



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Generate PR)

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1. Defining Shortage Review Error! Bookmark not defined.

DOCUMENT CONTROL

Document No : CMMS/SHR/SHORTAGE/SHR01
Document Name : Generate PR
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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 – Generate PR

Scenario

A scenario where storekeeper generate a PR to purchase the inventory that already having a shortage issue and will be seen by the procurement team. In this syllabus, we will guide on how to generate PR in CMMS Web Core.

1. Generate PR

What it's for

To ensure that all the inventory in the store are ready and available whenever the technician request for a material to be use in a work order.

Raised PR for shortage inventory

- 1.1 On the left of the system, click on **Spare Parts > Shortage Review**.

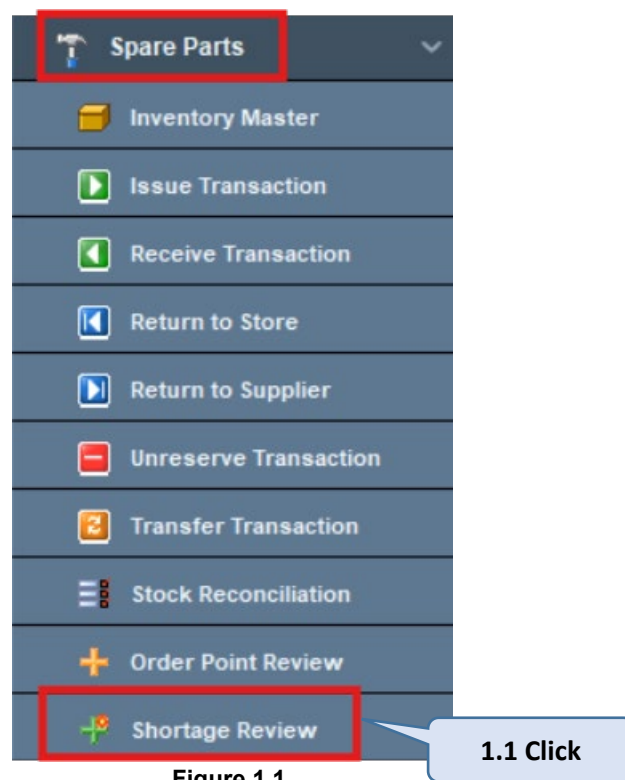


Figure 1.1

- 1.2 Shortage Review table view will pop up and click on **Define** button.

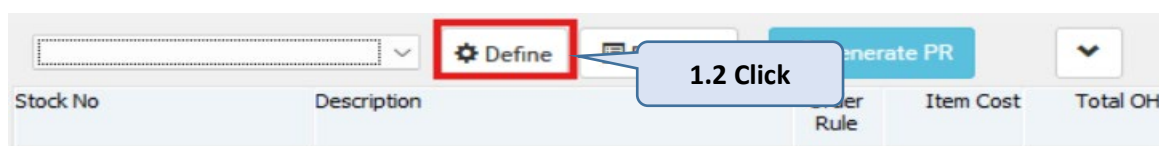


Figure 1.2

- 1.3 Click on **Retrieve** button to retrieve all the shortage inventory.



Figure 1.3

- 1.4 Choose the stock that want to generate the PR.

- 1.5 Click on **Generate PR** button to generate PR for the following stock.

LAST QUERY

▼

⚙️ Define

📄 Retrieve

🔗 Generate PR

✕

1.5 Click

Stock No	Description	Order Rule	Item Cost	Total	Short Qty	Total Hard Reserve	Total Short	PR Outstanding	PO Outstanding	Receive UOM	Issue UOM	Conversion Factor	Record	
ANY01	ANY INVENTORY 1	T	0.0000	20.0000	15.0000	30.0000	3.0000	20.0000	33.0000	0.0000	30.0000	EACH	EACH	1.0000
Y01	TEST 1	T	0.0000	20.0000	25.0000	50.0000	13.0000	0.0000	13.0000	0.0000	EACH	EACH	1.0000	
TRY01	TEST	T	1,000.0000	10.0000	10.0000	20.0000	10.0000	10.0000	10.0000	0.0000	0.0000	EACH	EACH	1.0000
EVA01	EVA 01 STOCK TESTING	T	10,000.0000	3.0000	0.0000	0.0000	1.0000	3.0000	1.0000	0.0000	0.0000	EACH	EACH	1.0000

1.4 Choose

Figure 1.4

Figure 1.4

- 1.6 A prompt message will popup indicate if you want to generate the PR for shortage stock. Click **Yes** to continue.

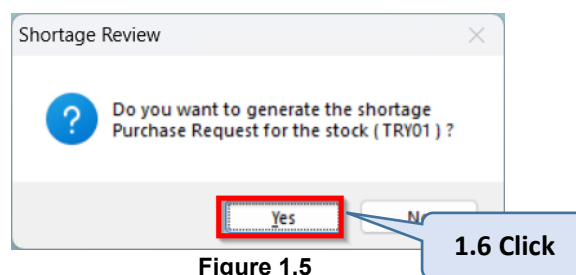


Figure 1.5

1.7 Fill in the mandatory field:

Field	Value	Have Master File?
PR Order Qty	: AUTO CALCULATE	NO
Supplier	: <Supplier>	YES

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

1.8 Click on **Generate** button to continue generate shortage PR.

Generate Shortage PR

Generate

1.8 Click

1.7 Choose

Type: Total On Hand: 10.0000
 Stock No: TRY01 Total Hard Reserve: 10.0000
 Order Location: WH-1-NA Total Short: 10.0000
 Receive UOM: EACH PR Outstanding: 0.0000
 Issue UOM: EACH PO Outstanding: 0.0000
 Conversion Factor: 1.0000 Order Point: 10.0000
 Recommended Supplier: Maximum: 20.0000
 Multiplier Quantity: 0 Recommended Order Qty: 10.0000
 Description: TEST Minimum Order Qty: 0.0000

PR Order Qty: 10.0000
 Supplier: SUPPLIER

Figure 1.6

1.9 The PR no would be generated and click **OK** button to continue.

Generate Shortage PR

The Order Point PR (PR100003) was created successfully.

OK

1.9 Click

Figure 1.7

1.10 The stock now will be disappeared from the shortage review since a PR has been generate.

Stock No	Description	Order Rule	Item Cost	Total OH	Order Point	Maximum	Short Qty	Total Hard Reserve	Total Short	PR Outstanding	PO Outstanding	Receive UOM	Issue UOM	Conversion Factor	Recom
ANY01	ANY INVENTORY 1	T	0.0000	20.0000	15.0000	30.0000	3.0000	20.0000	33.0000	0.0000	30.0000	EACH	EACH	1.0000	
YO1	TEST 1	T	0.0000	20.0000	25.0000	50.0000	13.0000	0.0000	13.0000	0.0000	0.0000	EACH	EACH	1.0000	
EVA01	EVA 01 STOCK TESTING	T	10,000.0000	3.0000	0.0000	0.0000	1.0000	3.0000	1.0000	0.0000	0.0000	EACH	EACH	1.0000	

Figure 1.8

- 1.11 To check either the PR has been issued or not:
 - 1.11.1 Go to inventory master and search for the stock no
 - 1.11.2 Click on PR Out
 - 1.11.3 The result will be shown.

CMMS

Assets

Check List

Maintenance

Spare Parts

Inventory Master

Issue Transaction

Receive Transaction

Return to Store

Return to Supplier

Unreserve Transaction

Transfer Transaction

Stock Reconciliation

Order Point Review

Shortage Review

DashboardInventory MasterShortage Review

LAST QUERY

DefineViewNewEditDeleteDuplicateSaveCancel

Type: Stock

Commodity Code:

Stock No: TRY01

Stock Group:

Master Location: WH-1-A

Part No:

Order Rules:

Total OH: 10.0000

Cost Center: ACECAM

Issue Price: 1,000.00

Account: ACCOUNT

Serialize Counter: 100001

Description: TEST

Extended Description:

24/26

DetailUDFFinancialLocationSupplierReferenceIssueReceiveReturn StockReturn SupplierAdjustmentTransferReserveWhere UsedPR OutPO Out

PR No	PR Line	Requested By	Request Date	Required Date	Supplier	Order UOM	Order Point	Approval Status	Approval Process	Order Qty
PR100003	1	ADMIN	01/07/2024	01/07/2024	SUPPLIER	EACH		Awaiting (V)	0 / 0	10.0000

1.11.2 Click

1.11.3 Result

Figure 1.9