EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System

(CMMS)

USER MANUAL

(Issue All Misc)

TABLE OF CONTENT

DOCUMENT CONTROL

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1.0	20/06/2024	Najmi	First Version of User Manual – Issue All 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 All Transaction (Miscellaneous)

What it's for

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

Issue all 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:

Field	Value	Have Master File?
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).

Figure 1.2

1.5   To add another line to issue more material, click on **New** button.

1.6   Fill in the mandatory stock line:

Field	Value	Have Master File?
Stock No	: <Stock No>	YES
Stock Location	: WH-1-NA	YES
Issue Quantity	: 1	NO

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

Figure 1.3

1.7   Click the **Issue all** button to issue all line of transaction.

Figure 1.4

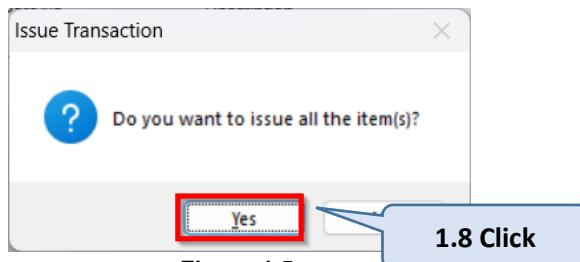1.8   A prompt message will popup if you want to issue all the item(s). Click **Yes** to continue.

Figure 1.5

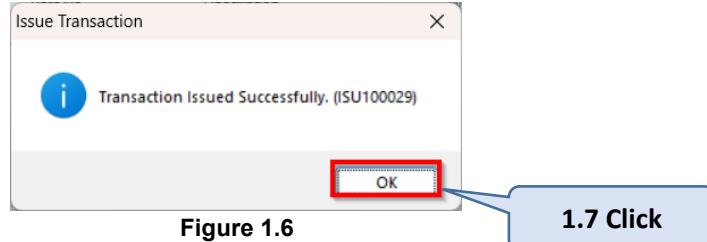1.9   The transaction no would be generated and click on **OK** to continue.

Figure 1.6

1.10   The Material Issue Notes will be generated.

Figure 1.7