



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Receive All Misc)

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DOCUMENT CONTROL

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Document Name : Receive All Misc
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Revision No	Revision Date	By	Description of Changes
1.0	20/06/2024	Najmi	First Version of User Manual – Receive All Misc

Scenario

The technician issued a material request to the storekeeper for an urgent work order that needs to be resolved quickly. The storekeeper then decided to purchase the item from a regular shop without generating any PO. In this syllabus, we will guide on how to receive the transaction in CMMS Web Core.

1. Receive All Transaction

What it's for

To receive the material and keep track of inventory quantity.

Receive all of miscellaneous transaction

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

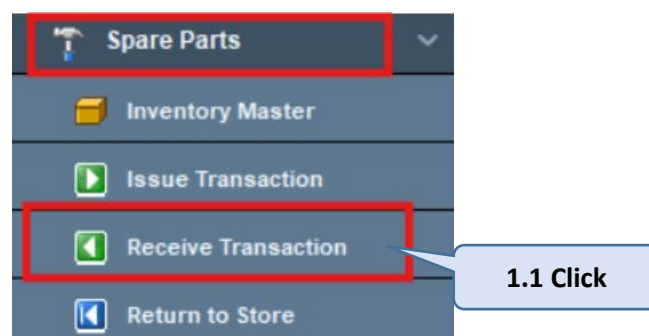


Figure 1.1

- 1.2 For the Source, choose on the **miscellaneous**.
- 1.3 Fill in the mandatory field coloured in red:

Field	Value	Have Master File?
Employee Id	: <Employee ID>	YES
Stock No	: <Stock No>	YES
Stock Location	: WH-1-NA	YES
Reference Number	: <Receipt No>	NO
Receive Qty	: 10	NO

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

The screenshot shows the 'New' transaction form. At the top, there are buttons: 'New' (orange), 'Delete' (grey), 'Receive' (green), and 'Receive All' (green). Below these are input fields: 'Source' (Miscellaneous), 'Receive Date' (24/06/2024), 'Employee ID' (ADMIN), and a 'Remark' text area. A table at the bottom contains one line item. A callout box labeled '1.2 Choose' points to the 'Source' field. Another callout box labeled '1.3 Insert' points to the 'Receive Qty' column of the table.

No.	Stock No	Description	Stock Location	Receive UOM	Supplier Code	Reference Number	Item Cost	Receive Qty	OH Quantity	Part No
1	ANY01	ANY INVENTORY 1	WH-1-NA	EACH		123456789	.0000	10.0000	.0000	

Figure 1.2

1.4 To add another line to receive more material, click on **New** button.

1.5 Fill in the mandatory stock line:

Field	Value	Have Master File?
Stock No	: <Stock No>	YES
Stock Location	: WH-1-NA	YES
Reference Number	: <Receipt No>	NO
Receive Qty	: 10	NO

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

The screenshot shows the 'New' transaction form with two line items. A callout box labeled '1.4 Click' points to the 'New' button. Another callout box labeled '1.5 Insert' points to the second line item in the table.

No.	Stock No	Description	Stock Location	Receive UOM	Supplier Code	Reference Number	Item Cost	Receive Qty	OH Quantity	Part No
1	ANY01	ANY INVENTORY 1	WH-1-NA	EACH		123456789	.0000	10.0000	.0000	
2	ANY02	ANY INVENTORY 2	WH-1-NA	EACH		987654321	.0000	10.0000	.0000	

Figure 1.3

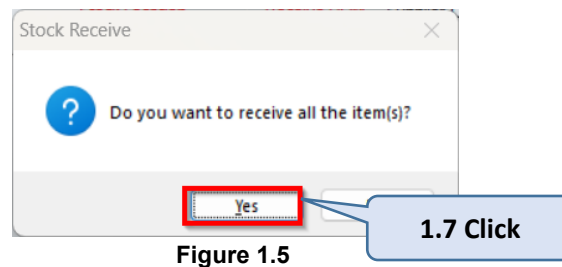
1.6 Click the **Receive all** button to receive all line of transaction.

The screenshot shows the 'New' transaction form with the 'Receive All' button highlighted. A callout box labeled '1.6 Click' points to the 'Receive All' button. The table now shows two line items with different reference numbers.

No.	Stock No	Description	Stock Location	Receive UOM	Supplier Code	Reference Number	Item Cost	Receive Qty	OH Quantity	Part No
1	ANY01	ANY INVENTORY 1	WH-1-NA	EACH		123	.0000	10.0000	20.0000	
2	ANY02	ANY INVENTORY 2	WH-1-NA	EACH		321	.0000	10.0000	20.0000	

Figure 1.4

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



- 1.8 The transaction now has been received and click on **OK** to continue.

