



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Delay Transaction)

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1. Delay Transaction 4

DOCUMENT CONTROL

Document No : CMMS/UT/UNRESERVE/UT03
Document Name : Delay Transaction
Prepared By : Muhamad Najmi bin Badrila
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DOCUMENT REVISION HISTORY

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

Scenario

The maintenance department decides to delay the stock of non-essential spare parts until the next quarter due to budget constraints or for any stock take to be happen. In this syllabus, we will guide on how to delay transaction in CMMS Web Core.

1. Delay Transaction

What it's for

To postponing the procurement or replenishment of inventory items.

Delay Inventory

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

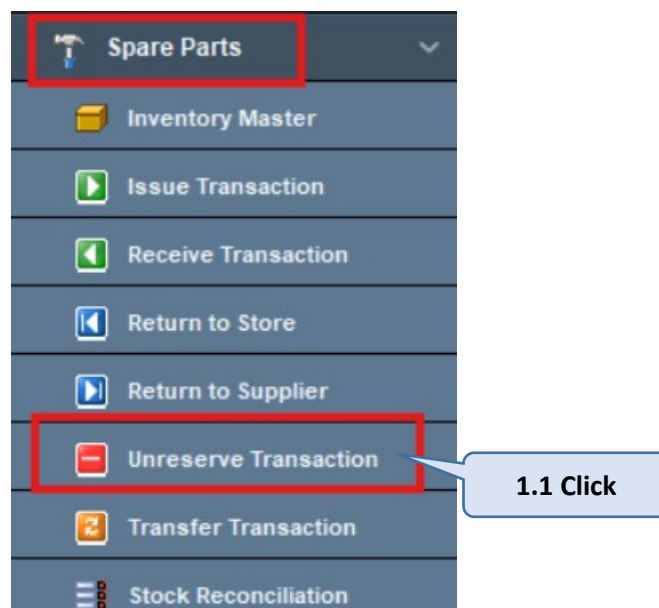


Figure 1.1

- 1.2 Search the Stock No that want to be delay.
- 1.3 Choose the MR line to delay inventory before issuing the transaction.
- 1.4 Click the **Delay** button to delay the selected MR.

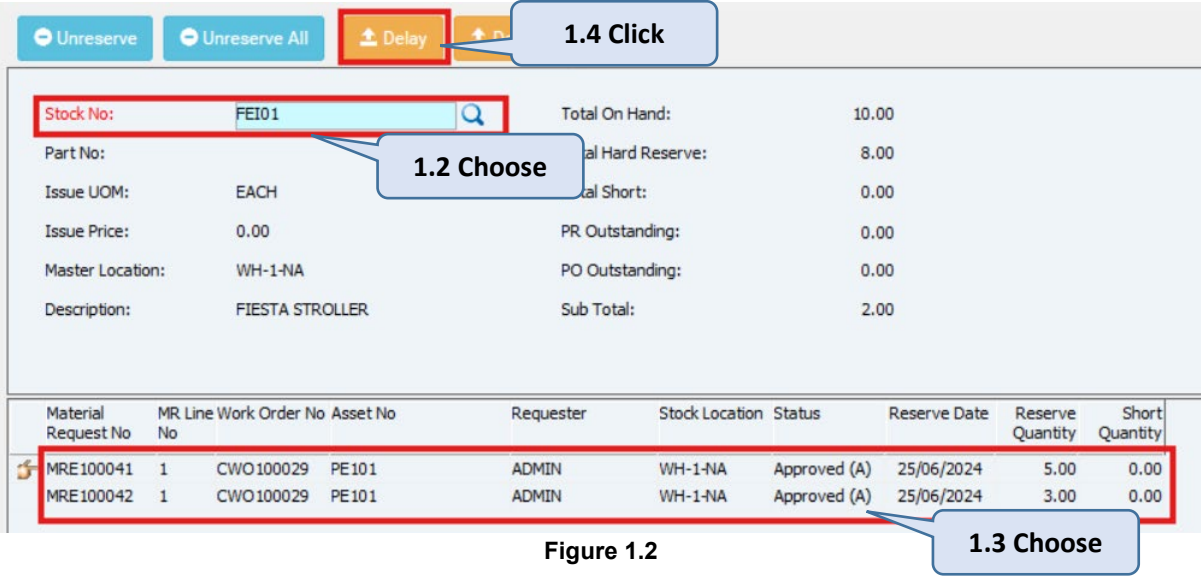


Figure 1.2

1.5 A prompt message indicates if you want to delay the reservation for the line no (1). Click **OK** to continue.

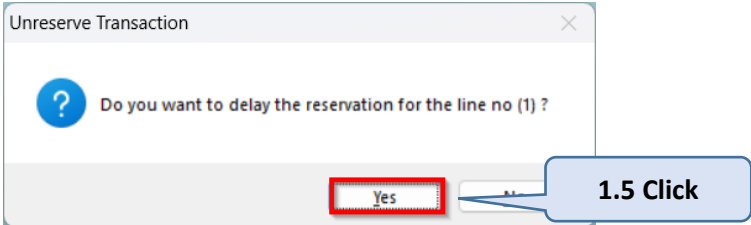


Figure 1.3

1.6 The reservation delay has been successful. Click **OK** to continue.

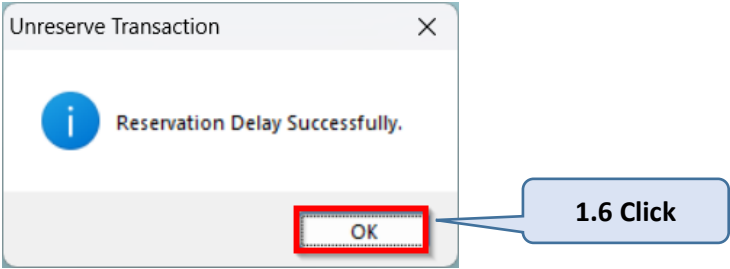


Figure 1.4

- 1.7 The result can be seen whereby the Reserve Quantity has become 0 and it will reflect at the Short Quantity which are 5.

Unreserve
Unreserve All
Delay
Delay All

Stock No: FEI01 Q

Part No:

Issue UOM: EACH

Issue Price: 0.00

Master Location: WH-1-NA

Description: FIESTA STROLLER

Total On Hand: 10.00

Total Hard Reserve: 3.00

Total Short: 5.00

PR Outstanding: 0.00

PO Outstanding: 0.00

Sub Total: 2.00

Material Request No	MR Line No	Work Order No	Asset No	Requester	Stock Location	Status	Reserve Date	Reserve Quantity	Short Quantity
MRE100041	1	CWO100029	PE101	ADMIN	WH-1-NA	Approved (A)	25/06/2024	0.00	5.00
MRE100042	1	CWO100029	PE101	ADMIN	WH-1-NA	Approved (A)	25/06/2024	3.00	0.00

Figure 1.5

- 1.8 To proceed with the delay step:
- 1.8.1 Please proceed to SOP document for:
- i. To delay all line of transaction: UT04 – Delay All Transaction