



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Issue All MR)

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DOCUMENT CONTROL

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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**.

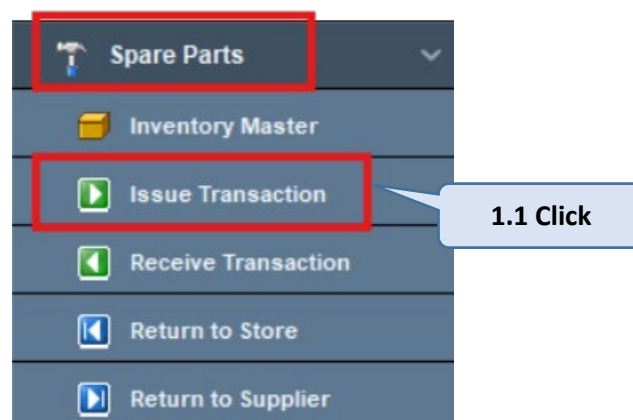


Figure 1.1

- 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 a software interface with a top bar containing buttons: 'New', 'Delete', 'Issue', and 'Issue All'. The 'Issue All' button is highlighted with a red box and a callout bubble labeled '1.4 Click'. Below the buttons, there are two radio buttons: 'Material Request' (selected) and 'Miscellaneous'. A callout bubble labeled '1.2 Tick' points to the 'Material Request' radio button. The form contains several fields: 'Material Request No:' (MRE100035), 'Work Order No:' (CWO100018), 'Asset No:' (PE101), 'Asset Description:' (PUMP EJECTION OIL), 'Cost Center:' (ACECAM), 'Account:' (ACCOUNT), 'Employee ID:' (ADMIN), and 'Issue To Name:' (ADMIN). A callout bubble labeled '1.3 Insert' points to the 'Employee ID' field. At the bottom, there is a table with columns: 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, and Type. The table contains two rows of data.

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.

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

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 a success message: 'Transaction Issued Successfully. (ISU100029)'. At the bottom, there is an 'OK' button, which is highlighted with a red box and a callout bubble labeled '1.6 Click'.

Figure 1.4

1.7 The Material Issue Notes will be generated.

The screenshot shows a report titled 'Material Issue Notes' for 'DEMO-CPI (KL) Sdn Bhd'. The report includes a header with a logo, page number 'Page 1 of 1', and date 'Date: 24/06/2024 10:42:03'. Below the header, there are fields for 'MR No', 'WO No', 'Document No', 'Usage Date', 'Charge Cost Center', and 'Charge Account'. The main body of the report is a table with columns: MR Line, Stock No, Description, Stock Location, Remark, Used UOM, Item Cost, Used Quantity, and Total Cost. The table contains two rows of data. At the bottom right, there is a 'Total' row.

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
Total:								10.00

Figure 1.5