

MIE TRAK 2010.1
SALES ORDERS
USER GUIDE

ReadMe

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Logging Into MIE Trak

Running the MIE Trak application is very simple.

Click on the MIE Trak icon on the desktop or from the start menu to start the application.



The logon screen appears where the user picks the division they want to log on to and then enters their ID and password.

The default user name is:

Admin N/A

The default password is:

Admin

(Password is not case sensitive.)

A screenshot of the MIE Trak Logon window. The window has a blue title bar with the text "Logon" and a close button. The main area is light blue and contains a large empty square on the left. To the right of the square are four input fields: "Division" (a dropdown menu with "MIE Trak" selected), "ID" (a text box with "1" entered), "Name" (a dropdown menu with "Admin N/A" selected), and "Password" (a text box with "•••••" entered). At the bottom right, there are two buttons: "Logon" with a key icon and "Exit" with a door icon.

Once logged in, additional users can be added and passwords can be changed. This is done in User Maintenance.

MIE Trak Ribbon Bar

DESCRIPTION

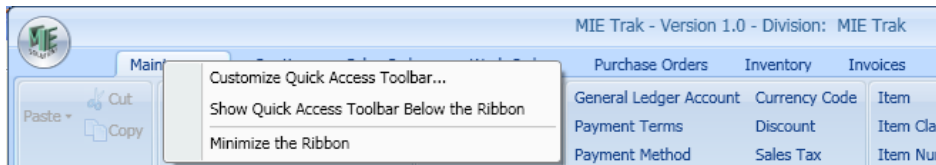
The MIE Trak ribbon bar is where the Sales Orders module is accessed.

The Sales Orders tab is where the daily modules for entering sales orders and running sales order reports are accessed.



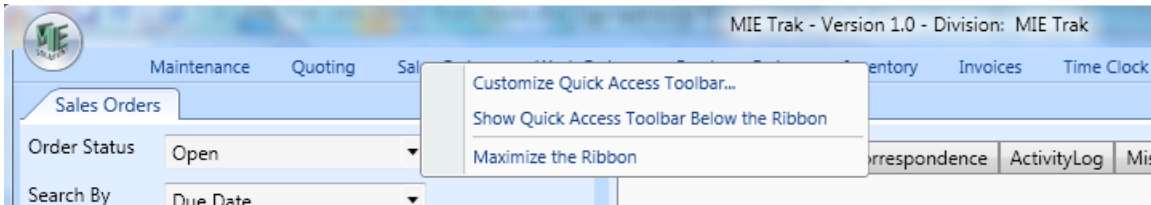
MINIMIZE THE RIBBON BAR

The user has the ability to minimize the ribbon bar by right clicking on one of the tabs of the ribbon bar and clicking on the “Minimize the Ribbon” option.



MAXIMIZE THE RIBBON BAR

The user has the ability to maximize the ribbon bar by right clicking on one of the tabs of the ribbon bar and clicking on the “Maximize the Ribbon” option.



Sales Orders Module

The Sales Orders module is used to enter customer purchase orders into MIE Trak. The Sales Orders module is accessed from the Sales Orders tab on the MIE Trak ribbon bar and consists of the Search Query on the left and 9 tabs; Sales Order, Shipping, Salespersons, Correspondence, Activity Log, Miscellaneous, Quality Control, Project General and Project Detail.

SEARCH QUERY

The Sales Order Search Query gives the user the ability to query sales orders by a number of statuses and to search by a number of variables.

Sales Order	Customer	Purchase Order	Status
3	Customer A		Open

KEY FIELDS

S.O. Status

Select the status of the sales orders that the user wants to be listed. The statuses are All, Closed, Hold, Open and Production Hold.

Search By

Select the search by option the user wants to look up sales orders by. The options are Sales Order Number, Customer, Date Range, Due Date, Quote Number, Job Number, Work Order Number, Invoice Number, RMA Number, Part Number, Part Description and P.O. Number.

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- Search Value** Enter the value that corresponds to the search by option if there is one.
- Date Range** Enter the date range that corresponds to the time period the user is looking for.
- Project Agency** If the Project General tab is used this is a lookup of the Agency field on the Project General tab.
- Contractor Name** If the Project General tab is used this is a lookup of the Primary Contractor Name field on the Project General tab.

SALES ORDER TAB

The Sales Order tab gives the user the ability to enter new sales orders into MIE Trak and review or modify existing sales orders.

Sales Order Information

Customer: Customer A S.O. Status: Open

S.O. Number: 3 P.O. Number: 45891 Purchase Order Received

Create Date: 4/30/2010 FOB: Origin Change Number: 0

Close Date: User Defined PO: Charge Freight

Buyer: Buyer 2 Ship Via: CUSTOMER TO ARRANG Freight: Division: MIE Trak

Term: Net 45 Days Currency Code: Division: MIE Trak

Line Items

Line#	Job #	Part Number	Qty Ordered	Qty Shipped	MSRP	Cost	Markup %	Price	Tax	Ext Amt	Status	Open Amt	Notes
1	1	1319800	200	0				\$7.00		\$1,400.00	Open	\$1,400.00	
2	2	3585529-LH	100	0				\$8.40		\$840.00	Open	\$840.00	
3	6	1480940	50	0				\$7.35		\$367.50	Open	\$367.50	
4	7	1354590	100	0				\$8.03		\$802.50	Open	\$802.50	


Order Amounts

Total Order Amount	\$3,410.00	Total Shipped Amount	\$0.00
Discount %	0.000	Total Back Ordered	\$3,410.00
Discount Applied	\$0.00	Deposit Amount	\$0.00
Original Order Amount	\$3,410.00	Deposit Amount Applied	\$0.00




Item

On Hand	0
Demand	160
Ordered	0
WIP	0

Entering New Sales Orders

To enter a new sales order click on the  button and the Create New Sales Order screen appears.

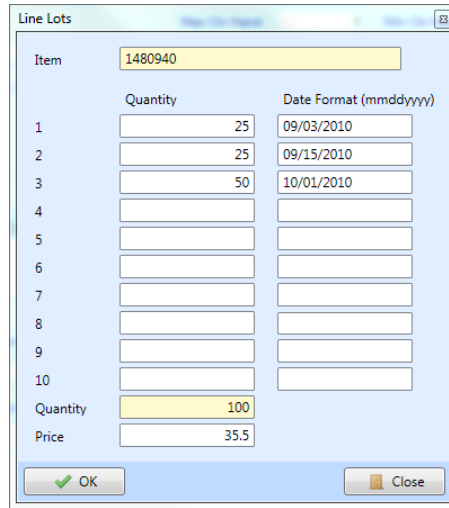
REQUIRED FIELDS

- Customer** Click on the  (*Search*) button to pick from the list of customers in the division list. If the customer is not listed it can be added by clicking on the  (*Add*) button on the Search Party screen.
- Part Number** Start entering a part number and hit the <Enter> key and the Item Advance Search screen will appear listing all part numbers starting with the characters that have been entered. Select the part number desired or if not listed the part can be added to the system by clicking on the  (*Add*) button and an Add Item screen will appear.
- Quantity(s) & Due Dates** After entering the part number hit the <Enter> key and the Line Lots screen appears where up to 10 quantities and release dates can be entered. If the Due Date year is the same as the system year the user only needs to type in the month and day and hit the <Enter> key and the current year will be entered in the date field. Once all of the quantities have been entered the user can hit the <Enter> key while the cursor is in the next quantity field and the cursor will jump to the Price field.

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Price


If there is a price entered in the Party Price tab in Item Maintenance for the customer the sales order is being created for that price will be brought over corresponding to the total quantity that has been entered for the part. If there is no Party Price for the customer however there is a Base Price entered then the system will bring over the Base price for the part from the Base Price tab in Item Maintenance. Otherwise enter the price that is to be charged for the part on this sales order.

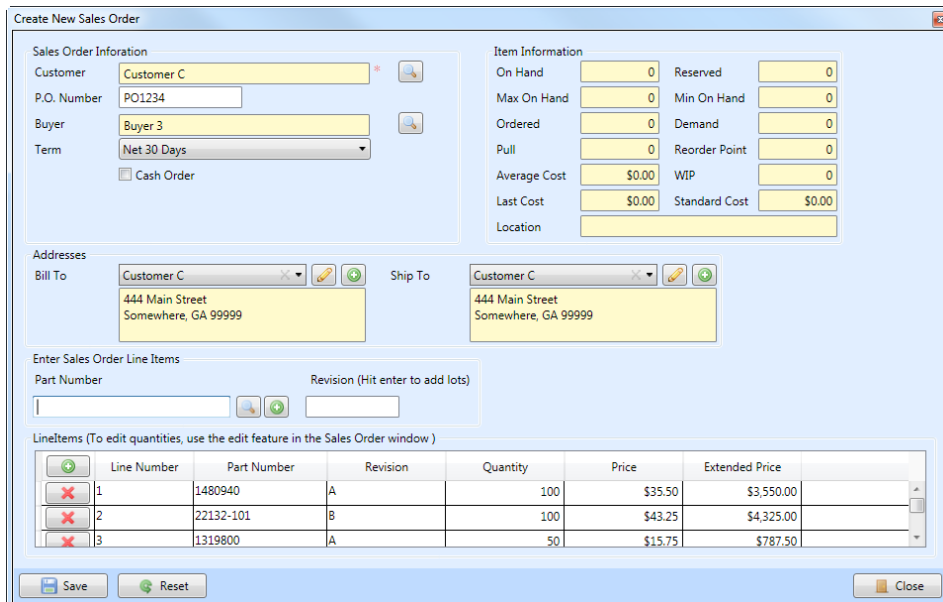


The 'Line Lots' dialog box is used to define multiple lots for a single item. It features a table with columns for 'Quantity' and 'Date Format (mmddyyyy)'. Below the table, there are fields for 'Quantity' and 'Price'.

	Quantity	Date Format (mmddyyyy)
1	25	09/03/2010
2	25	09/15/2010
3	50	10/01/2010
4		
5		
6		
7		
8		
9		
10		

Quantity: 100
Price: 35.5

After entering all of the line items of the sales order click on the  button and the items will be saved to the sales order.



The 'Create New Sales Order' dialog box contains several sections: 'Sales Order Information', 'Item Information', 'Addresses', and 'Enter Sales Order Line Items'. The 'LineItems' table at the bottom shows the items added to the order.

Line Number	Part Number	Revision	Quantity	Price	Extended Price
1	1480940	A	100	\$35.50	\$3,550.00
2	22132-101	B	100	\$43.25	\$4,325.00
3	1319800	A	50	\$15.75	\$787.50

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Sales Order | Shipping | Salespersons | Correspondence | ActivityLog | Miscellaneous | Quality Control | Project General | Project Detail

Sales Order Information

Customer: Customer C | S.O. Status: Open

S.O. Number: 8 | P.O. Number: PO1234 | Purchase Order Received

Create Date: 8/4/2010 | FOB: | Change Number: 0

Close Date: | User Defined PO: | Charge Freight

Buyer: Buyer 3 | Ship Via: CUSTOMER TO ARRANG | Freight: |

Term: Net 30 Days | Currency Code: | Division: MIE Trak

Line Items

Line#	Exploded	Job #	Part Number	Qty Ordered	Qty Shipped	MSRP	Cost	Markup %	Price	Tax	Ext Amt
1	<input type="checkbox"/>	9	1480940	100	0				\$35.50		\$3,550.00
2	<input type="checkbox"/>	10	22132-101	100	0				\$43.25		\$4,325.00
3	<input type="checkbox"/>	11	1319800	50	0				\$15.75		\$787.50
4	<input type="checkbox"/>	12	1328050	50	0				\$25.65		\$1,282.50

Order Amounts

Total Order Amount: \$9,945.00 | Total Shipped Amount: \$0.00

Discount %: 0.000 | Total Back Ordered: \$9,945.00

Discount Applied: \$0.00 | Deposit Amount: \$0.00

Original Order Amount: \$9,945.00 | Deposit Amount Applied: \$0.00

Item

On Hand: 12 | Demand: 150 | Ordered: 0 | WIP: 0

Tax (checkbox) Enter a check mark in the Tax checkbox if the line item should have sales tax applied to it.

SHIPPING TAB

The Shipping tab gives the user the ability to change from the default Bill To and Ship To addresses on a sales order basis and to view all of the shipments made on the sales order.

Sales Order | Shipping | Salespersons | Correspondence | ActivityLog | Miscellaneous | Quality Control | Project General | Project Detail

Customer: Customer A | Status: Open




Bill To: Customer A | Ship To: Customer A

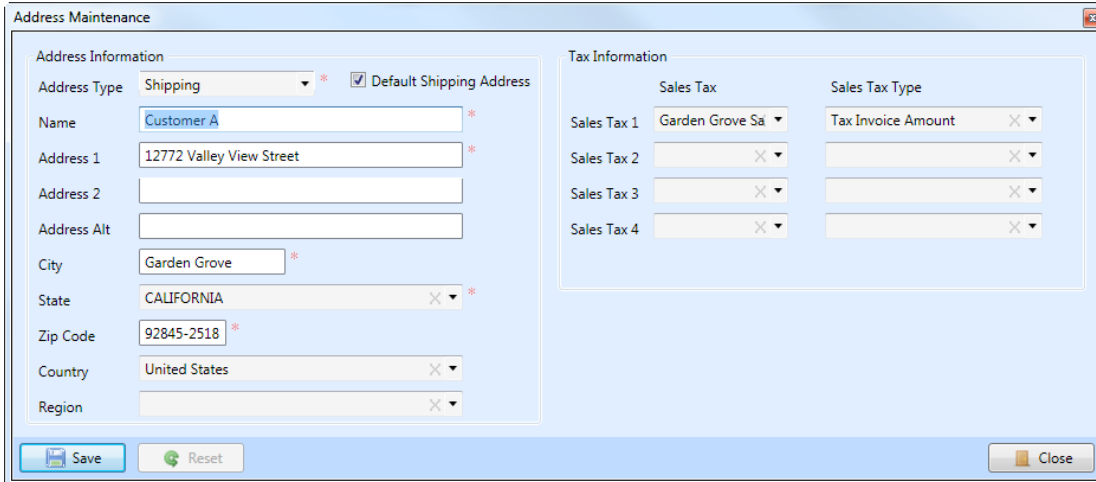
12872 Valley View Street
Suite 8
Garden Grove 92845

123 Barton Rd
Bartlett 60103

Items Shipped

Line Number	Part Number	Revision	Invoice Number	Status	Job Number	Ordered	Shipped	Ship Date	Posted Date
1	1480940	A	10	Unconfirmed	9	25.000	12.000	8/19/2010	
2	22132-101		10	Unconfirmed	10	50.000	50.000	8/19/2010	
3	1319800	A	10	Unconfirmed	11	25.000	25.000	8/19/2010	
4	1328050	AH	10	Unconfirmed	12	25.000	25.000	8/19/2010	

By clicking on the  button the user can either edit the Bill To and Ship To addresses or add new addresses. Clicking on the  (*edit*) button or  (*add*) button the Address Maintenance screen appears. Modify the existing data if the edit button was chosen or enter new data if the add button was chosen.

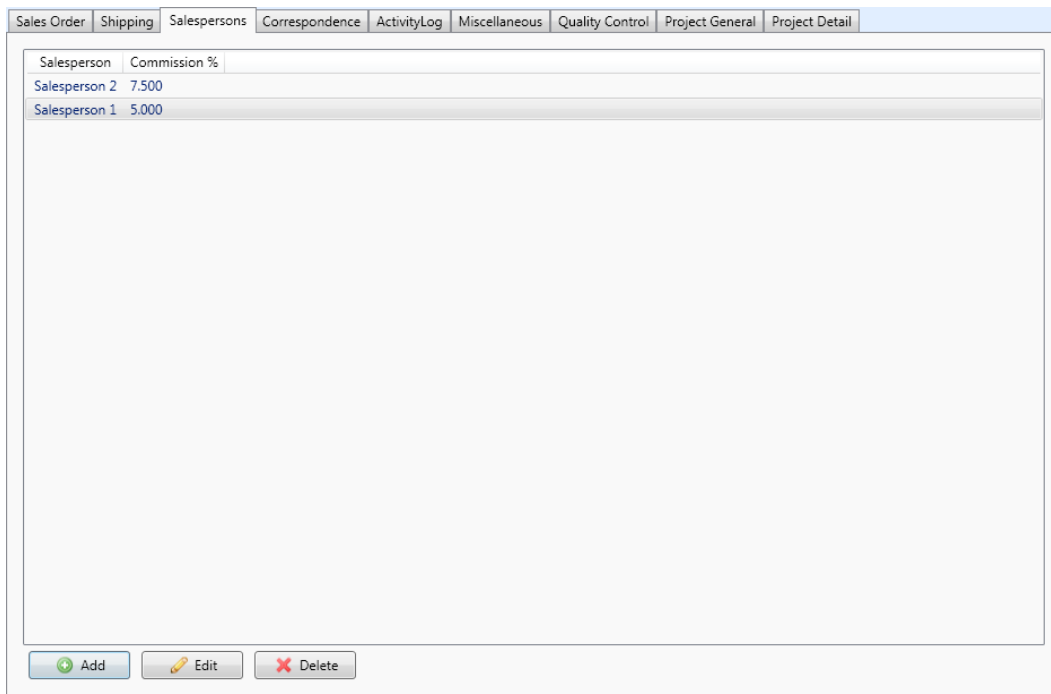


The screenshot shows the 'Address Maintenance' window. It is divided into two main sections: 'Address Information' and 'Tax Information'.
Address Information: Includes fields for Address Type (Shipping), Name (Customer A), Address 1 (12772 Valley View Street), Address 2, Address Alt, City (Garden Grove), State (CALIFORNIA), Zip Code (92845-2518), Country (United States), and Region. There is a checkbox for 'Default Shipping Address' which is checked.
Tax Information: Includes a table for Sales Tax with four rows (Sales Tax 1-4) and a Sales Tax Type dropdown menu. Sales Tax 1 is set to 'Garden Grove Sa' and Sales Tax Type is 'Tax Invoice Amount'.
Buttons: Save, Reset, and Close buttons are located at the bottom of the window.

Click on the  button when done.

SALESPERSONS TAB



The Salespersons tab gives the user the ability to enter one or more salespersons and their commission rates to be applied against the sales order when the order is shipped. The system automatically brings over the salespersons and their commission rate from Party Maintenance when the sales order is created.

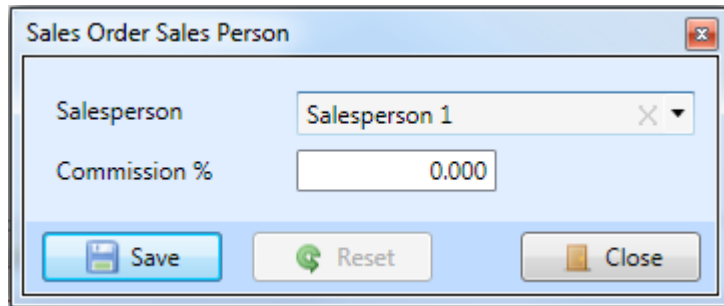


The screenshot shows the 'Sales Order' window with the 'Salespersons' tab selected. The window has several tabs: Sales Order, Shipping, Salespersons, Correspondence, ActivityLog, Miscellaneous, Quality Control, Project General, and Project Detail.
Salespersons Table:

Salesperson	Commission %
Salesperson 2	7.500
Salesperson 1	5.000

Buttons: Add, Edit, and Delete buttons are located at the bottom of the window.

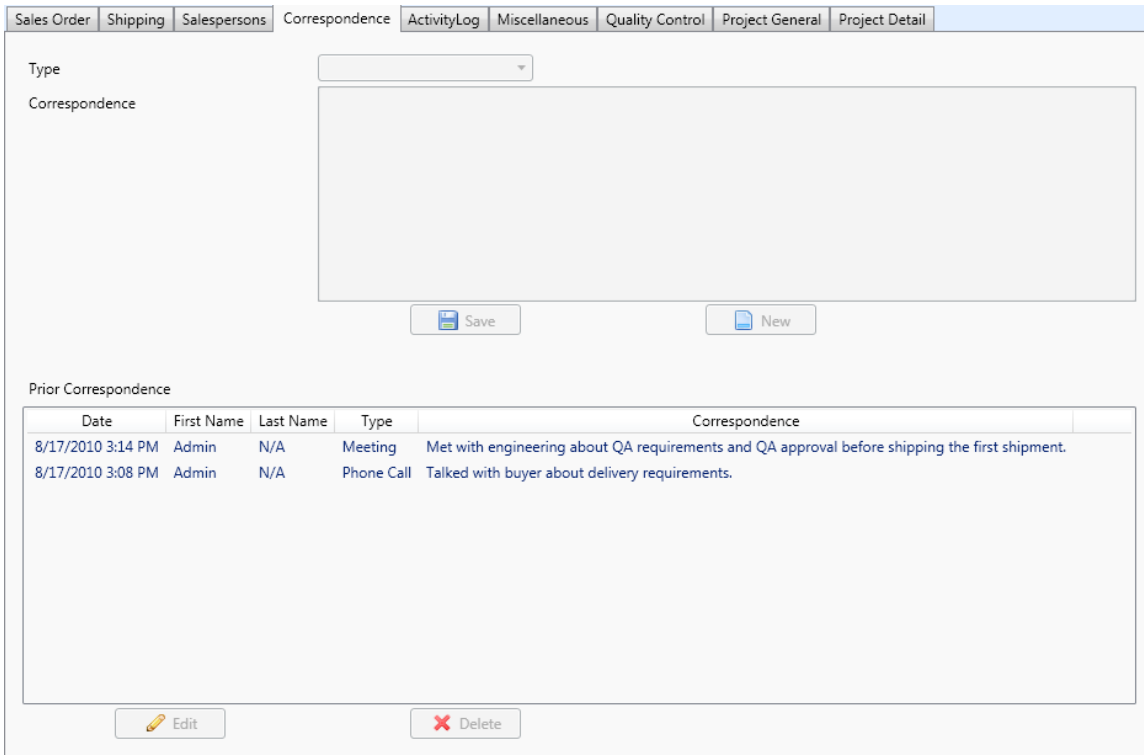
To add a salesperson click on the  button and the Sales Order Sales Person screen appears. Select the salesperson from the list and enter their commission rate for this sales order. Or click on the  button to edit an existing salesperson.



The dialog box titled "Sales Order Sales Person" contains a dropdown menu for "Salesperson" with "Salesperson 1" selected, and a text input field for "Commission %" with "0.000" entered. At the bottom, there are three buttons: "Save", "Reset", and "Close".

CORRESPONDENCE TAB

The Correspondence tab gives the user the ability to enter activities that occurred and are associated with the sales order.



The interface shows a tabbed menu with "Correspondence" selected. It includes a "Type" dropdown, a large text area for "Correspondence", and "Save" and "New" buttons. Below is a table of "Prior Correspondence" with columns for Date, First Name, Last Name, Type, and Correspondence.

Date	First Name	Last Name	Type	Correspondence
8/17/2010 3:14 PM	Admin	N/A	Meeting	Met with engineering about QA requirements and QA approval before shipping the first shipment.
8/17/2010 3:08 PM	Admin	N/A	Phone Call	Talked with buyer about delivery requirements.

At the bottom of the table are "Edit" and "Delete" buttons.

ACTIVITY LOG TAB

The Activity Log tab gives the user the ability to identify changes made to a sales order and the employee that made the changes.

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Sales Order | Shipping | Salespersons | Correspondence | ActivityLog | **Miscellaneous** | Quality Control | Project General | Project Detail

Date Range
 Date Range: 7/17/2010 8/17/2010
 Search

First Name	Last Name	Date	Activity	Job Number	New Value	Old Value
Admin	N/A	8/2/2010 3:55 PM	Changed Delivery Due Date	2	10/4/2010	6/1/2010
Don	Clutter	8/2/2010 4:18 PM	Changed Delivery Due Date	1	10/11/2010	10/10/2010
Don	Clutter	8/2/2010 4:19 PM	Changed Delivery Due Date	1	11/4/2010	11/10/2010
Don	Clutter	8/3/2010 3:09 PM	Add Sales Order Line	6		
Don	Clutter	8/3/2010 3:11 PM	Add Sales Order Delivery	6		
Don	Clutter	8/3/2010 3:11 PM	Add Sales Order Delivery	6		
Don	Clutter	8/3/2010 3:12 PM	Changed Sales Order Line Part Price	6	7.35	0
Don	Clutter	8/3/2010 4:51 PM	Add Sales Order Line	7		
Don	Clutter	8/4/2010 3:36 PM	Changed Delivery Due Date	1	8/4/2010	10/11/2010

MISCELLANEOUS TAB

The Miscellaneous tab gives the user the ability to identify the order as an EDI Order or MIE Exchange Order as well as assign the order to an Expeditor. Also, the user can enter different types of notes and comments about the sales order. The Shipping Notes will be added to any invoice created from the sales order and are displayed on the Miscellaneous tab of the invoice.

Sales Order | Shipping | Salespersons | Correspondence | ActivityLog | **Miscellaneous** | Quality Control | Project General | Project Detail



Order Options
 EDI Order
 MIE Exchange Order
 Expeditor: 0

Notes

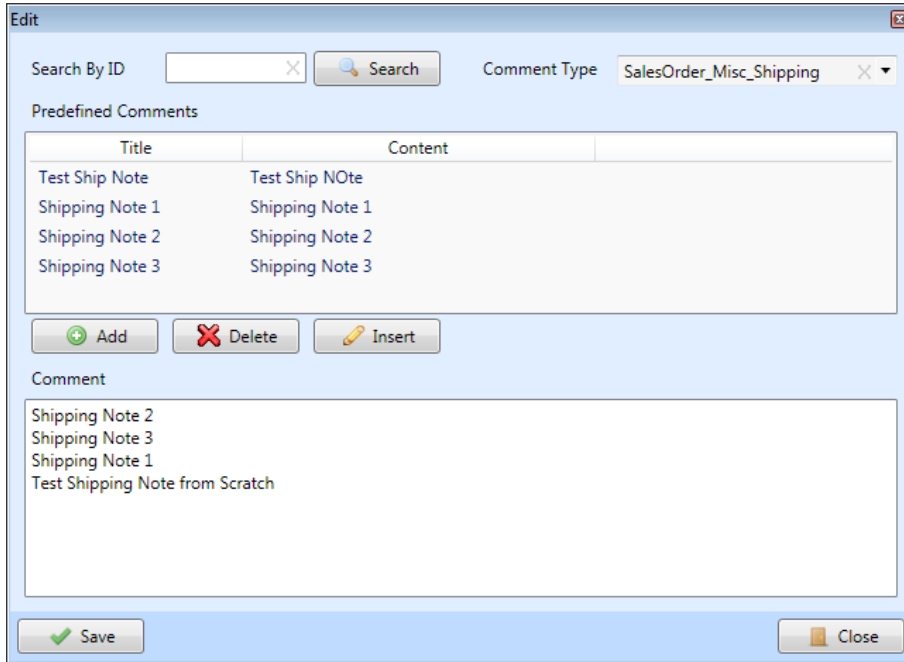
Shipping Notes
 Shipping Note 2
 Shipping Note 3
 Shipping Note 1
 Test Shipping Note from Scratch


Manufacturing Notes
 Manufacturing Note 3
 Manufacturing Note 1
 Test Manufacturing Note from Scratch

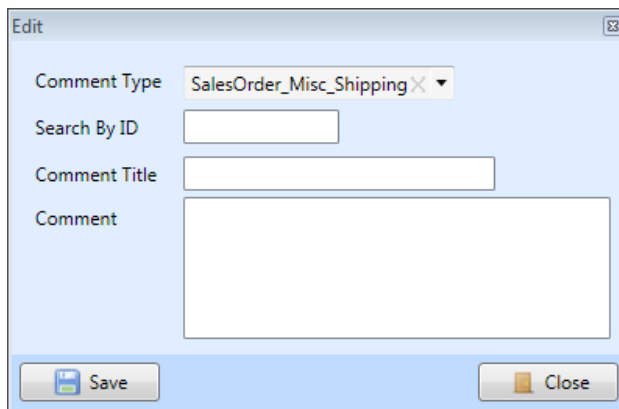
Comments
 Comments 2
 Test Comments from Scratch

Click on the  button to add notes to the sales order. Then click on the  (*edit*) button corresponding to the type of note that is to be added. The Edit screen appears where any predefined comments are listed and can be picked by double clicking on the comment in the Predefined Comments list.

ADDING PREDEFINED COMMENTS



Click on the  button to bring up the comment Edit screen.



REQUIRED FIELDS

Comment Title Enter a title identifying the comment.

Comment Enter the comment that is to be used on any sales orders.

OPTIONAL FIELDS

Search By ID


Enter up to a 10 digit number that can be searched on.

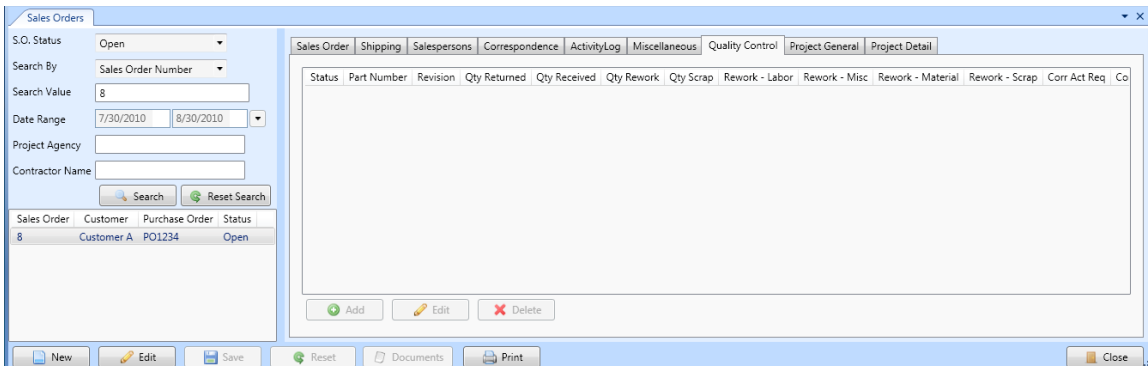
QUALITY CONTROL TAB

The Quality Control tab gives the user the ability to record an RMA for returned parts associated with the sales order the parts were shipped on.

Status	Part Number	Revision	Qty Returned	Qty Received	Qty Rework	Qty Scrap	Rework - Labor	Rework - Misc	Rework - Material	Rework - Scrap	Co
Open	1480940	A		2.000	2.000	0.000	\$0.00	\$0.00	\$0.00	\$0.00	

Adding an RMA to a Sales Order

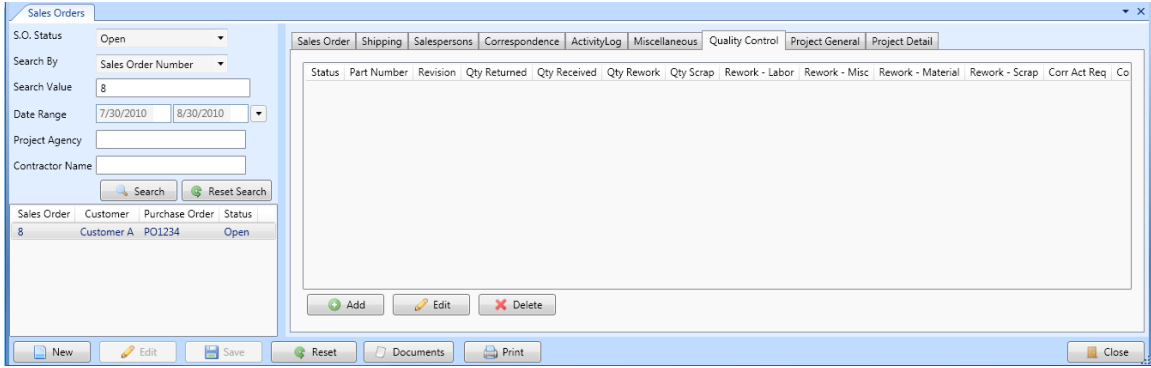
To add an RMA to a sales order the user first looks up the sales order then clicks on the Quality Control tab of the sales order then clicks on the  button on the Main Sales Order module tab at the bottom left of the screen.



The screenshot shows the 'Sales Orders' application window. On the left, there is a search panel with the following fields: S.O. Status (Open), Search By (Sales Order Number), Search Value (8), Date Range (7/30/2010 to 8/30/2010), Project Agency, and Contractor Name. Below these are 'Search' and 'Reset Search' buttons. A table below the search panel shows search results for Sales Order 8, Customer A, Purchase Order PO1234, and Status Open. The main window has tabs for Sales Order, Shipping, Salespersons, Correspondence, ActivityLog, Miscellaneous, Quality Control, Project General, and Project Detail. The Quality Control tab is active, displaying the same table as shown in the previous image. At the bottom left of the window are buttons for New, Edit, Save, Reset, Documents, Print, and Close.

That gives the user the ability to Add, Edit or Delete RMA records.

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Click on either the Add or Edit button and the Quality Control screen appears.

REQUIRED FIELDS

Job Number

Click on the Job Number field and a list of all jobs will drop down. Highlight the job or part number of the part being returned.

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Qty Received

Enter the number of parts that were actually returned from the customer.

OPTIONAL FIELDS

Qty Authorized

Enter the number of parts that are authorized to be returned.

Receive Date

Enter the date the parts were received from the customer.

DISCREPANCY – CAUSES TAB

The Discrepancy – Causes tab is used to enter an explanation of the discrepancy and cause of the discrepancy.

The screenshot displays the 'Quality Control' application window. At the top, there are several input fields: 'Open' (dropdown), 'Job Number' (9), 'Customer' (Customer C), 'Part Number' (1480940), 'Revision' (A), 'Description' (Plate, Tow Bar Support), 'Item' (empty), 'Router' (empty), 'Work Order' (empty), 'Sales Order' (empty), 'Purchase Order' (empty), 'RMA Number' (empty), 'Qty Received' (2.00000), 'Receive Date' (8/20/2010), and 'Qty Returned' (empty). Below these fields are three tabs: 'Discrepancy - Causes' (selected), 'Disposition - Explanation - Cost', and 'Corrective Action - Prevention Action'. The 'Discrepancy - Causes' tab contains two main sections: 'Discrepancy-Explanation' and 'Causes'. The 'Discrepancy-Explanation' section has a 'Discrepancy Comment' text area and three dropdown menus: 'Reject Type' (Damaged Parts), 'Work Center' (empty), and 'Resp Party' (Employee A). The 'Causes' section has a 'Causes Comment' text area and two dropdown menus: 'Inspected By' (Don Clutter) and 'Date' (8/20/2010). At the bottom of the window, there are checkboxes for 'Production', 'Purchasing', 'Shipping', 'Sales', 'Accounting', and 'Administration', all of which are currently unchecked. Below the checkboxes are three buttons: 'Save', 'Reset', and 'Close'.

KEY FIELDS

- Reject Type Select the rejection type from the drop down menu. This gives the user the ability to generate reports based on the rejection type.
- Work Center Select the work center from the drop down menu. This gives the user the ability to generate reports based on the work center causing the rejection.
- Resp Party Select the employee responsible for the discrepancy from the drop down menu. This gives the user the ability to generate reports based on the employee responsible for the discrepancy.

DISPOSITION – EXPLANATION – COST TAB

The Disposition – Explanation – Cost tab is used to enter the disposition of the parts and to accumulate the costs incurred to rework the parts.

The screenshot displays the 'Quality Control' application window, specifically the 'Disposition - Explanation - Cost' tab. The form is populated with the following data:

- Job Information:** Job Number: 9, Customer: Customer C
- Part Information:** Part Number: 1480940, Revision: A, Description: Plate, Tow Bar Support
- Quantity and Date:** Qty Received: 2.00000, Receive Date: 8/20/2010
- Disposition:** Disposition: Rework Parts
- Actions:**
 - Material Received In MRB Area (Verified Date: 8/20/2010)
 - WIP Checked For Defect
 - On Hand Inventory Checked for Defect
 - MRB Meeting Held (Verified Date: 8/20/2010)
- Rework Costs:**
 - Qty Rework: 2.00000
 - Qty Scrap: 0.00000
 - Labor: 0.00000
 - Material: 0.00000
 - Miscellaneous: 0.00000
 - Scrap: 0.00000
 - Total: 0.00000
- Approval:** Approved By: Don Clutter, Date: 8/20/2010
- Footer:** Production, Purchasing, Shipping, Sales, Accounting, Administration (all unchecked). Buttons: Save, Reset, Close.

KEY FIELDS

Corrective Action Required (checkbox) Enter a checkmark in the Corrective Action Required checkbox to activate the Corrective Action – Preventive Action tab in order to enter corrective action comments and preventive action comments.

Disposition Select the disposition from the drop down menu. This gives the user the ability to generate reports based on the disposition.

DEFINITIONS

DMR Completed (checkbox) **DMR** is defined as **Defective Material Report**

Material Received in **MRB** Area (checkbox) **MRB** is defined as **Material Review Board**

CORRECTIVE ACTION – PREVENTIVE ACTION TAB

The Corrective Action – Preventive Action tab is used to enter any corrective actions taken and preventive actions implemented.

The screenshot shows a software window titled "Quality Control". At the top, there are several input fields: "Open" (dropdown), "Job Number" (9), "Customer" (Customer C), "Part Number" (1480940), "Revision" (A), "Description" (Plate, Tow Bar Support), "Item" (empty), "Router" (empty), "Work Order" (empty), "Sales Order" (empty), "Purchase Order" (empty), "RMA Number" (empty), "Qty Received" (2.00000), "Receive Date" (8/20/2010), and "Qty Returned" (empty). Below these fields are three tabs: "Discrepancy - Causes", "Disposition - Explanation - Cost", and "Corrective Action - Prevention Action". The "Corrective Action - Prevention Action" tab is active and contains two sections: "Corrective Action" and "Preventive Action". The "Corrective Action" section has a text area for "Corrective Action Comment", a checkbox for "Corrective Action Completed", a dropdown for "Approved By" (Don Clutter), and a dropdown for "Date" (8/20/2010). The "Preventive Action" section has a text area for "Preventive Action Comment", a dropdown for "Employee" (Employee C), and a dropdown for "Completed" (8/20/2010). At the bottom of the window, there are checkboxes for "Production", "Purchasing", "Shipping", "Sales", "Accounting", and "Administration", along with "Save", "Reset", and "Close" buttons.

PROJECT GENERAL & PROJECT DETAIL TABS

The Project tabs give the user the ability to enter information that is to be associated with the sales order. This is reference only information.

Sales Order	Shipping	Salespersons	Correspondence	ActivityLog	Miscellaneous	Quality Control	Project General	Project Detail
-------------	----------	--------------	----------------	-------------	---------------	-----------------	-----------------	----------------


Project Info		Primary Contractor	
Project ID	<input type="text"/>	Name	<input type="text"/>
Project Name	<input type="text"/>	Contact	<input type="text"/>
Project Description	<input type="text"/>	Phone	<input type="text"/>
		Address 1	<input type="text"/>
		Address 2	<input type="text"/>
		City	<input type="text"/>
		State	<input type="text"/>
		Zip Code	<input type="text"/>

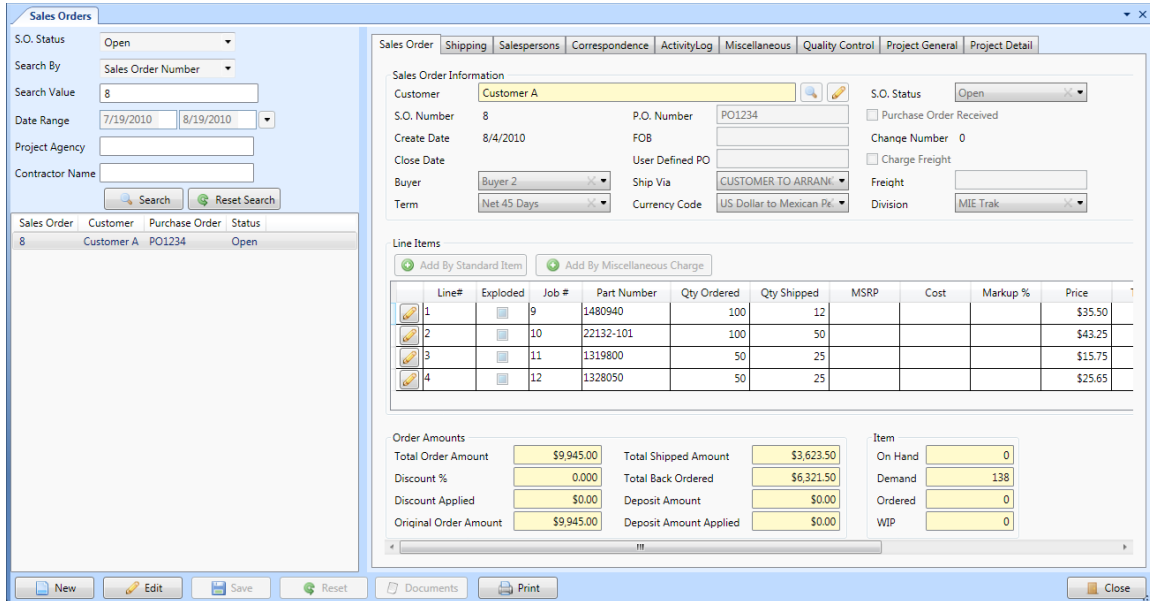
Sales Order	Shipping	Salespersons	Correspondence	ActivityLog	Miscellaneous	Quality Control	Project General	Project Detail
-------------	----------	--------------	----------------	-------------	---------------	-----------------	-----------------	----------------

Materials And Plans		Bonding Info	
Material Source	<input type="text"/>	Bonding Company	<input type="text"/>
Verified By	<input type="text"/>	Bond Number	<input type="text"/>
<input type="checkbox"/> Full Set of Plans and Specs		Address 1	<input type="text"/>
Date Requested	<input type="text"/>	Address 2	<input type="text"/>
Date Received	<input type="text"/>	City	<input type="text"/>
<input type="checkbox"/> Charpy Impact Material Required		State	<input type="text"/>
		Zip Code	<input type="text"/>

Project Info	
Pre-Lien Date	<input type="text"/>
90 Day Letter	<input type="text"/>
<input type="checkbox"/> Pre-Lien Required	
Pre-Lien Notes	<input type="text"/>

Edit Sales Order Line Items

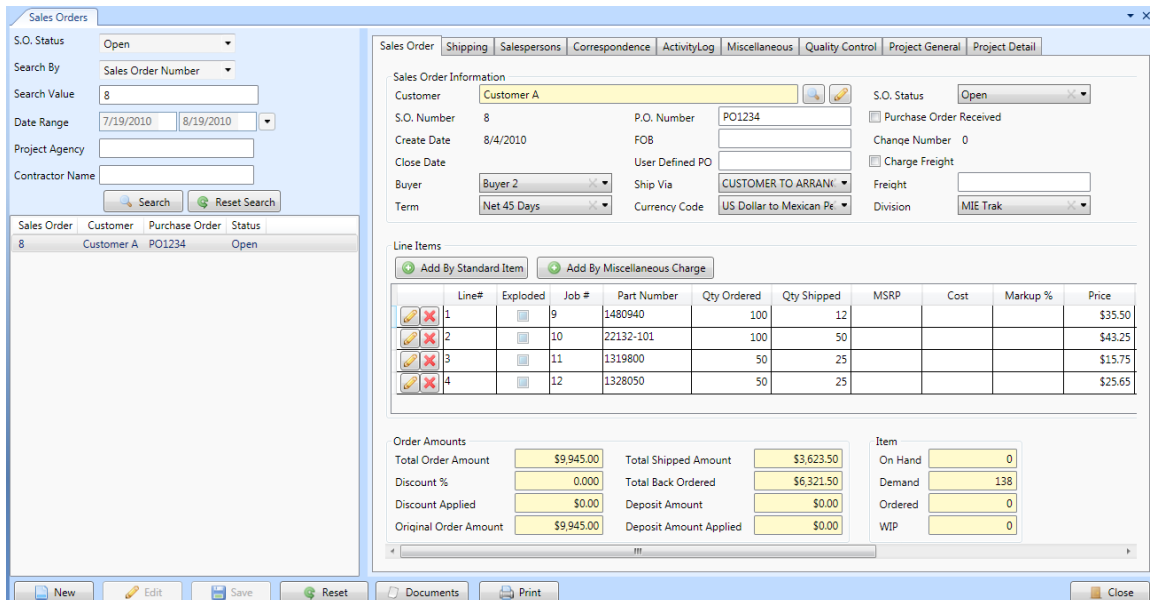
To edit a sales order line item click on the  **Edit** button of the sales order that is to be modified. This action unlocks the sales order for the user who clicked on the edit button but locks the sales order for anyone else that may want to edit the record.



The screenshot shows the 'Sales Orders' application window. The 'Sales Order Information' section displays details for Customer A, S.O. Number 8, and P.O. Number PO1234. The 'Line Items' table is visible, with the 'Edit' button (pencil icon) highlighted for line item 1. The 'Order Amounts' section shows a total order amount of \$9,945.00 and a total shipped amount of \$3,623.50.


Line#	Exploded	Job #	Part Number	Qty Ordered	Qty Shipped	MSRP	Cost	Markup %	Price
1	<input type="checkbox"/>	9	1480940	100	12				\$35.50
2	<input type="checkbox"/>	10	22132-101	100	50				\$43.25
3	<input type="checkbox"/>	11	1319800	50	25				\$15.75
4	<input type="checkbox"/>	12	1328050	50	25				\$25.65

Now the sales order line items can be edited or deleted.



The screenshot shows the 'Sales Orders' application window. The 'Sales Order Information' section displays details for Customer A, S.O. Number 8, and P.O. Number PO1234. The 'Line Items' table is visible, with the 'Edit' button (pencil icon) highlighted for line item 1. The 'Order Amounts' section shows a total order amount of \$9,945.00 and a total shipped amount of \$3,623.50.

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To edit a sales order line item click on the  (*edit*) button and the Sales Order Line screen appears.

MIE Quote It User Guide

Sales Order Line

Sales Order Line | Tax | Miscellaneous | Notes

Sales Order Line Information

Customer: Customer C | Line Number: 1
 Status: Open | Job Number: 9
 Item Type: Standard Item | Quote Number:
 Shipping Address: Customer A | Create Date: 8/4/2010
 GL Account: | Close Date:
 Non-Commissionable

Item Information

On Hand: 0 | Reserved: 0
 Max On Hand: 0 | Min On Hand: 0
 Ordered: 0 | Demand: 138
 Pull: 0 | Reorder Point: 0
 Average Cost: \$0.00 | WIP: 0
 Last Cost: \$0.00 | Standard Cost: \$0.00
 Location: R1 - S2 - B2

Sales Order Item

Part Number: 1480940
 Custom Description:
 Stock Size: x
 Unit Of Measure: Each
 Location:
 Revision: A
 Thickness:
 Expeditor:
 Qty Reserved:

Amounts

Qty Ordered: 100.000 | Open Amt: \$3,124.00
 Qty Shipped: 12.000 | Ext Amt: \$3,550.00
 Released Qty: 0.000 | Shipped Amt: \$426.00

Price Information

Price: \$35.50 | MSRP: | Cost: | Markup %:

Line Lots

Lot Status	Due Date	Promise Date	Original Date	Release	Qty Due	Qty Shipped	Original Quantity	Qty Fab	Qty To Pull
Firm	9/3/2010	9/3/2010	9/3/2010		25	12	25	25	0
Firm	9/15/2010	9/15/2010	9/15/2010		25	0	25	25	0
Firm	10/1/2010	10/1/2010	10/1/2010		50	0	50	50	0

OK | Reset | Explode | Close

To edit a sales

Sales Order Line

Sales Order Line | Tax | Miscellaneous | Notes

Sales Tax 1: Garden Grove Sales Tax | Sales Tax Type 1: Tax Invoice Amount | Tax Percentage 1: 8.750
 Sales Tax 2: | Sales Tax Type 2: | Tax Percentage 2:
 Sales Tax 3: | Sales Tax Type 3: | Tax Percentage 3:
 Sales Tax 4: | Sales Tax Type 4: | Tax Percentage 4:

OK | Reset | Close

MIE Quote It User Guide

Sales Order Line

Sales Order Line | Tax | Miscellaneous | Notes

RMA

RMA Number REM Number

Qty Rec

Return Date

Date Rec

Options

Quantity

Blanket Order P.O. Received Time And Material Job

Ready To Ship User Defined Ship On Every Shipment

Lot Price New Order Ship On First Sales Order Shipment

Certifications Options

Material Certification Material Approval Required

Hardware Certifications Hardware Approval Required

Outside Processing Certification Outside Processing Approval Required

Requires Source Certification Of Performance Required

Sales Order Line

Sales Order Line | Tax | Miscellaneous | Notes

Shipping Notes

Manufacturing Notes

Comments

SUMMARY OF USAGE

