

AssetOptics Quick Start Maintenance, Repair & Operations (MRO) Inventory Management Training Exercises

Prior to completing these training exercises, please ensure that you have a user account in an AssetOptics training environment or sandbox. If you do not have a user account, please submit a case via the Support Community at www.assetoptics.com

For these exercises you will be acting as a maintenance supervisor in a fictional brewery. Partial data have been preloaded into a demo org for this purpose. You will be instructed to both review existing records and create new ones to familiarize yourself with the concepts being presented. Save your work as you go.

In this exercise you will learn about the following: Bulk Inventory Management, including how to create an Item Master; how to assign Noun, Modifier, and Attributes to an Item Master; how to create Stock Items; and basic Inventory Transactions.

Definition: “Item Master” – an Item Master represents a catalog master. Item Masters are required if you plan to use Bills of Materials or setup inventory in multiple Storerooms. (As these are both common practices the use of Item Masters is recommended.)

Exercise:

1. Create a new **Item Master** with the following details.

Item Master ID: CW00123

Description: Canning Widget

Item Status: Active

2. Edit the Item Master record by creating a new **Noun** called “Widget.”
3. Edit the Item Master record by creating a new **Modifier** called “Canning.” Select the corresponding Noun, which is Widget in this case.

The use of noun-modifier pairs allows you to better categorize and describe master data making it easier to search and find the items you are looking for. It also enables the use of Attributes which refines even further the specifications for your inventory.

4. Click on the **Modifier** you just created (i.e., “Canning”).
5. From the **Quick Links** Pane or **Related** Tab, add three new Attributes as follows (Description is optional).

Attribute: Outside Diameter

Sequence: 10

Attribute: Inside Diameter
Sequence: 20

Attribute: Coupling Type
Sequence: 30

- From either the **Related List** or **Item Attributes** pane on the Item Master record, edit the **Attribute Value** for each of the three Attributes you created as pictured.

Item Attributes	
 Item Attributes	
Attribute Name	Attribute Value
1 Outside Diameter	2.0
2 Inside Diameter	1.75
3 Coupling Type	Threaded

Definition: “Stock Item” – physical inventory in a specific storeroom. You may stock the same items (e.g., same part number) in multiple storerooms, but they will all correspond to the same Item Master. It is at the Stock Item record level where On Hand Qty is managed and where Inventory Transactions are performed.

Exercise:

- Create a new **Stock Item** with the following details. (If you are on the Item Master you may click the ‘New Stock Item’ button in the header, and it will inherit the details of the Item Master. If you are on the Stock Items tab you may click the ‘New’ button, in which case you should choose the Item Master. Some fields will be prepopulated depending on the method you choose.)

Stock ID: CW00123

Description: Canning Widget

Storeroom: Plant 1

Sourcing Type: Purchase Order

Purchase Price: \$75

Reorder Point: 2

Auto Order: [checked]

Valuation Method: Last In

The remaining fields in the ‘Ordering Information’ section may be filled out with Vendor, Price, Pack Qty, etc. so that a minimum stocking quantity is maintained, and purchase requests are created in response to inventory demand.

2. Perform a **New Inventory Transaction** and Gain a Quantity of 5 to the Primary Bin Location.

Recall that Gain, Shrink, and Issue are Inventory Transactions that typically any user can perform. Other transaction types are invoked by Flows or automated processes.

3. Create a new corrective **Work Order** with a Description of “Replace 4 Widgets.”
4. Add new **Planned Stock** to the Work Order as follows.

Stock Item: CW00123

Planned Qty: 4

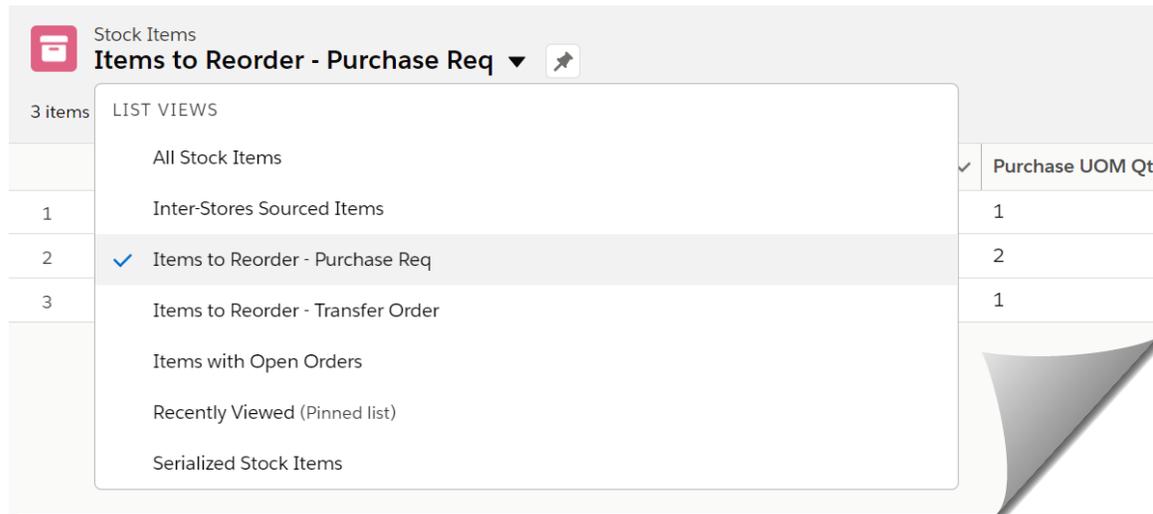
Commit Inventory: [checked]

5. Change the **Status** on the Work Order to ‘Ready to Schedule.’
6. Return to the Stock Item record for CW00123 and record the following values:

Available Qty: _____

Purchase UOM Qty to Reorder: _____

7. Navigate to the Stock Items tab and change the list view to see ‘**Items to Reorder – Purchase Req.**’



8. Select the line item corresponding to the Canning Widget then click on the button labeled ‘**Generate PR**’ to launch the Flow to create a new Purchase Requisition.

Observe that while the header reads Purchase Order, the Record Type is ‘Requisition.’ The Record Type will automatically update to ‘Order’ after it is approved. The PO# will not change.

9. Edit the blank **Vendor** field on the Purchase Requisition and choose ‘Grainger’.

10. Click on the **Submit for Approval** button to start the approval process.

We will complete this process in a later exercise.

Definition: “Stock Issue Request” – a pick ticket for a Storeroom.

Exercise:

1. Return to the Work Order created above (i.e., “Replace 4 Widgets”).
2. Click on the **Create SIR** button and choose the Planned Stock Items for the Work Order.

In addition to the previously Planned Stock, you determine that additional Stock Items are required to complete the Work Order...

3. From either the Quick Links pane or the Related tab, create a new **SIR Line Item** and add one additional Stock Item, such as a quart of oil, to the SIR.
4. Click on each of the two SIR Line Items and use the **Issue** button to issue the stock items to the Work Order.
5. Return to the Work Order and record the following values:

Planned Inventory Costs: _____

Actual Inventory Costs: _____

A Stock Issue Request is not required to issue Stock Items to a Work Order.

6. Click on the **Issue Stock Item** button and issue 5 cap head screws to the Work Order.

Though “unplanned” stock will display in the list of Planned Stock (Planned Qty=0), the costs of Planned and Actual inventory are rolled up separately as observed in the prior step.

Planned Stock					
3 items · Sorted by Stock ID · Updated a few seconds ago					
	Planned Stock: Planned Stock	Stock ID ↑	Item Description	Planned Qty	Issued Qty
1	PS-0000016	CW00123	Canning Widget	4	4
2	PS-0000020	M521V007222	SCREW - Hex Head Cap	0	5
3	PS-0000019	Motor Oil, 5W-20, Quart	Rotella WSS-M2C945-B1, 5W-20	0	1