



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Issue MR)

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DOCUMENT CONTROL

Document No : CMMS/IS/ISSUE/IS01
Document Name : Issue MR
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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**.

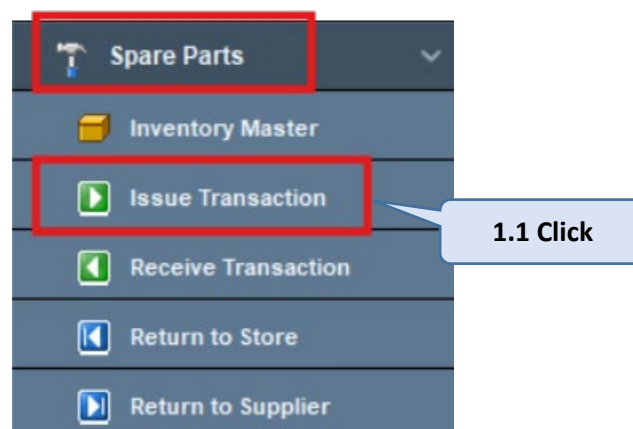


Figure 1.1

- 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.

The screenshot shows a software interface for issuing a transaction. At the top, there are buttons: 'New', 'Delete', 'Issue' (highlighted with a red box and callout '1.4 Click'), and 'Issue All'. Below these are form fields for 'Source' (with 'Material Request' selected and callout '1.2 Tick'), 'Issue Date' (24/06/2024), and 'Material Request No.' (MRE100003). Other fields include 'Work Order No.' (CWO100016), 'Asset No.' (ASSET01), 'Asset Description' (CONVENYOR), 'Cost Center' (ESSB), 'Account' (ACCOUNT), 'Employee ID' (ADMIN), and 'Issue To Name' (ADMIN). A 'Print Transaction Document' checkbox is checked. At the bottom, a table lists transaction details.

Stock No	Stock Location	Description	Location On Hand Qty	Total Available	Required Quantity	Unissued Quantity	Issue Quantity	UOM	Mtr Lst Varchar2	Actual Quantity	Item Cost	Issue Price	Typ
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.

The screenshot shows a dialog box titled 'Issue Transaction'. It contains a question mark icon and the text 'Do you want to issue the line no (1) ?'. At the bottom, there are two buttons: 'Yes' (highlighted with a red box and callout '1.5 Click') and 'No'.

Figure 1.3

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

The screenshot shows the same 'Issue Transaction' dialog box, but now it displays an information icon and the message 'Transaction Issued Successfully. (ISU100029)'. At the bottom, the 'OK' button is highlighted with a red box and callout '1.6 Click'.

Figure 1.4

1.7 The Material Issue Notes will be generated.

Print

Printer Setup


Retrieve

Edit

Default

Zoom In

Zoom Out



DEMO-CPI (KL) Sdn Bhd

Material Issue Notes

Page 1 of 1

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

MR No

WO No

CWO100001

Document No

Usage Date

Charge Cost Center

Charge Account

ISU100029

24/06/2024 10:22:40

ESSB

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