

MIE TIME CLOCK
2010.1
USER GUIDE

ReadMe

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Introduction

Congratulations on your decision to use MIE Trak software system.

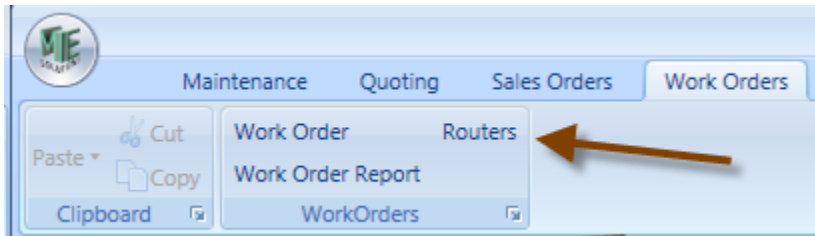
MIE Trak routers is where you setup a template describing the manufacturing instructions to build an item. Each item master can have 1 or more routers describing how to produce the item. You may have different routers based on your desire to change the manufacturing steps and bill of material based on the quantity you are producing.

1. Item Maintenance
2. Routers

MIE Purchase Orders Ribbon Bar

DESCRIPTION

The MIE Router is accessed through MIE Trak by going to the MIE Work Orders drop down menu which will bring up the Work Orders ribbon bar. On the work orders ribbon bar you can access the Router module.



- 1) Work Order – This module is used to create production work orders.
- 2) Work Order Report – This module is used to query and report on all the work order information for backlog reporting, costing and work in process reporting.
- 3) Routers – This module is the router module which allows you to create router templates for manufacturing describing the work orders and bill of material items.

Getting Started

INITIAL SETUP

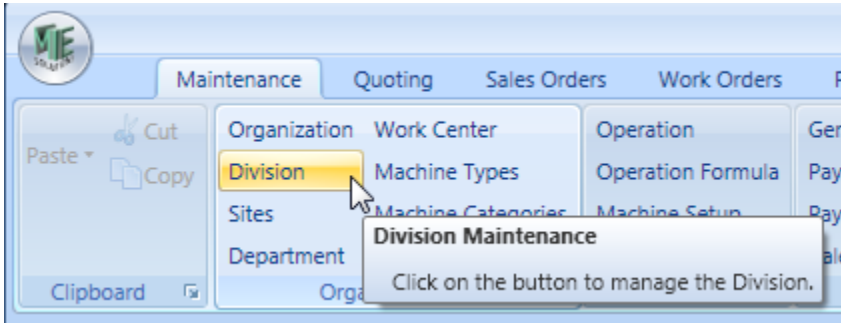
MIE Invoicing requires some prerequisite information to be entered which is shown below.

ITEM SETUP

Item	Unit of Measure Set
Item Class	Catalog
Item Number	Catalog Category
Unit of Measure	Location

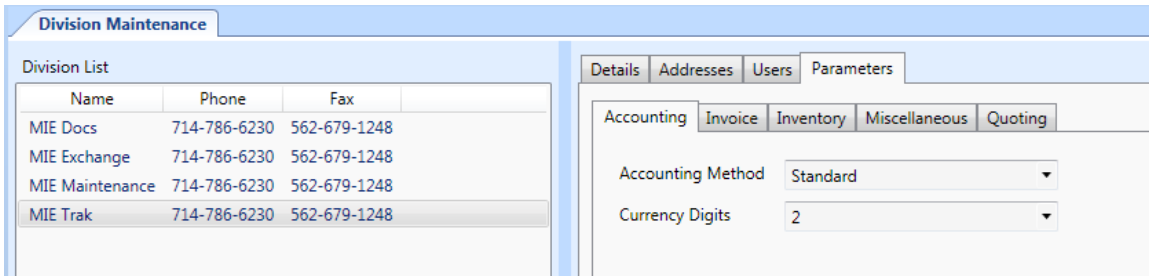
DIVISION PARAMETERS TAB

Parameters are set for each division and are defaults and settings for inventory items. To access the division parameters from the main ribbon bar click on Division has highlighted in the next screen shot



SELECT AN APPROPRIATE DIVISION

Each division has its own unique set of parameters which must be set according to your company preferences.



INVENTORY TAB

KEY FIELDS

Location	All item inventory must be placed into a location when received or at the completion of manufacturing. When items are shipped to customers inventory is removed from locations. This is the default location for the company and is required. When an item is created this will be the default location which you then could add or modify the items location.
Allow Negative Inventory	Allow negative inventory if checked. If allow negative inventory is not checked the system will not let transactions occur when the transaction would result in a negative inventory quantity.
Delete Locations with Zero Inventory	When an inventory location goes to zero the system will automatically remove the inventory location from the item. The item will always have at least one inventory location.
Expected Release Days	This is the default expected release days of an item. If a purchase order arrives the system will calculate the expected release date based on the due date minus the expected release days.

Hardware On Dock Days	This is the default hardware on dock days for an item. If an item is being manufactured the hardware on dock is the due date minus the hardware on dock days.
Material On Dock Days	This is the default material on dock days for an item. If an item is being manufactured the material on dock is the due date minus the material on dock days.
Product On Dock Days	This is the default product (sub assembly) on dock days for an item. If an item is being manufactured the product on dock is the due date minus the product on dock days.
Projected Days	This is the default projected days for the item. This is used when determining due dates of the subcomponents and it is also used in the MRP reporting. This is the number of days to manufacture the part.

MISCELLANEOUS TAB

KEY FIELDS

Default Unit Of Measures

Pick from the drop down list to set the unit of measure that will be the default for the particular category. The Unit of Measure Set maintenance database needs to be setup before these can be picked.

Calculations

(Material, Hardware/Supplies, Outside Process)

Pick from the drop down lists the default calculation type for each of the categories.

Default Addresses

(Invoice, Sales Order, Purchase Order, RFQ)

Pick from the drop down list to set the default address for each of the areas listed. The addresses come from the Division Address tab.

Default Markups

Enter the default % markup that is to be used on each of the bill of material items in the quote.

Item Search Defaults

Click on the radio button of the default display option.

Time Clock Modules

Introduction