



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL ***(Stock Take)***

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DOCUMENT CONTROL

Document No : CMMS/STR/RECONCILATION/STR01
Document Name : Stock Take
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Creation Date : 20/06/2024
Revision : 1.0

DOCUMENT REVISION HISTORY

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

Scenario

Storekeeper want to count the balance for all the stock in the warehouse and match it with the quantity in the system. In this syllabus, we will guide on how to do stock take in CMMS Web Core.

1. Create New Stock Reconciliation

What it's for

Stock Reconciliation refers to the process of comparing and matching the actual physical inventory of goods (stock) with the recorded inventory levels in a company's accounting or inventory management system. The goal is to identify any discrepancies, such as missing or excess stock, and correct errors in the records.

Create new book for Stock Reconciliation

1.1 On the left of the system, click on **Spare Parts > Stock Reconciliation**.

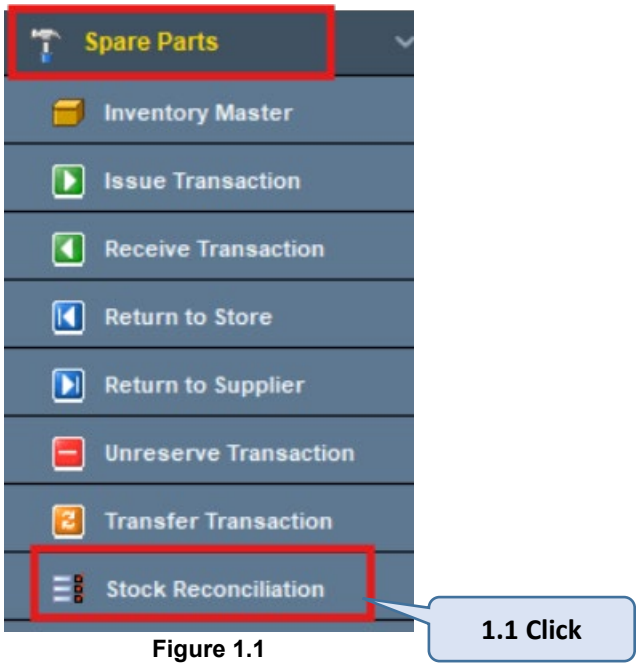


Figure 1.1

1.2 Click the **New** button to create new book.

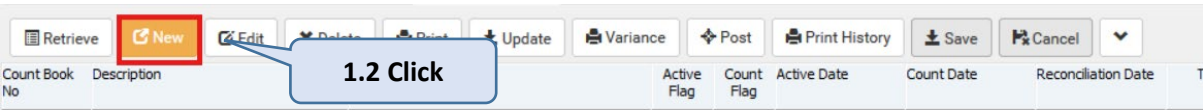


Figure 1.2

1.3 Fill in the mandatory field:

Field	Value	Have Master File?
Count Book No	: BOOK 1	NO
Description	: STOCK LOCATION WH-1-NA	NO

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

1.4 Click the **Define Query** button to set the preset for this stock book.

1.5 Fill in the define field:

Field	Value
Master Location	: WH-1-NA

1.6 Click on Define button to choose the current preset.

1.7 Click the **Save** button to create the stock book count.

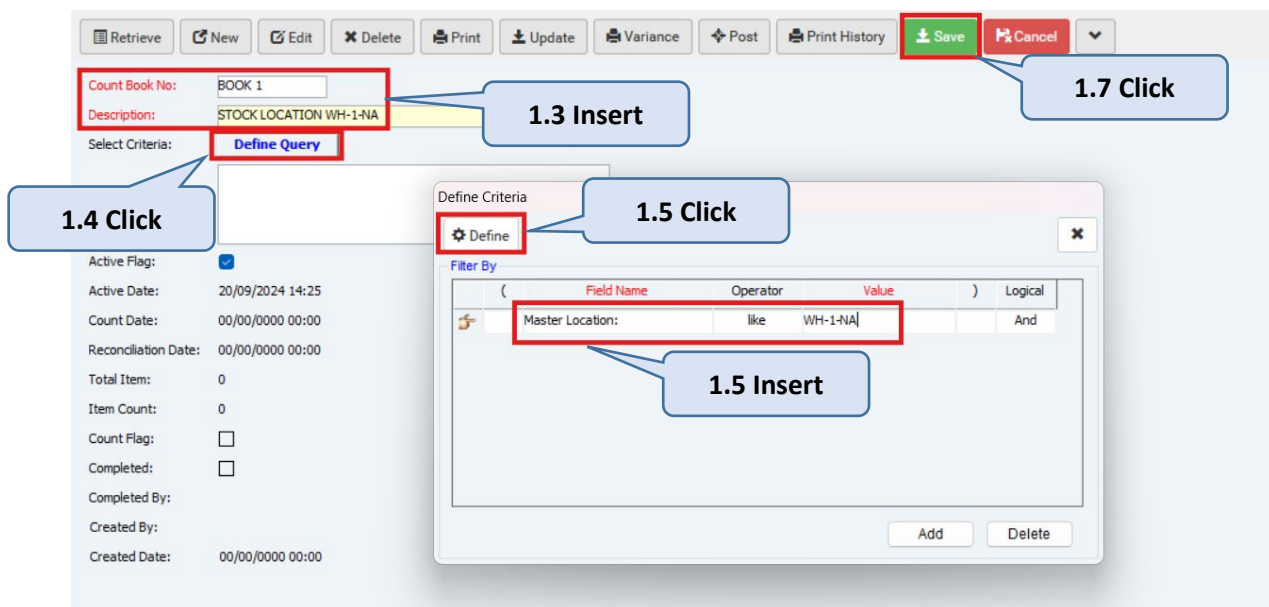


Figure 1.3