



**EVANTAGE SOLUTIONS SDN BHD**

# **Computerized Maintenance Management System (CMMS)**

## ***USER MANUAL*** ***(Transfer Transaction)***

TABLE OF CONTENT

Scenario..... 4

1. Add New Location..... 4

2. Transfer Transaction..... 6

# DOCUMENT CONTROL

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| 1.0            | 20/06/2024       | Najmi | First Version of User Manual – Transfer Transaction |

## Scenario

A corporation has multiple storage location and plant. Example, Plant A need stock A from the Plant B. In this syllabus, we will guide on how to transfer transaction in CMMS Web Core.

## 1. Add New Location

### What it's for

The process of relocating inventory, assets, or responsibilities within an organization, ensuring accurate tracking and documentation of the movement.

### Add second location for stock

- 1.1 On the left of the system, click on **Spare Parts > Inventory Master**.



Figure 1.1

- 1.2 Click on the **Define** button to search for the stock.
- 1.3 Fill in the define criteria:

|                   |              |
|-------------------|--------------|
| <b>Field Name</b> | : Stock No   |
| <b>Operator</b>   | : like       |
| <b>Value</b>      | : <Stock No> |

- 1.4 Click the **Retrieve** button to retrieve the result.

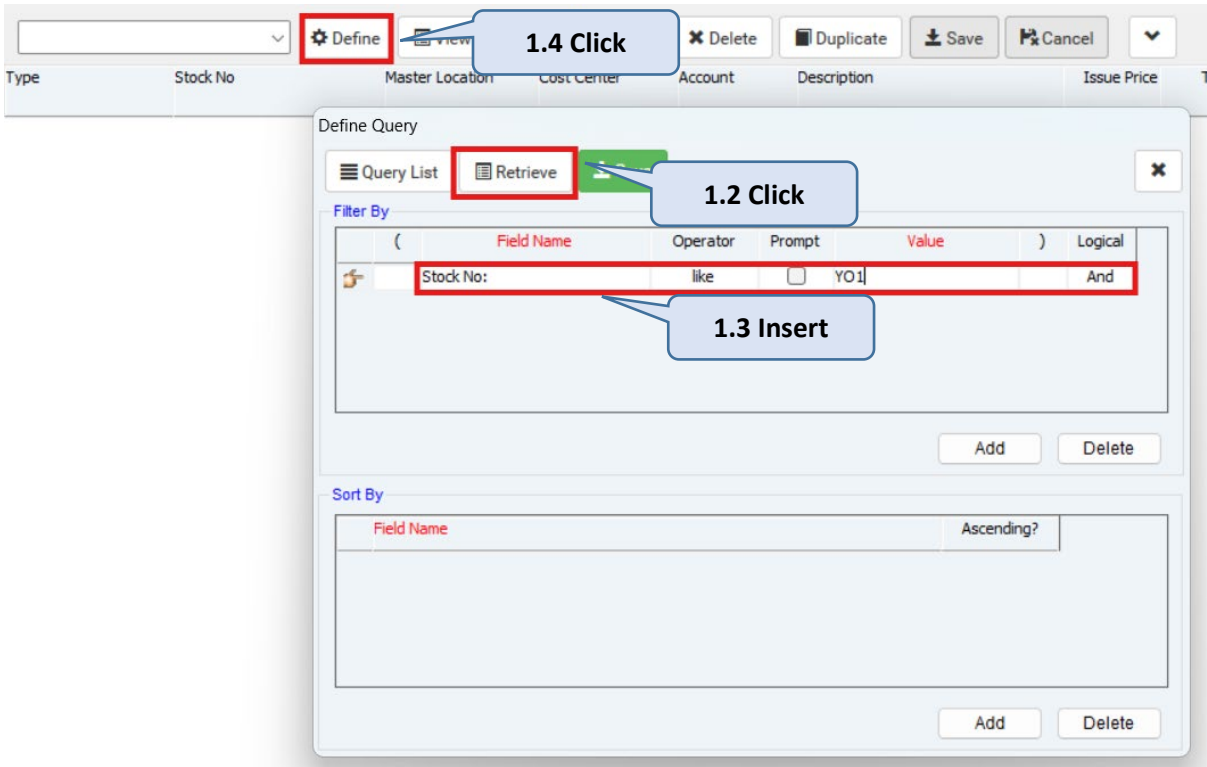


Figure 1.2

1.5 Click the **Edit** button to edit the stock information.

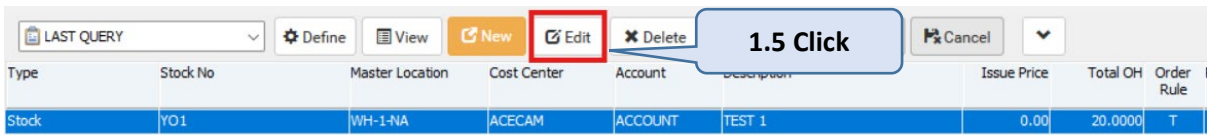


Figure 1.3

1.6 Click the **Location** subtab to open the location line.

1.7 Click the **Add** button to add another storage location.

1.8 Fill in the mandatory field:

| Field           | Value     | Have Master File? |
|-----------------|-----------|-------------------|
| Master Location | : WO-2-WO | YES               |

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

1.9 If the new location is the main storage location, tick the “Primary Location” to change.

1.10 Click the **Save** button to save the information.

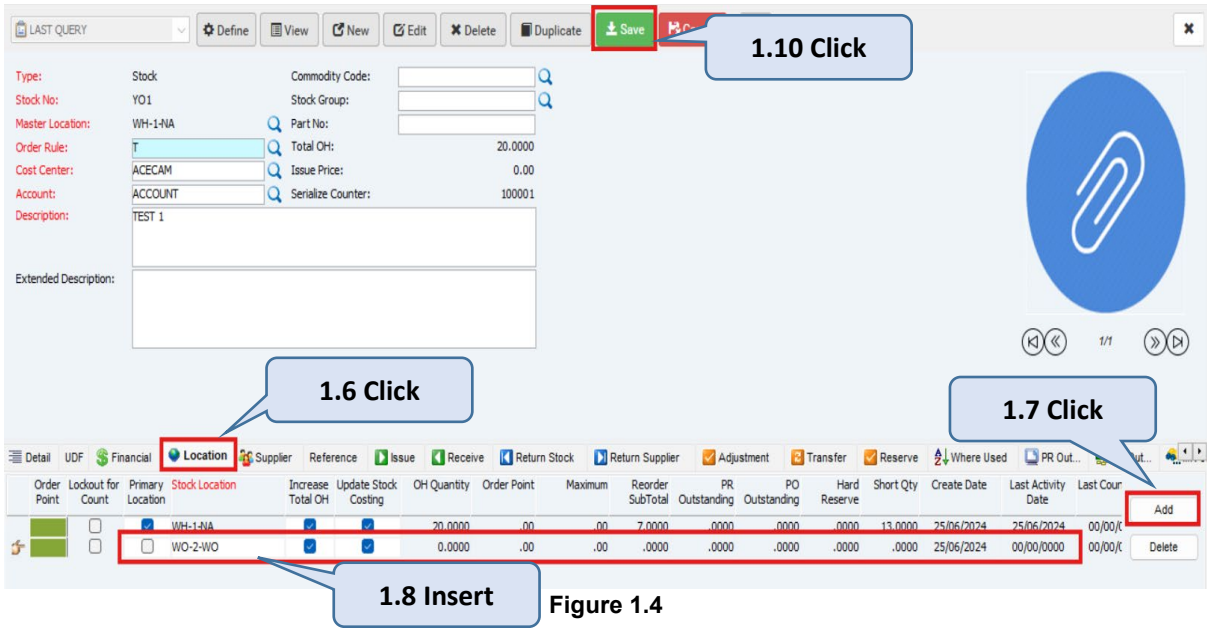


Figure 1.4

## 2. Transfer Transaction

### Transfer stock

2.1 On the left of the system, click on **Spare Parts > Transfer Transaction**.

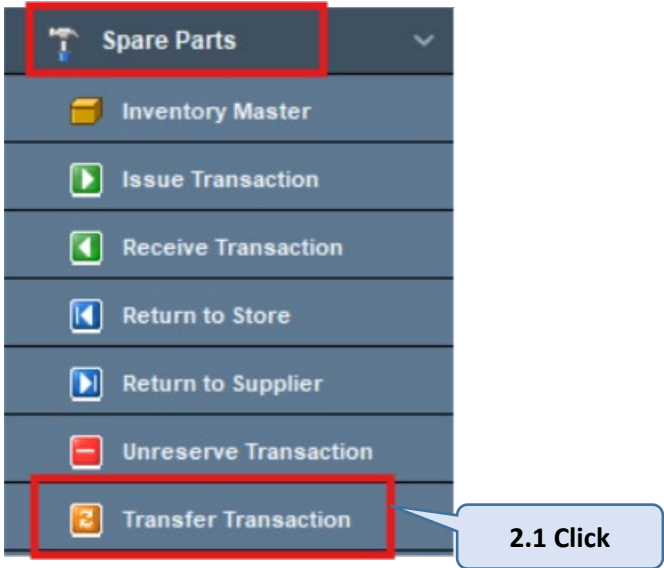


Figure 2.1

2.2 Fill in the mandatory field:

| Field             | Value          | Have Master File? |
|-------------------|----------------|-------------------|
| Stock No          | : <Stock No>   | YES               |
| Transfer Quantity | : 10           | NO                |
| Remark            | : <Any Remark> | NO                |

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

- 2.3 On the left-hand side, it will show the stock location that has been added previously with the total on hand in the location.
- 2.4 On the right-hand side is the new location that want to be transfer. Lets make an example whereby to transfer the stock location from WH-1-NA to new stock location at WO-2-WO.
- 2.5 Click on **Transfer** button to transfer the stock.

| Stock Location | OH Quantity |
|----------------|-------------|
| WH-1-NA        | 20.0000     |
| WO-2-WO        | .0000       |

Figure 2.2

- 2.6 A prompt message stated that the transfer transaction has successful. Click **OK** to continue.

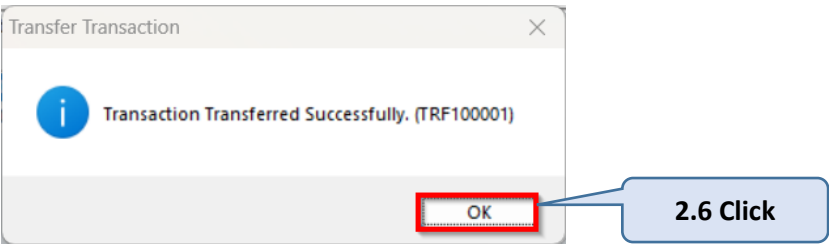


Figure 2.3

- 2.7 To check the current total OH, at the stock information in can be seen that the new stock location has receive the item.

| Order Point | Lockout for Count | Primary Location                    | Stock Location | Increase Total OH                   | Update Stock Costing                | OH Quantity | Order Point | Maximum | Reorder SubTotal | PR Outstanding | PO Outstanding | Hard Reserve | Short Qty | Create Date | Last Activity Date | Last Cour |
|-------------|-------------------|-------------------------------------|----------------|-------------------------------------|-------------------------------------|-------------|-------------|---------|------------------|----------------|----------------|--------------|-----------|-------------|--------------------|-----------|
|             |                   | <input checked="" type="checkbox"/> | WH-1-NA        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 10.0000     | .00         | .00     | -3.0000          | .0000          | .0000          | .0000        | 13.0000   | 25/06/2024  | 25/06/2024         | 00/00/00  |
|             |                   | <input type="checkbox"/>            | WO-2-WO        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 10.0000     | .00         | .00     | 10.0000          | .0000          | .0000          | .0000        | .0000     | 25/06/2024  | 25/06/2024         | 00/00/00  |

Figure 2.4

2.8 The history of transfer can be seen by click on the **Transfer** subtab.

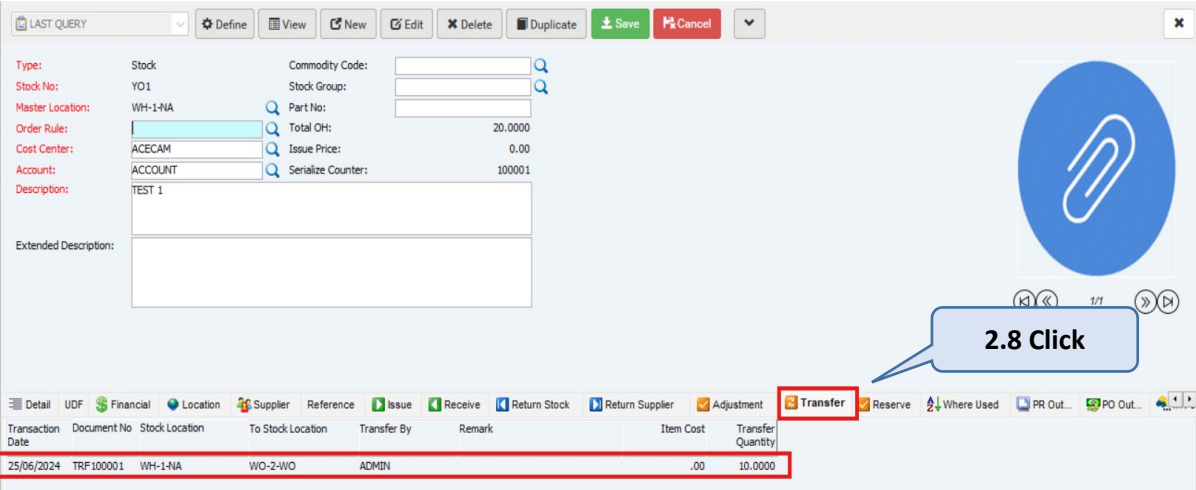


Figure 2.5