This program functions to sum desired categories in a cost report formatted like the template on the following tab. Formatting must be adhered to exactly in order to obtain accurate results.

1. Look through the CPR you wish to summarize and find the applicable headings that you wish to sum. For example, if you wish to determine the total of Prime Contractor Non-Recurring Labor Hours, you would want to sum:

|  |  |  |
| --- | --- | --- |
| **Non-Recurring Engineering Labor Hours** | **Non-Recurring Quality Labor Hours** | **Non-Recurring Manufacturing Labor Hours** |

Underneath the Header

|  |
| --- |
| **Prime Contractor At Complete Non-Recurring** |

1. Edit the template to contain the headers and sub headers you wish to sum in the following manner.

|  |  |
| --- | --- |
| **Prime Contractor At Complete Non-Recurring** | |
| **Non-Recurring\* Labor Hours** |

The star following *recurring* is used as a placeholder that allows the program to find headers with differing middle phrases in the original file, i.e. *engineering, quality, manufacturing*. The exact formatting “\* “ (star with one space) must be used to replace the middle contents.

1. If there is no varying content, the header must be typed out exactly as you wish to find it. For example:

|  |
| --- |
| **Non-Recurring G&A** |

would be

|  |  |
| --- | --- |
| **Prime Contractor At Complete Non-Recurring** | |
| **Non-Recurring G&A** |

without the Star.

1. Your finished template may look something like this. (Remember to include the columns and headers for WBS Number and WBS Element. These will be populated automatically.)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Prime Contractor At Complete Non-Recurring** | | | **Sub Contractor At Complete Recurring** | | |
| **WBS Number** | **WBS Element** | **Non-Recurring\* Labor Hours** | **Non-Recurring\* Total Cost Less G&A** | **Non-Recurring G&A** | **Recurring\* Labor Dollars** | **Recurring\* Overhead** | **Recurring\* Material** | |

\**The first row headers should be merged to the exact range of the subheadings below it.*

1. If you want a sum column in the template, include the words "total" or "plus"; the output sums the values to the left of the cell until either a sum column or the beginning is reached.
2. Click the button to run the program. Your results will be created in a tab next to your original worksheet with the name “Summary”.
3. The program will close the template workbook automatically without saving.