EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System
(CMMS)

USER MANUAL
(Post Stock Take)

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DOCUMENT CONTROL

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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 – Post 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. Post Stock Count Book

What it's for

Inventory count to update and finalize inventory records based on the stock take value and ensure the business has accurate stock data. All transaction such as material request, issue material, receive material and more can be resumed.

Update the new stock count.

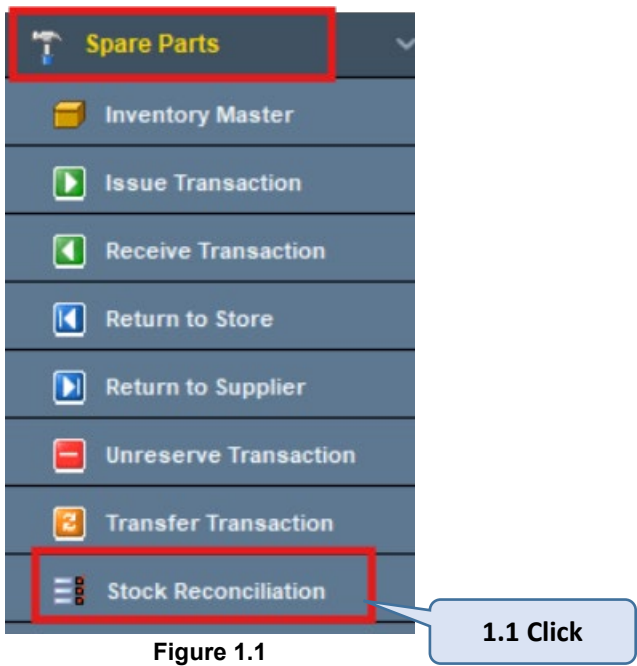1.1   On the left of the system, click on **Spare Parts > Stock Reconciliation**.

Figure 1.1

1.2   Choose the count book that want to post.

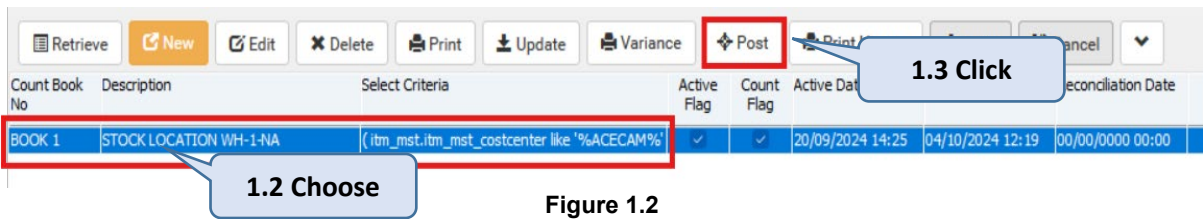1.3   Click the **Post** button to post the chosen count book.

Figure 1.2

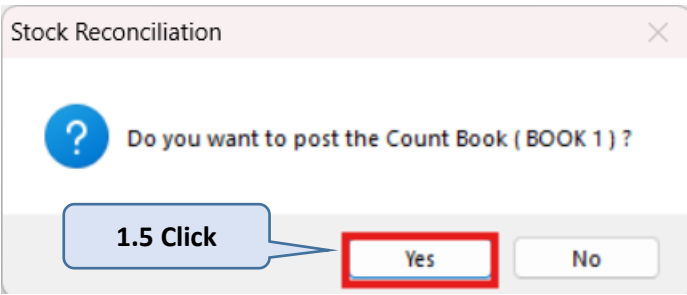1.4   Click on **Yes** to continue post the count book.

Figure 1.3

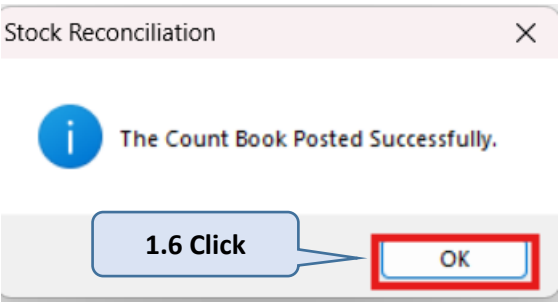1.5   The count book has been posted successfully and click on **OK** to continue.

Figure 1.4

1.6   The count book active flag and count flag has been unticked. All transaction now may be resumed as usual.

Figure 1.5