



EVANTAGE SOLUTIONS SDN BHD

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

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

## TABLE OF CONTENT

|                                  |          |
|----------------------------------|----------|
| <b>Scenario.....</b>             | <b>4</b> |
| <b>1. Update Stock Take.....</b> | <b>4</b> |

# DOCUMENT CONTROL

**Document No** : CMMS/STR/RECONCILIATION/STR01  
**Document Name** : Update 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 – Update 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. Update Stock Take

#### What it's for

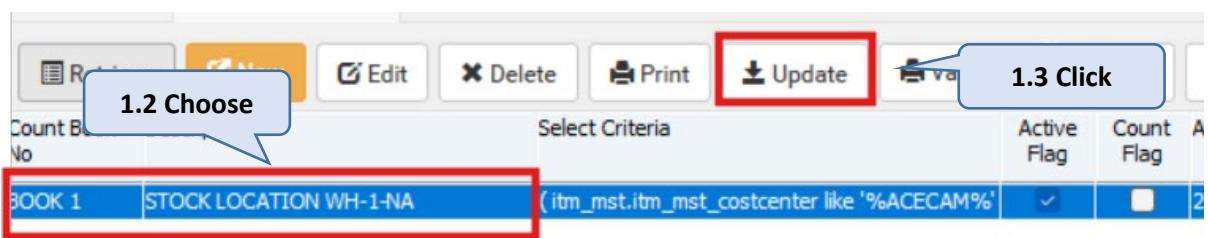
Process of reviewing, counting, and adjusting inventory records to reflect actual stock levels in a business.

#### Update the stock take list

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



- 1.2 Choose the count book that want to update.
- 1.3 Click the **Update** button to update the count book.



- 1.4 Choose the stock no and insert the item count. You may add remark if there is any.
- 1.5 If the remaining stock has the same item count as the On Hand quantity, click on **Default Qty** button and it will auto fill the item count same as the on hand quantity.
- 1.6 Click **Save** button after insert the item count.

Update Count Book ( BOOK 1 )

| Stock Location | Stock No  | On Hand Qty | Item Count | Status | Remark |
|----------------|-----------|-------------|------------|--------|--------|
| NA             | ACE01     | 1.0000      | .00        |        |        |
| WH-1-NA        | ACE02     | 3.0000      | .00        |        |        |
| WH-1-NA        | BYD01     | 1.0000      | .00        |        |        |
| WH-1-NA        | EV01      | 1.0000      | .00        |        |        |
| WH-1-NA        | EVA01     | 3.0000      | .00        |        |        |
| WH-1-NA        | NAJ01     | .0000       | .00        |        |        |
| WH-1-NA        | PMP-1     | 8.0000      | .00        |        |        |
| WH-1-NA        | Q001      | 3.0000      | .00        |        |        |
| WH-1-NA        | STK100002 | 10.0000     | .00        |        |        |
| WH-1-NA        | T01       | 5.0000      | .00        |        |        |
| WH-1-NA        | TEP-1     | 2.0000      | .00        |        |        |
| WH-1-NA        | TEST01    | 3.0000      | .00        |        |        |
| WH-1-NA        | TEST1     | 5.0000      | .00        |        |        |
| WH-1-NA        | TEST2     | .0000       | .00        |        |        |
| WH-1-NA        | TRY01     | 10.0000     | .00        |        |        |
| Total:         |           | 1 of 19     |            |        |        |

Figure 1.3

- 1.7 To continue with the stock take process:
  - 1.7.1 Follow the step: Variance Stock Take.