



## **MP2 Materials – 2 Days**

### **Course Description**

This course provides detailed instruction of the Materials features of MP2. Inventory and Purchasing modules are covered in detail. Module functionality demonstrations and hands-on exercises give attendees a foundation of how to use MP2 to manage general materials functions.

### **Objectives**

After completing this course, participants should be able to perform the following tasks in MP2:

- ❖ 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
- ❖ Set Up Security

### **Who Should Attend?**

MP2 customers that are interested primarily in materials functionality would benefit from attending this class. This course applies to new and existing customers using either MP2 v5.0/2000 or MP2 v6.0.

### **Prerequisites**

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

### **HIGHLIGHTS:**

- ❖ **Review Inventory and Purchasing functionality**
- ❖ **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**

## 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
- Print Purchase Orders
  - Receive Against Purchase Orders
  - Purchase Item Status
  - Close Purchase Orders
  - Purchasing History
  - Available Reports
  - Security
  - Utilities Overview

## 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

### Registration

**2374 Post Road, Suite 200  
Warwick, RI 02886  
401-921-5551  
[lshalvey@isg-global.com](mailto:lshalvey@isg-global.com)**

