



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Create New Inventory)

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DOCUMENT CONTROL

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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.

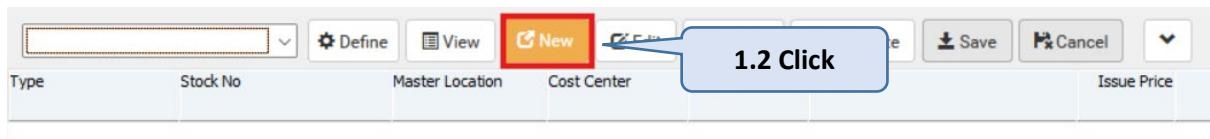


Figure 1.2

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 a software interface for managing inventory. At the top, there is a toolbar with buttons for Define, View, New, Edit, Delete, Duplicate, Save (highlighted with a blue box and a callout '1.4 Click'), and Cancel. The main area is a form for creating a new stock item. The 'Type' field is highlighted with a yellow box and a callout '1.3 Type' pointing to it. The form includes fields for Stock No, Master Location, Order Rule, Cost Center, Account, Description, Commodity Code, Stock Group, Part No, Total OH, Issue Price, and Serialize Counter. Below the main form, there is a section for Extended Description and a checkbox for Continuous Add. At the bottom, there are tabs for Detail, UDF, Financial, Location, Supplier, and Reference. On the right side, there is a 'Reorder Calculation' panel displaying Total On-Hand, Reserved, Shortage, Quantity Available, PR Outstanding, PO Outstanding, and Reorder SubTotal.

Figure 1.3

1.5 The stock has been successfully register.

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