



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Issue Misc)

TABLE OF CONTENT

Scenario..... 4

1. Issue Transaction (Miscellaneous)..... 4

DOCUMENT CONTROL

Document No : CMMS/IS/ISSUE/IS03
Document Name : Issue Misc
Prepared By : Muhamad Najmi bin Badrila
Creation Date : 20/06/2024
Revision : 1.0

DOCUMENT REVISION HISTORY

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

Scenario

When countless material parts are needed to repair a single work order, the only effective method to issue materials is through the miscellaneous type, which allows capturing from either the Work Order, Asset, or none of them. In this syllabus, we will guide on how to issue the transaction in CMMS Web Core.

1. Issue Transaction (Miscellaneous)

What it's for

To issue the material and keep track of inventory quantities for any transaction has been made when there is no material request been raised.

Issue one line of miscellaneous transaction

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

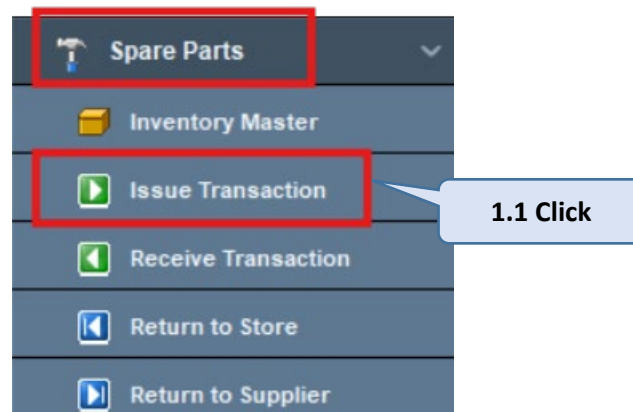


Figure 1.1

- 1.2 For the Source, tick on the **miscellaneous**.

- 1.3 Choose either one to be issue:

<u>Field</u>	<u>Value</u>	<u>Have Master File?</u>
Work Order No	: <Work Order No>	YES
Asset No	: <Asset No>	YES

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

1.4 Fill in the mandatory field coloured in red:

Field	Value	Have Master File?
Cost Center	: ACECAM	YES
Account	: ACCOUNT	YES
Employee Id	: <Employee ID>	YES
Stock No	: <Stock No>	YES
Stock Location	: WH-1-NA	YES
Issue Quantity	: 1	NO

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

1.2 Tick

1.3 Choose

1.4 Insert

1.4 Insert

No.	Stock No	Stock Location	UOM	Part No	Description	Wko Ls2 Varchar1	Issue Quantity	Total OH	Total Available	Cost Center
1	STOCK01	WH-1-NA	PIECES		SCREW		1.0000	10.0000	10.0000	ESSB

Figure 1.2

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

1.5 Click

No.	Stock No	Stock Location	UOM	Part No	Description	Wko Ls2 Varchar1	Issue Quantity	Total OH	Total Available	Cost Center
1	STOCK01	WH-1-NA	PIECES		SCREW		1.0000	10.0000	10.0000	ESSB

Figure 1.3

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

1.6 Click

Figure 1.4

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

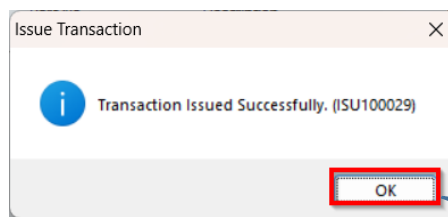


Figure 1.5

1.8 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		Document No	ISU100029
WO No	CWO100001	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 1.6

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

1.9.1 Please proceed to SOP document for:

i. To issue all line of transaction: IS04 – Issue All Misc