NorthClark Computing, Inc.

Inventory History Query
User Guide

Web and Desktop Applications
for Manfact by Epicor

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Introduction

NorthClark's *Inventory History Query* is designed to improve visibility to historical inventory transactions. The Inventory History Query is a Windows based desktop application that may be used to view Inventory Quantities, Beginning and Ending Cost Balances, Sales Orders, Work Orders and Purchase Orders for a Part.

To view a particular display, simply click on the caption at the top of the tab you are interested in. Here are some of the things you can do with this procedure:

- Use the Options screen to change the current fiscal period, the list of locations to be included in the display, and the number of items to be displayed.

- Use the Print option to send the information to a printer or a text file.

- Use the Export to EXCEL option to send the data to Microsoft Excel.

Environment
The main display screen in organized into four separate Tabs. Each tab displays specific information about the part including:

Inventory Quantities   – Beginning /Ending Quantity Balances by Fiscal Period.

Inventory   – Beginning/Ending Cost Balances by Fiscal Period.

Sales Orders   – A Listing Of Recent Sales Orders for the Part.

Work / Purchase Orders – A Listing of Recent Work Order and Purchase Orders for the Part.

Inventory History Query

Inventory Quantities

This screen displays inventory usage quantities for the part by fiscal period. The first row represents the current month as defined in the Options screen, with each subsequent row moving backwards in time. The number of months shown depends on your Options settings.

Following the monthly summaries are totals for the prior fiscal year. Additional years may also be displayed; depending on how much history you have available in your Manfact Stock Summary file. Next are totals for the last 12 months, followed by average usage quantities for the last 12 months.

Following is a brief description of the information provided in each column, for each period:

Beginning Quantity	-	Quantity on-hand at the beginning of the period.
+ Received	-	Quantity received from purchase orders and work orders, less reversals and vendor returns.
- Shipped	-	Quantity shipped to or returned from customers.

- Manufacturing Usage   -   Quantity issued to/from work orders

- Scrapped   -   Quantity moved to/from a scrap location.

+ Adjusted   -   Quantity moved to/from a non-physical adjustment location. This would include physical inventory and cycle count adjustments. A negative number indicates parts were adjusted out of this location.

+ Moved   -   Quantity moved to/from another location that is not included in the current selection. A negative number indicates parts were moved out of this location.

Ending Quantity   -   Quantity on-hand at the end of the period =

                Begin Qty + Received - Shipped - Mfg. Usage
                - Scrap + Adjusted + Moved

Inventory Cost

This screen displays inventory usage costs for the part by fiscal period. The first row represents the current month as defined in the Options screen, with each subsequent row moving backwards in time. The number of months shown depends on your Options settings.

Inventory History Query

File   View   Help

Part Number: XTR500

Description: POWER DRIVE ASSY.

Last Used: 09/01/07   Received: 12/01/07   Shipped: _____   Activity: 12/01/07   Physical: _____

| Inventory Quantities | | **Inventory Cost** | | | Sales Orders | | Work/Purchase Orders |

Period	Avg Cost	Begin Cost	+ Received	- Shipped	- Mfg Used	- Scrapped	+ Adjusted	+ Moved	Ending Cost
DEC 2007	540.92	172,616.51	26,921.94	0.00	0.00	0.00	0.00	0.00	199,538.44
NOV 2007	541.35	145,694.57	26,921.94	0.00	0.00	0.00	0.00	0.00	172,616.51
OCT 2007	541.94	118,772.64	26,921.94	0.00	0.00	0.00	0.00	0.00	145,694.57
SEP 2007	542.63	102,619.48	26,921.94	10,768.77	0.00	0.00	0.00	0.00	118,772.64
AUG 2007	543.65	75,697.54	26,921.94	0.00	0.00	0.00	0.00	0.00	102,619.48
JUL 2007	546.39	41,775.90	33,921.64	0.00	0.00	0.00	0.00	0.00	75,697.54
JUN 2007	552.45	25,622.74	16,153.16	0.00	0.00	0.00	0.00	0.00	41,775.90
MAY 2007	559.28	20,238.35	5,384.39	0.00	0.00	0.00	0.00	0.00	25,622.74
APR 2007	563.95	17,546.16	13,460.97	10,768.77	0.00	0.00	0.00	0.00	20,238.35
MAR 2007	579.13	6,777.39	10,768.77	0.00	0.00	0.00	0.00	0.00	17,546.16
FEB 2007	638.98	4,085.19	2,692.19	0.00	0.00	0.00	0.00	0.00	6,777.39
JAN 2007	616.13	2,692.19	1,393.00	0.00	0.00	0.00	0.00	0.00	4,085.19
DEC 2006	538.44	2,692.19	0.00	0.00	0.00	0.00	0.00	0.00	2,692.19
Total 2007	540.72	2,692.19	218,383.80	21,537.55	0.00	0.00	0.00	0.00	199,538.44
Total 2006	538.44	2,692.19	0.00	0.00	0.00	0.00	0.00	0.00	2,692.19
Total 2005	538.44	2,692.19	0.00	0.00	0.00	0.00	0.00	0.00	2,692.19
Total Last 12	540.72	2,692.19	218,383.80	21,537.55	0.00	0.00	0.00	0.00	199,538.44
Avg. Last 12	0.00	0.00	18,198.65	1,794.80	0.00	0.00	0.00	0.00	0.00

Following the monthly summaries are totals for the prior fiscal year. Additional years may also be displayed; depending on how much history you have available in your Manfact Stock Summary file. Next are totals for the last 12 months, followed by average usage costs for the last 12 months.

Following is a brief description of the information provided in each column, for each period:

Avg. Cost   -

Beginning Cost   -   Value of parts on-hand at the beginning of the period.

+ Received   -   Cost of parts received from purchase orders and work orders, less reversals and vendor returns.

- Shipped   -   Cost of parts shipped to or returned from customers.

- Manufacturing Usage	-	Cost of parts issued to/from work orders
- Scrapped	-	Cost of parts moved to/from a scrap location.
+ Adjusted	-	Cost of parts moved to/from a non-physical adjustment location. This would include physical inventory and cycle count adjustments. A negative number indicates parts were adjusted out of this location.
+ Moved	-	Cost of parts moved to/from another location that is not included in the current selection. A negative number indicates parts were moved out of this location.
Ending Cost	-	Value of parts on-hand at the end of the period =

> Begin Qty + Received - Shipped - Mfg. Usage
> - Scrap + Adjusted + Moved

Sales Orders

This option displays a list of sales orders and shipments for the selected Part Number. The most recent order is displayed first. The number of items displayed is determined by the setting in the Options screen. If multiple schedule dates and/or shipments exist for an order, one row will be displayed for each scheduled or actual ship date.

Following is a brief description of the information displayed for each sales order. Note, you must scroll the screen to the right in order to see all of the columns.

SO#/SHIP#	-	The sales order number or shipment number.
Line	-	Sales order or shipment line item number.
Ship Date	-	Sales order schedule date or actual ship date.

Status	-	Status of this item: Shipped, Allocated, Reserved, Backordered, or Future.
Location	-	The inventory location this item was or will be shipped from.
Quantity	-	Quantity ordered or shipped.
Unit Price	-	The sales order unit price less discount.
Total Price	-	Extended sales order price after discount.
Total Cost	-	The estimated cost of goods for scheduled items is based on the value of inventory on-hand. For shipments, the actual cost of the shipment is used.
Margin	-	Total Price – Total Cost
Margin %	-	Margin / Total Price
Customer Name	-	The sold-to customer name.
Project Number	-	The project number entered on the sales order line item.

Work / Purchase Orders

This option displays a list of work orders and purchase orders for the selected Part Number. The most recent order is displayed first. The number of items displayed is determined by the setting in the Options screen.

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Following is a brief description of the information displayed for each order.

Order#	-	The Order Number is prefixed with "WO" or "RC" indicating either a work order or purchase order number.
Line	-	The purchase order line item number.
Order Date	-	The date material was received on a purchase order, or the date the work order was finalized.
Cost Group	-	The ManFact Cost Group associated to the location where this part was received.
Quantity	-	The quantity of this part received on this order.
Unit Cost	-	The unit cost of the part.
Total Cost	-	The extended cost of the part.
Material	-	Total material cost.
Labor	-	Total labor cost.
Overhead	-	Total overhead cost.
Outside Processing	-	Total outside processing cost.
Freight	-	Total freight cost.

View Menu

Part Number Lookup

The Part Number Search query helps you locate a Manfact Part Number using a variety of search criteria. Please refer to the Part Number Search User Guide for more information.
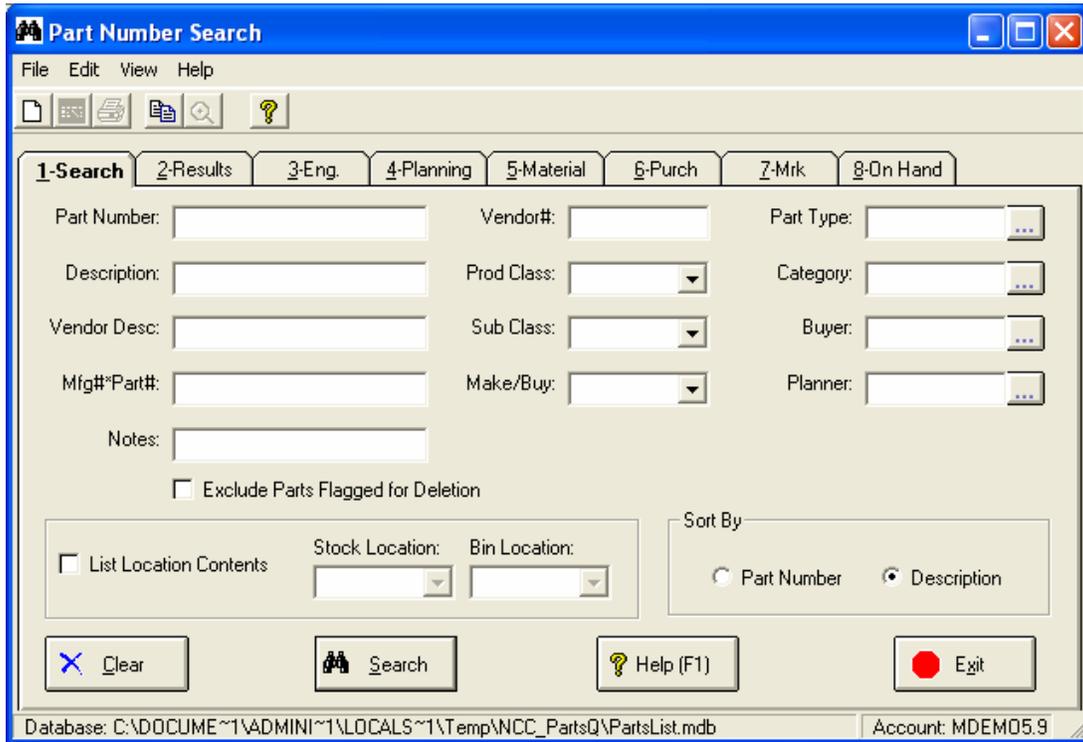
Note: The NCC Part Number Search Query is sold separately. If this option is not currently available, please contact your System Administrator or NorthClark Computing, Inc. to obtain a copy of NCC_PARTSQ.
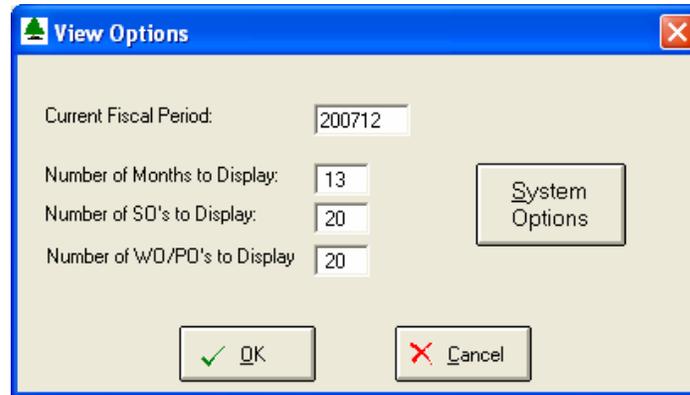
Part Notes Entry

You may enter notes associated with the part number you are working with by selecting Parts Notes Entry from the View menu. Please refer to the Universal Notes User Guide for more information.

Note: The NCC Universal Notes application is sold separately. If this option is not currently available, please contact your System Administrator or NorthClark Computing, Inc. to obtain a copy of NCC_NOTES.

Options

The screen illustrated below is displayed when you choose Options from the View menu. These options allow you to customize your view while using the Inventory History Query.

Current Fiscal Period

Enter the Year and Month you wish to show as the current period on the Inventory Quantities and Inventory Costs display screens.

Enter the period using a 4-digit year followed by a 2-digit month. For example: 200610.

The period you enter must be a valid month as defined by ManFact's Stock Summary Reporting system. If you get a message saying that the period you entered is not valid, you may need to run the ManFact STOCKSUM01 procedure to update your summary file for the desired period.

Number of Months

Enter the number of months you would like to see displayed on the Inventory Quantities and Inventory Costs display screens. You may not enter a number greater than the number of periods of history your Manfact system stores in the Stock Summary file.

Number of Sales Orders

Enter the maximum number of sales orders you want to see displayed on the Sales Order display screen.

Number of Work / Purchase Orders

Enter the maximum number of work orders and/or purchase orders you want to see displayed on the Work / Purchase Order display screen.

System Options

Click on the [System Options] button to access the screen that will allow you to select Cost Groups, Warehouses and Inventory Locations to display on your output. You may select all of a category by clicking on the [Select All] button, or individually clicking on the specific item you want to display.

General Information

Main Menu Options

Following is a brief description of the options available from the Main Menu of the Inventory History Query application.

| Menu	Option	Description
File	Print Setup	Identify Printer that will be used
File	Print	Print the current active spreadsheet.
File	Export to Excel	Export data from the active spreadsheet.
File	Exit	Close the application
View	Part Number Lookup	Search for a Part Number
View	Part Notes Entry	Enter Notes about a Part
View	Options	Enter Current Fiscal Period, Select Inventory Locations

Right Click Menu

These options are displayed when you right-click on a spreadsheet.

Send Grid to Excel	*See Exporting a Spreadsheet to Excel*
Print This Grid	*See Printing a Spreadsheet*
Cancel	Cancel the Right Click.

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Printing a Spreadsheet

This option will allow you to print the current active spreadsheet.
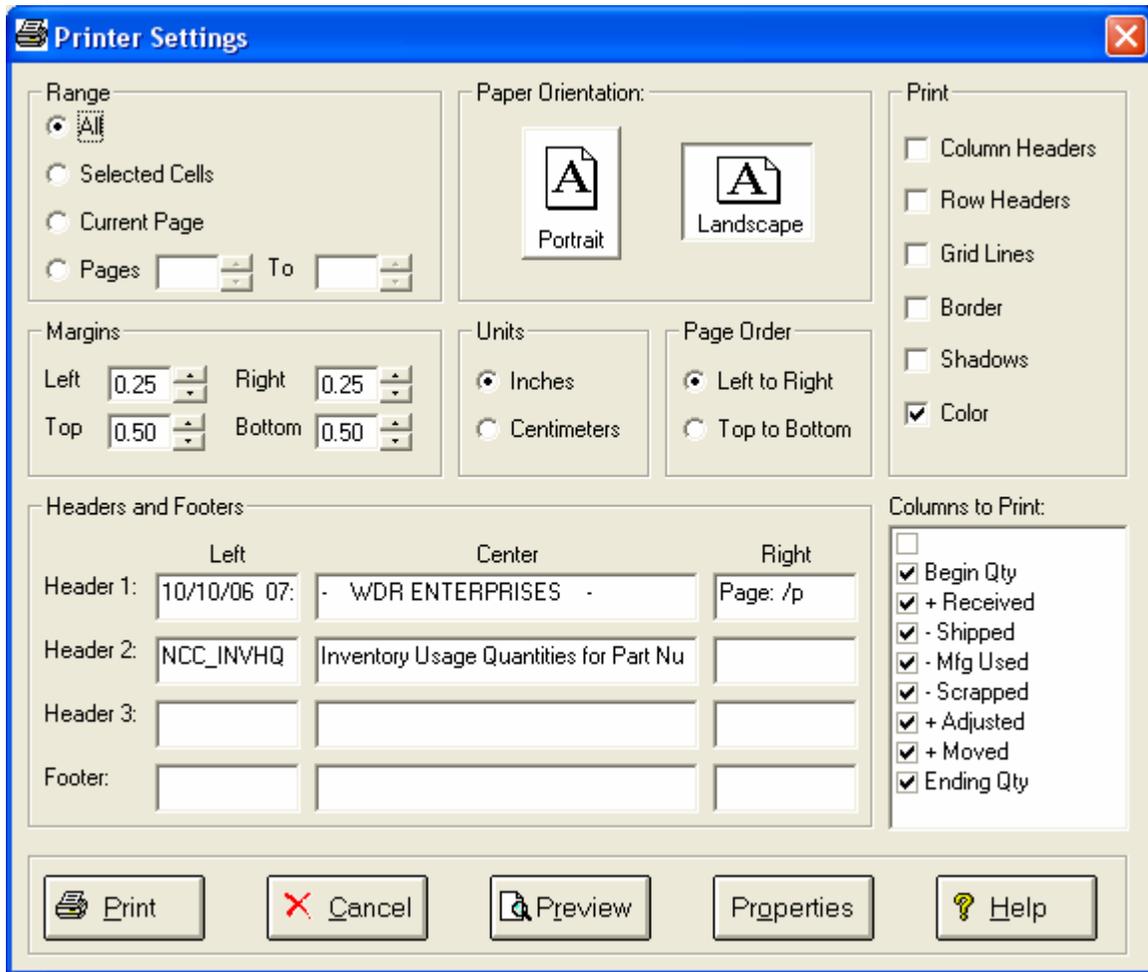
Range - Selecting a Print Range: You may choose to print the entire spreadsheet (all), selected cells (those that you have highlighted on the current screen), the current page (only the rows that are currently visible on your screen), or a range of page numbers.

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 Margin: 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?

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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.

Exporting a Spreadsheet to Excel

Choose this option to export the contents of a spreadsheet to Microsoft Excel.
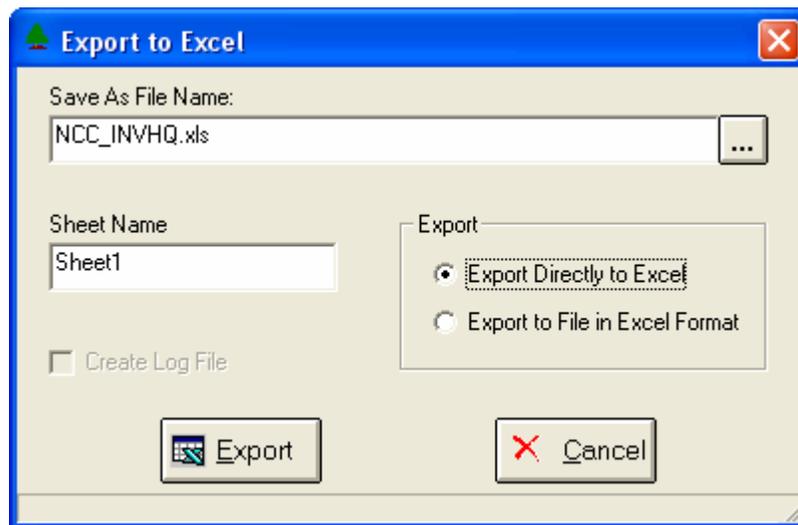
Save As File Name: Enter the pathname of the file you wish to create. You may Browse the files by clicking the button to locate the drive and folder where the file will be stored.

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.

Export Button: After all required information has been entered, click this button to export your data to Microsoft Excel.

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:

…MOTOR… or *MOTOR*	Search for the word "Motor" anywhere in the field
MOTOR+*FAN*	Both "Motor" and "Fan" must appear in the field
MOTOR,*FAN*	Either "Motor" or "Fan" must appear in the field

NorthClark Computing

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