



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Issue All Misc)

TABLE OF CONTENT

Scenario..... 4

1. Issue All Transaction (Miscellaneous) 4

DOCUMENT CONTROL

Document No : CMMS/IS/ISSUE/IS04
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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**.

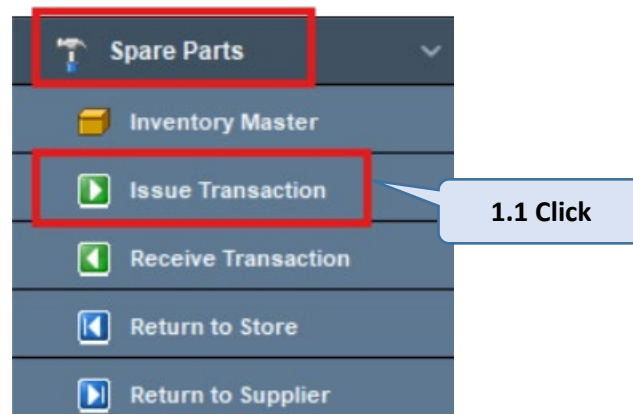


Figure 1.1

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

- 1.3 Choose either one to be issue:

<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 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).

1.5 Click

1.6 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
2	STK100001	WH-1-NA	EACH		Stock Description		1.0000	19.0000	19.0000	ESSB

Figure 1.3

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

The screenshot shows the 'Issue Transaction' form. At the top, there are buttons: 'New', 'Delete', 'Issue', and 'Issue All'. The 'Issue All' button is highlighted with a red box and a callout bubble labeled '1.7 Click'. Below the buttons, there are input fields for 'Source' (Material Request, Miscellaneous), 'Work Order No' (CWO100001), 'Asset No' (001100001), 'Asset Description' (Machine Grinding), 'Issue Date', 'Cost Center' (ESSB), 'Account' (ACCOUNT), 'Employee ID' (ADMIN), and 'Issue To Name' (ADMIN). There is also a 'Print Transaction Document' checkbox. At the bottom, there is a table with columns: No., Stock No, Stock Location, UOM, Part No, Description, Wko Ls2 Varchar1, Issue Quantity, Total OH, Total Available, and Cost Center. The table contains two rows of data.

No.	Stock No	Stock Location	UOM	Part No	Description	Wko Ls2 Varchar1	Issue Quantity	Total OH	Total Available	Cost Center
1	STK100001	WH-1-NA	EACH		Stock Description		1.0000	19.0000	19.0000	ESSB
2	STOCK02	WH-1-NA	EACH		LAMP		1.0000	9.0000	9.0000	ESSB

Figure 1.4

1.8 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 '1.8 Click'.

Figure 1.5

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

The screenshot shows a dialog box titled 'Issue Transaction'. It contains an information icon and the text 'Transaction Issued Successfully. (ISU100029)'. At the bottom, there is an 'OK' button highlighted with a red box and a callout bubble labeled '1.7 Click'.

Figure 1.6

1.10 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 the company logo, name, and date. Below the header, there is a table with columns: MR No, WO No, Document No, Usage Date, Charge Cost Center, and Charge Account. The table contains one row of data. Below this, there 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 No	WO No	Document No	Usage Date	Charge Cost Center	Charge Account
	CWO100001	ISU100031	24/06/2024 10:42:01	ESSB	ACCOUNT

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 1.7