NorthClark Computing

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

NorthClark Computing, Inc.

Accounts Payable Reporting User Guide

Web and Desktop Applications
for Manfact by Epicor

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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, with Check Reconciliation
- **Accounts Payable Reporting**

The Accounts Payable Reporting feature (NCC_ApRpt) 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.

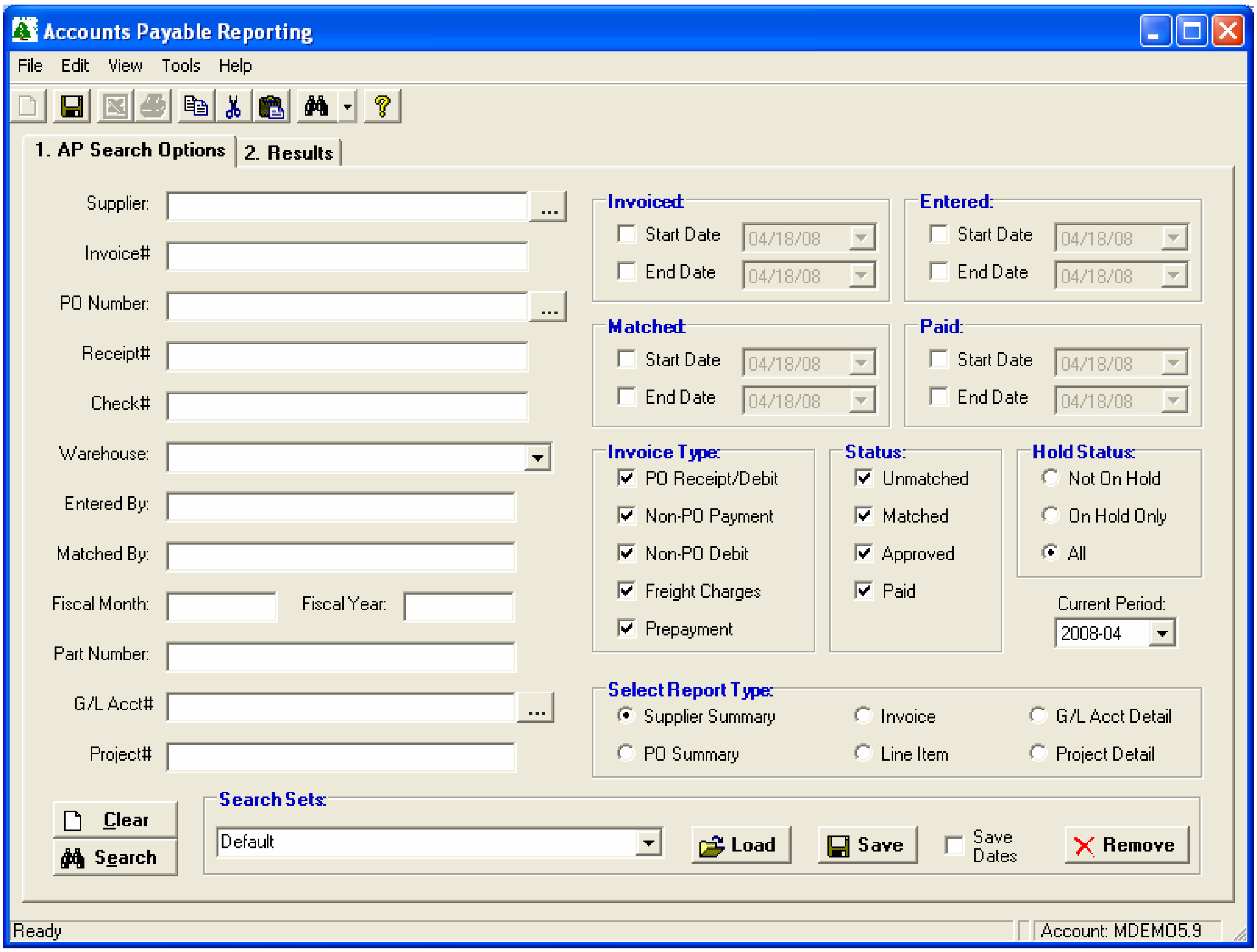
NorthClark Desktop Applications use a spread-sheet style interface with familiar editing tools such as copy, paste, and word wrapping. Users may rearrange the column order, and hide unwanted columns. All spreadsheet views may be printed or exported to Microsoft Excel.

Accounts Payable Reporting

The Accounts Payable Reporting module allows you to select a population of invoice records, then select the desired report format for output. When coupled with the application's printing and Excel export features, this provides virtually unlimited ad hoc reporting possibilities.

AP Search Options

The A/P Search Options tab is used to locate invoice records using a variety of search criteria.



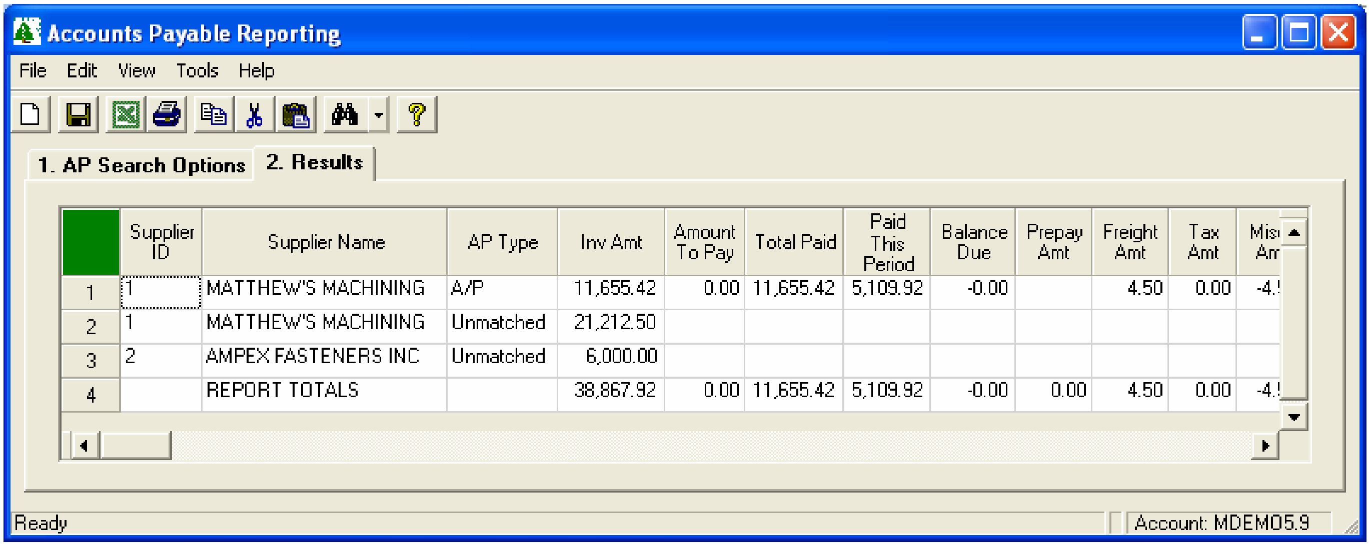
The **Search Set** commands at the bottom of the screen allow each user to name and save their favorite search options. Select an existing Search Set from the drop-down list, or simply type a description to name a new Search Set.

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.

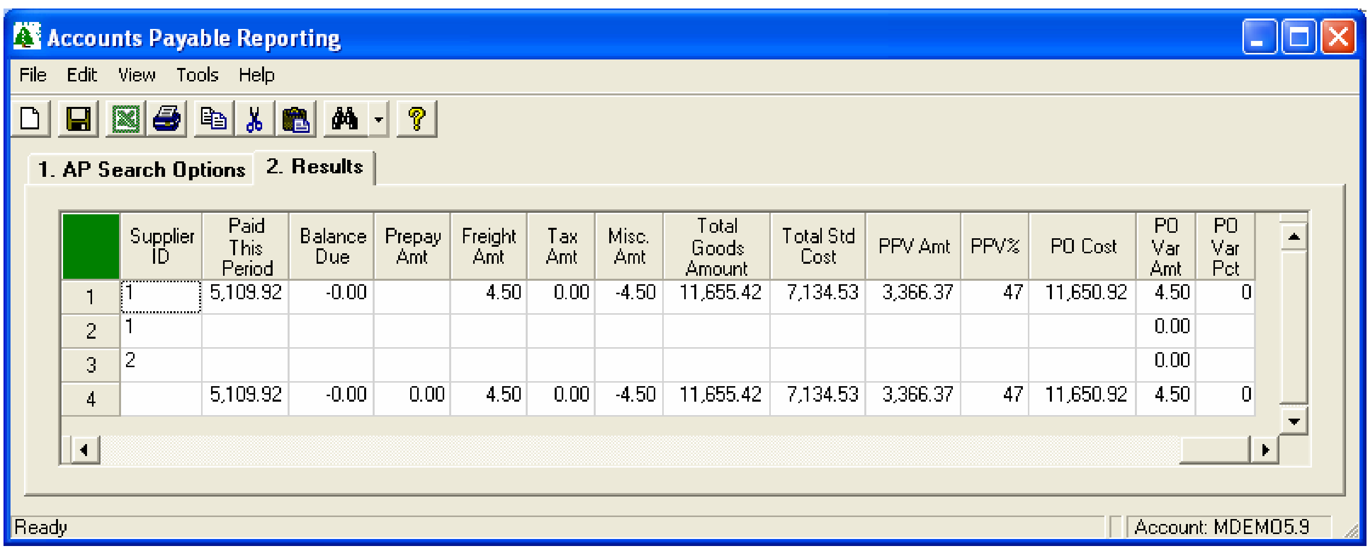
Results

Once the desired selection criteria have been entered, click the **Search** button, and the list of qualifying records is displayed on the Results tab. The following example illustrates the Supplier Summary option.



	Supplier ID	Supplier Name	AP Type	Inv Amt	Amount To Pay	Total Paid	Paid This Period	Balance Due	Prepay Amt	Freight Amt	Tax Amt	Mis Am
1	1	MATTHEW'S MACHINING	A/P	11,655.42	0.00	11,655.42	5,109.92	-0.00		4.50	0.00	-4.!
2	1	MATTHEW'S MACHINING	Unmatched	21,212.50								
3	2	AMPEX FASTENERS INC	Unmatched	6,000.00								
4		REPORT TOTALS		38,867.92	0.00	11,655.42	5,109.92	-0.00	0.00	4.50	0.00	-4.!

Additional columns become visible as you scroll to the right…



	Supplier ID	Paid This Period	Balance Due	Prepay Amt	Freight Amt	Tax Amt	Misc. Amt	Total Goods Amount	Total Std Cost	PPV Amt	PPV%	PO Cost	PO Var Amt	PO Var Pct
1	1	5,109.92	-0.00		4.50	0.00	-4.50	11,655.42	7,134.53	3,366.37	47	11,650.92	4.50	0
2	1												0.00	
3	2												0.00	
4		5,109.92	-0.00	0.00	4.50	0.00	-4.50	11,655.42	7,134.53	3,366.37	47	11,650.92	4.50	0

Additional columns of information may be displayed depending on the Report Type you selected. Please refer to the next section for a list of columns available for each Report Type. You may also customize your view using the **Arrange/Hide Columns** option, which can be accessed from the View menu, or by right-clicking on the spreadsheet.

<u>Current Period</u>
The system will display the current fiscal year and month based on the last closed A/P date from the Manfact system, and you may change it if desired. This value is used when reporting the "Total Paid This Period" amounts.

Report Types

There are six types of Accounts Payable Reports that may be created using this application:

- Supplier Summary
- Purchase Order Summary
- Invoice
- Invoice Line Item
- G/L Account Detail
- Project Number Detail

Following is a list of fields available for display, for each type of report.

Supplier	**PO**	**Invoice**	**Line Item**	**G/L Acct**	**Project#**	**Field Name**	**Description**
*	*	*	*	*	*	Supplier ID	Identifier of Manfact's VENDOR file
*	*	*	*	*	*	Supplier Name	Supplier Name
	*	*	*	*	*	PO#	Purchase Order Number
		*	*	*	*	Inv#	Invoice Number
		*	*	*	*	AP Type	Receipt Invoice, Receipt Debit, Non-PO Invoice, Non-PO Debit, Freight Invoice, or Prepayment.
*	*	*	*	*	*	Inv Status	On the Supplier and PO Summary reports, Invoices are grouped into categories of "Matched" and "Unmatched". For all other reports, the Invoice Status may be Open, On Hold, Approved for Payment, Partial Paid, or Fully Paid.
		*	*	*	*	Inv Date	Invoice Date
*	*	*	*	*	*	Inv Amt	Total Invoice Amount
		*	*	*	*	Date To Pay	Date invoice is scheduled for payment
	*	*	*	*	*	Amount To Pay	Amount of scheduled payment
		*	*	*	*	Check Code	Blank = Printed Check, E = Electronic, H = Hand Check

Supplier	PO	Invoice	Line Item	G/L Acct	Project#	Field Name	Description
		*	*	*	*	Disburse Account	G/L Cash Disbursement Account Number
		*	*	*	*	Paid Date	A list of payment dates associated with the Paid Amounts and Check Numbers in the next two columns.
		*	*	*	*	Paid Amt	A list of payment amounts
		*	*	*	*	Check No.	A list of Check Number
*	*	*	*	*	*	Total Paid	Total amount paid to date on this invoice, including applied prepayments.
*	*	*	*	*	*	Paid This Period	The portion of the invoice that was paid during the current fiscal accounting period.
*	*	*	*	*	*	Balance Due	The balance remaining to be paid
*	*	*	*	*	*	Prepay Amt	Amounts associated with Prepayment (Type 6) Invoices
*	*	*	*	*	*	Freight Amt	Total Freight Amount
*	*	*	*	*	*	Tax Amt	Total Sales Tax Amount
*	*	*	*	*	*	Misc. Amt	Total of Miscellaneous Charges
		*	*	*	*	Entered By	Login Name of person who entered the Invoice
		*	*	*	*	Entry Date	Date invoice was entered
		*	*	*	*	Matched By	Login Name of person who matched the Invoice to a Receipt
		*	*	*	*	Matched Date	Date the Invoice was matched to a Receipt
		*	*	*	*	G/L Post	Date the Invoice was posted to the General Ledger
		*	*	*	*	Fiscal Month	Accounting month when liability was incurred
		*	*	*	*	Fiscal Year	Accounting year when liability was incurred

Supplier	PO	Invoice	Line Item	G/L Acct	Project#	Field Name	Description
		*	*	*	*	Curr Code	Foreign Currency Code
		*	*	*	*	Exg. Rate	Foreign Currency Exchange Rate
			*	*	*	LI#	Invoice Line Number
			*	*	*	Rec#	Receipt Number (for matched items)
			*	*	*	Rec LI#	Receipt Line Number
			*	*	*	PO LI#	Purchase Order Line Number
			*	*	*	PO Type	Purchase Order Type: 1 = Inventory, 2 = Expense, 3 = Capital, 4 = Work Order, 5 = Direct Ship, 6 = Drop Ship, 7 = Non-inventory to Work Order, 8 = Outside Processing
			*	*	*	Pack Slip	Packing slip number from Receipt
			*	*	*	Part#	Part Number received
			*	*	*	Description	Line Item description
			*	*	*	WO#	Work Order Number
		*	*	*	*	Whse	Warehouse
			*	*	*	Invloc	Receiving Inventory Location
			*	*	*	Invoice Qty	Quantity Received / Invoiced
			*	*	*	U/M	Unit of Measure
			*	*	*	U/M Factor	Unit of Measure conversion factor
			*	*	*	Receipt Unit Cost	Unit cost from PO at time of receipt
			*	*	*	Std. Cost	Standard unit cost
			*	*	*	Actual Unit Cost	Actual unit cost
			*	*	*	Alloc. Cost	Freight, tax, or other miscellaneous charges that have been allocated to this line item using

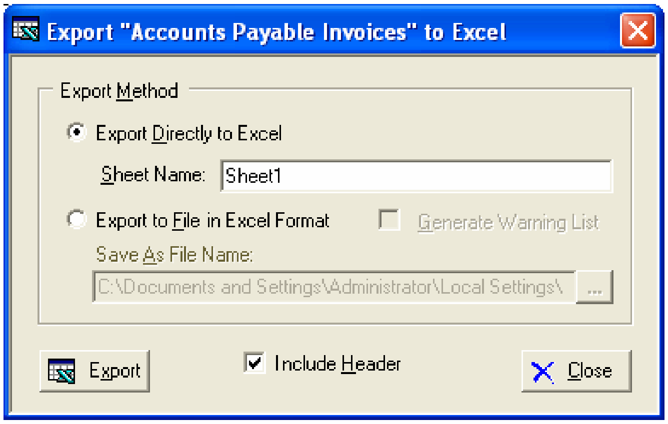
Supplier	PO	Invoice	Line Item	G/L Acct	Project#	Field Name	Description
							the cost allocation feature of the Accounts Payable Work Bench.
			*	*	*	Cost Factor	Divisor used in calculation of extended cost
			*	*	*	Conv. Factor	Multiplier used in calculation of extended cost
*	*	*	*	*	*	Total Goods Amount	Total line item extended cost
			*	*	*	Foreign Unit Cost	Foreign Unit Cost per Exchange Rate
*	*	*	*	*	*	Foreign Ext. Cost	Foreign Extended Cost per Exchange Rate
			*	*	*	Unit Weight	Part Unit Weight
			*	*	*	Tax Type	Line item Tax Type Code
			*	*	*	Resc Code	Line item Resource Code
			*	*	*	A/P Acct#	Line item Accounts Payable Account Number
*	*	*	*	*	*	Total Std Cost	Total Standard Cost
*	*	*	*	*	*	PPV Amt	Total Goods Amount – Total Std Cost
			*	*	*	PPV Acct#	Purchase Price Variance Account Number
*	*	*	*	*	*	PPV%	PPV Amt / Total Std Cost
*	*	*	*	*	*	PO Cost	Invoice Qty * Receipt Unit Cost
*	*	*	*	*	*	PO Var Amt	Total Goods Amount – PO Cost
*	*	*	*	*	*	PO Var Pct	PO Var Amt / PO Cost
			*	*	*	MTLOH Amt	Material Overhead Amount
			*	*	*	MTLOH Acct#	Material Overhead Account Number
				*		Debit Acct#	Line item Debit Account Number. If more than one Account Number exists on the Invoice line item, multiple rows of detail are displayed.

Supplier	PO	Invoice	Line Item	G/L Acct	Project#	Field Name	Description
					*	Project#	Line item Project Number. If more than one Project Number exists on the Invoice line item, multiple rows of detail are displayed.
				*	*	LI Amt	Goods Amount associated with G/L Account Number or Project Number on current row
				*	*	LI Paid	Paid Amount associated with G/L Account Number or Project Number on current row
				*	*	LI Paid This Period	Current Period Paid Amount associated with G/L Account Number or Project Number on current row

Output

Export to Excel

All spreadsheet views are equipped with the option to Export to Microsoft Excel. Click on the spreadsheet your 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

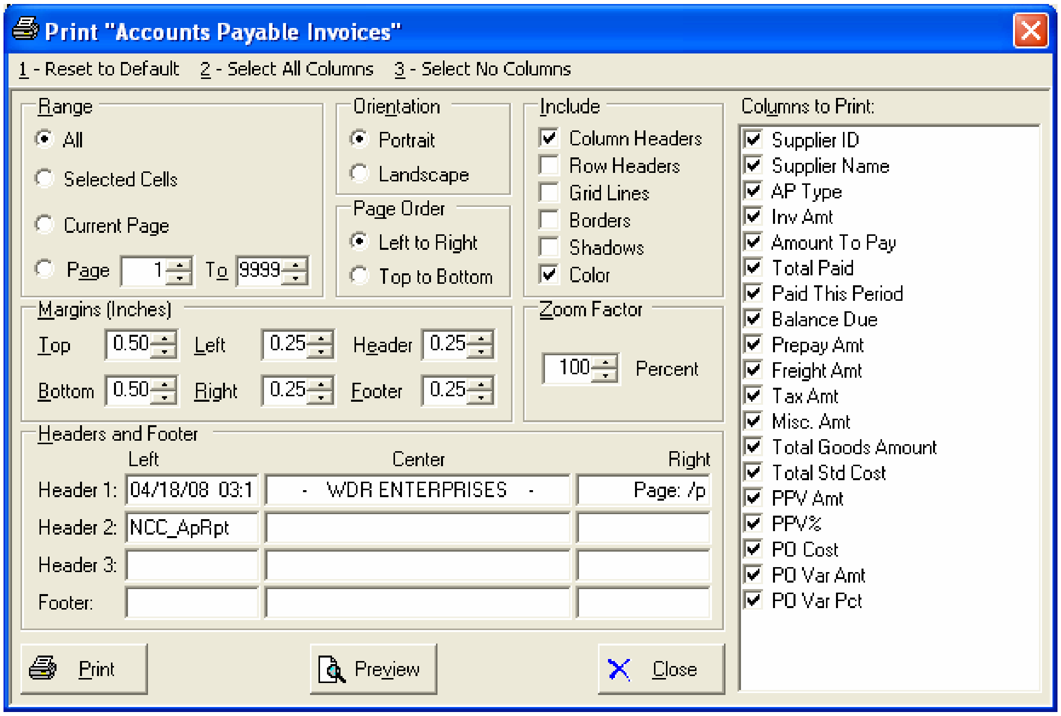
Check this box to export the column headings.

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.

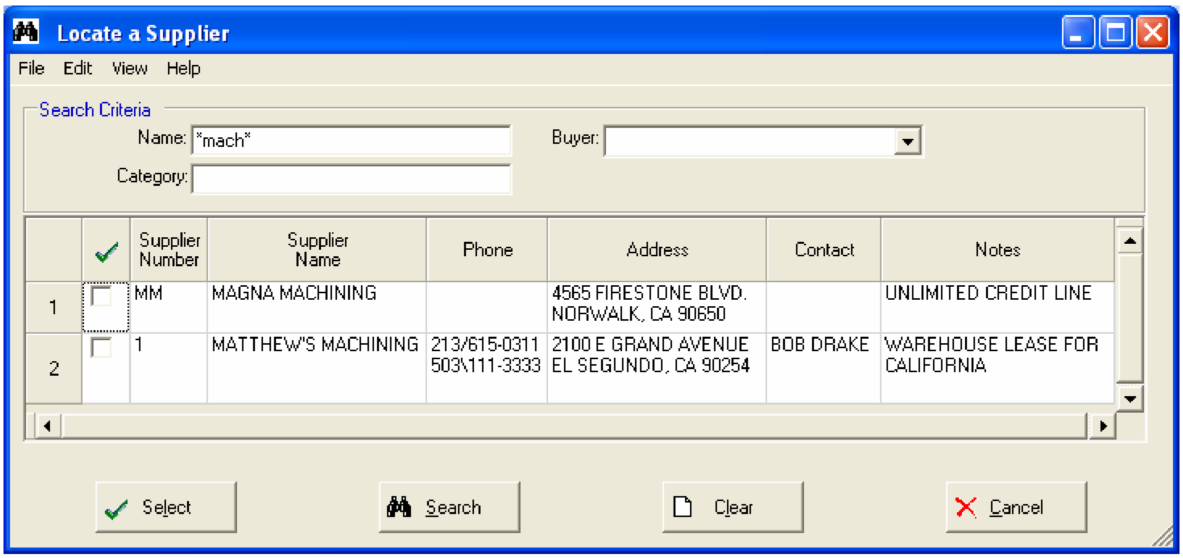
Which Columns Do You Want to Print?

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

Tools

Supplier Search

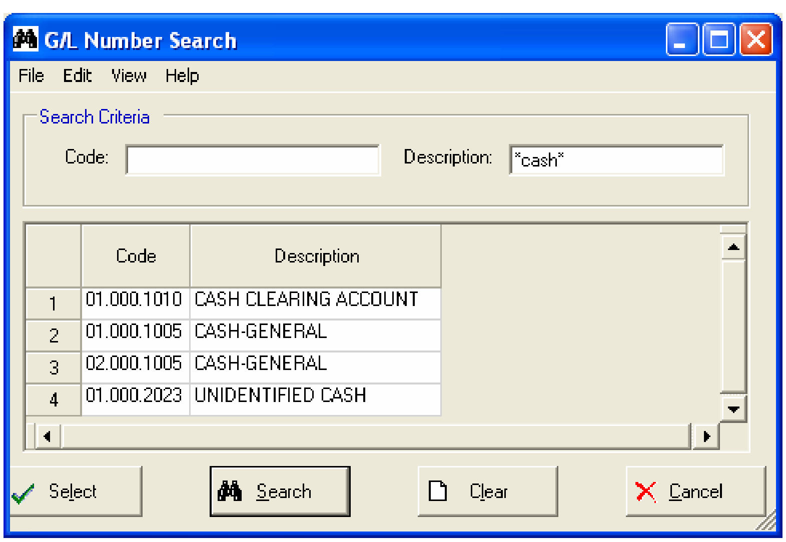
Use this option to locate an existing Supplier record in Manfact's VENDOR file. This screen may be accessed from the **Tools** menu on the Main screen, or by clicking the browse button **[…]** next to the Supplier Number prompt.



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 screen may be accessed from the **Tools** menu on the Main screen, or by clicking the browse button **[…]** next to the G/L Acct# Number prompt.



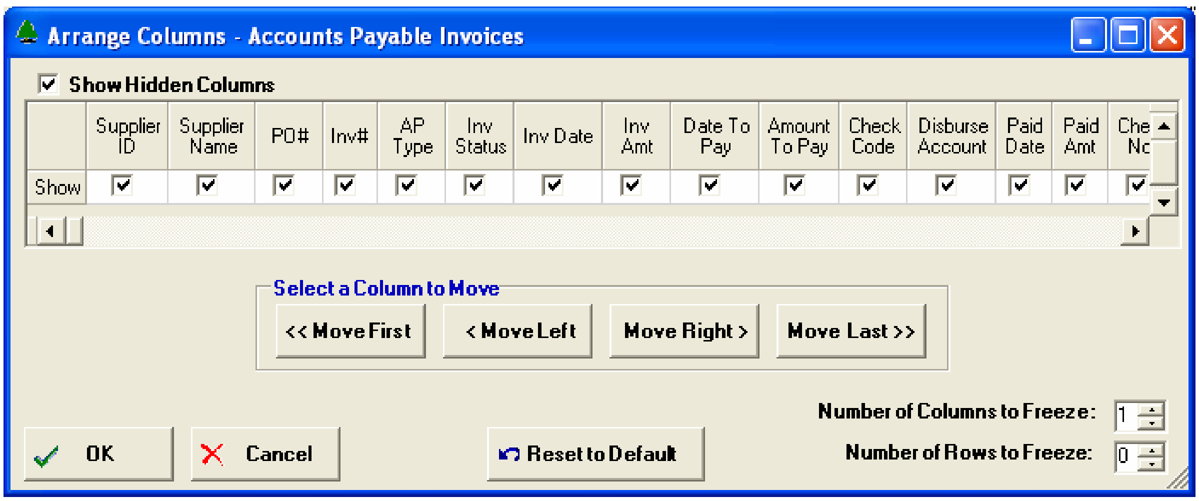
General Information

Security

Access to NorthClark applications is governed by the Manfact security system. The System Administrator must add NCC_APRPT to each user's security table to permit access to Accounts Payable Reporting. Please refer to the Manfact documentation for more information about setting up security.

Arranging / Hide Columns

Use this view 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 with to Freeze on the Display. 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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