



**EVANTAGE SOLUTIONS SDN BHD**

# **Computerized Maintenance Management System (CMMS)**

## ***USER MANUAL*** ***(Create New Inventory)***

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# DOCUMENT CONTROL

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Revision No	Revision Date	By	Description of Changes
1.0	20/06/2024	Najmi	First Version of User Manual – Create New Inventory

## Scenario

A new inventory has been received from the supplier and need to be register in the system. In this syllabus, we will guide on how to create new inventory in CMMS Web Core.

## 1. New Inventory Creation

### What it's for

To keep track of inventory quantities, the technician raised a material request (MR) to request a certain stock.

### Create Inventory

- 1.1 On the left of the system, click on **Spare Parts > Inventory Master**.

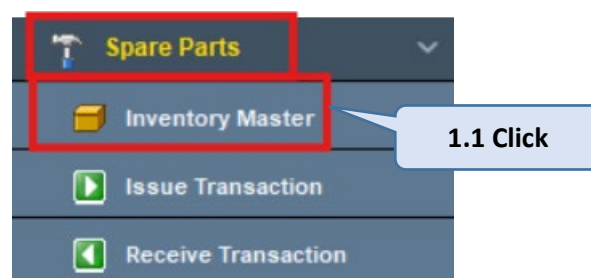


Figure 1.1

- 1.2 Click on **New** button and New Inventory information viewer will be open.

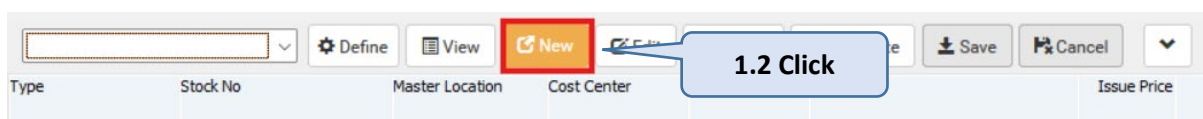


Figure 1.2

1.3 Fill in the inventory Information:

Field	Value	Have Master File?
Type	: Stock	YES
Stock No	: <Stock No / Auto Generate>	NO
Master Location	: WH-1-NA	YES
Order Rule	: T	YES
Cost Center	: ESSB	YES
Account	: ACCOUNT	YES
Description	: ANY INVENTORY 1	NO
Issue UOM	: EACH	YES
Receive UOM	: EACH	YES

(Note: Master file are control by System Admin).

1.4 Click on **Save** button to confirm the creation of the stock.

The screenshot shows the 'Define' tab of the inventory system. A red box highlights the main form fields, and a blue callout points to the 'Type' dropdown. Another blue callout points to the 'Save' button. The 'Reorder Calculation' section is visible on the right.

**1.3 Type** (points to the 'Type' dropdown menu)

**1.4 Click** (points to the 'Save' button)

Field	Value	Field	Value
Type	Stock	Commodity Code	
Stock No	ANY01	Stock Group	
Master Location	WH-1-NA	Part No	
Order Rule	T	Total OH	0.0000
Cost Center	ESSB	Issue Price	0.00
Account	ACCOUNT	Serialize Counter	100001
Description	ANY INVENTORY 1		

Field	Value	Field	Value
Part Deac Status	ACT	Auto Spare	<input type="checkbox"/>
Issue UOM	EACH	Critical Spare	<input type="checkbox"/>
Receive UOM	EACH	Hazardous Material	<input type="checkbox"/>
Conversion Factor	1.0000	ABC Class	
Storage Type		Order Point	.0000
Cube	.0000	Maximum	.0000
Shelf Life		Last Activity Date	00/00/0000
EOQ	0	Last Count Date	00/00/0000
Count Frequency		Next Count Date	00/00/0000
Average Lead Time			

Reorder Calculation	
Total On-Hand:	.0000
Reserved:	.0000 (-)
Shortage:	.0000 (-)
Quantity Available:	.0000
PR Outstanding:	.0000 (+)
PO Outstanding:	.0000 (+)
Reorder SubTotal:	.0000

Figure 1.3

1.5 The stock has been successfully register.

The screenshot shows the 'View' tab of the inventory system. A table lists the inventory items, with the first row highlighted in blue. A red box highlights the first row of the table.

Type	Stock No	Master Location	Cost Center	Account	Description	Issue Price	Total OH	Order Rule
Stock	ANY01	WH-1-NA	ESSB	ACCOUNT	ANY INVENTORY 1	0.00	0.0000	T

Figure 1.5