



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Issue All MR)

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DOCUMENT CONTROL

Document No : CMMS/IS/ISSUE/IS02

Document Name : Issue All MR

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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 All 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 All Transaction (Material Request)

Issue all 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 All** button to issue all material request.

The screenshot shows the Material Request screen. Step 1.2 is annotated with a box around the 'Source' field, which is set to 'Material Request'. Step 1.3 is annotated with a box around the 'Cost Center' field, which is set to 'ACECAM'. Step 1.4 is annotated with a box around the 'Issue All' button in the top right corner.

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	Type
STK100001	WH-1-NA	Stock Description	18.0000	18.0000	1.0000	1.0000	1.0000	EACH		0.0000	10.0000	10.00	Normal
STOCK02	WH-1-NA	LAMP	8.0000	8.0000	1.0000	1.0000	1.0000	EACH		0.0000	0.0000	0.00	Normal

Figure 1.2

1.5 A prompt message will popup if you want to issue all the item(s). Click **Yes** to continue.

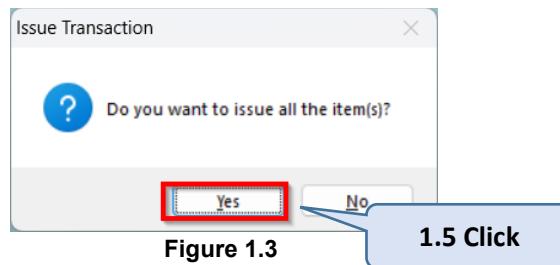
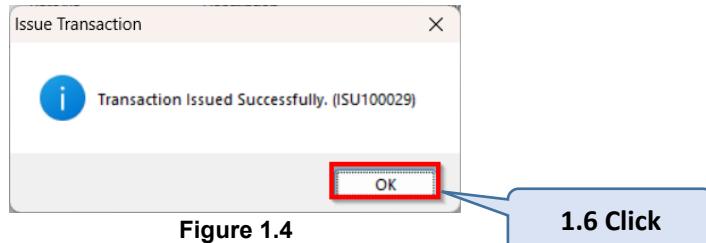


Figure 1.3

1.5 Click

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



1.6 Click

1.7 The Material Issue Notes will be generated.

The screenshot shows a 'Material Issue Notes' document. It includes a header with the company logo and name 'DEMO-CPI (KL) Sdn Bhd'. The document details are: MR No, Document No (ISU100031); WO No, Usage Date (24/06/2024 10:42:01); Charge Cost Center (ESSB); Charge Account (ACCOUNT). The table lists issued items: Stock No, Description, Stock Location, Remark, Used UOM, Item Cost, Used Quantity, and Total Cost. The total cost is 10.00.

MR Line	Stock No	Description	Stock Location	Remark	Used UOM	Item Cost	Used Quantity	Total Cost
0	STK100001	Stock Description	WH-1-NA		EACH	10.00	1.00	10.00
0	STOCK02	LAMP	WH-1-NA		EACH	.00	1.00	.00

Figure 1.5