



EVANTAGE SOLUTIONS SDN BHD

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

***USER MANUAL***  
***(Issue MR)***

## TABLE OF CONTENT

<b>Scenario.....</b>	4
<b>1. Issue Transaction (Material Request).....</b>	4

# DOCUMENT CONTROL

**Document No** : CMMS/IS/ISSUE/IS01

**Document Name** : Issue MR

**Prepared By** : Muhamad Najmi bin Badrila

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## DOCUMENT REVISION HISTORY

Revision No	Revision Date	By	Description of Changes
1.0	20/06/2024	Najmi	First Version of User Manual – Issue MR

## Scenario

When the technician issued a material request from the work order, the storekeeper need to issue the transaction to able count for the in and out of the stock item. In this syllabus, we will guide on how to issue the transaction in CMMS Web Core.

### 1. Issue Transaction (Material Request)

#### Issue one line of material request transaction

- 1.1 On the left of the system, click on **Spare Parts > Issue Transaction**.



Figure 1.1

- 1.2 For the Source, tick on the **Material Request**.
- 1.3 Fill in the mandatory field coloured in red:

Field	Value	Have Master File?
Material Request No	: <MR No>	YES
Cost Center	: ACECAM	YES
Account	: ACCOUNT	YES
Employee Id	: <Employee ID>	YES
Issue Quantity	: 1	NO

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

1.4 Click the **Issue** button to issue the particular line of transaction.

1.4 Click

1.2 Tick

1.3 Insert

Stock No	Stock Location	Description	Location On Hand Qty	Total Available	Required Quantity	Unissued Quantity	Issue Quantity	UOM	Mtr Lst	Actual Quantity	Item Cost	Issue Price	Type
STOCK01	WH-1-NA	SCREW	9.0000	9.0000	1.0000	1.0000	1.0000	PIECES		0.0000	1,500.0000	0.00	Normal

Figure 1.2

1.5 A prompt message will popup if you want to issue the line no (1). Click **Yes** to continue.

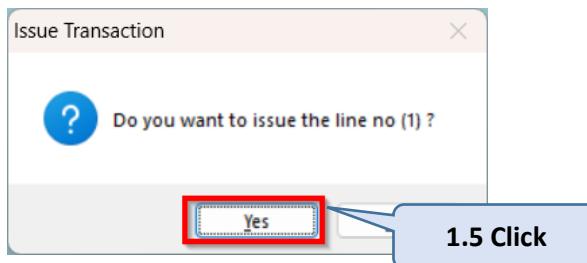


Figure 1.3

1.6 The transaction no would be generated and click on **OK** to continue.

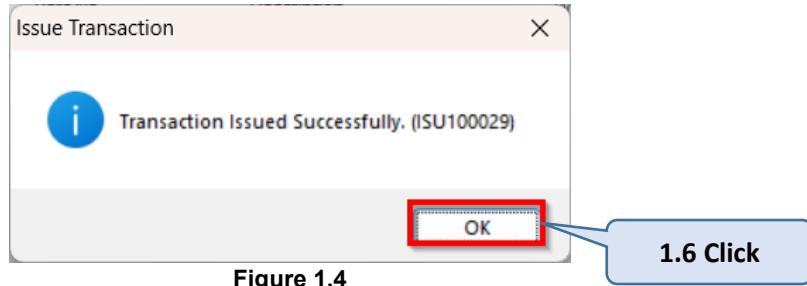
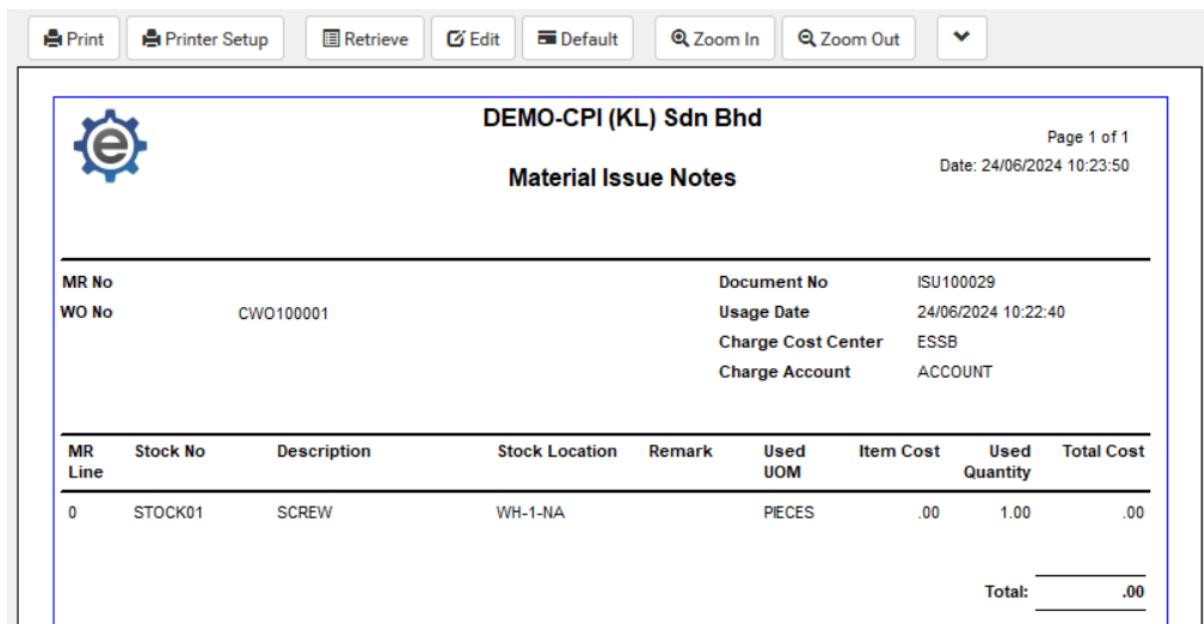


Figure 1.4

1.7 The Material Issue Notes will be generated.



DEMO-CPI (KL) Sdn Bhd

Material Issue Notes

Page 1 of 1

Date: 24/06/2024 10:23:50

MR No	Document No	ISU100029						
WO No	Usage Date	24/06/2024 10:22:40						
	Charge Cost Center	ESSB						
	Charge Account	ACCOUNT						
MR Line	Stock No	Description	Stock Location	Remark	Used UOM	Item Cost	Used Quantity	Total Cost
0	STOCK01	SCREW	WH-1-NA		PIECES	.00	1.00	.00
Total: .00								

Figure 1.5

1.8 If there is multiple line of stock to be issue:

1.8.1 Please proceed to SOP document for:

- i. To issue all line of transaction: IS02 – Issue All MR