences affecting the appearance of the screen.
Activities	Batch Update Order Approval Requirements	See <i>Batch Update of Approval Requirements</i> .
Activities	Send All Pending Email Notifications	See <i>Sending Email Notifications</i> .
Activities	System Administration	See <i>Purchase Order Approval Administration</i> .

Tools	Part Cost History	See <i>Part Cost History</i>
Tools	Update PO Routing	See <i>Updating Routing Information.</i>
Tools	View PO Attachments	See <i>View PO Attachments.</i>
Tools	View PO Document	See <i>View PO Document.</i>

Right Click Menu

When an item has been selected from the “Items to Approve” the following Right Click Menu options are available.

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	Fill will update all of the selected cells from the Windows clipboard.
Zoom	Zoom allows you to view, print and/or edit the expanded contents of a field.
Part Cost History	See <i>Part Cost History.</i>
Update Routing for PO	See <i>Updating Routing Information.</i>
View Attachments for PO	See <i>View PO Attachments.</i>
View Document for PO	See <i>View PO Document.</i>

## Activities Menu

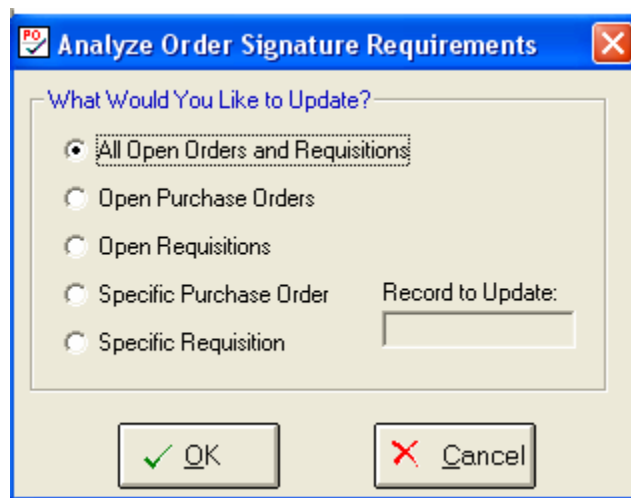
### Batch Update of Order Approval Requirements

This process will reanalyze approval requirements for open purchase orders and/or requisitions. Some examples where this option may be useful include:

- ❑ Updating records that were created or modified using a program other than NorthClark's Buyers Workbench.
- ❑ Updating existing records after Approval Rules have been modified due to policy changes.
- ❑ Updating approval requirements when implementing the Purchase Order Approval module for the first time.

You may also use this feature to reanalyze the Rules for a specific order. Note, updating of individual orders occurs automatically when the record is filed in the Buyers Workbench.

To begin, select Batch Update Order Approval Requirements from the Activities menu. Choose the desired option, then click the [OK] button to begin the update.



The following message is displayed upon completion:



### Sending Email Notifications

You may configure the system to send email notifications to individuals whose signatures are needed on open purchase orders and/or requisitions. To enable this feature, go to the System Administration screen and update the following options:

- ❑ Select the Enable Email Notifications option on the General tab.
- ❑ For each individual defined on the People tab, choose the “Wants Email” option, and enter their email address.

Email notifications are stored in the Purchase Order Approval Message file while they are waiting to be sent. These messages are created automatically when the system analyzes a PO or Requisition to determine its approval requirements.

The system analyzes order approval requirements and creates email messages when records are filed using the Buyer’s Workbench. This updating can also be triggered using the “Batch Update of Order Approval Requirements” option on the Activities menu.

A message will remain in the queue until one of the following occurs:

- ❑ Select the "Send All Pending Email Notifications" option from the Activities menu to immediately send all messages waiting in the queue.
- ❑ Messages may be sent automatically, at user-specified time intervals. To enable this feature, select the “Send Email Messages From BWB During Work Flow Update” option on the General tab of the System Administration screen. This will cause Buyers Workbench to automatically send queued messages at the same time Work Flow update processing occurs. Please refer to the *Buyer’s Workbench* documentation for more information on Work Flow processing.

Please refer to the System Administration section for more information on setting up the system to deliver email messages.

## Tools Menu

### Part Cost History

Select this option from the Tools menu, or from the pop-up menu displayed when you right-click on the “Items to Approve” tab. It displays a list of recent purchase orders, receipts and quotes for a selected part number.

The screenshot shows the 'Part History Search' window. The 'Selection Criteria' section includes a 'Part Number' dropdown set to '2001' and a 'Description' text box containing 'HOUSING, MOTOR MACHINED'. There are checkboxes for 'Open PO's', 'Receipts', and 'Quotes', all of which are checked. Date range filters for 'From Date' and 'To Date' are both set to '05/20/11'. A 'Search' button is located to the right of these filters.

	Type	Receipt Date	DOC#	Li#	Supplier Number	Supplier Name	Buy U/M	Buy Qty	Buy Unit Price	Inv U/M	Inv Qty	Inv Unit Price	Resource	Work Order#	Line Notes
1	PO	12/15/10	154	5	1	MATTHEW'S MACHINING	EA	100.00	1200.0000	EA	100.00	1200.0000	MTL		
2	INVOICE	01/07/10	116.1	1	1	MATTHEW'S MACHINING	EA	1.00	1200.0000	EA	1.00	1200.0000	DPC		
3	INVOICE	01/07/10	116.2	1	1	MATTHEW'S MACHINING	EA	1.00	1200.0000	EA	1.00	1200.0000	DPC		
4	INVOICE	01/07/10	116.3	1	1	MATTHEW'S MACHINING	EA	1.00	1200.0000	EA	1.00	1200.0000	DPC		
5	RECEIPT	08/04/09	ZZ303.1	1	1	MATTHEW'S MACHINING	EA	1.00	1200.0000	EA	1.00	1200.0000	MTL		
6	INVOICE	11/19/08	55.4	1	3	ARMEN SUPPLY COMPANY	EA	1.00	1000.0000	EA	1.00	1000.0000	MTL		
7	PO	08/07/08	ZZ312	1	1	MATTHEW'S MACHINING	EA	1.00	1200.0000	EA	1.00	1200.0000	MTL		
8	INVOICE	08/04/08	145.1	1	1	MATTHEW'S MACHINING	EA	10.00	0.0000	EA	10.00	0.0000	DPC		These ar
9	PO	08/01/08	ZZ311	1	2	AMPEX FASTENERS INC	EA	1.00	0.0000	EA	1.00	0.0000	MTL		
10	RECEIPT	06/25/08	137.1	1	1	MATTHEW'S MACHINING	DZ	1.00	0.0000	EA	12.00	0.0000	MTL		
11	RECEIPT	06/25/08	BPO3.1	1	1	MATTHEW'S MACHINING	EA	10.00	1200.0000	EA	10.00	1200.0000	MTL		
12	PO	04/15/08	ZZ309	1	1	MATTHEW'S MACHINING	EA	10.00	1200.0000	EA	10.00	1200.0000	MTL		
13	INVOICE	12/08/07	117.1	1	1	MATTHEW'S MACHINING	EA	1.00	3333.0000	EA	1.00	3333.0000	MTL		
14	PO	12/01/07	ZZ314	1	1	MATTHEW'S MACHINING	EA	200.00	1200.0000	EA	200.00	1200.0000	MTL		
15	RECEIPT	09/15/07	107.1	1	6	DEVECO METAL PRODUCTS	EA	4.00	2500.0000	EA	4.00	2500.0000	MTL		Line Item
16	INVOICE	09/06/07	108.1	1	1345	ACME NAMEPLATES	EA	10.00	0.0000	EA	10.00	0.0000	MTL		

At the bottom of the window, there are fields for 'Cost Group' (set to 'AC'), 'Current Std.' (463.00), 'Hist. Average' (303.96), and 'Last Cost' (1,436.80). A status bar at the very bottom indicates '81 Records Selected'.

Enter a Part Number or use the pull-down menu to select a part number. Part Numbers currently included on the “Items to Approve” display will be included on the list for your convenience.

Decide if you wish to include Open PO's, Receipts, and Quotes on the list. Click on one, two or all of these options. You must select at least one.

You may enter a date range by clicking the appropriate checkboxes and entering the desired dates. Leave the checkboxes blank if you do not wish to limit your search by date. Note: the search is performed on the date the PO or Quote was entered.

Click the [Search] button. A message will be displayed indicating that the search is being performed.

At the bottom of the screen you may select a Cost Group from the drop down list, and the system displays the Current Standard Cost, Historical Average and Last Cost for the part. Note, this information is obtained from Manfact’s Cost History (COSTHIST) file.



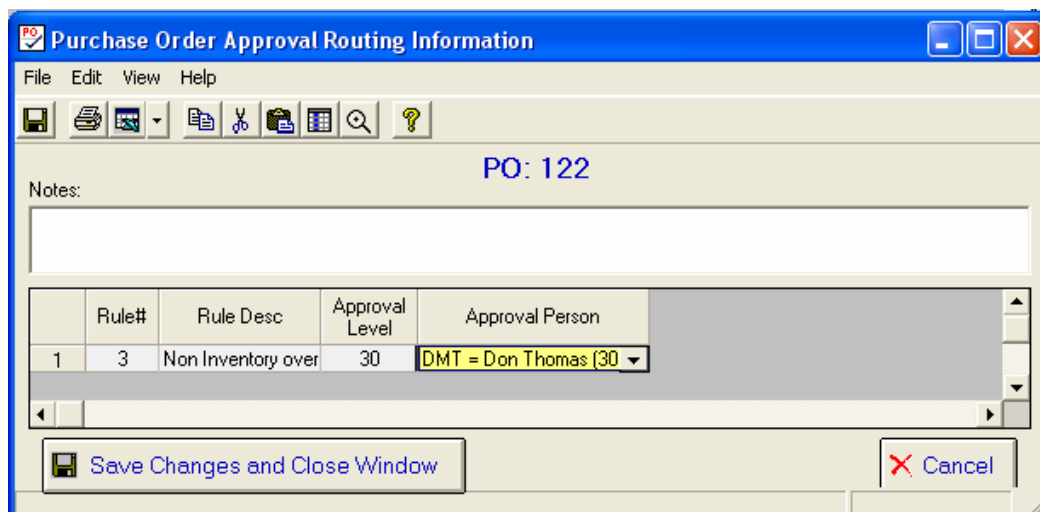
### Updating Routing Information

When a Purchase Order or Requisition requires approval, the system identifies the individuals who are most likely to provide those approvals, and sends them an email notification. The “Routing” is the list of people who’s signatures are needed.

The names of the people to be included on the routing can be determined in the following ways:

- ❑ A specific individual’s name may be entered on the Rule definition tab on the System Administration screen. Use this option if only one person is authorized to sign-off on the Rule.
- ❑ The system may automatically assign someone based on Department. Department codes are assigned to individuals using the People tab on the System Administration screen. The General Ledger account number on the PO or Requisition line item identifies the department who’s approval is required.
- ❑ The above options provide a “default” when the PO or Requisition is created. The Routing information may be manually entered/changed when the record is filed in Buyer’s Workbench.
- ❑ You can also view or update the Routing from the Purchase Order Approval application. The Approval Routing screen may be accessed from the Tools menu, and also from the right-click menu available on the “Items to Approve” tab.

To change the Routing information for the PO or Requisition, click on the drop-down box to identify persons authorized to approve the order. Notes may be added if desired.



Saving the changes will return you to the Items to Approve screen where you may continue with the approval and/or routing change process. Choose [Cancel] to close the window without updating.

View Purchase Order Document

Select this option from the Tools menu, or from the pop-up menu displayed when you right-click on the “Items to Approve” tab. This will allow you to view an electronic copy of the Purchase Order that was previously deposited in the BWB Data Store from the Buyer’s Workbench.

Note that the purchase order may be either a Word Document or a PDF file, depending on how the Buyer chose to create the file. If it is a Word Document, you will need to have Microsoft Word™ installed on your computer, and the file will be opened in read-only mode. If the file is in PDF format, you will need an appropriate reader such as Adobe Acrobat™ to access the file.

Begin by clicking on the row on the “Items to Approve” tab where the desired Purchase Order is displayed. The row will turn **bold** indicating it is the current active row. Right-click to select the “View Purchase Order Document” option from the pop-up menu. This option is also available from the Tools menu.

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**PURCHASE ORDER**

\*\*\* UNAPPROVED PURCHASE ORDER \*\*\*

Purchase Order Number: 114  
Purchase Order Date: 06/01/04

**SUPPLIER**  
ACME NAMEPLATES (1345)  
650 WILLIAMS STREET  
SAN FRANCISCO, CA 90199  
Contact: BETTY SOURI  
Phone: 405-566-2700 Fax:  
Email:

**SHIP TO**  
MAGNA MACHINING WAREHOUSE  
MAGNA MACHINING WHSE #3  
4565 FIRESTONE BLVD.  
NORWALK, CA 90650  
Buyer Phone: 503-632-6547  
Buyer Fax : 503-632-5688  
Buyer Email: gary@northclark.com

**BILL TO**  
NorthClark Computing, Inc.  
PMB #301  
19093 Beaver Creek Road  
Oregon City, OR 97045  
Phone: 503-632-5671  
Fax: 503-632-5688

Special Instructions: Partial Deliveries Not Accepted Early Deliveries Not Accepted

BUYER	F.O.B	FREIGHT	SHIP VIA	TERMS	REQUESTOR	DELIVER TO	PO SEND VIA	SEND DATE
Guy Clark	DEST	Prepaid	UPS	2% 10 NET 30	See Above	See Below	Email	02/05/06

PO ITEM	ORDER QTY	U/M	DESCRIPTION	DELIVERY		BALANCE DUE	UNIT PRICE	EXTENDED PRICE
				DATE	QTY			
1.0	10.0000	EA	This is another purchasing note. Part#: 1001 Rev: C	06/01/04	10.0000	5.0000	0.00000000	.00

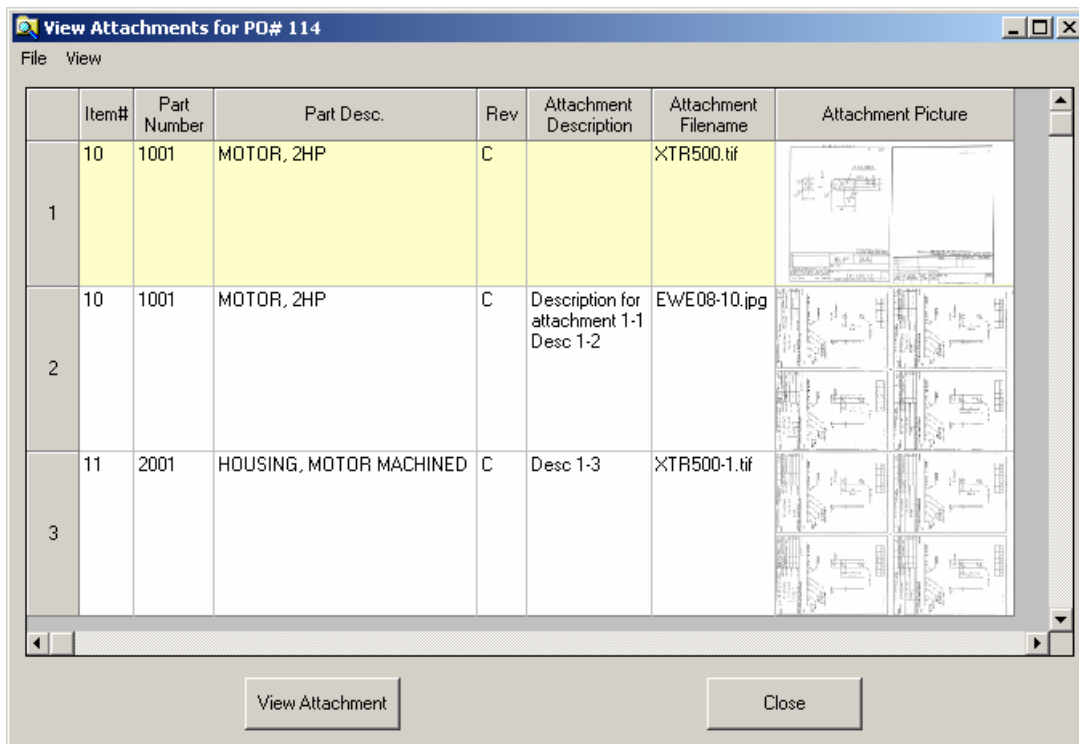
11 x 8.5 in

1 of 2

View Purchase Order Attachments

The Buyer’s Workbench allows drawings and other attachments to be linked to purchase order line items. A copy of each electronic file is deposited in the “BWB Data Store” for later retrieval. The “View Purchase Order Attachments” option allows you to view the files the Buyer has linked to the order.

Begin by clicking on the row on the “Items to Approve” tab where the desired Purchase Order is displayed, then right-click to select the “View PO Attachments” option from the pop-up menu. This option is also available from the Tools menu.



Each row on the screen represents one file that has been attached to the order. If the attachment is a supported graphical file type, a thumbnail view of the image may be displayed in the Attachment Picture column (this can be enabled/disabled from the View menu). Click on the [View Attachment] button to see a full screen view of the selected item.

NorthClark applications support over 60 of the most popular raster image file formats and flavors including: JPEG, DICOM, FlashPix (FPX), Fuji Exif 2.0 (EXF), Adobe PhotoShop (PSD), Kodak PhotoCD PCD, EPS, IOCA, MODCA, CALS raster (CAL), Windows Icon (ICO), Windows Cursor (CUR), PC Paintbrush (PCX), Multipage PCX (DCX), IMG, Windows DIB, FAXraw, Winfax (WFX), MAC, VDA, GIF (Embedded Text, Animated, Interlaced, Transparency), CompuServe PNG, Targa (TGA), Sun Raster (RAS), Macintosh PICT (PCT), LEAD CMP, Windows BMP, OS/2 BMP, Microsoft FAX (AWD), Windows Metafile (WMF), WordPerfect (WPG), AVI, Microsoft Paint (MSP), TIFF 6.0 (MPT, JPEG, Packbits, Huffman, RLE, LZW, CMYK, CCITT, CCITT G31D, CCITT G32D, CCITT G4, Bitonal, Grayscale, Palletized, RGB, YCbCr, CIELAB). Note: a separate patent license from Unisys is required to use the GIF and TIFF LZW filters.

## System Administration

### Purchase Order Approval Administration

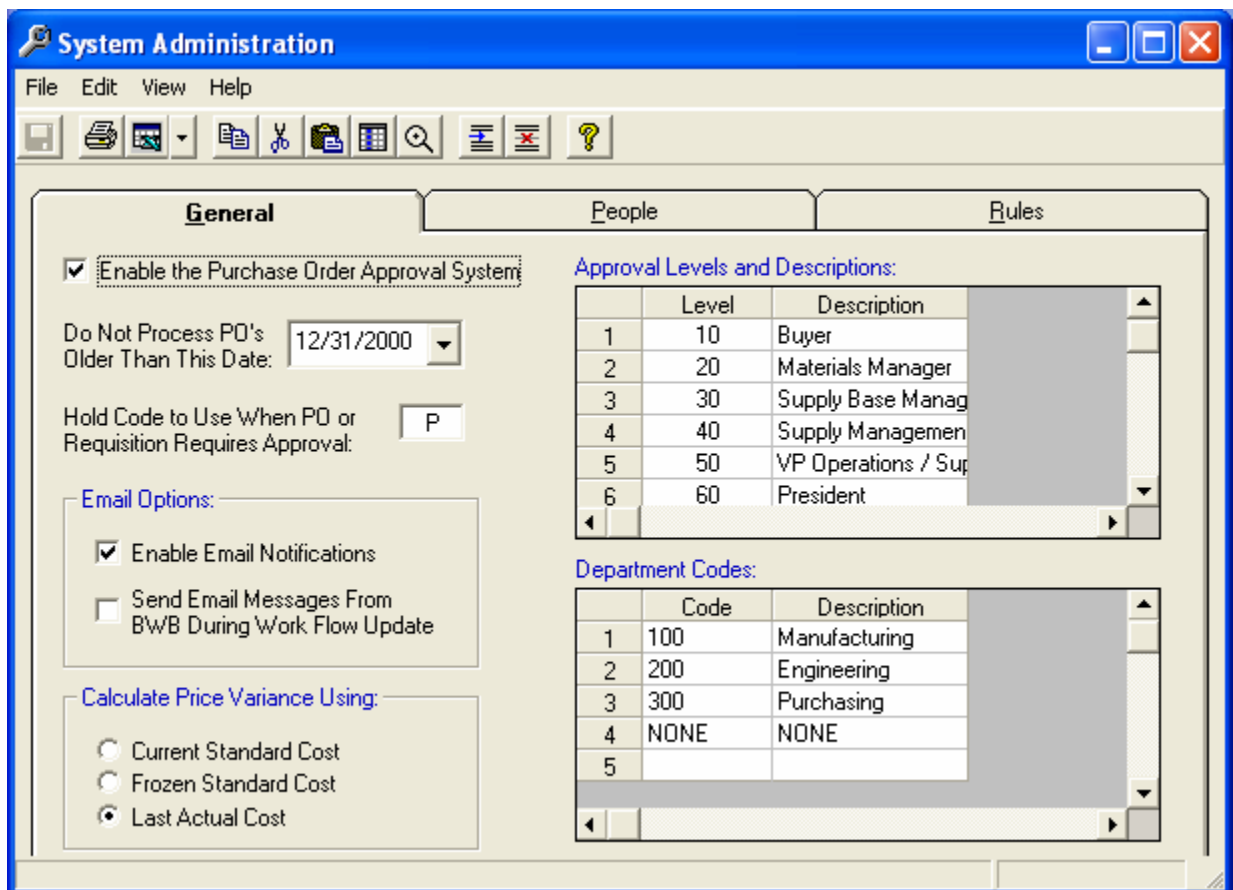
The System Administration view is accessed from the Tools menu, and is used to enter various parameters required to support the Purchase Order Approval process. This function allows you to define *Approval Rules* based on purchase order type, supplier status, various dollar thresholds and other user-defined parameters. The Approval Rules describe the conditions where approvals are necessary, the number of signatures required, and the required *Approval Level* for each signature.

The “People” tab of the System Administration screen is used to enter the names of individuals authorized to approve PO's and Requisitions, along with their Approval Level. The Approval Level is indicative of the individuals title and rank within the company, and determines which Approval Rules each person is authorized to sign-off on.

To access the System Administration function, you must be assigned the necessary privileges using the Manfact Security System. Please refer to the “Security” section in this document for more information.

### General Options

Use the “General” tab to define Approval Levels and Descriptions for your company, enable the Purchase Order Approval feature, and enter other miscellaneous system options.



***Enable the Purchase Order Approval System***

Check this option once you have entered all the necessary parameters on all of the System Administration tabs, and are ready to "turn on" the Purchase Order Approval System. This will cause the Buyer's Workbench to begin checking for approval requirements when requisitions and purchase orders are filed.

***Do Not Process PO's Older Than This Date***

This option allows you to "grandfather" purchase orders that were entered before the NorthClark Purchase Approval System was implemented. When the Purchase Order date is less than the date specified in this field, signatures will not be required.

***Hold Code to Use***

The Manfact system supports the following Hold Codes for purchase orders:

- A = Accounting
- C = Credit
- E = Engineering
- M = Manufacturing
- P = Purchasing

You will need to reserve one Hold Code for use by the Purchase Order Approval process. This allows the system to take orders on/off hold when orders are created, approved, or rejected.

***Email Options:***

Enable Email Notifications	When this option is enabled, email notifications are stored in the Purchase Order Approval Message file while they are waiting to be sent. These messages are created automatically when the system analyzes a PO or Requisition to determine its approval requirements.  To fully enable the system, you will need to enter information for each person who has approval authority. Use the "People" tab to update the "Wants Email" option, and enter an email address for each person who will be notified in this manner.
Send Email Messages From BWB During Work Flow Updates	Messages that have been posted to the Purchase Order Approval Message file may be automatically emailed at user-specified time intervals. When this option is chosen, the Buyer's Workbench will check the queue and send email messages at the same time interval used for Work Flow Updates.

**Calculate Price Variance Using**

Select one of the following to be used as the “Target Cost” when calculating the Purchase Price Variance: Current Standard Cost, Frozen Standard Cost, or Last Actual Cost. If desired, you may create a Rule that will require the Purchase Order to be approved when the Price Variance exceeds a specified percentage.

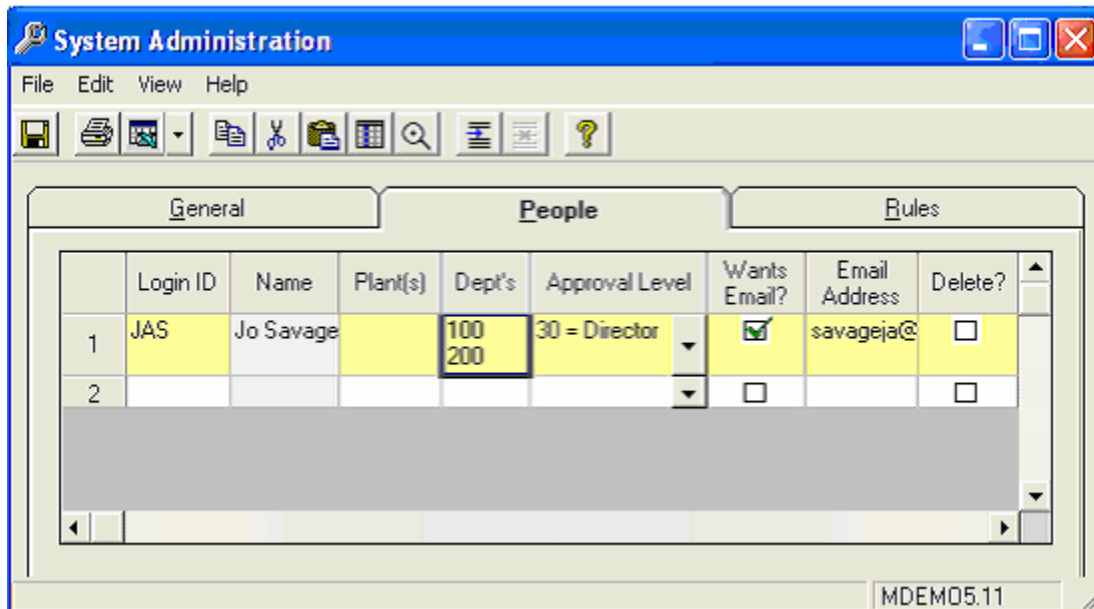
**Approval Levels**

Approval Level codes are used to identify the rank of individuals in your company. This provides the system with information about the individual’s ability to sign-off on various approval requirements.

Approval Levels	An integer between 1 and 99. You may wish to leave gaps between the numbers so new levels may be inserted later, e.g., 10, 20, 30, etc.
Approval Level Descriptions	Enter a description for each Approval Level.

People Authorized to Approve Orders

This screen is used to maintain the list of people who are authorized to approve Purchase Orders and Requisitions

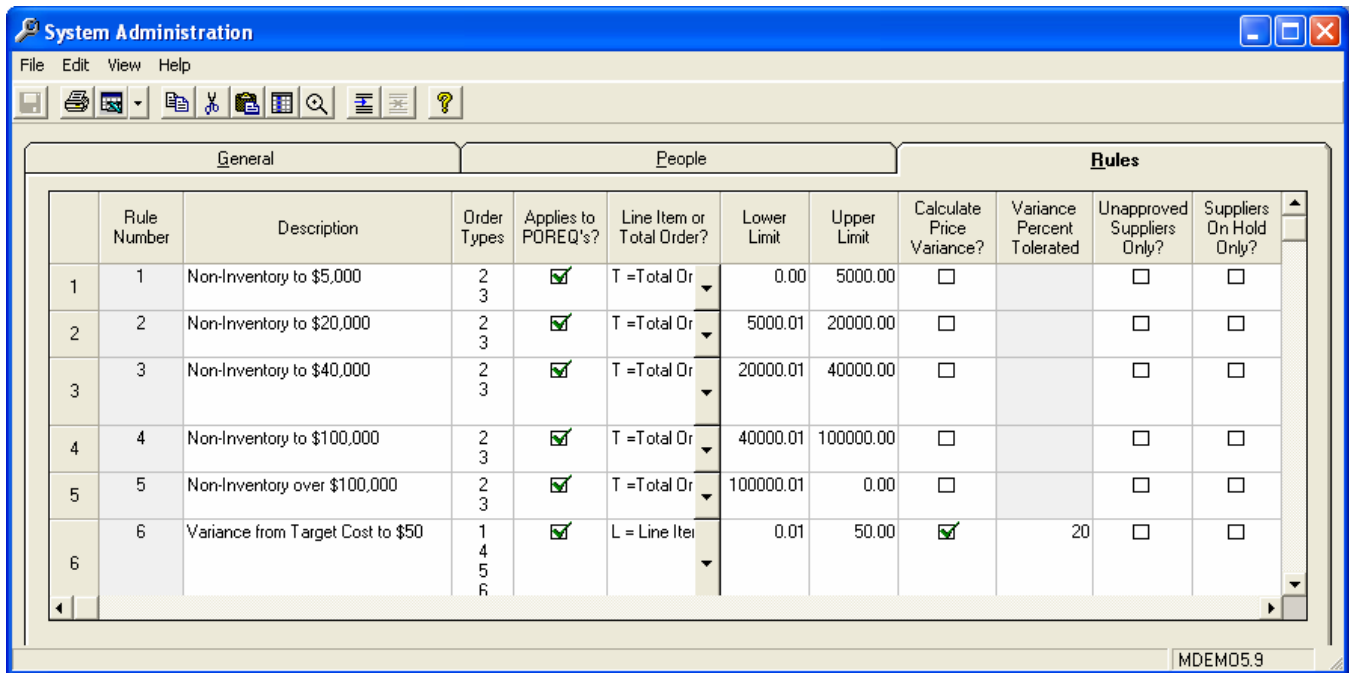


Login ID	Each person is identified by their Manfact Login Name. This entry must exist in Manfact’s OPER file.
Name	The person’s name is displayed by the system and may not be changed.
Plant(s)	Enter the Plant(s) that the user is authorized to post approvals to in the pop-up window. Click ok when all the Plant(s) have been entered.

Dept's	Optionally, you may assign one or more Department Codes to each person. This information is used by the system to locate the name of the person most likely to approve an order.
Approval Level	Select the Approval Level from the drop-down list. The list of Approval Codes and Descriptions is defined on the General tab.
Wants Email?	Check this box if the person wants to be notified via email when a Purchase Order or Requisition requires their approval.
Email Address	The address used to send email to this person.
Delete?	Check this box to permanently delete this record from the file. Note, you must hit the Save icon to confirm this action.

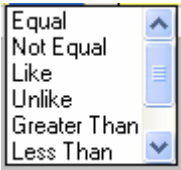
Approval Rules

Approval Rules allow you to define your company's policies for signature requirements for various situations. When an order or requisition is filed, the system checks each rule to see if it applies based on the order type, dollar amount, and other parameters. If the rules apply, the order will require signatures from authorized personnel as defined for the rule. Each rule may require one or more signatures, and each signature will have a minimum approval level.



Rule Number	The Rule Number is automatically assigned by the system when you click the Save icon.
Rule Description	A free form text box will pop up for entry of the description.
Order Type	<ul style="list-style-type: none"> <li>1 - Inventory or Production Material shipped to a physical inventory location</li> <li>2 - Expense Items charged to specific General Ledger account</li> <li>3 - Capital Items charged to specific account</li> <li>4 - Inventory or Production Material to Work Order (A Part Number is Required)</li> <li>5 - Direct Shipment from Supplier to Customer</li> <li>6 - Drop Shipment to another Supplier</li> <li>7 - Non-inventory costs to Work Order (No Part Number is Required)</li> <li>8 - Outside Processing charged to a Work Order</li> </ul>
Line Item or Total Order?	<ul style="list-style-type: none"> <li>L = Rule applies to individual PO line items.</li> <li>T = Rule applies to all line items with qualifying Order Type.</li> </ul>



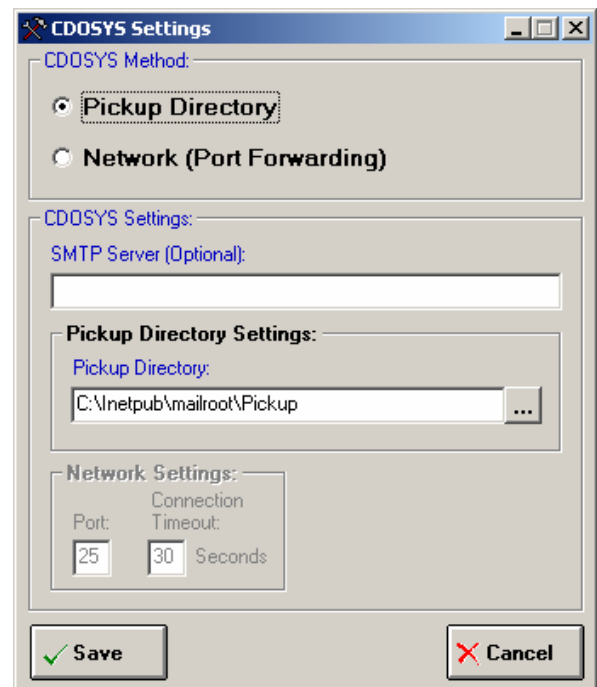
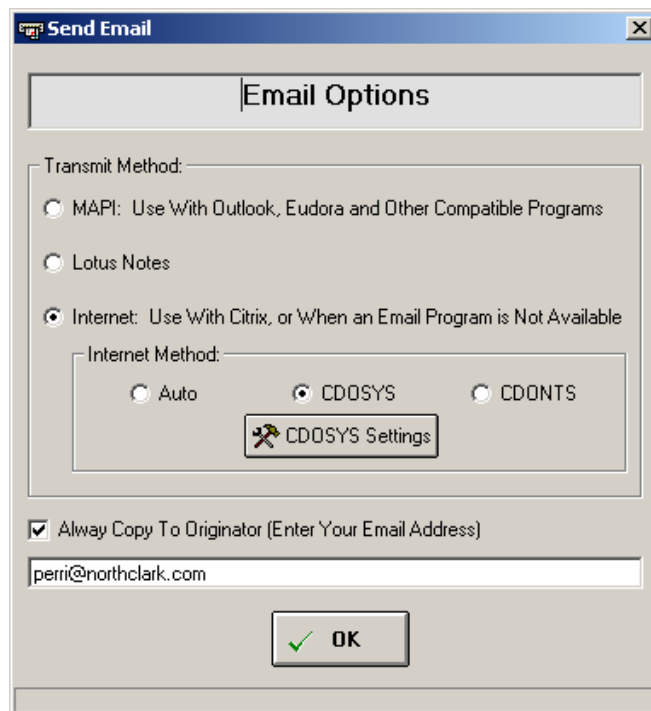
Lower Limit	This rule will apply to orders with a value greater than or equal to the amount entered in this field.
Upper Limit	This rule will apply to orders with a value less than or equal to the amount entered in this field. If zero, infinity is assumed.
Calculate Price Variance?	Check this box to require approval when the difference between the PO price and the Target Price exceeds the Variance Percent Tolerated. The Target Price may be one of the following, depending on the option chosen on the General Tab: Current Standard Cost, Frozen Standard Cost, or Last Cost.
Variance Percent Tolerated	If the option was chosen to Calculate Price Variance, this rule will be applied when the variance percent is equal to or greater than the value specified in this field.
Unapproved Suppliers Only?	If checked, this rule applied to unapproved suppliers only. If the supplier is listed in field #44 of the PARTS file, they are assumed to be approved, and this rule will be ignored.
Suppliers On Hold Only?	If checked, this rule applies only when the supplier is on hold.
Compare To File Name	You can create your own user-defined rules using the “Compare” feature to evaluate the contents of a specified field or calculated value. Select the File Name that contains the data you want to use from the drop-down list. Available choices are: NCC_PO, NCC_POLI, NCC_POREQ, NCC_SUPPLIER, PARTS, PO, POREQ, and VENDOR.
Compare To Field Number or I-Desc	Enter the name of the field you wish to return from the specified file. This can be either a data descriptor (D-Type) or an information descriptor (I-Type) data definition record in the file’s dictionary.
Compare Option	Select the equation that will be used in the comparison from the drop-down list. 
Compare To Value	Enter the value that the field will be compared to. If you are unsure of the exact value you may enter a portion of the value number followed by ... or *. Make sure to select the Compare Option "Like" from the drop down menu selection. For example if you are searching for a Part Number that begins with ABC, enter ABC... or ABC*.

Approval Levels	A pop-up window will be displayed for entry of the Approval Levels. One or more Approval Levels may be entered, one for each signature required by this rule.
Approved Person	<p>Optionally, you may enter the name of the person who will sign-off on the order when this rule applies. This serves as a default value only, as the Buyer may indicate the actual person when the order/requisition is updated. You may also select (Department) as an option, and this will allow the order to be routed to the first person assigned to that particular department.</p> <p>Please refer to the Manfact Setup Requirements section for more information about defining Department Codes.</p>
Email Option	<p>Defines how email messages will be sent to the approval people:</p> <p style="padding-left: 40px;">0 - Send All Messages At Once 1 - Send Messages One At a Time 2 - Do Not Send Email</p> <p>Choose the option to “Send Messages One At a Time” so that higher level managers will not receive notification until lower level signatures have been obtained. Choose “Send All Messages At Once” if the order of approval is not important.</p>
Delete?	<p>Check this box to permanently delete this record from the file. <i>Note, you must hit the Save icon to confirm this action.</i></p>

## Email Delivery Options

The System Administrator must determine the preferred method of sending email based on the company's available services. If this is the first time you have implemented a NorthClark application with email features, you will need to enter these options. These options are stored in the Windows Registry, and normally will not need to be changed once they are set.

To update these options, choose *Display Options* from the View menu on the Main screen, then click the [Email Options] button.



There are three primary methods for sending email: MAPI, Lotus Notes, and the Internet. The first two options assume an email program such as Outlook, Eudora, or Lotus Notes is installed on the client computer. The Internet option will send email directly, and does not interface with the user's local email program.

### ***Tips for Using MAPI:***

If you are sending email messages via Outlook or Eudora, your email program needs to be set as the "Default MAPI Client". Please refer to your email program documentation to locate this setting.

### ***Tips for Using the Internet:***

These settings should be entered by someone who is knowledgeable about your company's computer network. Please contact NorthClark Computing, Inc. if you need assistance with this setup.

## Manfact Setup Requirements

### Security

Access to the Purchase Order Approval System is controlled through standard Manfact Security procedures (i.e., SEC.N, SECMC.N). The table below lists the entries that may be added to each user's security table to enable various features:

<b>Procedure Name</b>	<b>Enables This Feature</b>
NCC_POA	Permits access to the Purchase Order Approval process.
NCC_POAAdmin	Same abilities as NCC_POA, plus the user may input signature rules and options defined in the System Administration screen within NCC_POA.

### General Ledger Department Codes

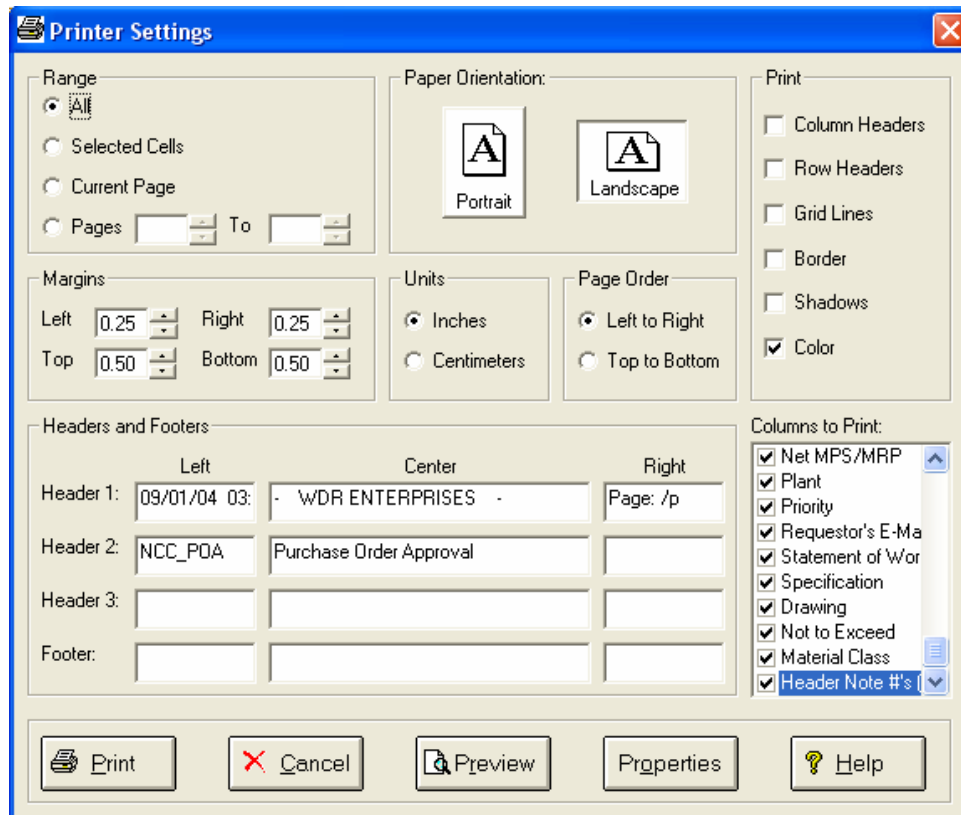
The first time the Purchase Order Approval program is started, it will update the dictionaries of the Manfact PO and POREQ files with an I-Descriptor called NCC\_DEPT. This is used to parse the department number from the General Ledger account number entered on the PO or Requisition line item.

For the system to work properly, it may be necessary to modify these I-descriptors to match your company's General Ledger account number structure. By default, the system assumes the Department number is the group of characters after the first "." and before the second "." in the account number. For example, a structure like "CC.DDD.AAAA" where the first part is the company code, the second part is the department, and the last part is the account number. Please contact NorthClark Computing, Inc. if you need assistance modifying this data descriptor.

## 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.

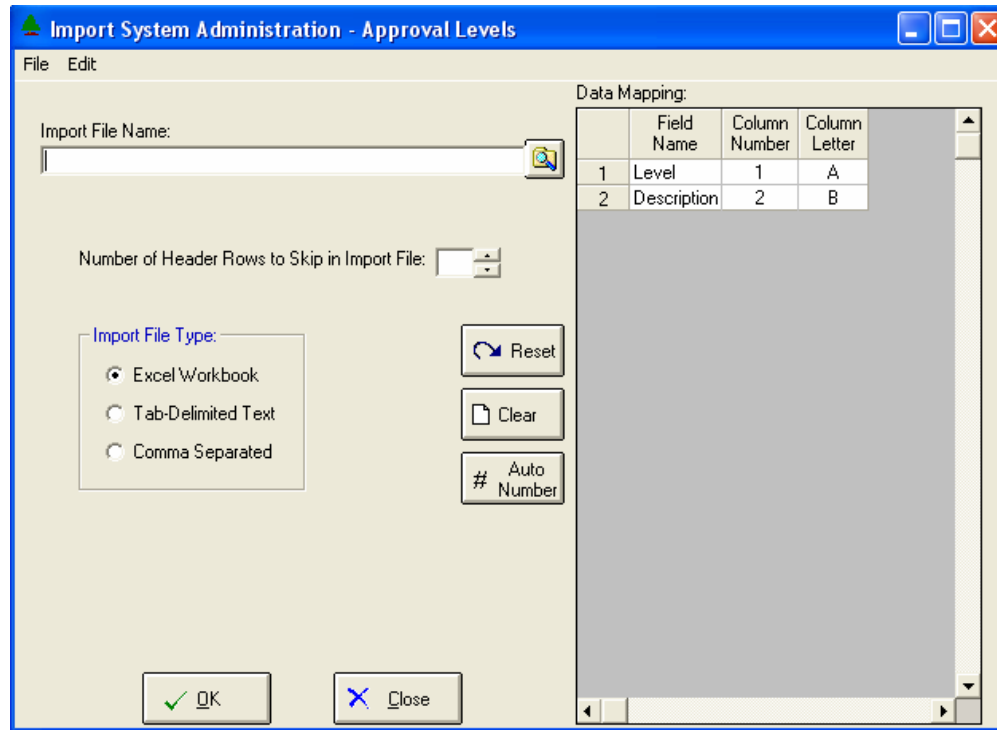
*Tip:* Use /p to designate a page number.

***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.

## Importing Data From a Spreadsheet or Text File

This screen 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 the button next to the text box.

### ***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***

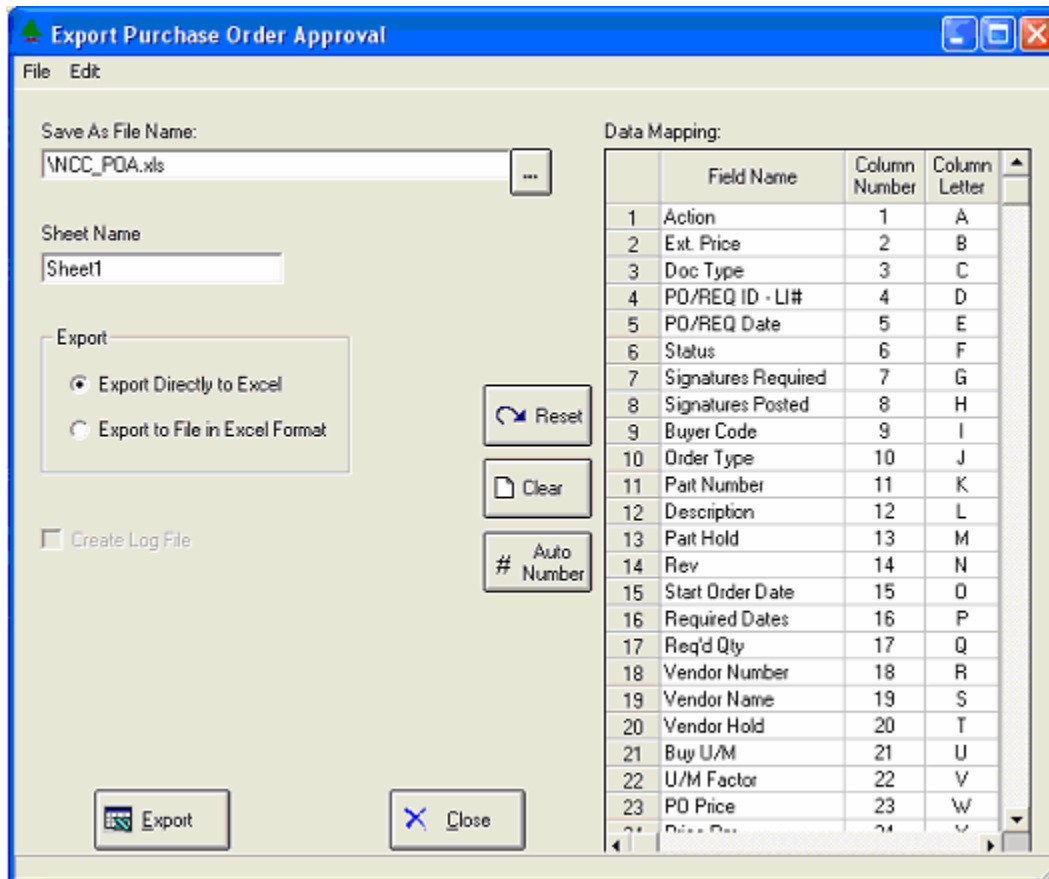
Enter the Column Number or Letter where data resides on the Excel file.

### ***Import Data***

Click OK 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.



***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.

***Data Mapping***

You may move data to alternate columns by changing the column number or letter. You may also remove a column by removing the row that contains the column information you do not wish to export.

***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.

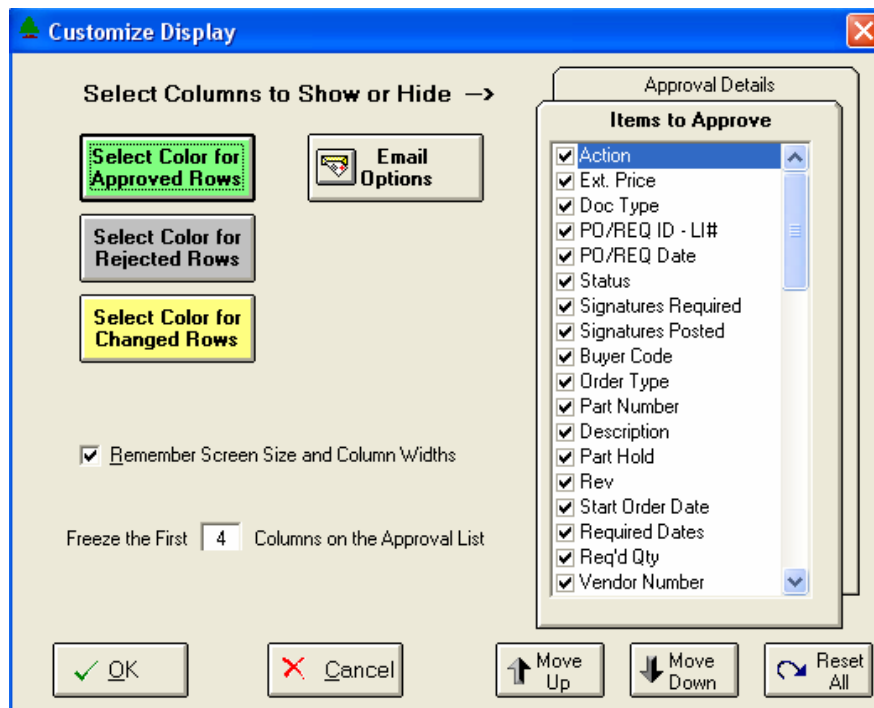
- You may "Zoom in" on any selected item by selecting Zoom from the Edit Menu, clicking the magnifying glass on the toolbar, or selecting Zoom from the right click menu.
- The Column Name will appear in the Title Bar with "Edit" or "View". You may edit the field when it is allowed. Click "**OK**" when 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 correspond 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 approved, rejected, or modified. When you click the [Select Color...] button, a dialog is displayed allowing you to select from 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”.