

**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**

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TABLE OF CONTENTS

INTRODUCTION..... 1

PAYMENT PROCESSING 2

 Electronic Payment Processing..... 3

 Electronic Payment Receipts 3

 Check Printing 4

 Check Reconciliation..... 5

OUTPUT 6

 Export to Excel 6

 Print a Spreadsheet..... 7

TOOLS..... 9

 Supplier Search..... 9

 G/L Number Search 9

SYSTEM ADMINISTRATION..... 10

 Bank Setup..... 10

 Word Documents 10

 Security 11

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)
- **Payment Processing: Electronic or Printed Checks**
- Option to Automatically Distribute Freight and Sales Tax Amounts to Line Items
- Optimizes "Date to Pay" Calculation

The Payment Processing feature (NCC_ApPay) is the topic of this User Guide. It is installed separately from the Accounts Payable Work Bench (NCC_APWB). For more information on the other features of APWB, please refer to the User Guide for that module.

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.

The screenshot shows the 'Accounts Payable Invoice Payment Processing' application window. The title bar includes 'File Edit View Tools Help' and a toolbar with icons for file operations and search. The main area is divided into two tabs: '1. Search Options' (active) and '2. Results'. The search options include:

- Payments Due Before: 7/19/2007
- Disbursement Account#: 100.200
- Supplier: [Empty field]
- Check Code: E = Electronic Check
- Invoice#: [Empty field]
- PO Number: [Empty field]
- Receipt#: [Empty field]

At the bottom, there are buttons for 'Clear', 'Search', and 'Search Sets'. The 'Search Sets' dropdown is set to 'Electronic Payments', with 'Load', 'Save', 'Save Dates', and 'Remove' buttons. The status bar shows 'Ready' and 'Account: MDEM05.9'.

The screenshot shows the 'Accounts Payable Invoice Payment Processing' application window with the '2. Results' tab active. It displays a table of search results with the following columns: Select, AP Type, Supplier ID, Supplier Name, PO#, Inv#, Inv Status, Inv Date, Inv Amt, and Paid. All 'Select' checkboxes are checked.

Select	AP Type	Supplier ID	Supplier Name	PO#	Inv#	Inv Status	Inv Date	Inv Amt	Paid
<input checked="" type="checkbox"/>	Invoice	1	MATTHEW'S MACHINING		022707	Open	01/01/07	999.99	
<input checked="" type="checkbox"/>	Invoice	1	MATTHEW'S MACHINING	103	123	Open	01/01/07	999.99	
<input checked="" type="checkbox"/>	Invoice	1	MATTHEW'S MACHINING		222	Open	01/01/07	999.99	
<input checked="" type="checkbox"/>	Invoice	1	MATTHEW'S MACHINING		ASDF	Open	01/01/07	999.99	
<input checked="" type="checkbox"/>	Invoice	1345	ACME NAMEPLATES	129	911	Open	01/01/07	999.99	
<input checked="" type="checkbox"/>	Invoice	3	ARMEN SUPPLY COMPANY	55	55.1	Open	01/01/07	999.99	

Below the table are buttons for 'Select All', 'Select None', 'Select Process' (set to 'Electronic Payment'), and 'Process'. The status bar shows 'Ready' and 'Account: MDEM05.9'.

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.

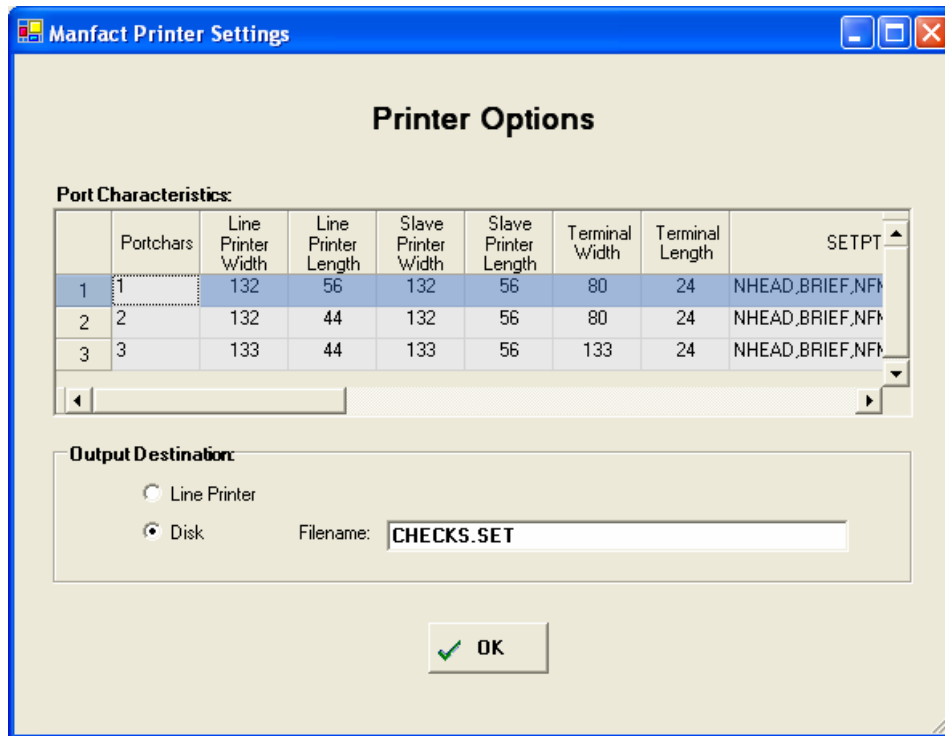
Electronic Payment Receipts

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

	NorthClark Computing, Inc. 19093 Beaver Creek Rd. PMB #301 Oregon City, OR 97045 503.632.5671 fax 503.632.5688						
Electronic Payment							
Vendor: 1 MATTHEW'S MACHINING 2100 E GRAND AVENUE EL SEGUNDO, CA 90254	Check: E1 Date: 04/15/08						
<table border="1"><thead><tr><th>Inv Date</th><th>Inv No.</th><th>Inv Amount</th></tr></thead><tbody><tr><td>10/16/07</td><td>1061016</td><td>\$2,000.00</td></tr></tbody></table>	Inv Date	Inv No.	Inv Amount	10/16/07	1061016	\$2,000.00	
Inv Date	Inv No.	Inv Amount					
10/16/07	1061016	\$2,000.00					
Total Paid Amount:	\$2,000.00						

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

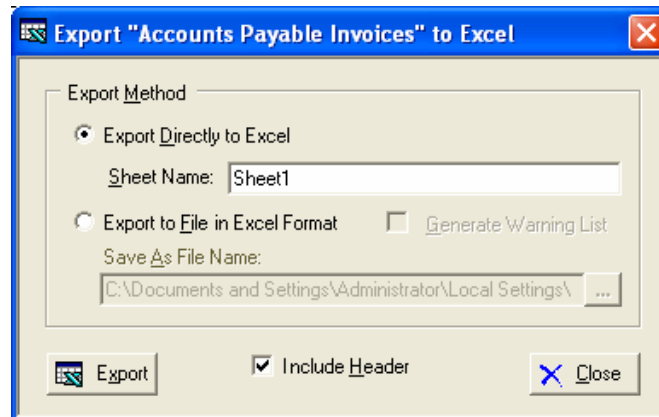
Use this screen to select a population of CHECKS records, then flag them as “reconciled” in the Manfact system.

	Select	Disb. Account	Supplier ID	Check No.	Status	Check Date	Check Amount	Clear Date	Clear Amount	AP ID's	AP Amounts
1	<input checked="" type="checkbox"/>	01.000.1005	1	101607	Posted	10/16/07	42.00		0.00	1*100307	42.00
2	<input checked="" type="checkbox"/>	01.000.1005	1	121207	Posted	12/12/07	112.50		0.00	1*10101	112.50
3	<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

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

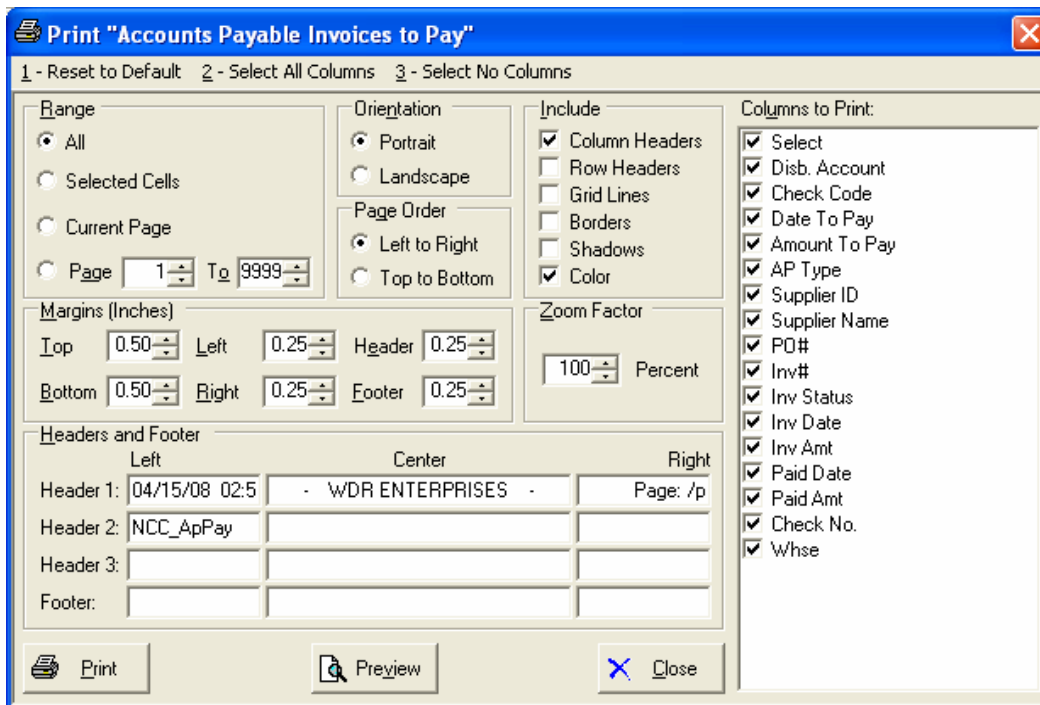
Check this box to export the column headings.

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.

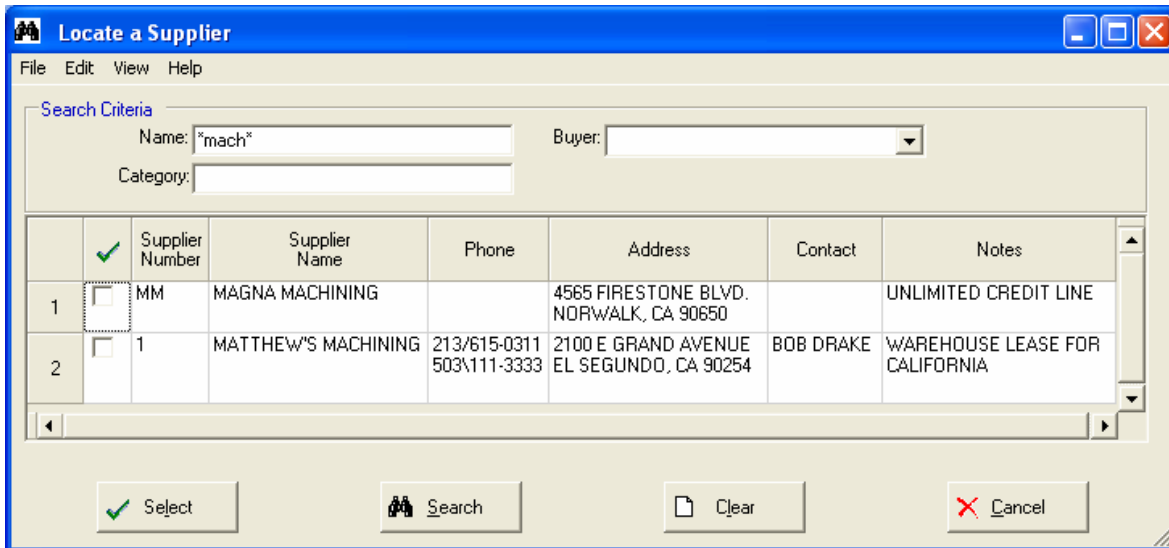
Which Columns Do You Want to Print?

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

Tools

Supplier Search

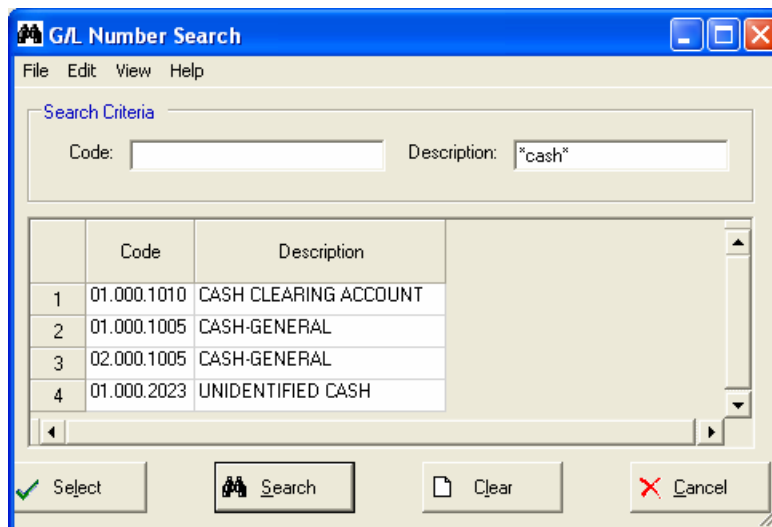
Use this option to locate an existing Supplier record in Manfact's VENDOR file. This screen may be accessed from the **Tools** menu on the Main screen, or by clicking the browse button [...] next to the Supplier Number prompt.



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

G/L Number Search

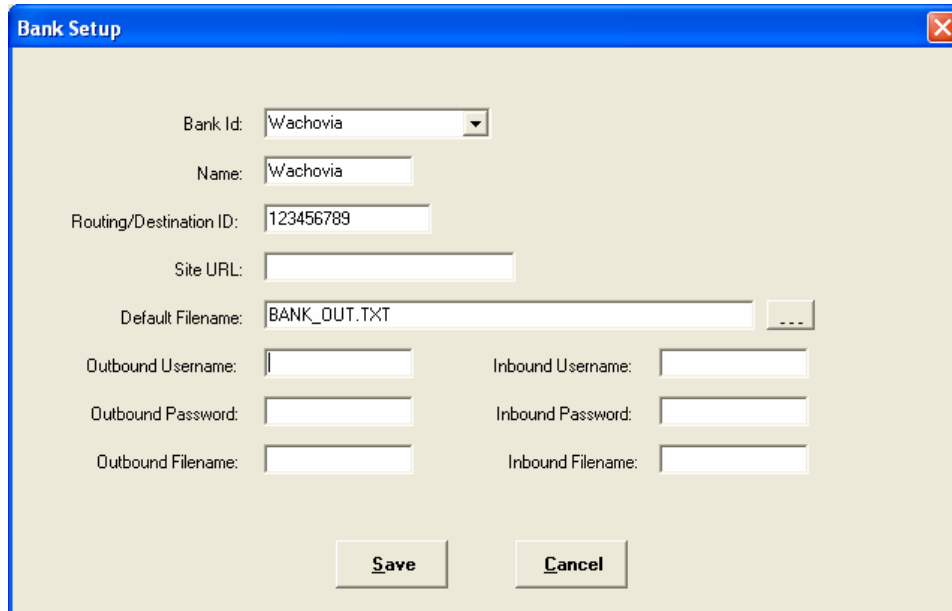
Use this option to locate a General Ledger Account Number in Manfact's GLNAME file. This view may be accessed from the **Tools** menu on the Main screen, and also from the right-click menu on the **Invoice** tab.



System Administration

Bank Setup

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

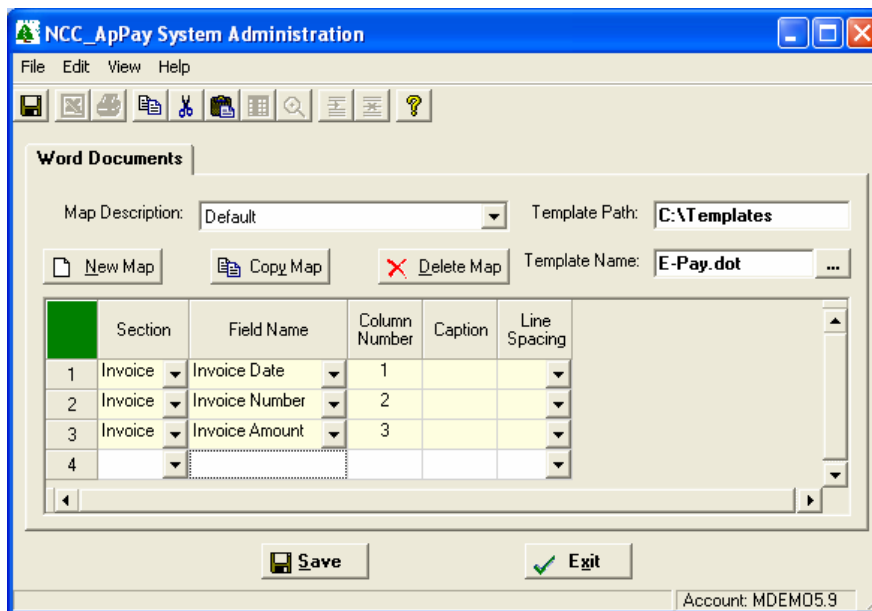


A dialog box titled "Bank Setup" with a blue title bar and a close button (X) in the top right corner. The dialog contains several input fields and buttons:

- Bank Id: A dropdown menu with "Wachovia" selected.
- Name: A text box containing "Wachovia".
- Routing/Destination ID: A text box containing "123456789".
- Site URL: An empty text box.
- Default Filename: A text box containing "BANK_OUT.TXT" and a browse button (...).
- Outbound Username: An empty text box.
- Inbound Username: An empty text box.
- Outbound Password: An empty text box.
- Inbound Password: An empty text box.
- Outbound Filename: An empty text box.
- Inbound Filename: An empty text box.
- Buttons: "Save" and "Cancel".

Word Documents

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



A screenshot of the "NCC_ApPay System Administration" application window. The title bar reads "NCC_ApPay System Administration" and includes standard window controls. The menu bar contains "File", "Edit", "View", and "Help". Below the menu bar is a toolbar with icons for file operations and help. The main area is titled "Word Documents" and contains the following elements:

- Map Description: A dropdown menu with "Default" selected.
- Template Path: A text box containing "C:\Templates".
- Buttons: "New Map", "Copy Map", and "Delete Map".
- Template Name: A text box containing "E-Pay.dot" and a browse button (...).
- A table with the following columns: Section, Field Name, Column Number, Caption, and Line Spacing.

	Section	Field Name	Column Number	Caption	Line Spacing
1	Invoice	Invoice Date	1		
2	Invoice	Invoice Number	2		
3	Invoice	Invoice Amount	3		
4					

At the bottom of the window are "Save" and "Exit" buttons. The status bar at the bottom right shows "Account: MDEM05.9".

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.



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