



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

NorthClark Computing, Inc.

Project Inquiry User Guide

**Web and Desktop Applications
for Manfact by Epicor**

November, 2006

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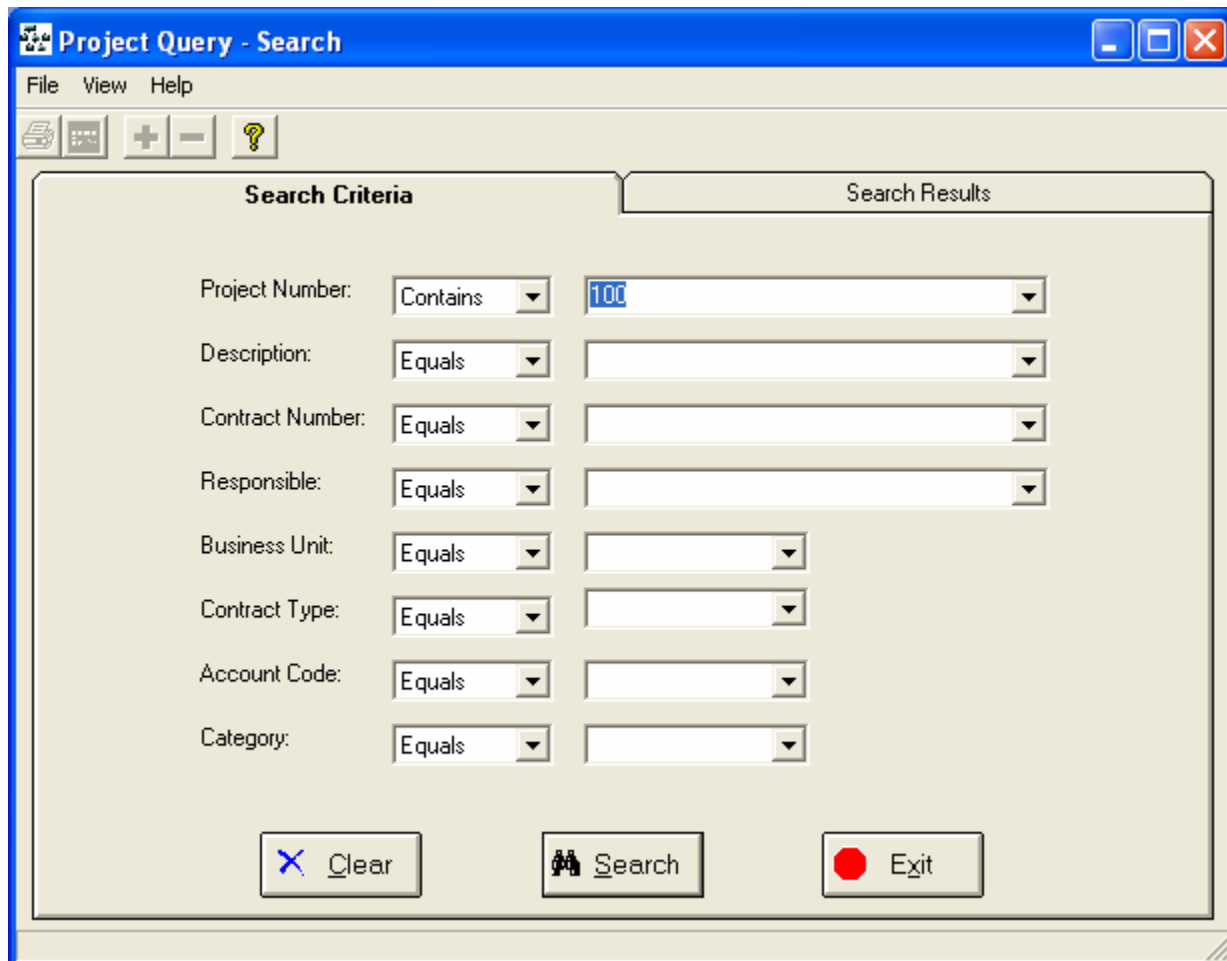
INTRODUCTION

NorthClark's Project Inquiry application is designed to assist the user in locating a Project contained in the ManFact file. The application provides several search criteria that can be used to narrow the search. For example, you might enter only a portion of the Project Number or Project Description. The Project Inquiry application is a Windows based desktop application that may only be used for inquiry. Updates and modifications to Projects are not allowed.

Main Screen

Locating a Project (Search Criteria)

Locating a Project is very simple. When you enter the Project Search procedure, the first tab that you will be taken to is the Search tab. If you know the project number that you want to inquire on, you can simply enter the project number, press the Enter key and you will be immediately directed to the Search Results tab. If you don't know the specific project number, but know some basic information about it, several fields are available to use in narrowing your search.



- ❑ The Search screen allows you to narrow your search by providing you with a variety of choices. Project Number, Project Description, Contract Number, Responsible, Business Unit, Contract Type, Account Code, and/or Category. These criteria may be used individually or in combination to further narrow the search.
- ❑ If you do not know the entire name or number, you may use wildcarding to assist in your search.
- ❑ Also to assist with the search you may use the features found in the drop down box to narrow your search. You may select from the following list Equals, Contains, Starts With, Ends With, Is Between, Is Blank, or Not Apply. The following list will explain how each of these functions is to be used.

- Equals - The text you enter must *exactly* match the contents of the field.
- Contains - The text you enter may appear anywhere in the field.
- Starts With - The specified field must start with the text you enter.
- Ends With - The specified field must end with the text you enter.
- Is Between - This option allows you to specify a range of values. For example, to select all project numbers between 1000 and 3000 you would enter 1000,3000 at the Project Number prompt.
- Is Blank - The system will select records where the specified field is blank. Do not enter any text with this option.
- Does Not Apply - Select this option if you do not wish to use this field in your search.

- ❑ You may search for more than one matching item by entering multiple criteria separated by commas or the word “OR” as illustrated in the following examples:

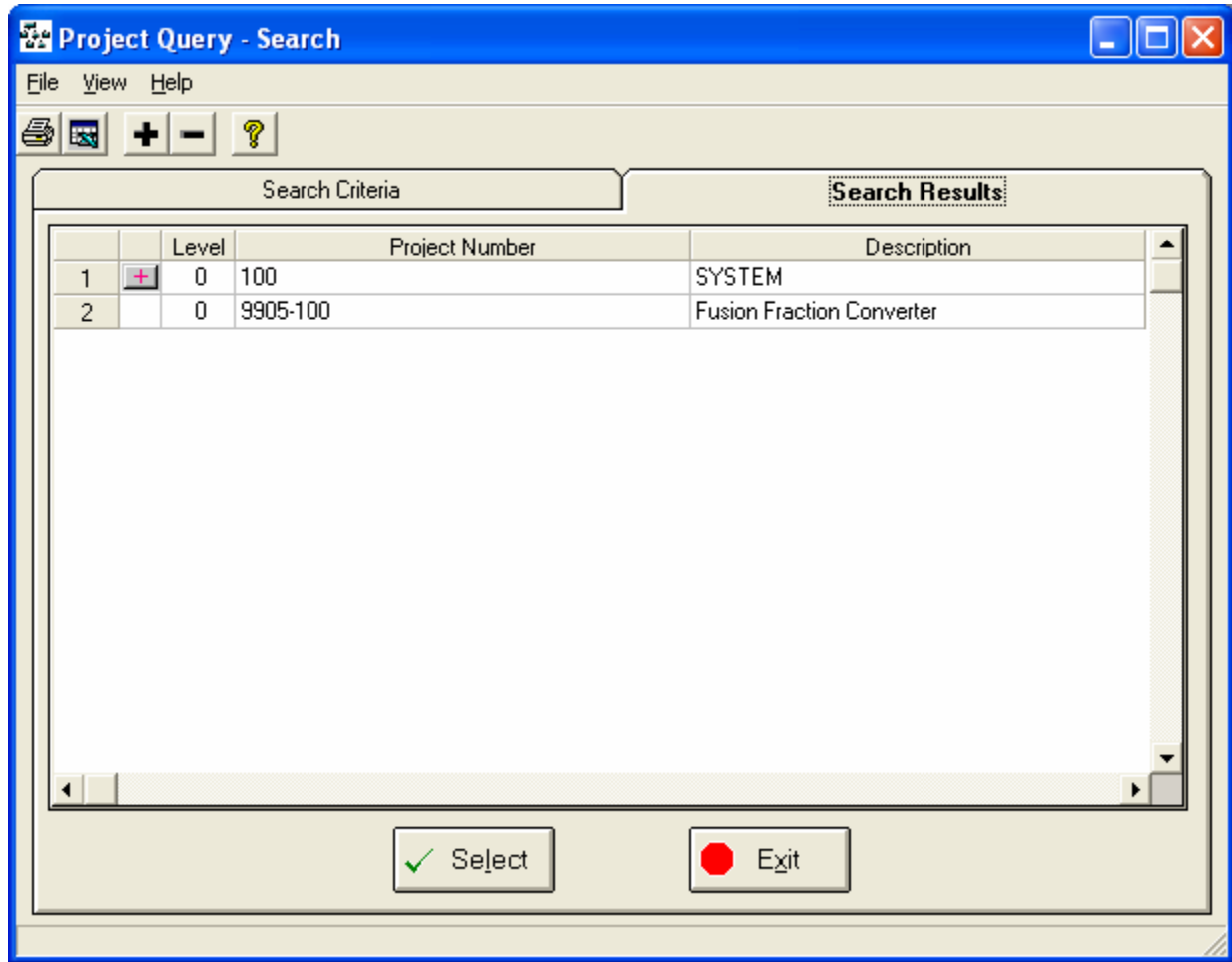
<i>Search</i>			
<i>Field Name</i>	<i>Type</i>	<i>Criteria Entered</i>	<i>Results</i>
Description	Contains	Submarine OR Ship	Selects projects with the word Submarine or the word Ship anywhere in the description.
Category	Equals	A,B,C	Selects projects with a category code of A, B, or C.

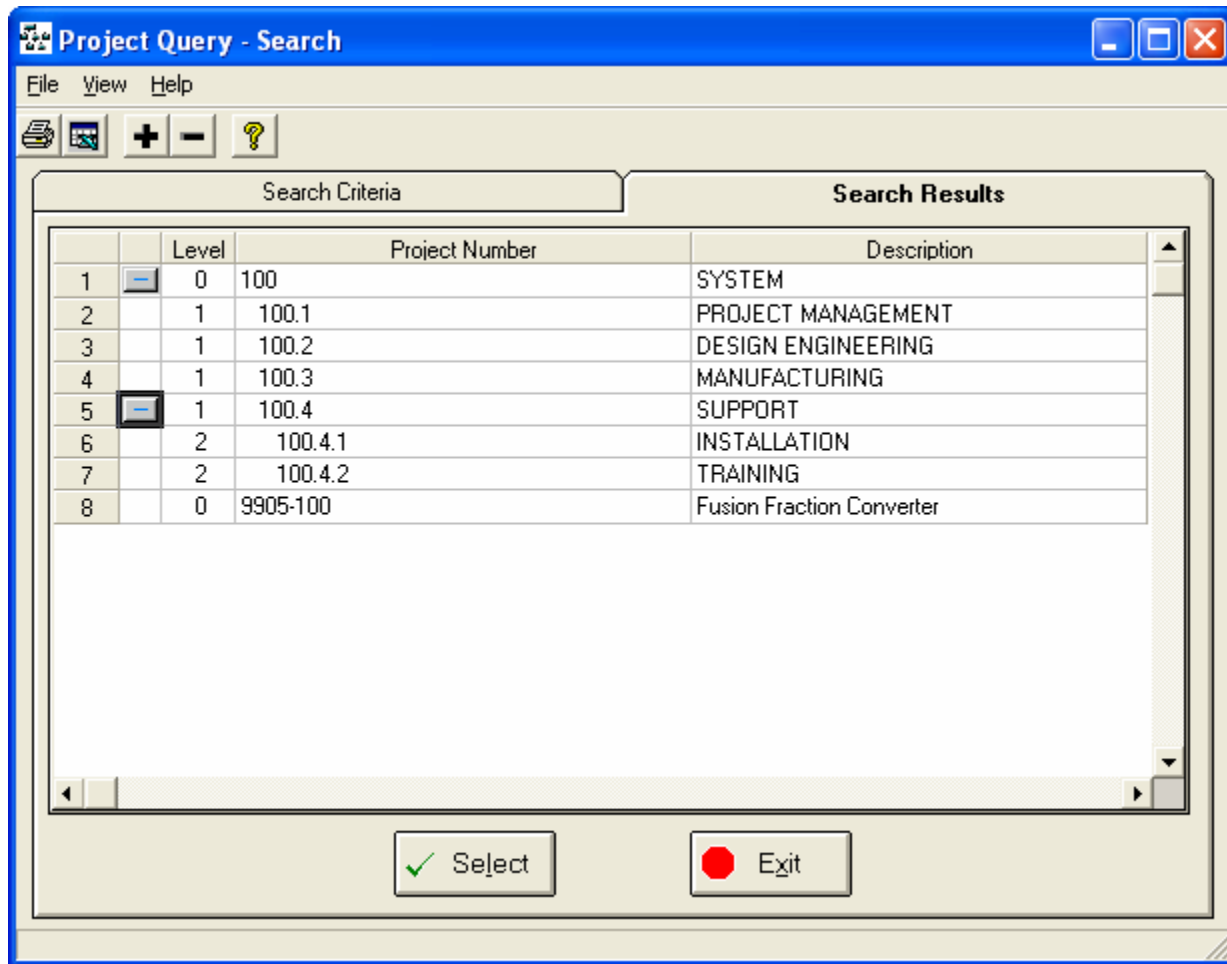
- ❑ Once you have entered your data, click on the [Search] button to begin your search.

Search Results

The Search Results Tab displays a list of projects that meet the criteria you entered on the Search Criteria Tab. You may select the project you wish to inquire upon by double-clicking anywhere on the desired row. Or, highlight the desired row and click the Select button.

When the screen is initially displayed, only top-level projects are shown. If the project you are interested in is a sub-project, you will need to expand the display in order to find it. The level of detail displayed is controlled using the plus and minus keys in the first column of the display to expand or collapse the outline. You may also use the buttons located at the top of the screen to expand or collapse all projects in the list.





Project Display Screens

Summary

The information on the Project Display Screen is organized on 6 different tabs: Summary, Percent Complete, Budget, Actual, Estimate at Complete (EAC), and Resource Detail.

The Summary Screen (illustrated below) provides an overview of the project. The project shown is the last one you selected from any of the project lists available throughout the query.

The screenshot shows a software window titled "Project Information Display". It has a blue title bar with standard window controls (minimize, maximize, close) on the right. Below the title bar is a toolbar with icons for print, list, zoom in (+), zoom out (-), and help (?). The main area contains a tabbed interface with tabs for "Summary", "% Complete", "Budget", "Actual", "EAC", and "Resources". The "Summary" tab is active and displays the following information:

Project Number:	100	Sales Order #	
Description:	SYSTEM	Order Date:	
Contract#		Scheduled Ship:	
Responsible			
Customer:		Sales Amount:	0.00
Ship Address:		Estimated Cost:	34,130.00
		Margin Amount:	-34,130.00
		Margin Percent:	0%
Sales Rep:		Estimated Hours:	42.5
Terms:		Actual Hours:	10.0

At the bottom center of the window is a "Close" button with a red X icon.

Note, when you select a project, it is stored as the system's default project number.

% Complete

This screen provides a variance and percent complete analysis for the project expressed in both amounts and hours.

Note, the Budget and Actual figures displayed on this screen are affected by the choices you made in the Options screen.

Project Information Display							
Summary		% Complete		Budget	Actual	EAC	Resources
	>	Project Number	Description	Budget Amount	EAC Amount	Va	Ar
1	-	0 100	SYSTEM	34,100.00	34,130.00		
2		1 100.1	PROJECT MANAGEMENT	1,000.00	1,000.00		
3		1 100.2	DESIGN ENGINEERING	12,000.00	12,000.00		
4		1 100.3	MANUFACTURING	0.00	0.00		
5	-	1 100.4	SUPPORT	21,100.00	21,130.00		
6		2 100.4 (Direct)	SUPPORT	21,100.00	21,130.00		
7		2 100.4.1	INSTALLATION	0.00	0.00		
8		2 100.4.2	TRAINING	0.00	0.00		

Percent Complete Analysis

The values listed below are shown for each project in the structure. Note that these figures represent the summarized or “rolled-up” hours and costs at each level.

- Budget Amt - The total budget amount from the PROJBUD file
- EAC Amount - The Estimate at Complete amount from the PROJBUD file
- Variance Amount - Budget – EAC
- Actual Amount - Actual Cost from the PROJCost file
- ETC Amount - Estimate to Complete = EAC – Actual
- % Complete (on Amt) - Actual Amount / EAC Amount
- Budget Hours - The total budget Hours from the PROJBUD file
- EAC Hours - The Estimate at Complete Hours from the PROJBUD file
- Variance Hours - Budget – EAC

Actual Hours - Actual Cost from the PROJ COST file

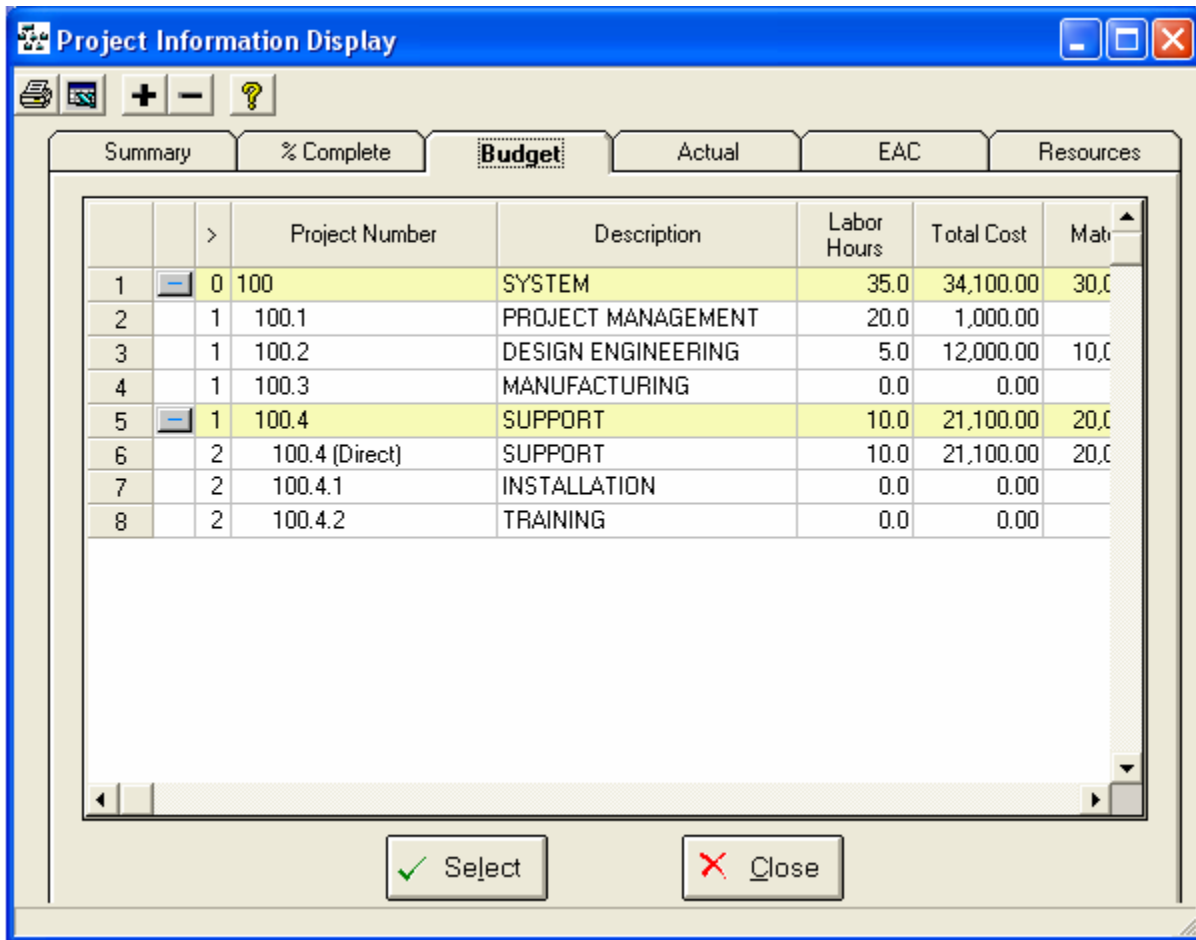
ETC Hours - Estimate to Complete = EAC – Actual

% Complete (on Hrs) - Actual Hours / EAC Hours

Budget

This screen provides budget figures for the project expressed in both amounts and hours.

Note, the values displayed on this screen are affected by the choices you made in the Options screen.



Project Budget Display

The values listed below are shown for each project in the structure. Note that these figures represent the summarized or “rolled-up” hours and costs at each level.

Labor Hours - The total budgeted labor hours from the PROJBUD file

Total Cost - Total Budget Amount from the PROJBUD file

Material - Budget Material Cost from the PROJBUD file

- Labor - Budget Labor Cost from the PROJBUD file
- Outside Processing - Budget Outside Processing Cost from the PROJBUD file
- Fixed Overhead - Budget Fixed Overhead Cost from the PROJBUD file
- Variable Overhead - Budget Variable Overhead Cost from the PROJBUD file
- Misc. Overhead - Budget Misc. Overhead Cost from the PROJBUD file
- Adjustment - Budget Adjustment Cost from the PROJBUD file

Actual

This screen provides Actual figures for the project expressed in both amounts and hours.

Note, the values displayed on this screen are affected by the choices you made in the Options screen.

Project Information Display						
Summary		% Complete	Budget	Actual	EAC	Resources
	>	Project Number	Description	Labor Hours	Total Cost	Mat
1	0	100	SYSTEM	10.0	4,720.00	4.5
2	1	100.1	PROJECT MANAGEMENT	0.0	0.00	
3	1	100.2	DESIGN ENGINEERING	0.0	0.00	
4	1	100.3	MANUFACTURING	0.0	0.00	
5	1	100.4	SUPPORT	10.0	4,720.00	4.5
6	2	100.4 (Direct)	SUPPORT	10.0	4,720.00	4.5
7	2	100.4.1	INSTALLATION	0.0	0.00	
8	2	100.4.2	TRAINING	0.0	0.00	

Project Actual Display

The values listed below are shown for each project in the structure. Note that these figures represent the summarized or “rolled-up” hours and costs at each level.

- Labor Hours - The total Actual labor hours from the PROJBUD file
- Total Cost - Total Actual Amount from the PROJBUD file
- Material - Actual Material Cost from the PROJBUD file
- Labor - Actual Labor Cost from the PROJBUD file
- Outside Processing - Actual Outside Processing Cost from the PROJBUD file
- Fixed Overhead - Actual Fixed Overhead Cost from the PROJBUD file
- Variable Overhead - Actual Variable Overhead Cost from the PROJBUD file
- Misc. Overhead - Actual Misc. Overhead Cost from the PROJBUD file
- Adjustment - Actual Adjustment Cost from the PROJBUD file

EAC

This screen provides Estimate at Complete (EAC) figures for the project expressed in both amounts and hours.

Note, the values displayed on this screen are affected by the choices you made in the Options screen.

The screenshot shows a software window titled "Project Information Display" with a toolbar and several tabs: Summary, % Complete, Budget, Actual, EAC (selected), and Resources. The main area contains a table with the following data:

	>	Project Number	Description	Labor Hours	Total Cost	Mat
1	0	100	SYSTEM	42.5	34,130.00	30,0
2	1	100.1	PROJECT MANAGEMENT	20.0	1,000.00	
3	1	100.2	DESIGN ENGINEERING	5.0	12,000.00	10,0
4	1	100.3	MANUFACTURING	0.0	0.00	
5	1	100.4	SUPPORT	17.5	21,130.00	20,0
6	2	100.4 (Direct)	SUPPORT	17.5	21,130.00	20,0
7	2	100.4.1	INSTALLATION	0.0	0.00	
8	2	100.4.2	TRAINING	0.0	0.00	

At the bottom of the window are two buttons: "Select" (with a green checkmark) and "Close" (with a red X).

Project EAC Display

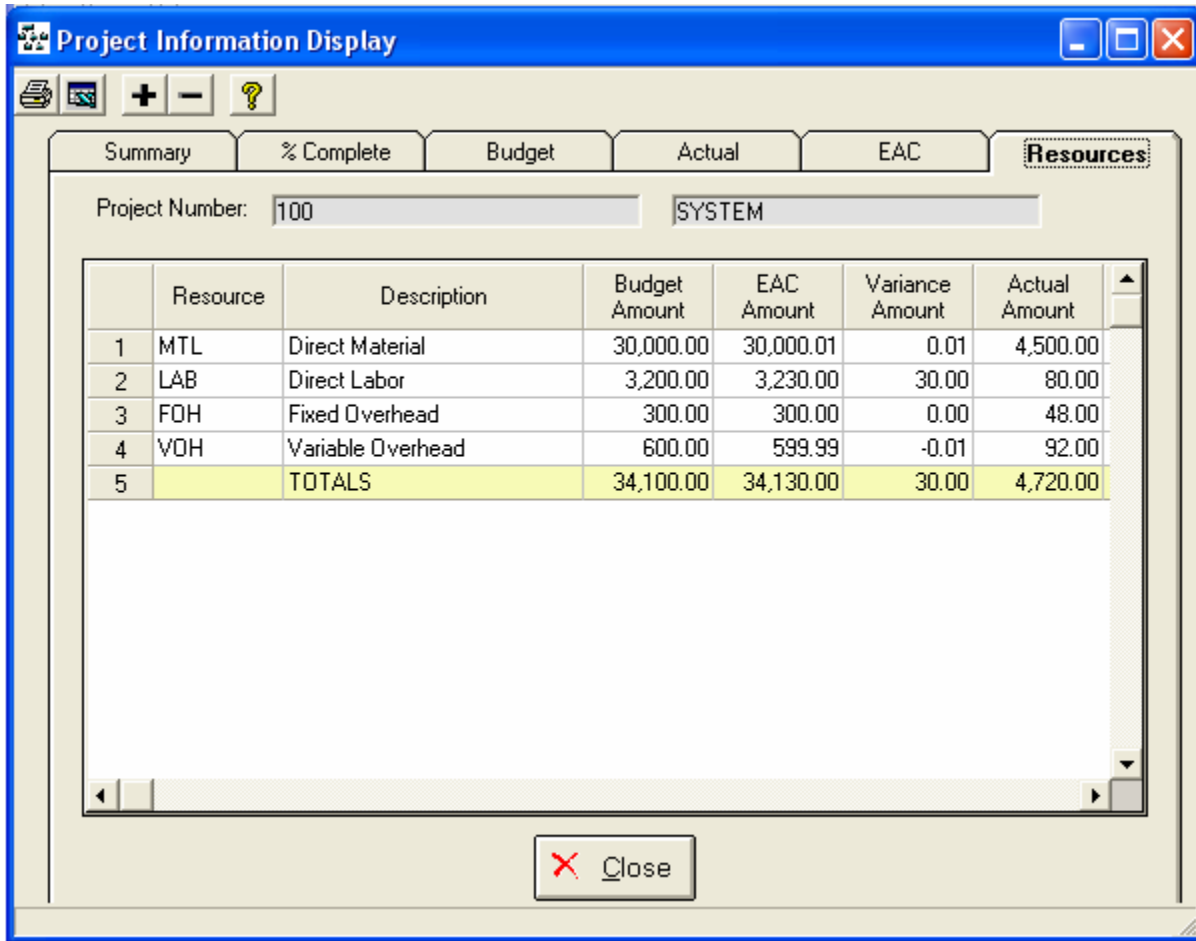
The values listed below are shown for each project in the structure. Note that these figures represent the summarized or “rolled-up” hours and costs at each level.

- Labor Hours - The total EAC labor hours from the PROJBUD file
- Total Cost - Total EAC Amount from the PROJBUD file
- Material - EAC Material Cost from the PROJBUD file
- Labor - EAC Labor Cost from the PROJBUD file
- Outside Processing - EAC Outside Processing Cost from the PROJBUD file
- Fixed Overhead - EAC Fixed Overhead Cost from the PROJBUD file
- Variable Overhead - EAC Variable Overhead Cost from the PROJBUD file
- Misc. Overhead - EAC Misc. Overhead Cost from the PROJBUD file
- Adjustment - EAC Adjustment Cost from the PROJBUD file

Resources

This screen provides a variance and percent complete analysis for the project, by resource, expressed in both amounts and hours.

Note, the Budget and Actual figures displayed on this screen are affected by the choices you made in the Options screen.



Resource Code - Resource Codes are defined in the ManFact system using the TABLE.WO procedure. Only those resources that have Budget or Actual values are displayed.

Resource Description - Resource Descriptions are defined in the ManFact system using the TABLE.WO procedure.

Main Menu Options

Following is a brief description of the options available from the Main Menu of the Project Inquiry application.

Menu	Option	Description
File	Log Out	Logs the user out of their current session.

File	Print	Print the current active spreadsheet.
File	Exit	Close the application
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. <i>(See Display Options below)</i>

View Menu

Display Options

The Options screen allows you to change various parameters that affect both the content and appearance of the information displayed.

Project Query - Options

Reporting Period

Budget Revision Level:

As of Fiscal Period:

Current Month
 Fiscal Year To Date
 Inception To Date
 From Fiscal Period:

Indent by Level

Project Number Description

Decimal Precision

Decimal Places for Amounts:

Decimal Places for Hours:

Display

Normal Display Display in Thousands Display in Millions

Intra-Project Transfers

Show the Cost with the Original Project that Produced the Lot
 Show the Cost with the Project to Which the Lot was Issued

Cost Display

Highlight Summary (Total) Rows on Cost Display
 Insert Row when Summary Project has Direct Costs

Select Highlight Color

Show This Options Screen At Startup

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Below is a list of the various fields that must be completed before utilizing the Project Query application.

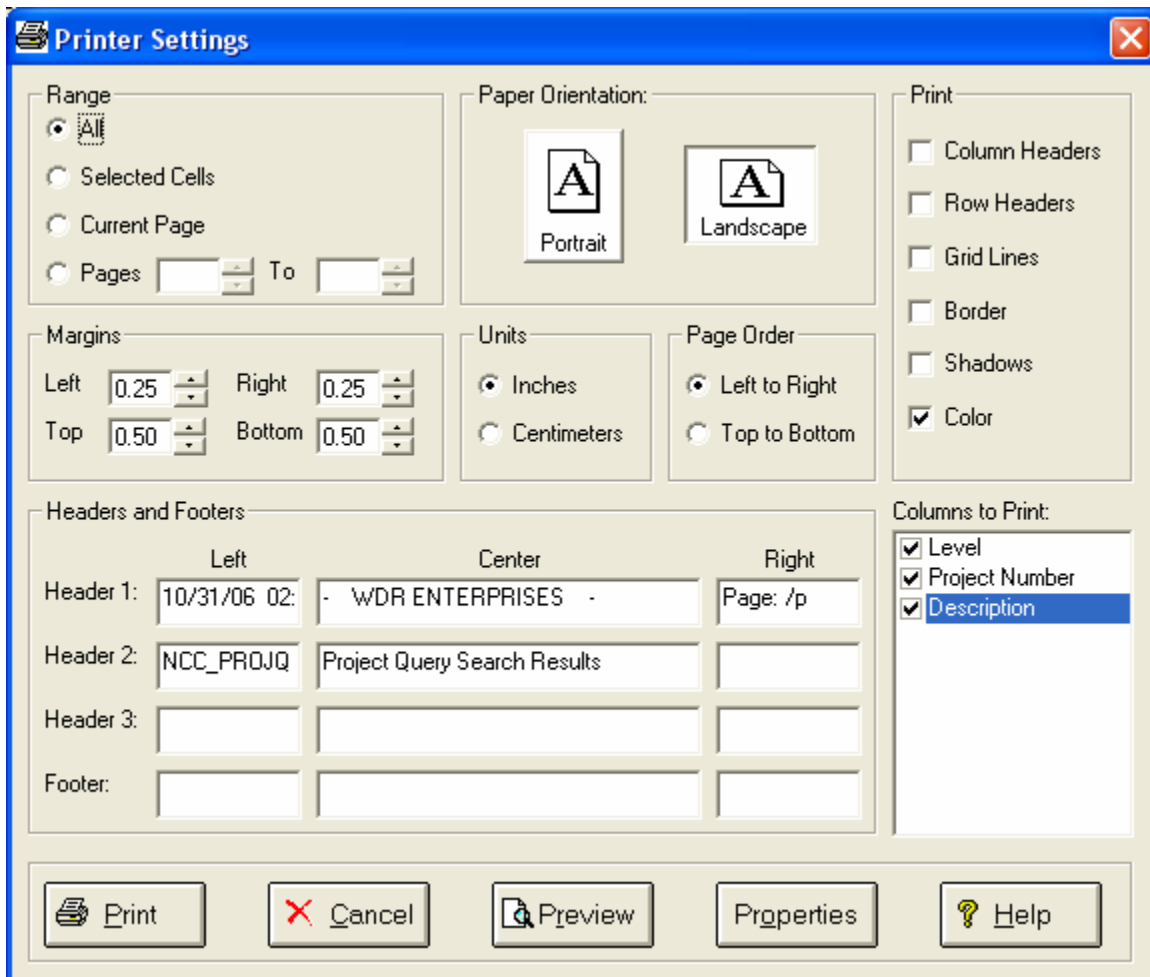
Budget Revision Level	-	Enter the Revision Level of the Budget you wish to display. Leave this field blank for the current revision.
As of Fiscal Period	-	Budget and cost figures will be displayed “as of” the end of the fiscal accounting period you enter in this field. Enter the 4-digit year followed by the 2-digit month.
Select Reporting Period	-	<p>“Current Month” will display only budget and cost figures for the period entered in “As of Fiscal Period”.</p> <p>“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.</p> <p>“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.</p> <p>“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”.</p>
Number of Decimals to Display	-	Hours and amounts may be displayed with up to 4 decimal places.
Display in Thousands or Millions?	-	Budget and actual cost figures may be displayed in whole amounts (normal), in thousands, or in millions.
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.
Select Highlight Color	-	Click this button to select the color you prefer for highlighting summary rows.
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.
Show At Startup	-	Checking this box will show the Options Screen each time you start the program. If unchecked you must select View – Options from the Project Query Screen to view this screen.

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.

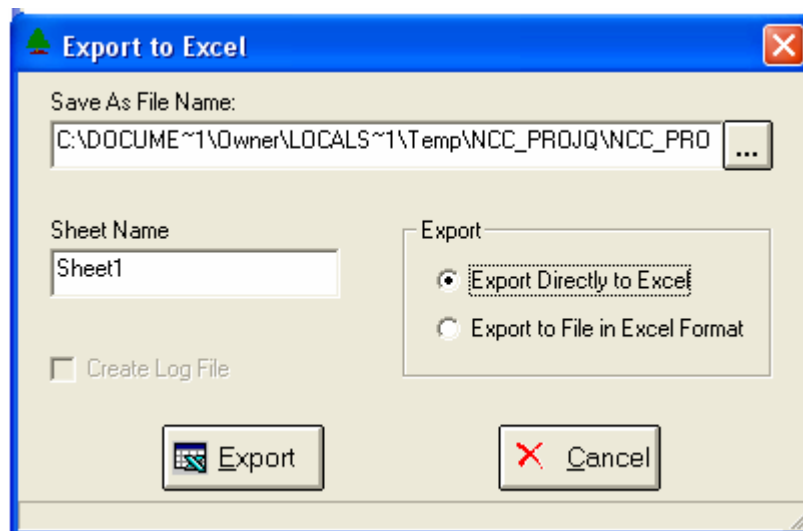
Tip: Use /p to designate a page number.

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.

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.

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**".

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".