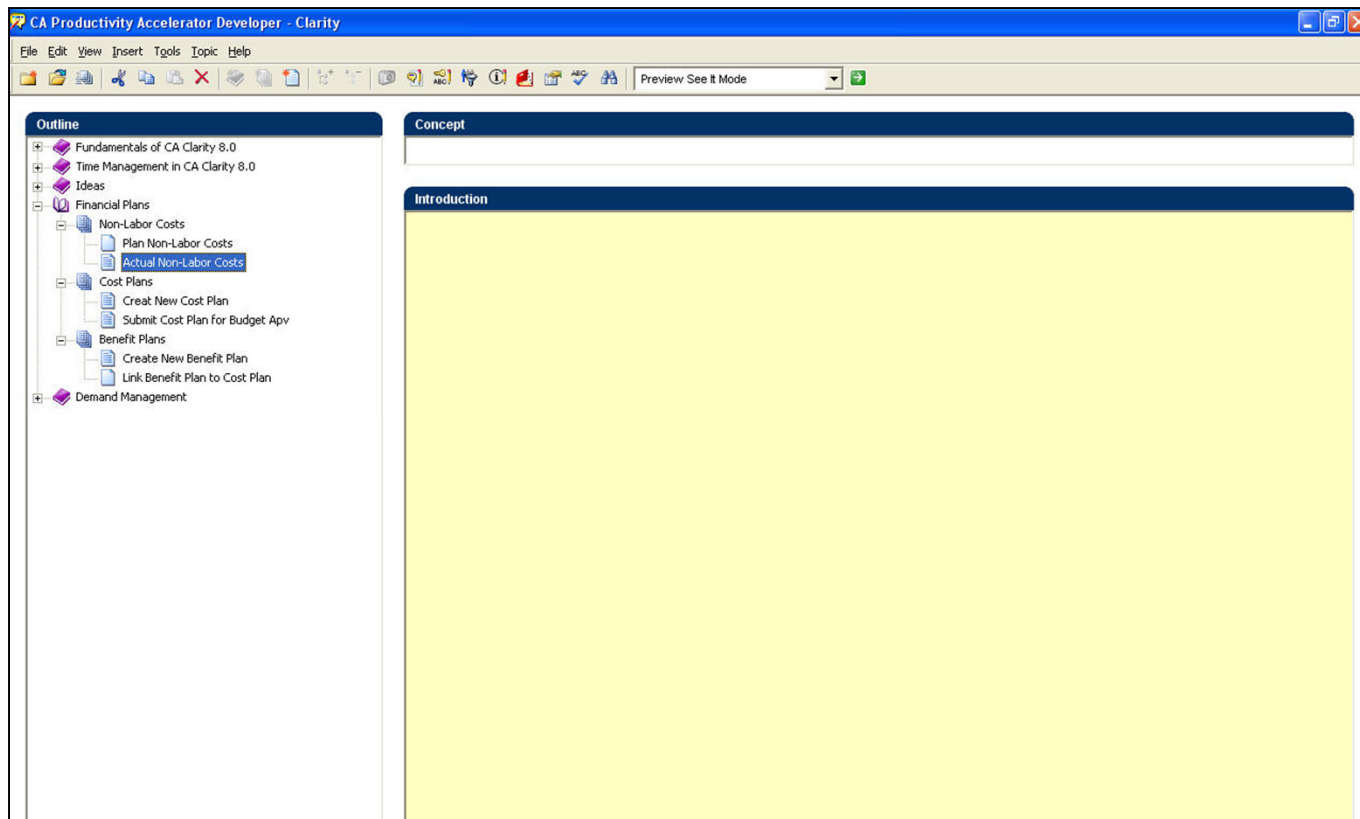


# SAMPLE CAPA TOPIC

## Actual Non-Labor Cost

- CAPA Outline View of Topics
- Module: Non-Labor Costs, Topic: Actual Non-Labor Costs



# SAMPLE CAPA TOPIC

## Actual Non-Labor Cost

- Follows the steps covered in the QRC
- Start with selecting Transaction Entry from Main Menu

The screenshot shows a software interface with a left-hand menu and a main content area. The menu includes categories like Applications, Requirements Planning, Release Planning, Demand Management, Resource Management, and Financial Management. The 'Transaction Entry' option under Financial Management is highlighted with a red box. A yellow callout box with a 'See It!' icon and 'Actions' button points to this menu item, containing the text: 'Click the Transaction Entry link.' and a 'Resume' button.

The main content area displays two tables:

**Risks Table:**

Risk Name	Risk ID	Project Name	Status	Probability	Impact	Creator
Access to Server	0006	NE 2 Additional Class Demo Project	Closed	Medium	High	Eidsmoe, Noland
Courseware Designer	0005	New Courseware Project	Open	Medium	Medium	Eidsmoe, Noland
Project Approval	0001	NE Test Project	Open	High	High	Eidsmoe, Noland
Project Approval	0003	NE Test Project	Open	Low	Low	Eidsmoe, Noland
Server Access	0004	New Courseware Project	Open	Low	Low	Eidsmoe, Noland

Total Results: 5

**Issues Table:**

Issue Name	Issue ID	Project Name	Status	Priority	Creator	Created Date
could be an Issue	0007	PM Class Demo project	Open	High	Eidsmoe, Noland	9/25/09
could be an Issue	0005	NE 2 Additional Class Demo Project	Open	Low	Eidsmoe, Noland	9/16/09
take key team member	0010	PM Class Demo project	Open	Medium	Eidsmoe, Noland	9/25/09
Support Issue	0003	New Courseware Project	Open	Low	Eidsmoe, Noland	8/23/09
	01	NE Test Project	Open	Low	Eidsmoe, Noland	8/8/09
Software did not arrive	0008	PM Class Demo project	Open	Low	Eidsmoe, Noland	9/25/09
Team member out with the Flu	0004	NE 2 Additional Class Demo Project	Open	Medium	Eidsmoe, Noland	9/14/09
Team member out with the flu	0006	PM Class Demo project	Open	Low	Eidsmoe, Noland	9/16/09

Total Results: 8

# SAMPLE CAPA TOPIC

## Actual Non-Labor Cost

- Follows the steps covered in the QRC
- Select Voucher based on either Capital or Expense type

The screenshot displays the Clarity PPM Transaction Entry interface. The left sidebar contains navigation menus for Personal, Organization, IT Service Management, Portfolio Management, Requirements Planning, and Demand Management. The main content area is titled "Transaction Entry" and includes a search bar and a filter section. The filter section contains fields for Entry Type (set to All), Entry Number, P. O. Number, Incurred By, Vendor Code, From Date, To Date, Project ID, Resource ID, and Transaction Class. Below the filter is a table with columns: Entry Type, Entry Number, P.O. Number, Incurred By, and Vendor. The table contains two rows: "Voucher Expense" with entry number "2010-01" and "Voucher Other" with entry number "2010-02". The "2010-02" entry is highlighted with a red box. A tooltip is visible over the "2010-02" entry, containing the text "See It! Actions X", "Click the 2010-02 link.", and a "Resume" button. The table also shows "Total Results: 2" and buttons for "New" and "Delete".

Entry Type	Entry Number	P.O. Number	Incurred By	Vendor
<input type="checkbox"/> Voucher Expense	2010-01			
<input type="checkbox"/> Voucher Other	2010-02			

# SAMPLE CAPA TOPIC

## Actual Non-Labor Cost

- Follows the steps covered in the QRC
- Enter Transaction Details – Project, Task, Resource

The screenshot displays the 'Transaction Details' form, divided into two main sections: 'General' and 'Transaction Data'. The 'General' section contains the following fields and values:

Field	Value
Transaction Date	1/15/10
Investment ID	PRJ00030
Task	Capital Non-Labor Task
Charge Code	Capital
Resource ID	hw-1
Role	
Transaction Class	MATERIAL
Input Type Code	RT
User Value 1	
User Value 2	
Expense Type	[--Select--]
Notes	

Below the 'General' section, there is a checkbox for 'Preserve General Information' with the text: 'Select this to preserve general information when you click Submit and Create New.'

The 'Transaction Data' section contains the following fields and values:

Field	Value
Quantity	
Cost	
Rate	
Chargeable	<input type="checkbox"/>

A tooltip is visible over the 'Role' field, containing the text: 'See It! Click the Browse link.' The tooltip also includes 'Actions' and 'Resume' buttons.

# SAMPLE CAPA TOPIC

## Actual Non-Labor Cost

- Follows the steps covered in the QRC
- Enter Transaction Details – Quantity

Transaction Details	
Submit    Submit and Create New    Cancel	
<b>General</b>	
Transaction Date	1/22/10
Investment ID	PRJ00030
Task	Capital Non-Labor Task
Charge Code	Capital
Resource ID	hw-1
Role	hwr-1
Transaction Class	MATERIAL
Input Type Code	RT
User Value 1	
User Value 2	
Expense Type	[--Select--]
Notes	
Preserve General Information	<input type="checkbox"/> Select this to preserve general information when you click Submit and Create New.
<b>Transaction Data</b>	
Quantity	25,000
Cost	
Rate	
Chargeable	<input type="checkbox"/>
Submit    Submit and Create New    Cancel	

# SAMPLE CAPA TOPIC

## Actual Non-Labor Cost

- Follows the steps covered in the QRC
- Resulting Non-Labor Cost Transaction

**Entry**


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**General**

Entry Type Voucher Other

Entry Number 2010-02

P.O. Number

Vendor  

Incurred By  

---

**Transactions**

<input type="checkbox"/>	Transaction Date ▲	Project ID	Task	Charge Code	Resource ID	Role	Transaction Class	Input Type Code	Quantity	Cost	Rate
<input type="checkbox"/>	1/22/10	PRJ00030	Capital Non-Labor Task	Capital	hwr-1	hwr-1	MATERIAL	REGULAR	25,000	1.00 USD	1.00 USD

Total Results: 1