



MP2 Advanced – Materials Management

2 Days

Course Description

This course provides detailed instruction of the MRO Materials Management features of MP2.

It details all the MP2 Stores, Inventory, and Purchasing functionality to build “the perfect storeroom”; Organization and Management, Staffing and Training, Storeroom Facilities, Storeroom Operations, Inventory Management, and Purchasing. It looks at the key performance indicators and reports specific to these areas.

Functional demonstrations and hands-on exercises provide attendees a foundation of how to use MP2 to manage storeroom, inventory, and procurement functions.

Objectives

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

- ❖ Configure a best practice storeroom layout
- ❖ Establish a Point-of-Use distribution strategy
- ❖ Identify parts locations in MP2
- ❖ Receive both stock and direct buy parts
- ❖ Issue to emergency work orders
- ❖ Issue to planned work orders
- ❖ Picking, Kitting, and Delivery
- ❖ Manage aged kits
- ❖ Manage a Return to Stores process
- ❖ Perform inventory management tasks
 - Inventory Adjustments
 - Functional Obsolescence
 - Technical Obsolescence
 - Disposal Strategies
 - Decontamination
- ❖ Create and manage suppliers and manufacturers
- ❖ Perform physical inventories
- ❖ Perform ABC Analysis
- ❖ Develop strategies for managing ABC and vendor managed parts
- ❖ Perform EOQ Analysis

- ❖ Develop an excess inventory strategy
- ❖ Manage MRP
- ❖ Create, generate and update quotations, requisitions, and purchase orders
- ❖ Manage requisition approval
- ❖ View and print inventory and purchasing reports
- ❖ Set Up Security

Who Should Attend?

MP2 users interested in 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. MP2 Basics.

GOALS AND OBJECTIVES:

- ❖ **The Goal is to have:**
 - **The Right Quantity**
 - **Of the Right Parts**
 - **In the Right Place**
 - **At the Right Time**
 - **At the lowest Overall Cost**
- ❖ **To have complete accountability and traceability for everything that enters and leaves the inventory**
- ❖ **Minimize maintenance delays**
- ❖ **Configure MP2 to support industry accepted Material Management best practices.**
- ❖ **Security topics specific to these areas**
- ❖ **Build an Inventory Optimization process.**
- ❖ **Reduce stock outages through timely stock replenishment, MRP**
- ❖ **Provide a method of managing the purchasing process**
- ❖ **Build a base of information to generate and track industry standard best practices KPIs, key performance indicators**

Sample agenda – next page



Day 1

Introduction to MP2 Basic Inventory

Management Functionality

- Inventory Item Master Setup
 - Catalogs
 - Classifications
- Receiving and Put Away
- Issuing
- Cycle Counting

Storeroom Setup

- Storeroom Layout
- Storeroom Security
- Labeling, Locations & Sub-locations
- Storage media
- Staging and Return Areas
- Environmental Factors
- Space Activity Indexing

Storeroom Operations

- Receiving
- Data Entry
- Issues to Emergency Work Orders
- Issues to Planned Work Orders
- Picking, Kitting, Delivery
- Point-of-Use Distribution
- Return to Stores
- Stock Movement/Inventory Adjustments
- Cycle Counting
- Stock Rotation, FIFO
- Available Reports

Day 2

Inventory Optimization

- Establishing Min/Max quantities
- Excess Inventory Review
- Functional Obsolescence Review
- Technical Obsolescence Review
- Vendors and Manufacturers
- Vendor Managed Inventory
- Free Issue Inventory
- Stocking Strategies
- ABC Analysis
- EOQ Analysis
- Available Reports

Purchasing

- Purchasing Setup
- Vendor Lead Times
- Vendor Files
- Manufacture's File
- Material Requirements Planning, MRP
- 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