



## MP2 Materials – 2 Days

### Course Description

This course provides detailed instruction of the Materials features of MP2. Inventory, Purchasing, and specific reports in these areas are covered in detail. Functional demonstrations and hands-on exercises provide attendees a foundation of how to use MP2 to manage general maintenance, inventory, and procurement functions using MP2.

### Objectives

After completing this course, participants should be able to perform the following tasks:

- ❖ Perform inventory management tasks
- ❖ Create and manage suppliers and manufacturers
- ❖ Manage stock information
- ❖ Perform physical inventories
- ❖ Perform ABC Analysis
- ❖ Perform EOQ Analysis
- ❖ Create, generate and update quotations, requisitions, and purchase orders
- ❖ Manage requisition approval
- ❖ View and print inventory and purchasing reports

### Who Should Attend?

MP2 users who are interested in materials, (inventory), or purchasing functionality should attend this training class. This course applies to both new and existing customers using any version of MP2.

### Prerequisites

Class participants should possess a basic knowledge of Microsoft Windows and Microsoft Office.

### HIGHLIGHTS:

- ❖ Build an understanding of Inventory Management
- ❖ Reduce stock outages through timely stock replenishment
- ❖ Provide a method of managing the purchasing process
- ❖ Build a base of information to track performance through reporting

#### Day 1

##### Inventory

- ❖ Initial Setup
- ❖ Lookup Tables
- ❖ Vendors and Manufacturers
- ❖ Reorder Methods
- ❖ Receive Stock
- ❖ Checkout/Return Stock
- ❖ Adjust Stock
- ❖ Move Stock
- ❖ Perform Physical Inventory
- ❖ ABC Analysis
- ❖ EOQ Analysis
- ❖ Reserved Parts
- ❖ Available Reports

#### Day 2

##### Purchasing

- ❖ Purchasing Setup
- ❖ Quotations
- ❖ Requisitions
  - Generate Requisitions
  - Enter Requisitions
  - Requisition Approval
  - Print Requisitions
  - Generate Purchase Orders from Requisitions
- ❖ Purchase Orders
  - Generate Purchase Orders
  - Enter Purchase Orders
  - Add/Remove Line Items
  - PO Status Levels
  - Print Purchase Orders
  - Receive Against Purchase Orders
  - Purchase Item Status
  - Close Purchase Orders
  - Purchasing History
  - Available Reports
  - Security
  - Utilities Overview