



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

NorthClark Computing, Inc.

Project Workbench User Guide

Web and Desktop Applications
for Manfact by Epicor

September 23, 2009

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Introduction

The Project Workbench is a member of NorthClark's suite of Desktop Applications for Manfact, and includes the following key features:

- Locate Project records in your Manfact system using a variety of search criteria.
- Select one or more Projects from the Search Results to include in a Project Cost Analysis.
- Your search may result in a list of tasks that may be members of different top-level projects. This allows you to analyze performance for a specific activity across various programs.
- Explode the Project Cost Analysis to any desired level in the Project Structure.
- Project Cost information including Budget, Actual and Estimate at Complete is available by Project and Resource.
- Drill-down to Transaction Detail for selected Resources.
- Create and update Project header records.
- Security features allow the System Administrator to control who can view, and who can update each Project.

Project Workbench

When the Project Workbench application is started, the main screen is displayed with the following tabs:

1. Project Search Options

Search for records in the Manfact PROJECT file using a variety of search criteria. Wildcarding is supported where sensible.

2. Search Results

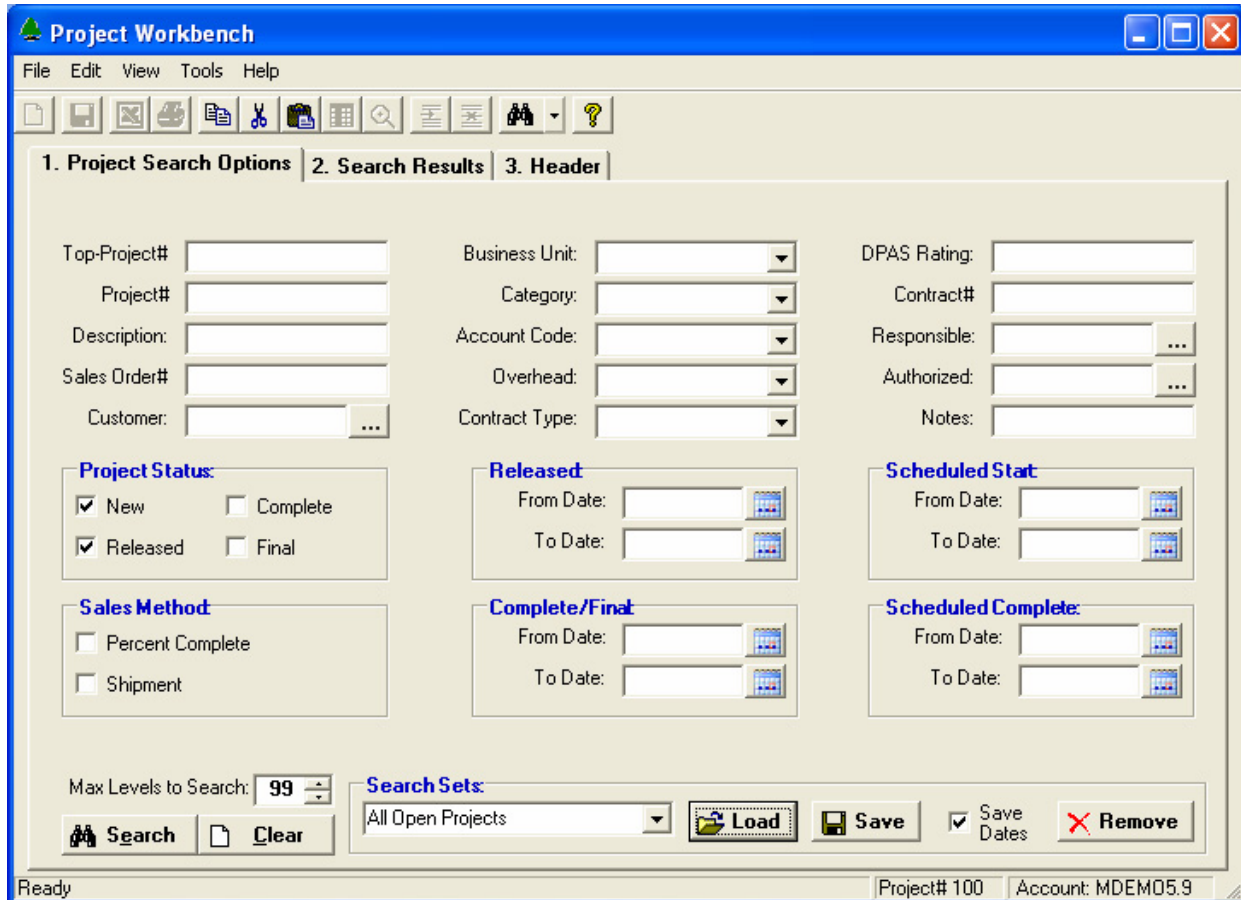
Displays a list of records that meet the selection criteria. Double-click to open the desired item.

3. Header

View, create or update a Project record, as Security settings permit.

Project Search Options

The fields on the Project Search Options display may be used in any combination to narrow your search (leave the field blank if you do not wish to consider it in the search). *Wildcarding* is supported for text fields. Once the desired selection criteria have been entered, click the **Search** button, and the list of qualifying records is displayed on the Search Results tab.



Use the buttons [...] next to the Customer, Responsible, and Authorized prompts to access the associated look-up screens. The buttons next to the date prompts may be used to select dates from a calendar.

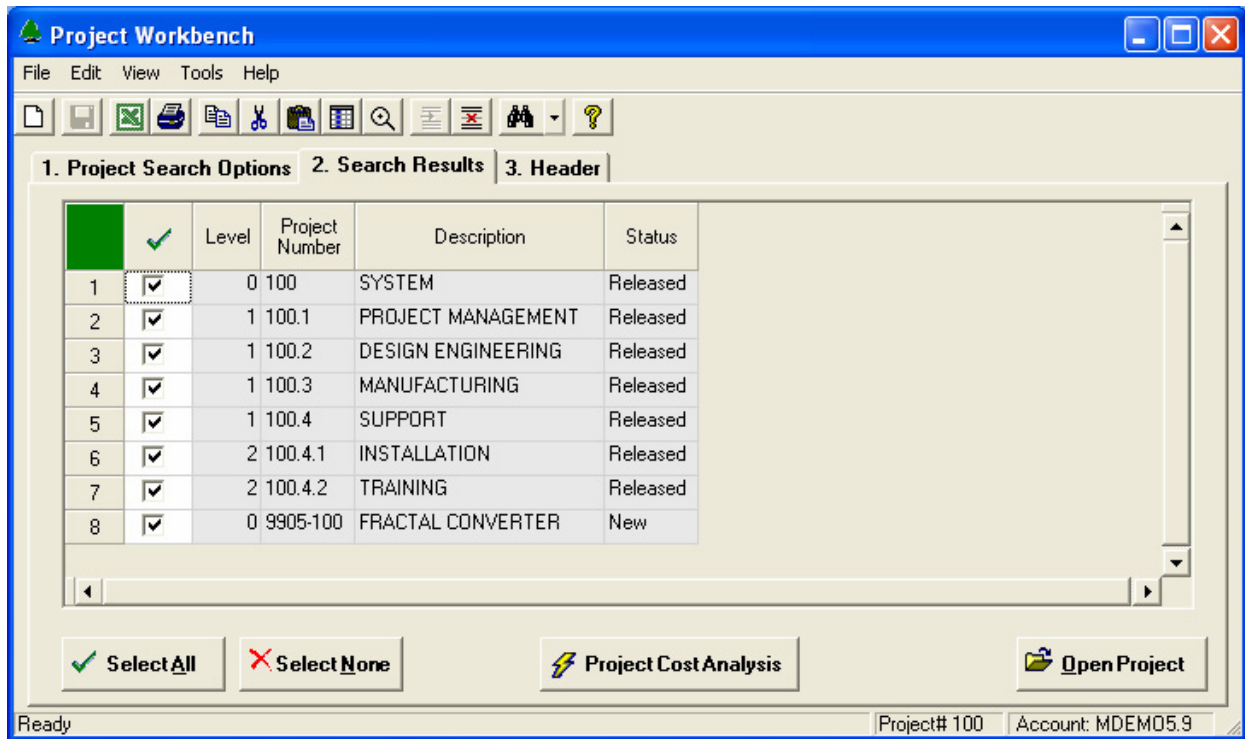
Search Settings

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 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 be blank.

Search 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.



From here, you may elect to generate a Project Cost Analysis, or you may wish to view or edit Project records.

Project Record View/Edit

Open a Project record by double-clicking the desired row, or by highlighting the row and clicking the **Open Project** button. The selected project will be displayed on the **Header** tab.

Note that the checkboxes on the Results display are used only for reporting, and are not applicable to Project record updating.

Project Cost Analysis

To view the Project Cost Analysis display, use the checkboxes on the spreadsheet to select one or more Projects to include in the report. The **Select All** and **Select None** buttons may be used to select or clear the entire list. When you click the **Project Cost Analysis** button, a new window will open where you will be prompted for various report options.

If a checkbox is not displayed next to a particular Project, it means you do not have sufficient security privileges to view Project Cost information for that Project.

Header – View / Edit Project

Use this tab to view or edit Project records in your Manfact system. If you are operating the program with read-only privileges, or if you are not authorized to update a particular project, you will be able to view this screen, but all updating features will be disabled.

The screenshot shows the 'Project Workbench' application window. The title bar includes 'Project Workbench' and standard window controls. The menu bar contains 'File', 'Edit', 'View', 'Tools', and 'Help'. A toolbar with various icons is located below the menu bar. A navigation bar in the top right corner shows '1 of 8' with left and right arrow buttons.

The main interface is divided into three tabs: '1. Project Search Options', '2. Search Results', and '3. Header'. The 'Header' tab is active, displaying the following fields:

- Project#: 100
- Description: SYSTEM
- Contract#: C123456
- DPAS Rating: [Empty]
- Est. Revenue: 25,000.00
- Progress Pay%: 25.00%
- Notes: [Text Area]
- Project Status: Released (R)
- Business Unit: ENG
- Category: GOVERNMENT
- Contract Type: CPFF
- Account Code: PROJ
- Sales Method: % Comp. (P)
- Release Date: 08/23/09
- Sched Start: 08/23/09
- Due Date: 11/30/09
- Comp. Date: [Empty]
- Final Date: [Empty]
- Distribute Costs
- Distribution Acct#: 01.200.4015

Below these fields are four tables:

- Sales Orders:**

	SO#	LI#
1	23	1
2	24	1
3		
- Responsible...:**

	Name
1	JSMITH
2	
- Authorized...:**

	Name
1	ADMINISTRATOR
2	HWILSON
3	JSMITH
4	
- Overhead Pools:**

	Resource
1	MFGOH
2	ENG0H
3	MTLOH
4	G&A
- Distribute To:**

	Project#	Percent
1	PC	100.00
2		

At the bottom of the window are four buttons: 'Save', 'New/Open', 'Save + New', and 'Copy'. The status bar at the bottom shows 'Ready' on the left and 'Project# 100 Account: MDEM05.9' on the right.

The navigation bar on the upper-right corner of the screen allows you to scroll through the list of Projects displayed on the Search Results tab. You may also enter a new or existing Project Identifier at the Project# prompt, or click the New/Open button and the system will prompt for a Project Number.

When you click the **Save** button, the system validates your entries, and the changes are posted to your Manfact system immediately. By default, the system does not clear the data entry screen once the record is filed. The Save button will be disabled, so you will know the changes have been recorded. If you attempt to leave the record without saving your changes, a warning message is displayed, and you have the opportunity to save your work before proceeding. If you prefer, use the **Save + New** button, and the screen will be cleared once the record is successfully filed.

Use the **Copy** button to use the information currently displayed on the screen to create a new Project record. Begin by opening the Project you wish to copy, then click the Copy button and the system will prompt you for the new Project Number.

Responsible and Authorized

The list of Responsible and Authorized users determines who may view, and who may update the Project. If the Authorized list is blank, the Project is *unrestricted*, and anyone with access to the Project Workbench may update the record. Please refer to the Security topic for more information about granting privileges.

When a Project is restricted, only those users on the Authorized list may perform updates. To create a Project Cost Analysis report on a restricted Project, the user's name must be included on either the Responsible or the Authorized list. Note that users with Administrative privileges may view and update *all* Projects.

The names entered on these lists are validated against Manfact's OPER file. Use the look-up buttons located above each list to access the Operator Search screen.

Project Cost Analysis

To generate a Project Cost Analysis, begin by selecting one or more Projects using the **Search Options** on the Main screen. View the list of Projects on the **Search Results** tab, and use the checkboxes to exclude unwanted items as desired. The Project Cost Analysis window is displayed when you click the **Project Cost Analysis** button on the **Search Results** tab. As an alternative, you may select the **Project Cost Analysis** option from the **Tools** menu on the Main screen, and bypass the search feature.

The Project Cost Analysis window consists of the following tabs. Once the Report Options have been entered, the remaining tabs are used to display the analysis in spreadsheet form. All spreadsheets include Budget, Actual, and Estimate at Complete figures.

1. Report Options

Enter reporting options and display the Project Cost Analysis.

2. Project Structure

The Projects you selected are exploded and displayed in outline form.

3. Resources

This tab reports Project hours and costs by Resource, or by Resource and Project. View Resources beginning at any point in the Project Structure, using Summarized, Single-Level, and Multi-Level options.

4. Transactions

View transaction details for selected Resources. Information includes source date and transaction number, along with other identifying information such as employee, work order, or purchase order number, depending on the type of transaction.

Report Options

Use this view to enter reporting parameters, and generate a Project Cost Analysis. The reports will be produced when you click the **Create Report** button at the bottom of the screen.

The screenshot shows the 'Project Reporting' application window with the '1. Report Options' tab selected. The interface includes a menu bar (File, Edit, View, Help) and a toolbar with icons for home, print, save, search, and help. The main area is divided into several sections:

- Project Number:** Includes a checked checkbox for 'Use Project Search Results' and a text field for 'Project' containing '100'.
- Reporting Period:** Includes a 'Budget Revision' field, an 'As of Period' field with '2009-09', and radio buttons for 'Current Month' (selected), 'Fiscal Year to Date', 'Inception to Date', and 'From Fiscal Period'.
- Intra-Project Transfers:** Includes radio buttons for 'Show the Cost with the Project that Produced the Lot' (selected) and 'Show the Cost with the Project that Consumed the Lot'.
- Cost Display:** Includes checked checkboxes for 'Highlight Summary (Total) Rows on Cost Display' and 'Insert Row when Summary Project has Direct Costs', and a yellow 'Select Highlight Color' button.
- Indent by Level:** Includes checked checkboxes for 'Project Number' and 'Description'.
- Decimal Precision:** Includes spinners for 'Decimal Places for Amounts' and 'Decimal Places for Hours', both set to '2'.
- Show Costs In:** Includes radio buttons for 'Normal' (selected), 'Thousands', and 'Millions'.

At the bottom, there is a 'Create Report' button, a 'Search Sets' dropdown menu showing 'CURRENT MONTH', and buttons for 'Load', 'Save', 'Save Dates' (checked), and 'Remove'. The status bar at the bottom left shows 'Ready' and the bottom right shows 'Account: MDEM05.9'.

Search Settings

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 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 be blank when you reload the settings. This rule also applies to the "As of Period" prompt. If the Save Dates option is not checked, the As of Period will default to the last closed fiscal period.

Report Options

- Project# - Click **Use Project Search Results** to produce a report based on the results of your last search. If this box is unchecked, you must enter a valid Manfact Project Identifier.
- Budget Revision Level - Enter the Revision Level of the Budget you wish to display. Leave this field blank for the current revision.
- As of Fiscal Period - Budget and cost figures will be displayed “as of” the end of the fiscal accounting period you enter in this field. Enter the 4-digit year followed by the 2-digit month.
- Select Reporting Period - **“Current Month”** will display only budget and cost figures for the period entered in “As of Fiscal Period”.
- “Fiscal Year To Date”** will display all budget and cost figures up to and including the period entered in “As of Fiscal Period” from period 01 of the same fiscal year.
- “Inception To Date”** will display all budget and cost figures up to and including the period entered in “As of Fiscal Period” from the project’s inception.
- “From Fiscal Period”** allows the user to select a starting period. Budget and cost figures will be shown from the period selected up to and including the period entered in “As of Fiscal Period”.
- Indent Project Number and/or Description - Click one or both check boxes if you would like the project number and/or description to be indented at each level. Note, these settings affect printed output as well as the display screens.
- Intra-Project Transfers - An intra-project transfer occurs when a sub-assembly is produced on a work order, then issued to another work order within the same project structure. When this happens, do you want to report the cost of the assembly with the sub-project that produced the part, or the one that received it?
- Highlight Summary Rows? - Check this box if you would like summary rows to be highlighted. A summary row is a project that has sub-projects beneath it, so it represents a total.
- Insert Row for Summary Project - A summary project is any project that has sub-projects beneath it, so it represents a total. If a summary project also has costs charged directly to it, then the amount displayed will include its direct charges plus the costs of the lower level projects. This makes it appear that the report does not “add up”, since the incremental costs associated with the summary project are not shown. To overcome this situation, the system will insert an extra row in the display that shows the incremental cost charged directly to the summary project.
- Highlight Color - Select the color you prefer for highlighting summary rows.
- Decimal Places - Hours and amounts may be displayed with up to 4 decimal places.
- Thousands or Millions? - Budget and actual cost figures may be displayed in whole amounts (normal), in thousands, or in millions.

Project Structure

This view displays the Project Structure in outline form. The plus and minus buttons allow you to expand and collapse the Project Structure. These buttons are located in the first column of the spreadsheet and on the Toolbar near the upper-left corner of the screen.

To view Resource information, click on any row in the Project Structure, then click the **Show Resources** button, or go directly to the **Resources** tab for more reporting options.

	+	-	Level	Project Number	Description	Status	Actual Hours	ETC Hours	EAC Hours	Budget Hours	Variance Hours	% Comp Hours	Actual Cost
1	+	-	0	TOTAL	REPORT TOTALS		64	0	64	775	-711	100	6,705
2	+	-	1	100	SYSTEM	Released	64	0	64	775	-711	100	6,705
3			2	100 (Direct)	SYSTEM	Released	36	0	36	0	36	100	5,233
4			2	100.1	PROJECT MANAGEMENT	Released	16	0	16	55	-39	100	479
5			2	100.2	DESIGN ENGINEERING	Released	0	0	0	65	-65		0
6			2	100.3	MANUFACTURING	Released	0	0	0	600	-600		0
7	+	-	2	100.4	SUPPORT	Released	12	0	12	55	-43	100	992
8			3	100.4 (Direct)	SUPPORT	Released	12	0	12	0	12	100	992
9			3	100.4.1	INSTALLATION	Released	0	0	0	15	-15		0
10			3	100.4.2	TRAINING	Released	0	0	0	40	-40		0
11			1	9905-100	FRACTAL CONVERTER	New	0	0	0	0	0		0

Show Resources

Combining Unrelated Projects on the Report

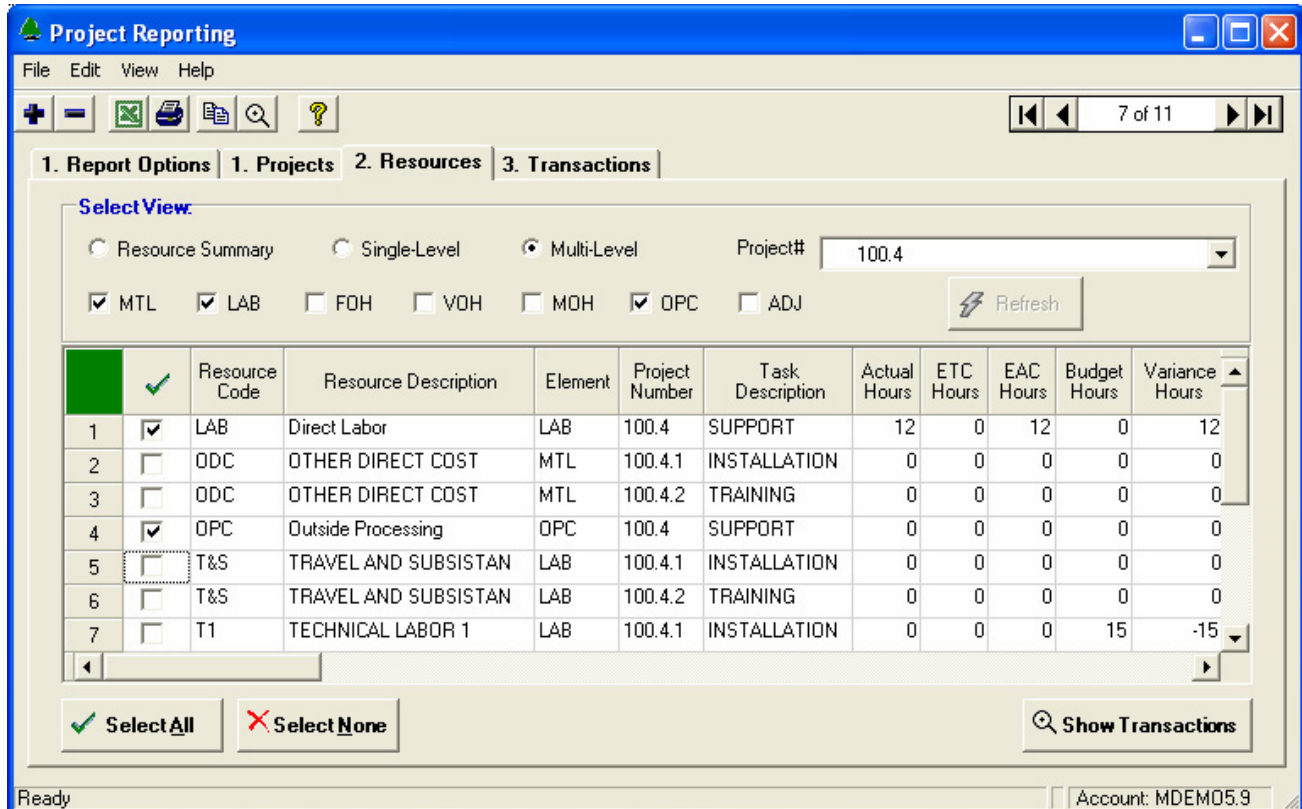
Notice in the above illustration that we have selected two unrelated Projects, with no common parent. In this example, these are Project “100” displayed on row 2, and Project “9905-100” on row 11. When this happens, the system inserts a “TOTAL” row at Level zero, and combines the two unrelated Projects on the report. The selected Projects are demoted to Level 1, and the result is a consolidated Project Cost Analysis. When only one Project is selected, the TOTAL row is omitted, and the selected Project will be at Level zero.

Direct Costs Charged to Summary Projects

When a Project has lower-level Projects associated with it, the costs and hours displayed are the sum of the values rolled-up from the lower levels, plus any incremental costs charged directly to the Project. When this occurs, the system may insert a line in the report labeled “Direct”, in order to maintain visibility to the incremental values posted to the Project. This feature may be enabled on the Report Options tab.

Resources by Project

You can choose any Project Number included in the Project Structure to view costs and hours by Resource. Select an item from the drop-down list, or use the navigator bar on the upper-right corner of the screen to scroll through the list of Projects.



The radio buttons allow you to choose a Resource Summary, Single-Level, or Multi-Level display:

- The Resource Summary displays one row per Resource Code, and the Project Number and Task Description columns are hidden. The values displayed include the rolled-up costs and hours from all lower levels, for the Project Number displayed on the upper-right corner of the tab.
- The Single-Level display includes one row per Resource Code and Project Number, exploded one level below the selected Project. The values displayed include the rolled-up costs and hours from all lower levels
- The Multi-Level display includes one row per Resource Code and Project Number, including all lower-level Project Numbers.

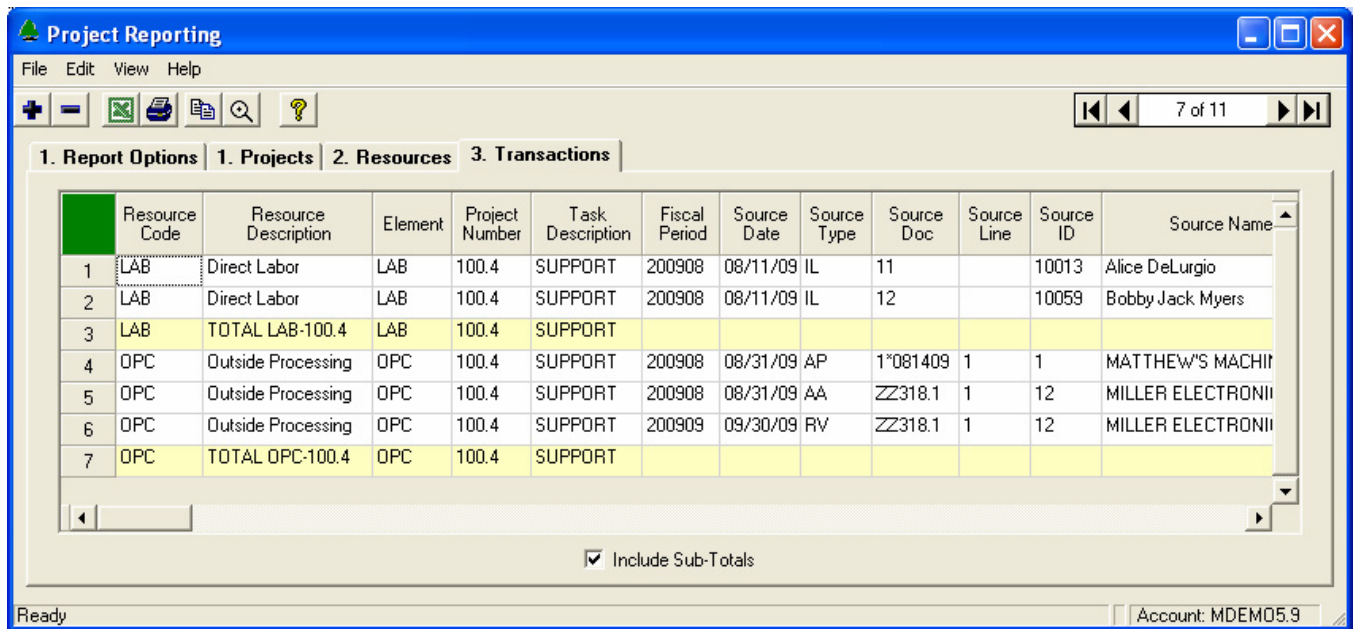
The checkboxes on the top of the screen allow you to select the Elements you wish to view. Select from: Material (MTL), Labor (LAB), Fixed Overhead (FOH), Variable Overhead (VOH), Miscellaneous Overhead (MOH), Outside Processing (OPC), and Adjustments (ADJ).

When you change the Project Number, the new information is automatically displayed. If you change the Report Type, or select a different combination of Elements to view, the **Refresh** button will turn red and begin to flash. Click the **Refresh** button to display the report using the new criteria.

The checkboxes in the first column of the report may be used to select Resources to be included on the **Transactions** tab. Click the **Show Transactions** button, or switch to the **Transactions** tab to view the details.

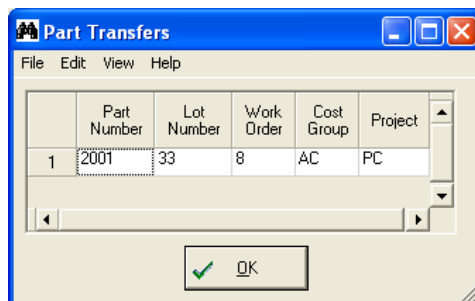
Transactions

This screen allows you to view the transactions associated with the Resource Codes you selected on the **Resources** tab.



Click the checkbox at the bottom of the screen to Include Sub-Totals. This will insert a highlighted sub-total line into the report for each Resource and Project Number where either actual or budget figures exist. If you uncheck this option, the columns for Budget, ETC, EAC, Variance, and Percent Complete are hidden, since these figures are not available for individual transactions.

When a sub-assembly is issued as a result of either an intra-project or inter-project transfer, the details are shown in the Part Transfers column (not visible on the above illustration). Double-click on the cell to view the details as illustrated here:



Column Definitions

Following is a list of fields available for display, for each type of report: Project Structure, Resource Summary, Resource Detail, Transactions, and Transactions with Sub-Totals.

Project Structure	Resource Summary	Resource & Project	Transactions	Trans. w/ Subtotals	Field Name	Description
*					Level	A number representing the level where the Project appears in the hierarchy. The top-level project is Level zero.
*		*	*	*	Project Number	Project identifier.
*		*	*	*	Description	A 25 character description of the Project.
*					Status	New, Released, Complete, Final
*	*	*	*	*	Actual Hours	Total Actual Labor Hours
*	*	*		*	ETC Hours	Estimate To Complete Hours
*	*	*		*	EAC Hours	Estimate At Complete = Actual + ETC
*	*	*		*	Budget Hours	Budget Hours
*	*	*		*	Variance Hours	EAC - Budget
*	*	*		*	Comp% Hours	Actual / EAC
*	*	*	*	*	Actual Cost	Total Actual Cost
*	*	*		*	ETC Cost	Estimate To Complete Cost
*	*	*		*	EAC Cost	Estimate At Complete = Actual + ETC
*	*	*		*	Budget Cost	Budget Cost
*	*	*		*	Variance Cost	EAC - Budget
*	*	*		*	Comp% Cost	Actual / EAC
*					Estimated Revenue	Revenue associated to Sales Orders linked to the

Project Structure	Resource Summary	Resource & Project	Transactions	Trans. w/ Subtotals	Field Name	Description
						Project.
*					Est. Margin Amount	Estimated Margin = Revenue – EAC
*					Est. Margin Percent	Margin Amount / Revenue
*					Actual MTL	Actual Material
*					Actual LAB	Actual Labor
*					Actual FOH	Actual Fixed Overhead
*					Actual VOH	Actual Variable Overhead
*					Actual MOH	Actual Miscellaneous Overhead
*					Actual OPC	Actual Outside Processing
*					Actual ADJ	Actual Adjustments
*					ETC MTL	Estimate to Complete - Material
*					ETC LAB	Estimate to Complete - Labor
*					ETC FOH	Estimate to Complete - Fixed Overhead
*					ETC VOH	Estimate to Complete - Variable Overhead
*					ETC MOH	Estimate to Complete - Miscellaneous Overhead
*					ETC OPC	Estimate to Complete - Outside Processing
*					ETC ADJ	Estimate to Complete - Adjustments
*					EAC MTL	Estimate At Complete - Material
*					EAC LAB	Estimate At Complete - Labor
*					EAC FOH	Estimate At Complete - Fixed Overhead

Project Structure	Resource Summary	Resource & Project	Transactions	Trans. w/ Subtotals	Field Name	Description
*					EAC VOH	Estimate At Complete - Variable Overhead
*					EAC MOH	Estimate At Complete - Miscellaneous Overhead
*					EAC OPC	Estimate At Complete - Outside Processing
*					EAC ADJ	Estimate At Complete - Adjustments
*					Budget MTL	Budget Material
*					Budget LAB	Budget Labor
*					Budget FOH	Budget Fixed Overhead
*					Budget VOH	Budget Variable Overhead
*					Budget MOH	Budget Miscellaneous Overhead
*					Budget OPC	Budget Outside Processing
*					Budget ADJ	Budget Adjustments
*					Variance MTL	Variance Material
*					Variance LAB	Variance Labor
*					Variance FOH	Variance Fixed Overhead
*					Variance VOH	Variance Variable Overhead
*					Variance MOH	Variance Miscellaneous Overhead
*					Variance OPC	Variance Outside Processing
*					Variance ADJ	Percent Complete - Adjustments
*					Comp% MTL	Percent Complete - Material
*					Comp% LAB	Percent Complete - Labor

Project Structure	Resource Summary	Resource & Project	Transactions	Trans. w/ Subtotals	Field Name	Description
*					Comp% FOH	Percent Complete - Fixed Overhead
*					Comp% VOH	Percent Complete - Variable Overhead
*					Comp% MOH	Percent Complete - Miscellaneous Overhead
*					Comp% OPC	Percent Complete - Outside Processing
*					Comp% ADJ	Percent Complete - Adjustments
	*	*	*	*	Resource Code	Resource Codes are defined using Manfact's TABLE.WO procedure.
	*	*	*	*	Resource Description	Resource Codes are defined using Manfact's TABLE.WO procedure.
	*	*	*	*	Element	Each Resource is assigned one of the following: MTL, LAB, FOH, VOH, MOH, OPC, ADJ
			*	*	Fiscal Period	Accounting period when transaction was posted.
			*	*	Source Date	Date of transaction.
			*	*	Source Type	WO = Work Order AP = Accounts Payable Invoice AA = Accounts Payable Accrual RV = Accounts Payable Accrual Reversal IL = Indirect Labor SK = Stock Transaction PA = Project Adjustment EX = Project Expense Distribution OA = Overhead Allocation GL = General Ledger Adjustment IN = Inventory On-hand IR = Inventory Reversal
			*	*	Source Document	Work Order Number Vendor Number and Invoice Number PO Receipt Number

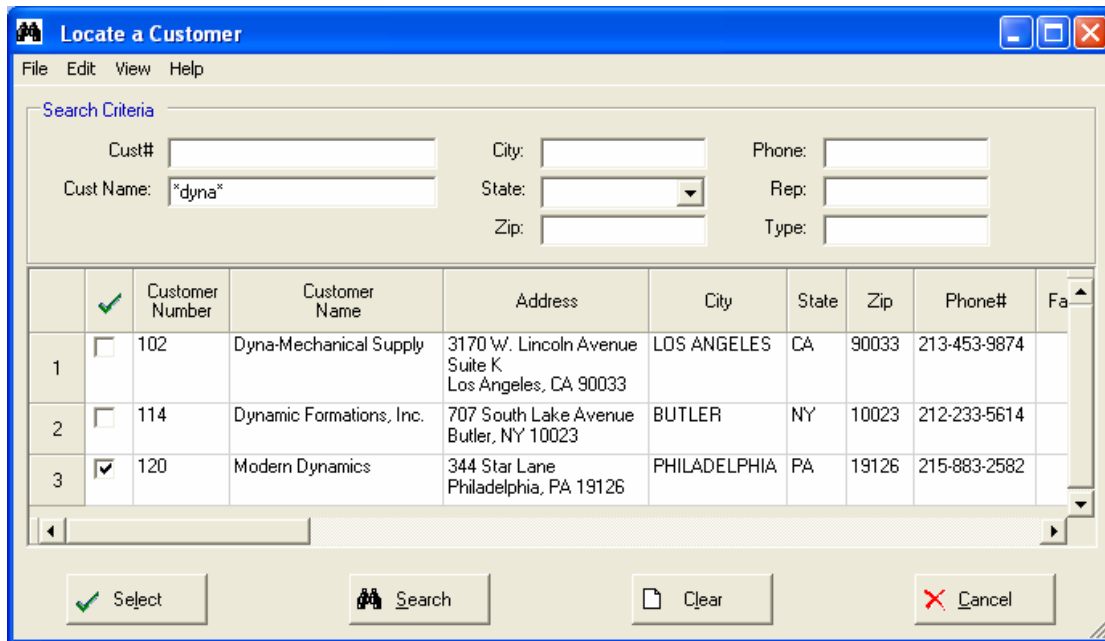
Project Structure	Resource Summary	Resource & Project	Transactions	Trans. w/ Subtotals	Field Name	Description
						Project Adjustment Number Labor Ticket Number Stock Transaction Number Project Number Resource Code Inventory Location
			*	*	Source Line Number	Line item identifier of the Transaction Source.
			*	*	Source Identifier	Part Number Vendor Number Employee Number G/L Account Number
			*	*	Source Name	Part Description Vendor Name Employee Name G/L Account Description
			*	*	Part Transfers	Includes the following information for sub-assemblies issued to the Project: Part Number, Lot Number, Work Order, Cost Group, and the Project Number the part was transferred from.

Tools

Search screens may be accessed from the **Tools** menu on the Main screen, or by clicking the browse button [...] next to the associated prompt.

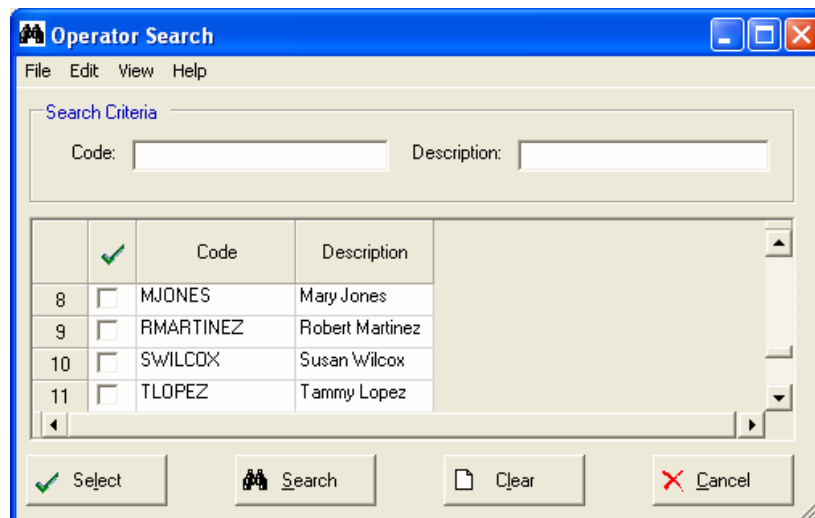
Customer Search

Use this option to locate an existing record in Manfact’s CUSTOMER file. This example illustrates how wildcarding may be used to search on a portion of the Customer Name.



Operator Search

Use this option to locate an existing record in Manfact’s OPER file for the “Responsible” and “Authorized to Update” prompts.



Security

Access to NorthClark applications is governed by the Manfact security system. The system supports Manfact's Project Security feature, allowing you to grant access to sensitive information by Project Number and User Name.

To restrict access to a Project, use the Header tab on the Main screen to enter one or more valid login names in the "Authorized to Update" field. Note, when you add or remove a name, the system will give you the option to automatically updates all lower-level projects with the change once the record is filed.

To grant view rights only, add the persons name to the "Responsible" list. If the "Authorized to Update" field is left blank, access to the project is not restricted.

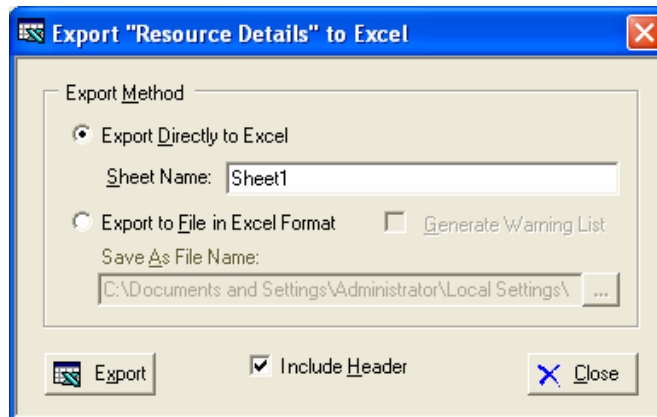
In order to access the NorthClark Project Workbench, one of the following commands must be added to the user's Manfact Security Table:

- NCC_PROJ_ADMIN - Unrestricted access to all views for all Projects.
- NCC_PROJECT - May update projects where the users name is included in the "Authorized to Update" list, and unrestricted projects.
May view projects where the users name is included in either the "Responsible" or "Authorized" list, and unrestricted projects.
- NCC_PROJ_VIEW - Access is read-only. No updates permitted regardless of Project settings.

General Information

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

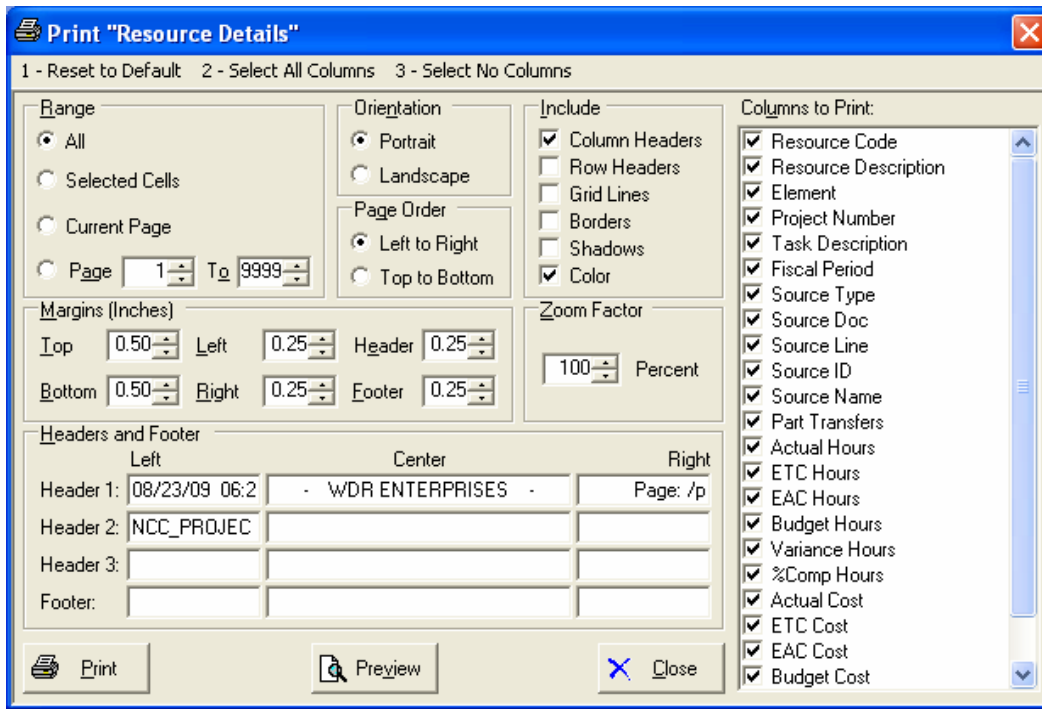
Check this box to export the column headings.

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.

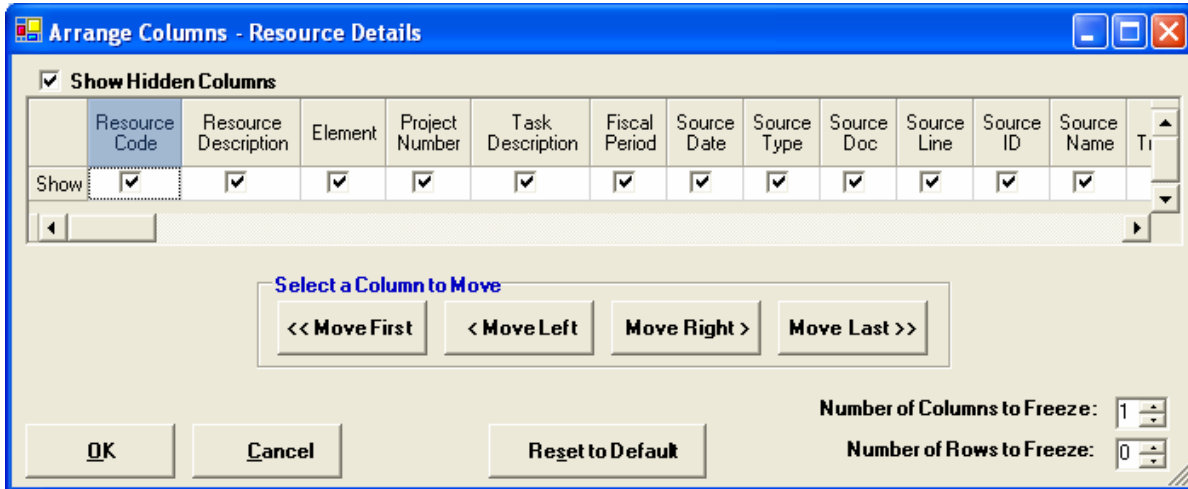
Tip: Use /p to designate a page number.

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.

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 wish 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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