EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Register Serialize with Asset)

TABLE OF CONTENT

1. **New Stock Registration.** 4
2. **Create Purchase Order.** 6
3. **Stock Receive.** 8
4. **Create New Work Order.** 11
5. **Approve the Material Request.** 14
6. **Issue the following Serialize Stock.** 16
7. **Check Asset linked with the Stock.** 19
8. **Return to Store.** 22
9. **Check Asset Unlinked from the Stock.** 24
10. **Create PR to Issue for Repair.** 26
11. **Approve the MR to be issued to the supplier.** 28
12. **Issue Transaction to the Supplier.** 30
13. **Stock Receive from the supplier** 32
14. **Repair Cost of the Stock** 35

DOCUMENT CONTROL

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Revision No	Revision Date	By	Description of Changes
1.0	19/06/2023	Najmi	First Version of User Manual – ACECAM Register Serialize with Asset SOP

1. New Stock Registration.

Register New Serialize with Asset stock

Notes: Before register a new serialize with asset stock type, make sure that the asset has been register to be the parent asset.

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

Figure 1.1

1.2 Click **New** button and new stock information viewer will be open.

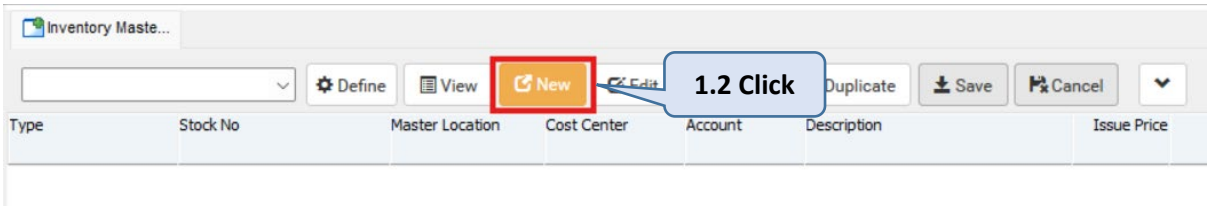

Figure 1.2

1.3 Fill in the mandatory field coloured in red:

Field	Value	Have Master File?
Type	: Serialize with Asset	YES
Stock No	: <Based on Asset Group Code>	NO
Master Location	: WH-1-NA	YES
Order Rule	: T	YES
Cost Center	: ACECAM	YES
Account	: ACCOUNT	YES
Description	: ACE STOCK 01	NO
Issue UOM	: EACH	YES
Receive UOM	: EACH	YES

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

1.4 Click on **Save** button to confirm the creation of the stock.

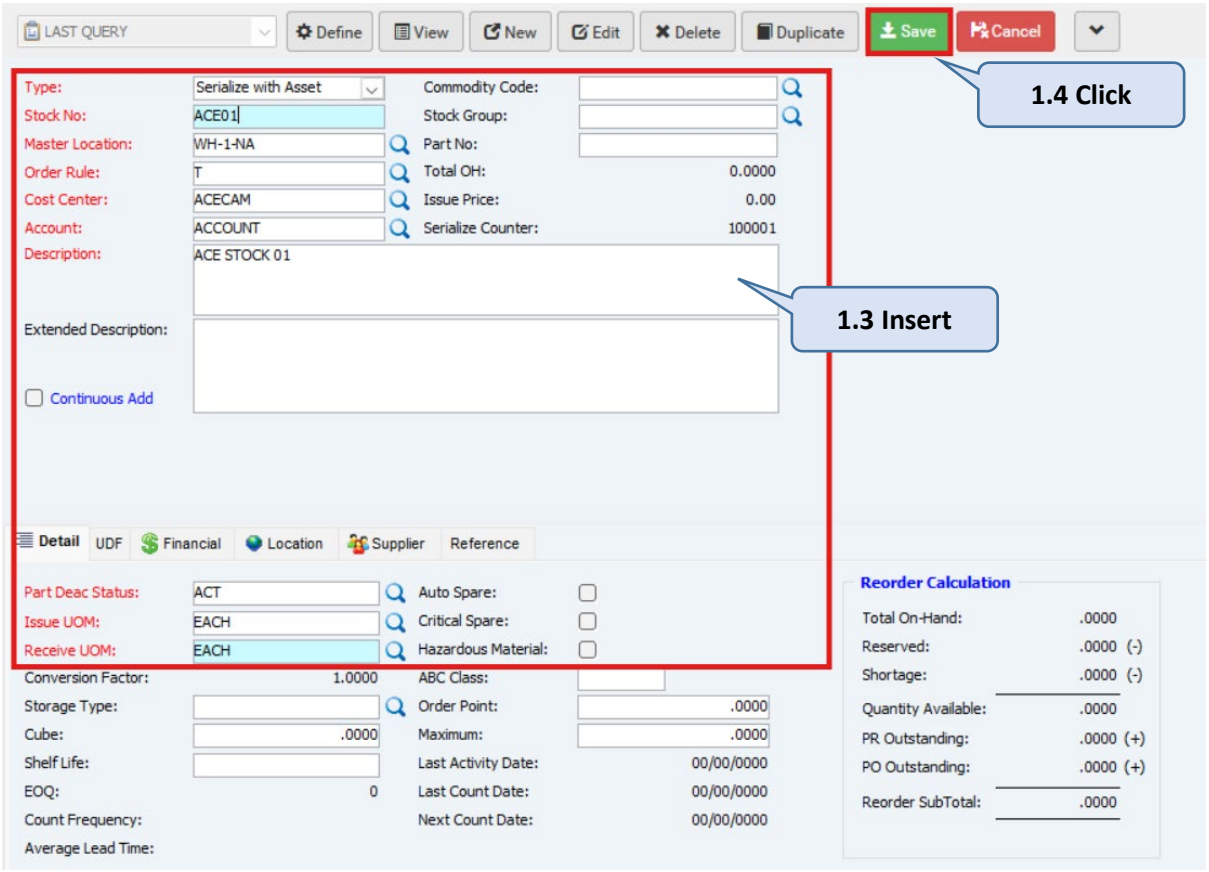

Figure 1.3

1.5 The registration of new stock is done successfully.

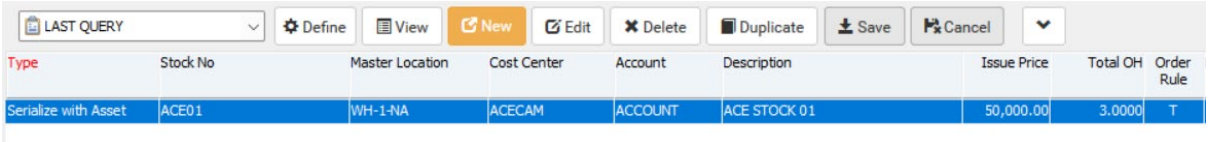

Figure 1.4

1.6 To continue adding new Serialize stock, please follow steps 1.1 through 1.5.

2. Create Purchase Order.

Create a new Purchase Order (PO) to purchase the following stock

2.1 On the left panel of the system, click on **Procurement > Purchase Order**

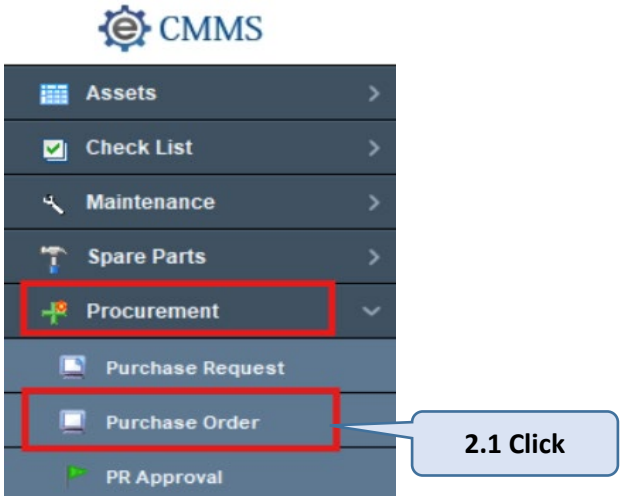

Figure 2.1

2.2 Click on **New** button to create new purchase order.

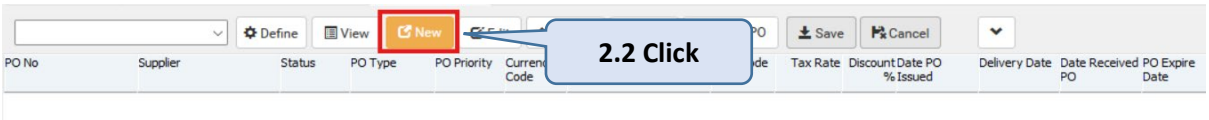

Figure 2.2

2.3 Fill in the mandatory field coloured in red:

Field	Value	Have Master File?
Supplier	: SUPPLIER	YES
PO Type	: PO	YES
Currency Code	: RM	YES

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

2.4 Click on **PO Line** subtab to open the new PO line view.

2.5 Click on **Add** button to add new PO line.

2.6 Fill in the mandatory field coloured in red:

Field	Value	Have Master File?
Stock No	: <Stock No>	YES
Order Qty	: 3	NO
Retail Price	: 50,000	NO

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

2.7 Click on **Save** button to create the PO.

Figure 2.3

2.8 The PO no would be generated and click **OK** button to proceed.

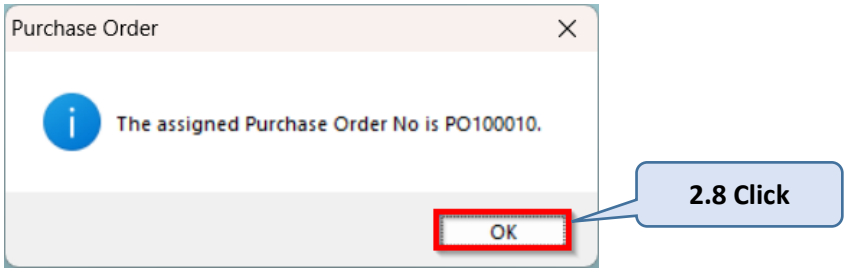

Figure 2.4

3. Stock Receive.

The stock order has been received from the supplier

3.1 On the left panel of the system, click on **Spare Parts > Receive Transaction**

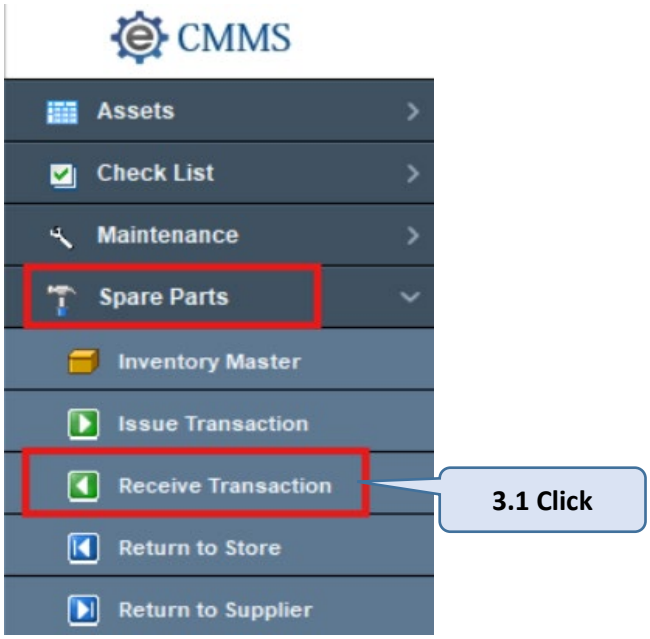

Figure 3.1

3.2 Click on the **Source** to choose the Purchase Order type of receive.

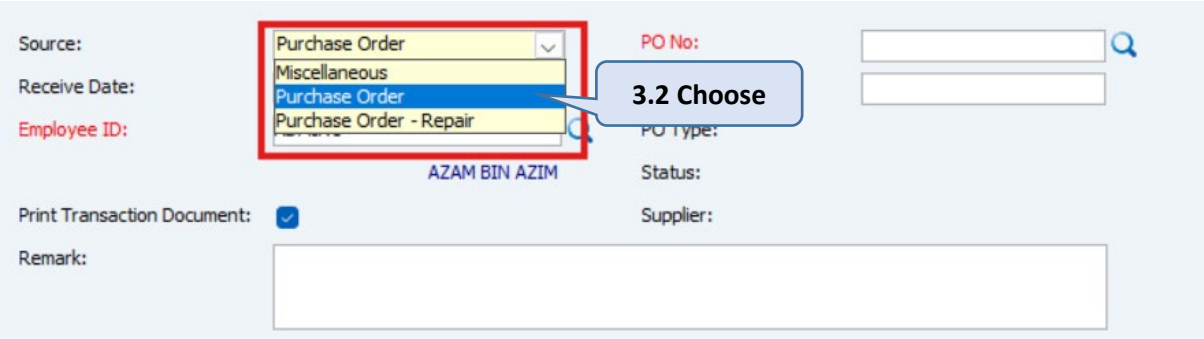

Figure 3.2

3.3 Choose the PO that has been created in step 2 Create Purchase Order

3.4 Fill in the mandatory field coloured in red:

Field	Value	Have Master File?
Receive Qty	: 3	NO

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

3.5 Click on **Receive** button to receive the transaction and a prompt message will popup indicate if you want to receive the transaction for line no (1).

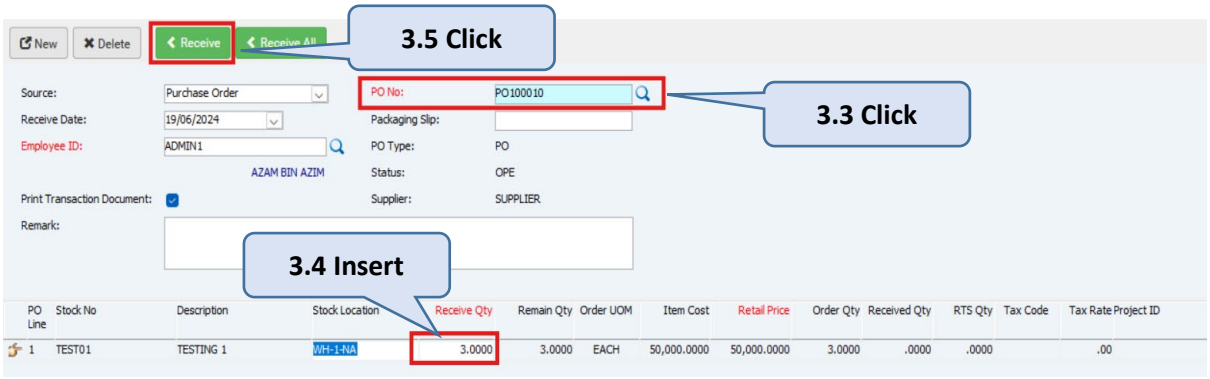

Figure 3.3

3.6 Click on **Yes** to proceed with the transaction.

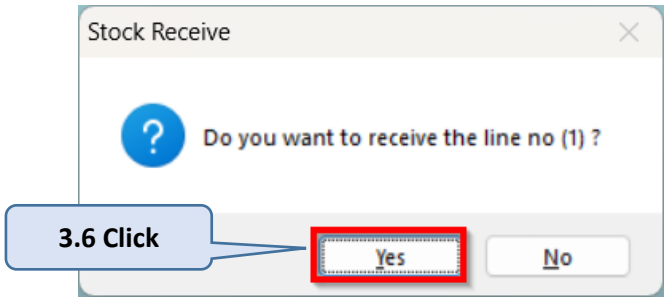

Figure 3.4

3.7 The serial number for each stock will be generated with the information of the asset information that has been register since the Stock no was register using the Asset Group Code.

3.8 Click on **Save** button to complete the receive transaction.

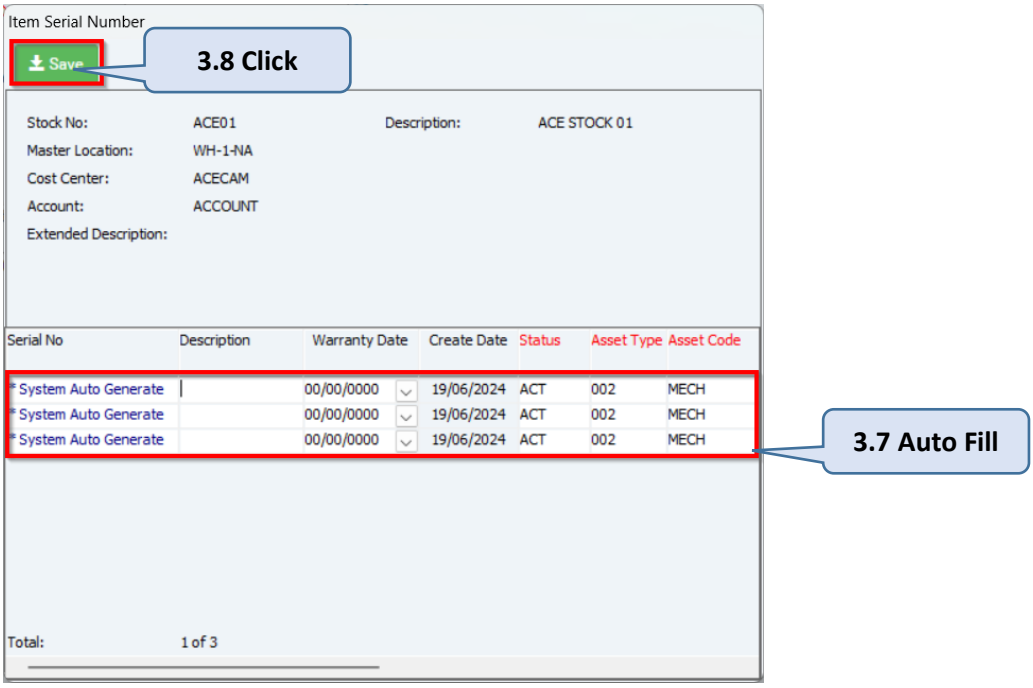

Figure 3.5

3.9 The transaction no will be generated and click on **OK** button to complete the transaction.

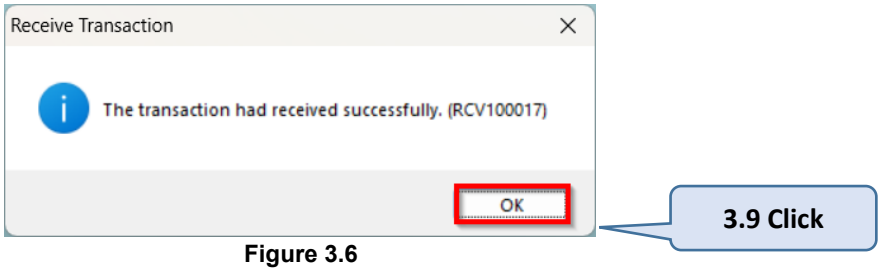

Figure 3.6

3.10 The GRN will be generated and the user may print it for reference.

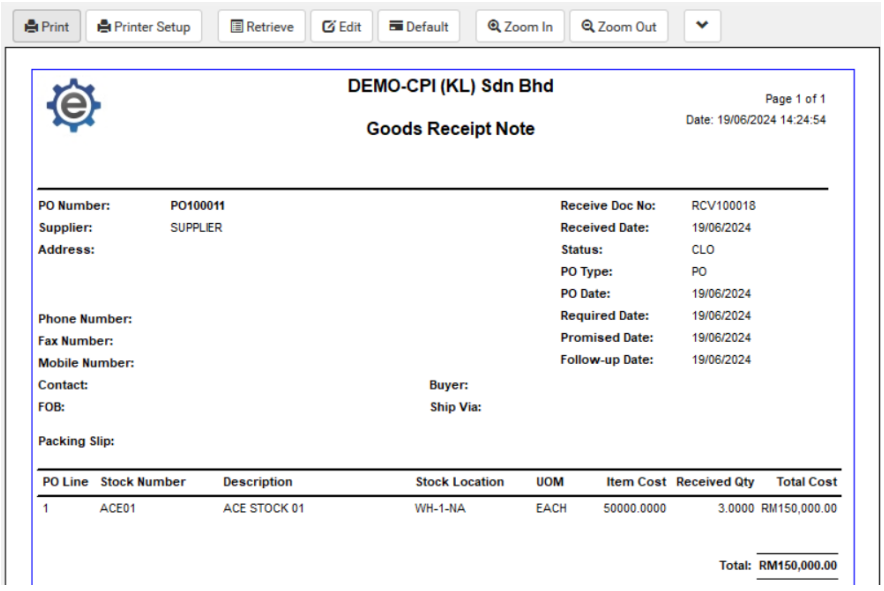

Figure 3.7

4. Create New Work Order.

Create a new work order and raised a material request (MR)

Notes: To attach the serialize stock to the asset, a work order need to be created and able to detect on the repair cost for the serialize stock.

4.1 On the left panel of the system, click on **Maintenance > Work Order**

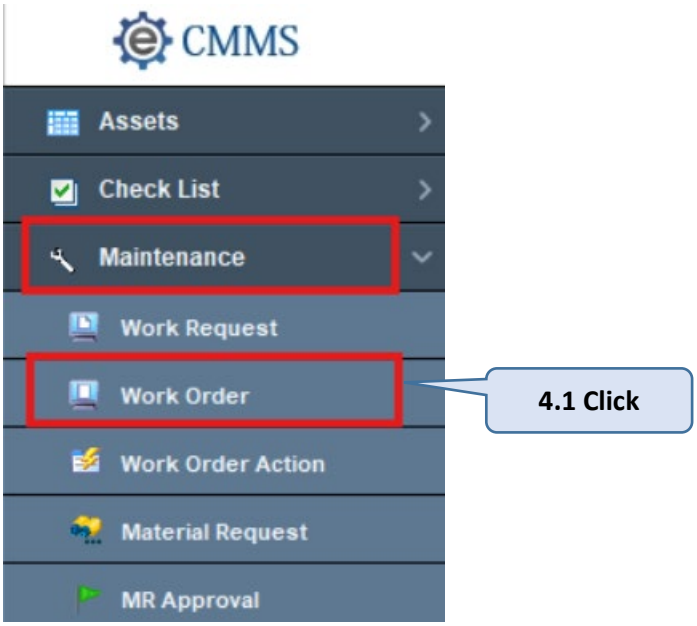

Figure 4.1

4.2 Click on **New** button to create new work order

Figure 4.2

4.3 Fill in the mandatory field coloured in red:

Field	**Value**	**Have Master File?**
Asset No	: ACE01100001 <Asset to be linked with the Serialize Stock>	YES
Charge Cost Center	: ACECAM	YES
Fault Code	: OVERHAUL	YES
Description	: OVERHAUL MACHINE	YES
Work Type	: REPAIR	YES
Work Group	: MECH	YES

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

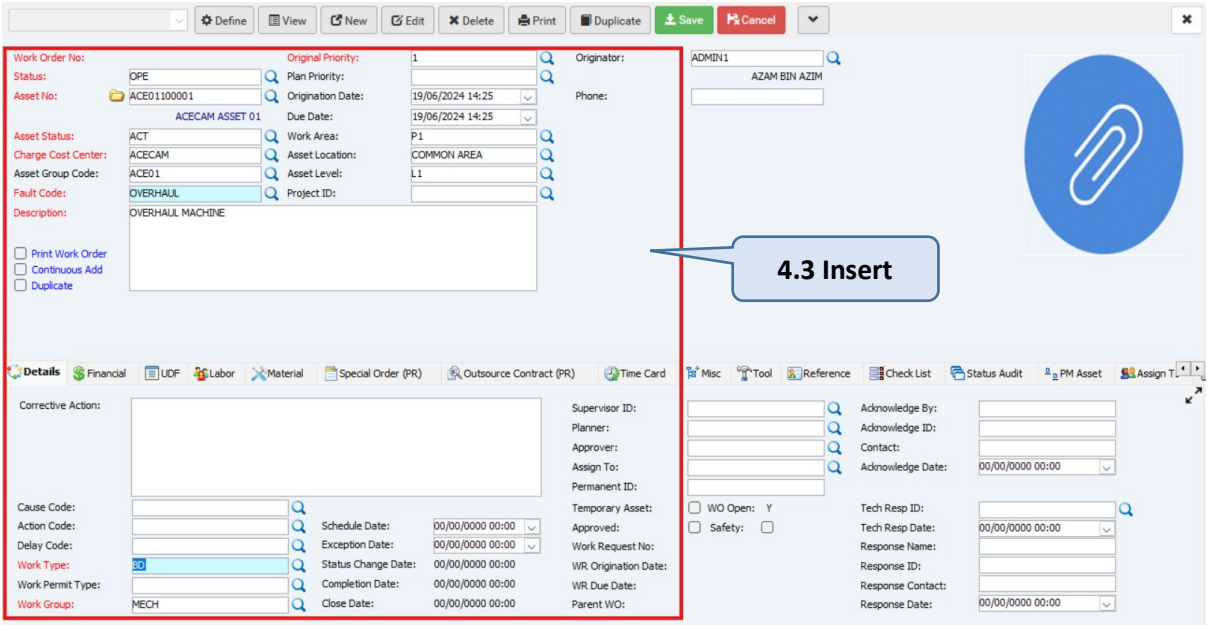

Figure 4.3

4.4 Click on the **Material** subtab to raise the Material Request.

4.5 Click on **Add** button to add a new line for the MR.

4.6 Fill in the mandatory field coloured in red:

Field	**Value**	**Have Master File?**
Stock No	: PMP-1	YES
Qty Needed	: 1	YES

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

4.7 Click on **Save** button to create the work order and the new MR.

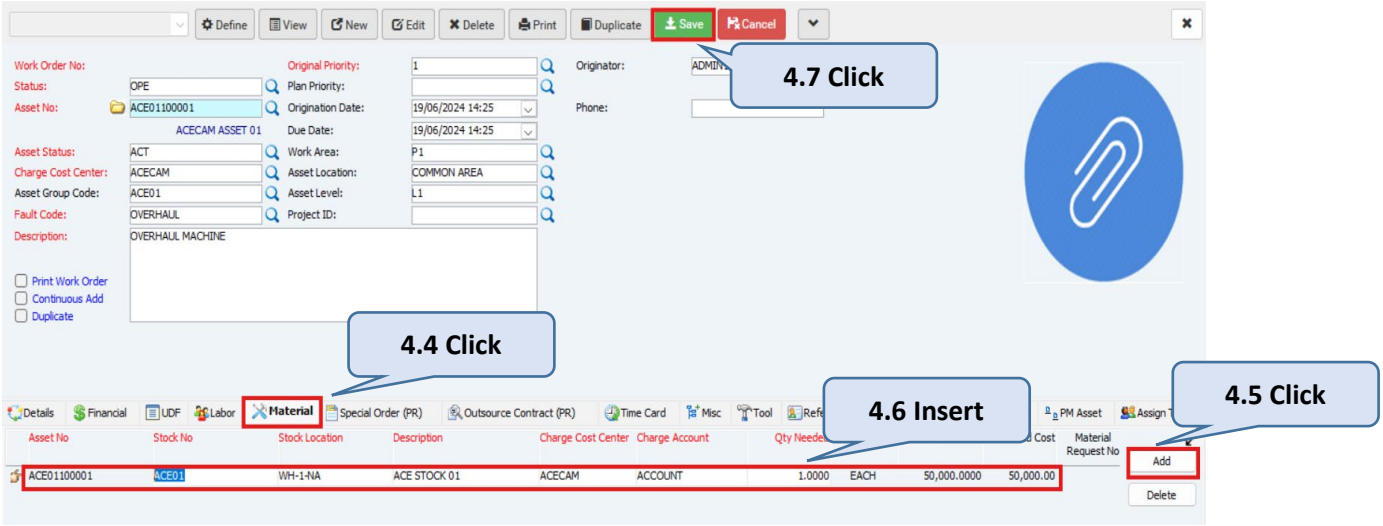

Figure 4.4

4.8 A prompt message will pop up and asking if you want to create the new MR. Click on **Yes** button to proceed and the MR no would be generated.

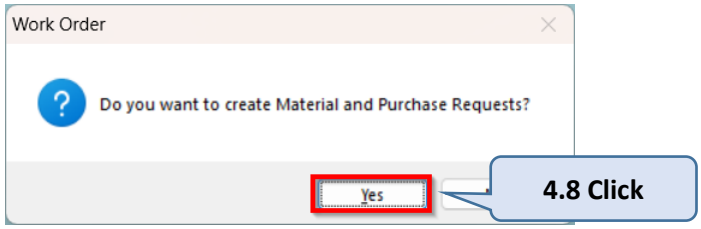

Figure 4.5

4.9 The MR No has been generated and click on **OK** button to proceed.

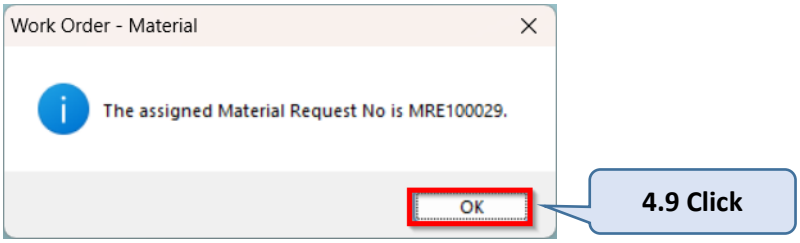

Figure 4.6

4.10 The Work Order No has been generated and click on **OK** button proceed.

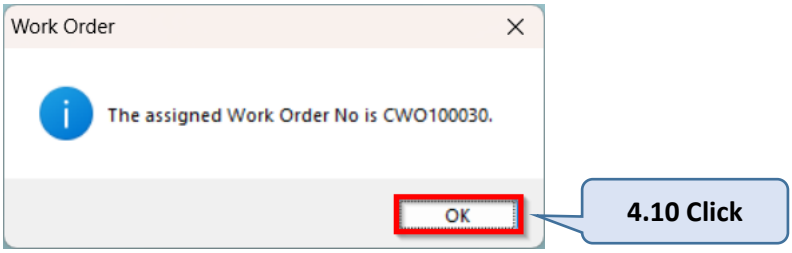

Figure 4.7

5. Approve the Material Request.

Approve the Material Request and choose the selected serialize stock.

5.1 On the left panel of the system, click on **Maintenance > Work Order**

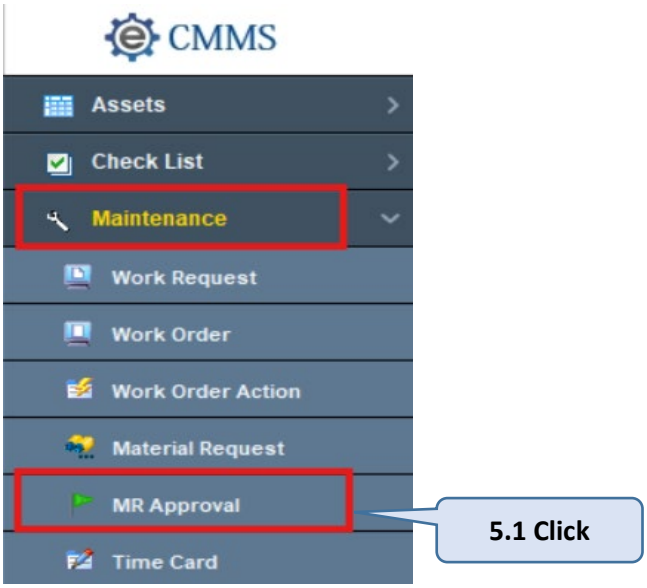

Figure 5.1

5.2 Click on the MR that has been raised.

5.3 Click on **Approve** button to approve the MR.

Figure 5.2

5.4 Click on **Yes** button to proceed with approving the following MR.

Figure 5.3

5.5 Fill in the mandatory field coloured in red:

Field	Value	Have Master File?
Remark	: APPROVE	NO

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

5.6 Click on **Save** button to complete the MR approval.

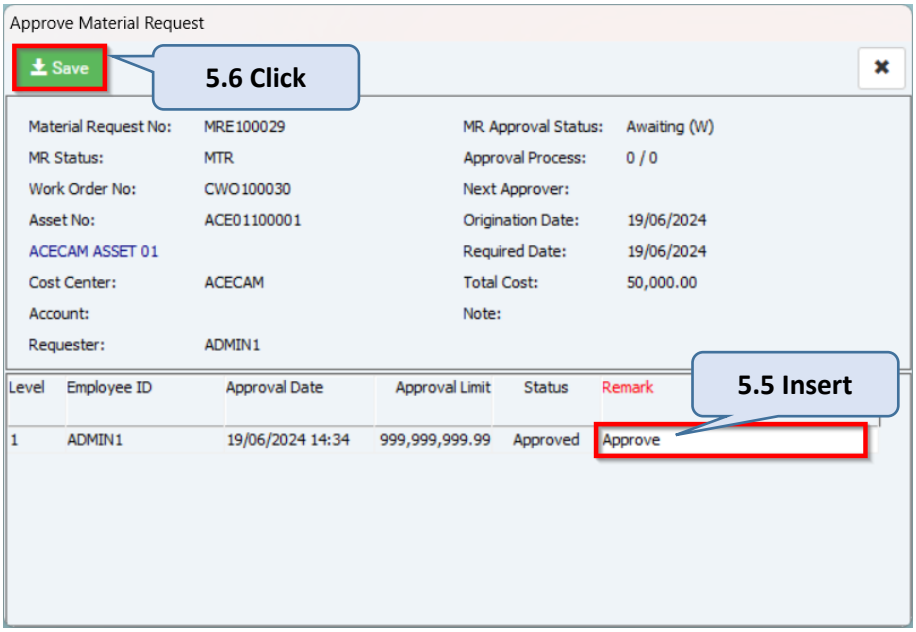

Figure 5.4

5.7 A prompt message will popup indicate that the MR has successfully approved.

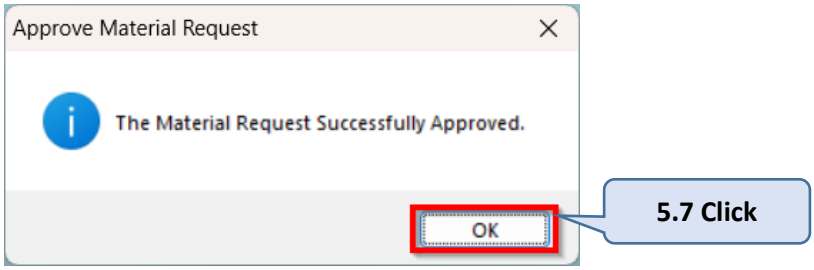

Figure 5.5

6. Issue the following Serialize Stock.

Issuing the exact Serialize stock based on the serial number to the WO

6.1 On the left panel of the system, click on **Spare Parts > Issue Transaction**

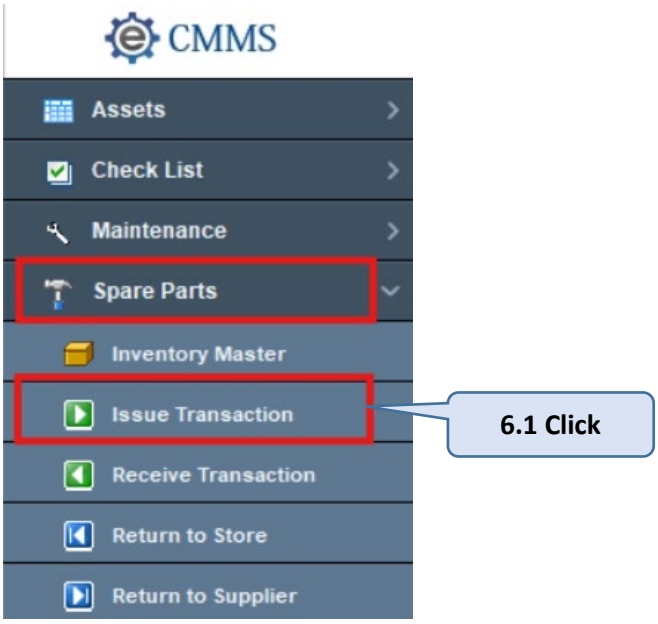

Figure 6.1

6.2 Tick on **Material Request** to open the view of issue transaction for Material Request.

6.3 Fill in the following field:

Field	**Value**	**Have Master File?**
Material Request No	: < MR No Created >	YES
Cost Center	: ACECAM	YES
Account	: ACCOUNT	YES
Issue Quantity	: 1	NO

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

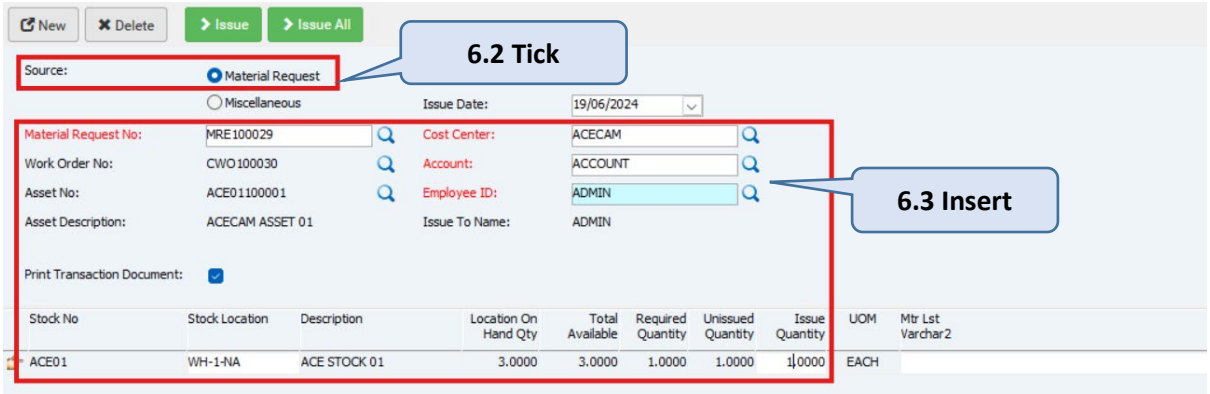

Figure 6.2

6.4 Double click on the Serial No to choose the following Serialize Stock No that were going to be chosen for this particular MR.

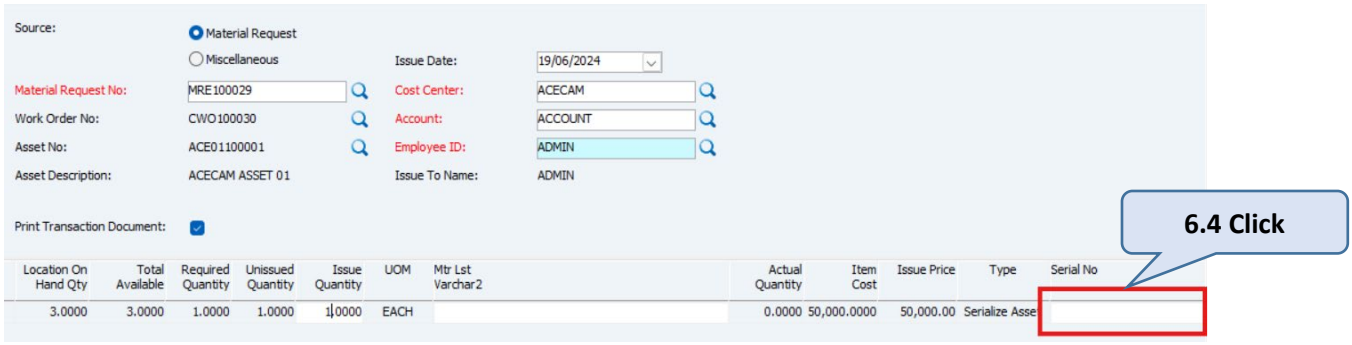

Figure 6.3

6.5 Choose the particular Serialize Stock No and click on **Select** button.

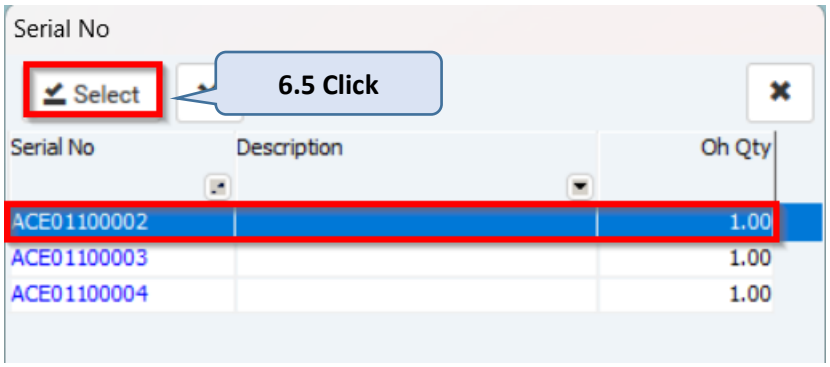

Figure 6.4

6.6 Click on **Issue** button to issue the transaction.

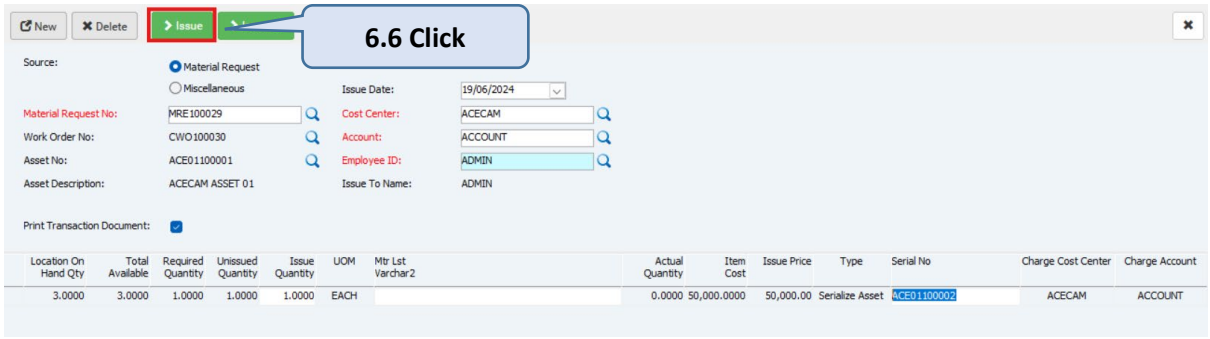

Figure 6.5

6.7 A prompt message will popup indicate if you want to issue the transaction. Click on **Yes** button to continue.

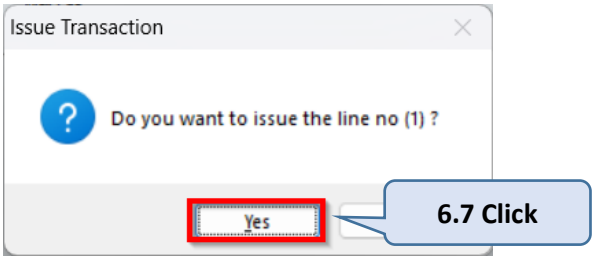

Figure 6.6

6.8 The transaction no will be generated. Click on **OK** button to proceed.

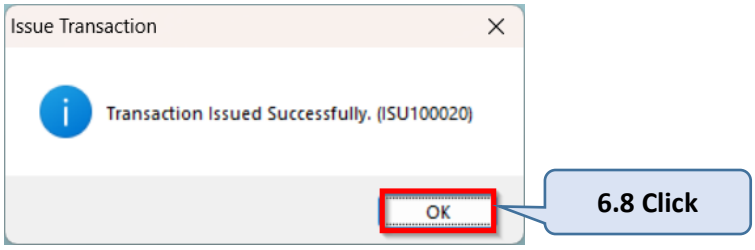

Figure 6.7

6.9 The Material Issue Notes will be generated.

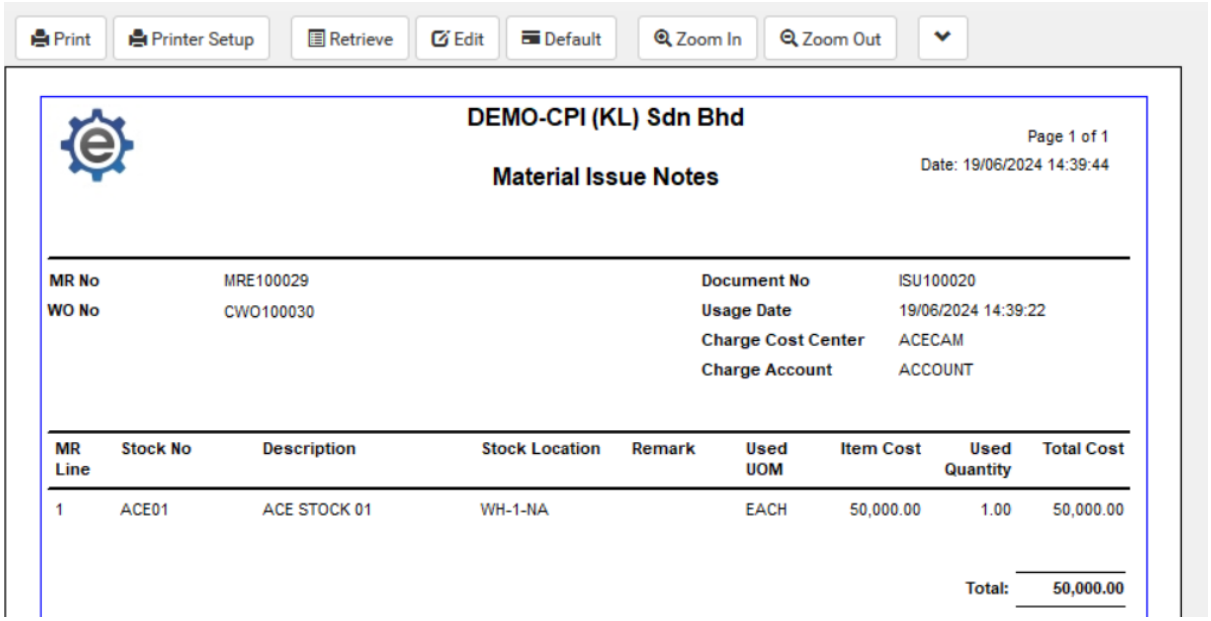

Figure 6.8

7. Check Asset linked with the Stock.

Check the Asset Part Rotation to see which asset the Serialize Stock is attached to.

7.1 On the left panel of the system, click on **Assets > Asset Part Rotation**

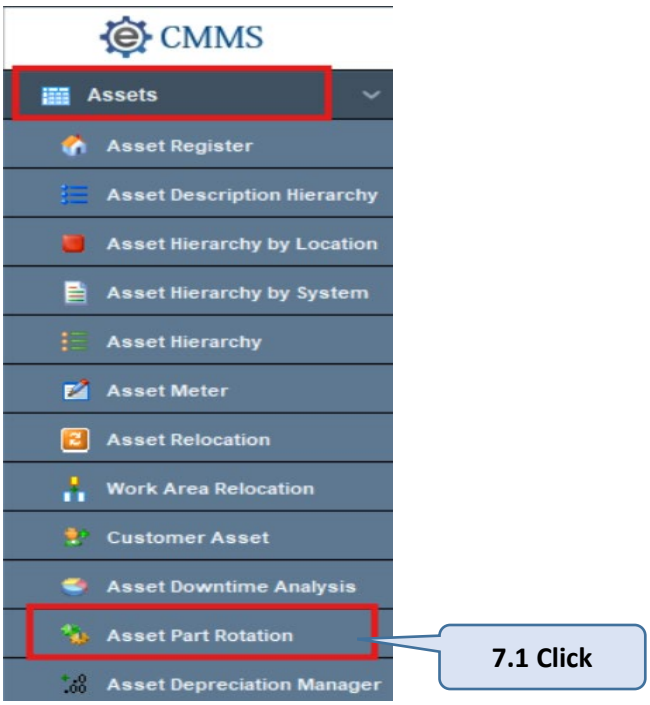

Figure 7.1

7.2 Click on the stock ACE01 and it will be stated that the serialize stock ACE01100002 is now being used at the asset ACE01100001.

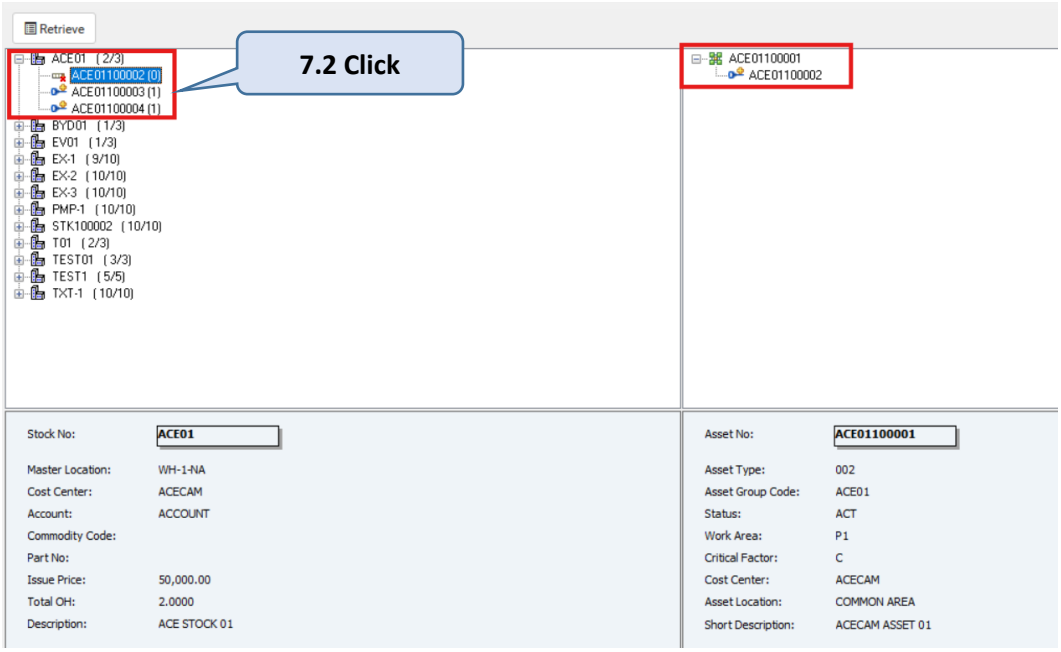

Figure 7.2

Check the Asset Hierarchy to see which asset the Serialize Stock is attached to.

7.3 On the left panel of the system, click on **Assets > Asset Description Hierarchy**

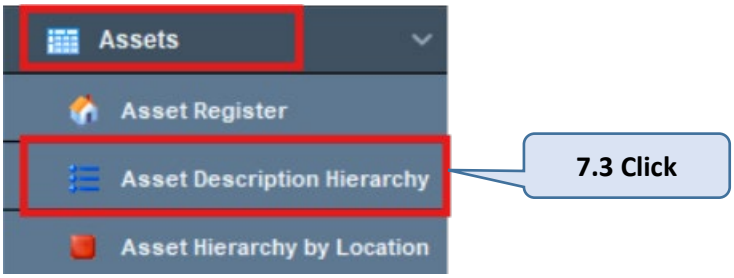

Figure 7.3

7.4 It can be seen that the ASSET 01 [ACE01100001] is the parent asset to the stock item of ASSET 01 [ACE01100002].

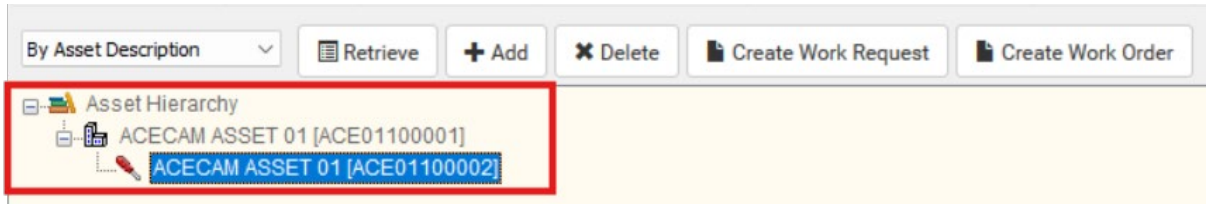

Figure 7.4

Check the Asset Information to see the asset has been automatically ticked as the Parent ID.

7.5 On the left panel of the system, click on **Assets > Asset Register**

Figure 7.5

7.6 Click on **Define** button to search for the particular asset.

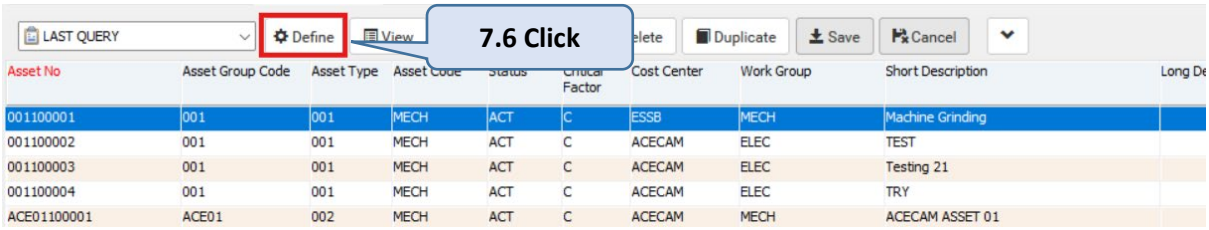

Figure 7.6

7.7 Fill in the define criteria:

Field Name	: Asset No
Operator	: like
Value	: ACE01100001

7.8 Click on **Retrieve** button to obtain the result.

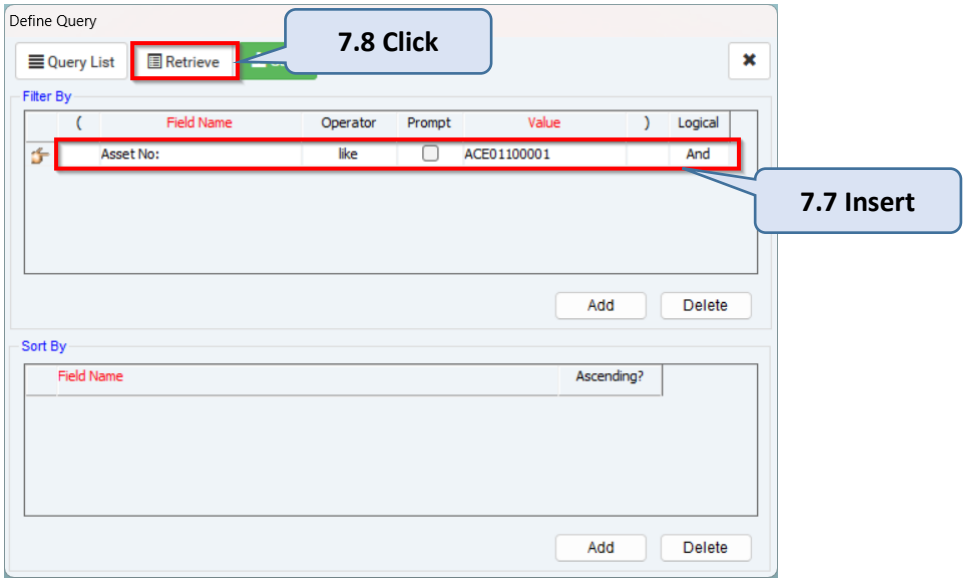

Figure 7.7

7.9 Click on **View** button to view the information of the asset.

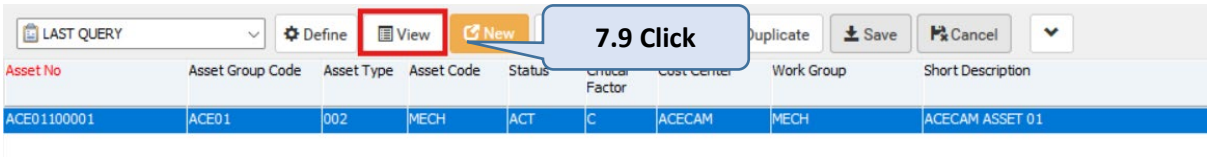

Figure 7.8

7.10 It can be seen that the asset has been ticked at the Parent Flag/ID

7.11 Click on **Cancel** button to back to the asset view page.

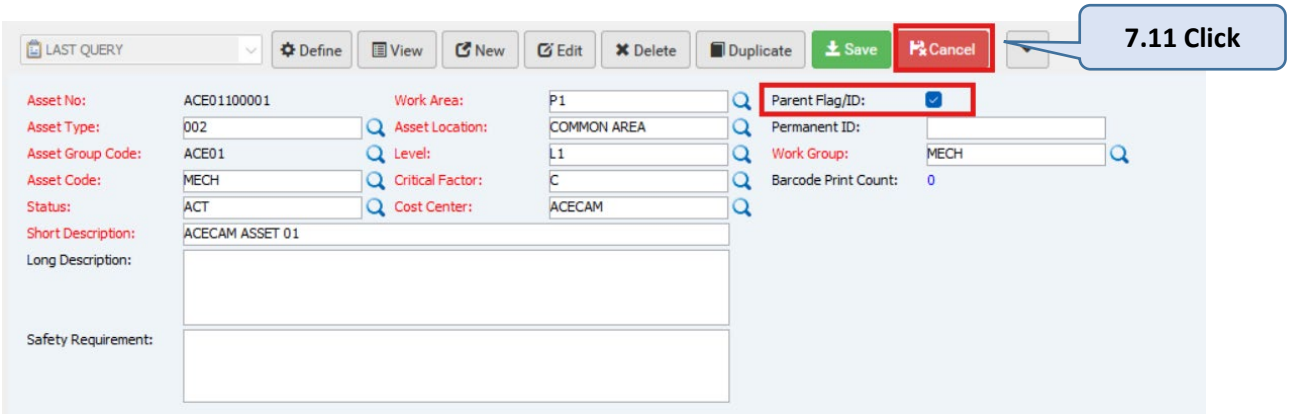

Figure 7.9

8. Return to Store.

Return the stock back to the store if the stock needs to repair

8.1 On the left panel of the system, click on **Spare Parts > Return to Store**

Figure 8.1

8.2 Fill in the following field:

Field	**Value**	**Have Master File?**
Material Request No	: < MR No Created >	YES
Work Order No	: <AUTO FILLED>	YES
Asset No	: <AUTO FILLED>	YES
Stock No	: ACE01	YES
Remark	: To be repair	NO

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

8.3 Click on **Return** button to return the following stock back to store.

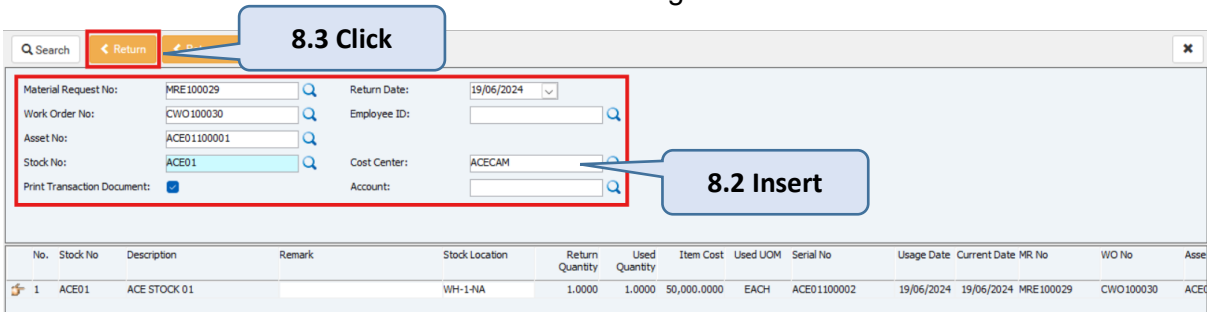

Figure 8.2

8.4 A prompt message will popup asking if you want to return the stock back to store. Click **Yes** button to proceed.

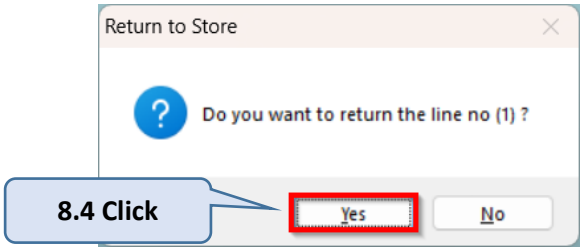

Figure 8.3

8.5 Return transaction no will be generated and click **OK** button to continue.

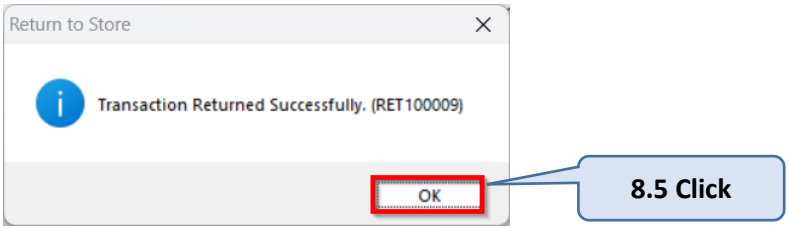

Figure 9.4

8.6 A prompt message will popup indicate that no MR line stock was found for return since have return all the stock back. Click **OK** button to complete the return transaction.

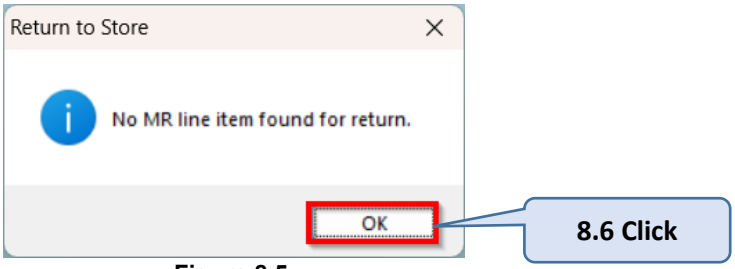

Figure 8.5

8.7 Return To Store receipt will be generated.

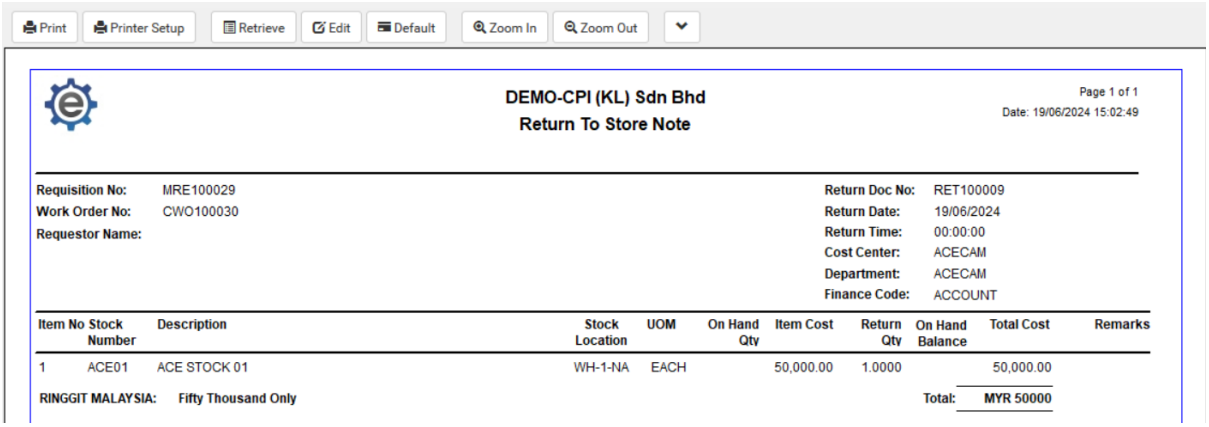

Figure 8.6

9. Check Asset Unlinked from the Stock.

Check the Asset Part Rotation to see that the asset has unattached from Serialize Stock.

9.1 On the left panel of the system, click on **Assets > Asset Part Rotation**

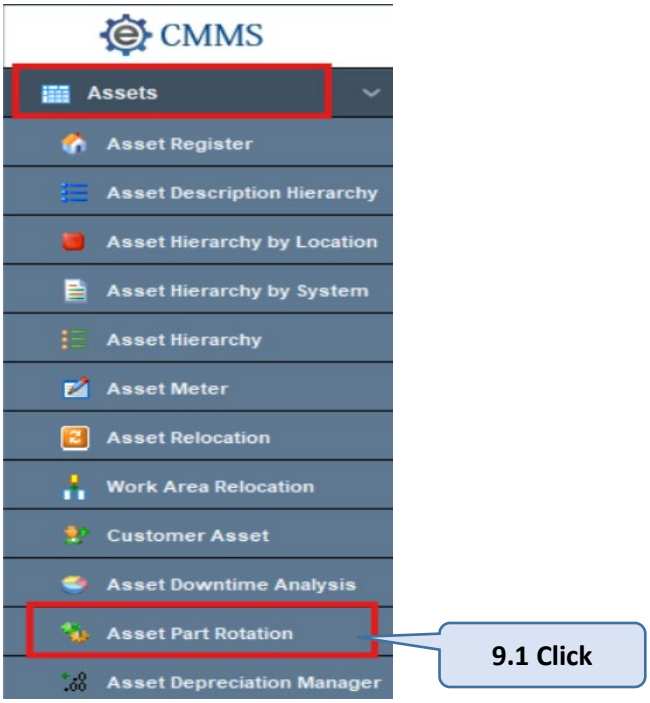

Figure 9.1

9.2 It can be seen that the Stock ACE01 is not being attached to any of the Asset since the stock has been return back to the store.

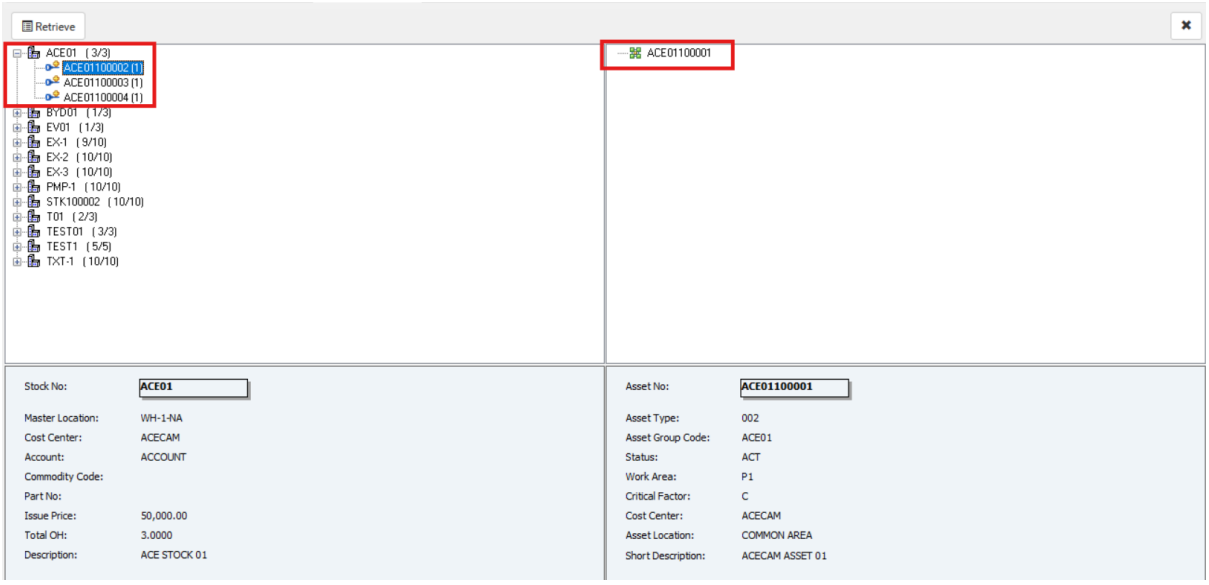

Figure 9.2

Check the Asset Hierarchy to see check the Serialize stock has been unattached from any asset.

9.3 On the left panel of the system, click on **Assets > Asset Description Hierarchy**

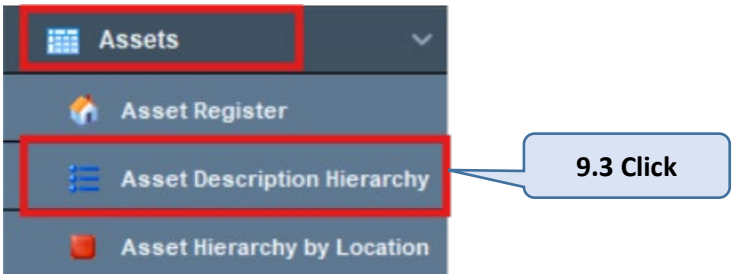

Figure 9.3

9.4 It can be seen that the ASSET 01 [ACE01100001] are not being attached to any of the stock since it has been return back to the supplier.

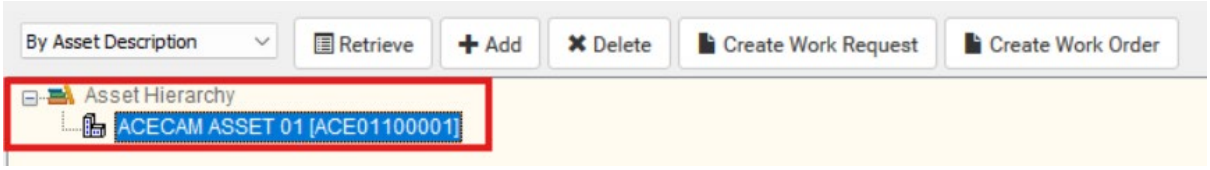

Figure 9.4

10. Create PR to Issue for Repair.

Create a new Purchase Order (PO) to issue the stock for repairing

10.1 On the left panel of the system, click on **Procurement > Purchase Order**

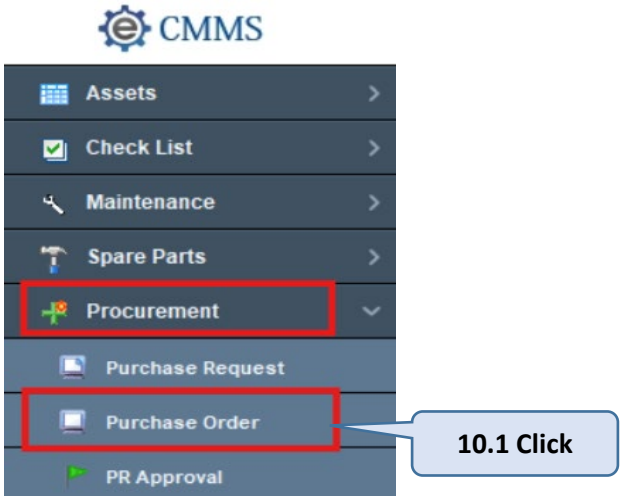

Figure 10.1

10.2 Click on **New** button to create new purchase order.

Figure 10.2

10.3 Fill in the mandatory field coloured in red:

Field	Value	Have Master File?
Supplier	: SUPPLIER	YES
PO Type	: REPAIR PO	YES
Currency Code	: RM	YES

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

10.4 Click on **PO Line** subtab to open the new PO line view.

10.5 Click on **Add** button to add new PO line.

10.6 Fill in the mandatory field coloured in red:

Field	Value	Have Master File?
Stock No	: <Stock No>	YES
Serial Number	: <The Serialize Stock stock that need to be repair>	YES
Repair Cost	: RM 2500	NO

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

10.7 Click on **Save** button to create the PO.

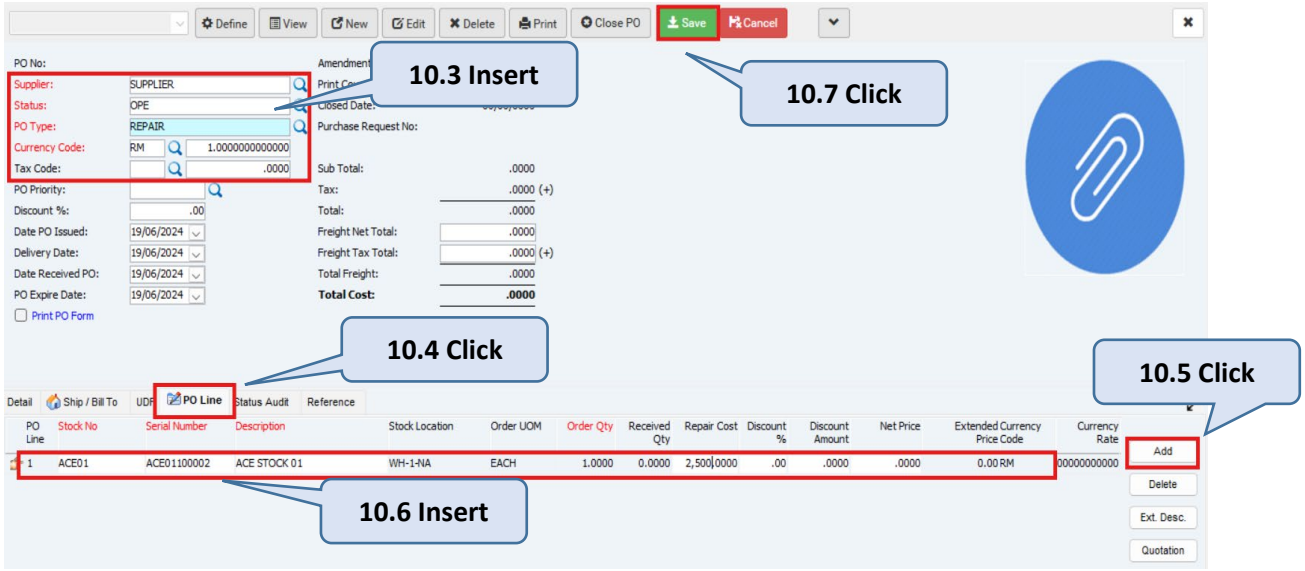

Figure 10.3

10.8 A prompt message would popup indicate the generated MR no with different format starting with “PMRE….”. Click **OK** button to proceed.

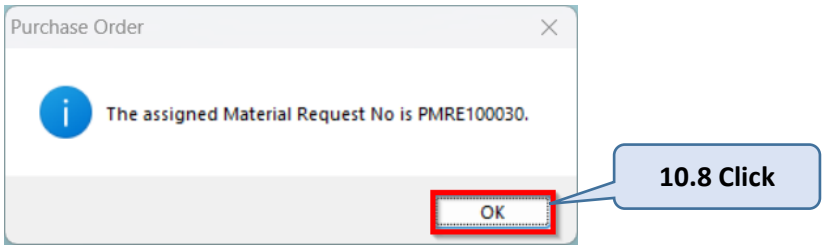

Figure 10.4

10.9 The PO no would be generated and click **OK** button to proceed.

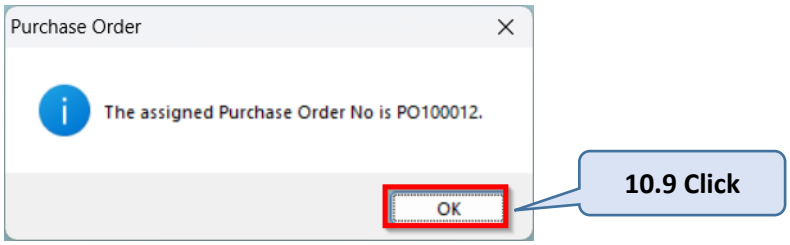

Figure 10.5

11. Approve the MR to be issued to the supplier.

Approve the Material Request that has been created during the creation of Purchase Order.

11.1 On the left panel of the system, click on **Maintenance > Work Order**

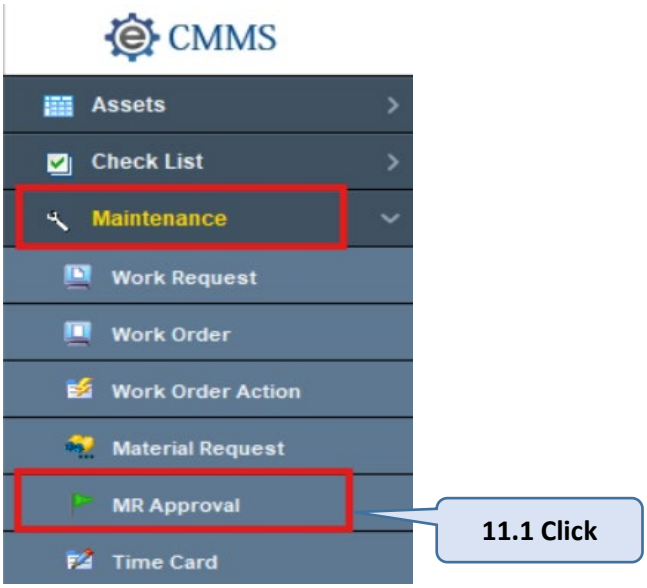

Figure 11.1

11.2 Click on the MR that has been raised.

11.3 Click on **Approve** button to approve the MR.

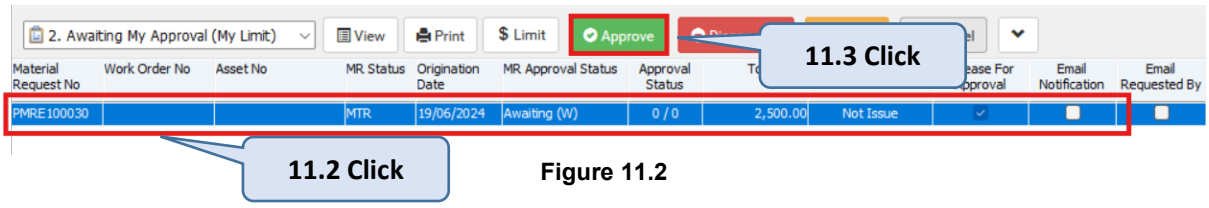

Figure 11.2

11.4 Click on **Yes** button to proceed with approving the following MR.

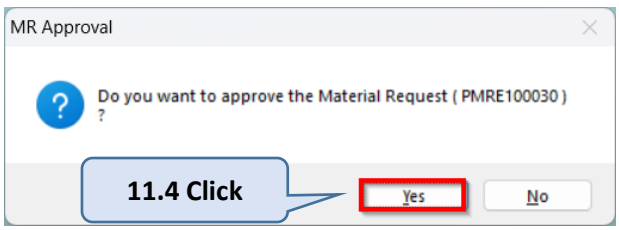

Figure 11.3

11.5 Fill in the mandatory field coloured in red:

Field	Value	Have Master File?
Remark	: Proceed	NO

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

11.6 Click on **Save** button to complete the MR approval.

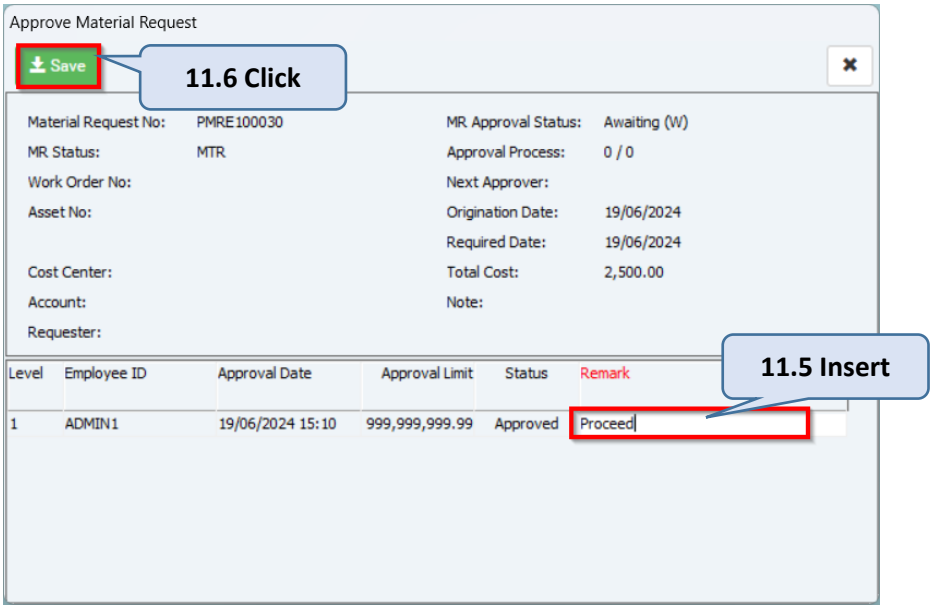

Figure 11.4

11.7 A prompt message will popup indicate that the MR has successfully approved.

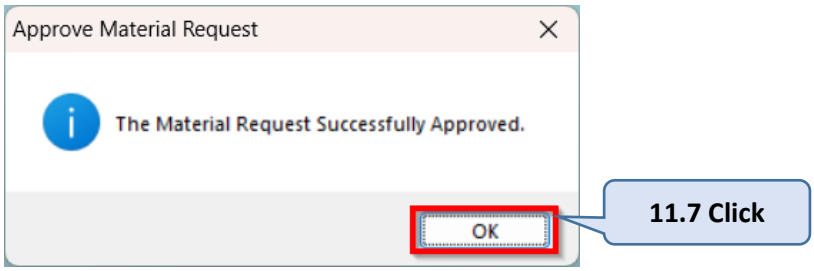

Figure 11.5

12. Issue Transaction to the Supplier.

Issue the stock to the supplier for repairing process.

12.1 On the left panel of the system, click on **Spare Parts > Issue Transaction**

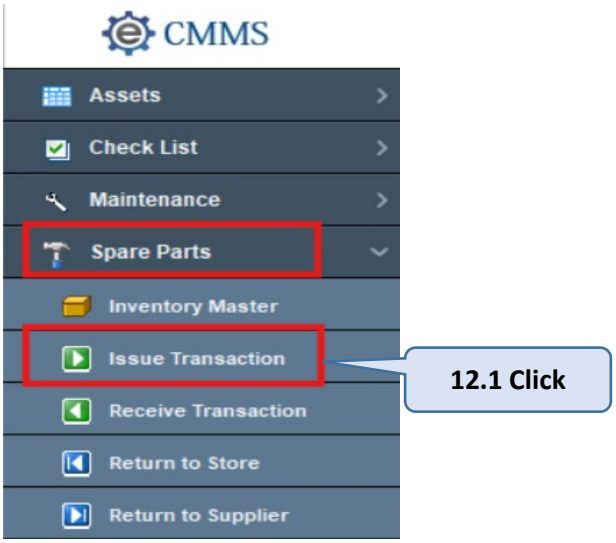

Figure 12.1

12.2 Tick on **Material Request** to open the view of issue transaction for Material Request.

12.3 Fill in the following field:

Field	Value	Have Master File?
Material Request No	: < MR No Created >	YES
Cost Center	: ACECAM	YES
Account	: ACCOUNT	YES
Issue Quantity	: 1	NO

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

12.4 Click on **Issue** button to issue the following stock to the supplier.

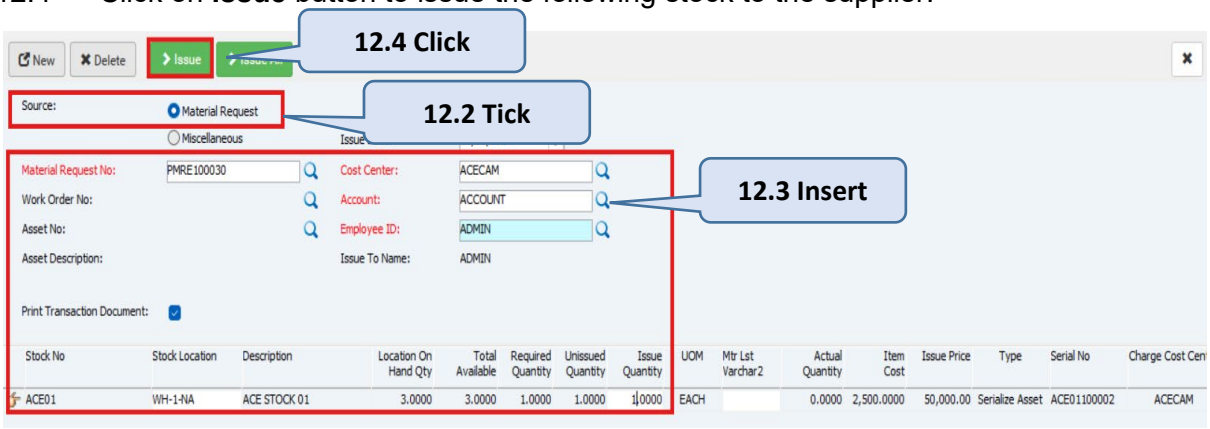

Figure 12.2

12.5 A prompt message will popup indicate if you want to issue the transaction. Click on **Yes** button to continue.

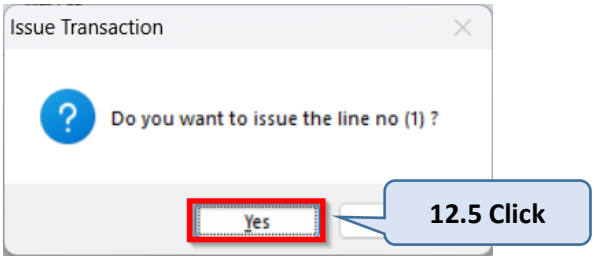

Figure 12.3

12.6 The transaction no will be generated. Click on **OK** button to proceed.

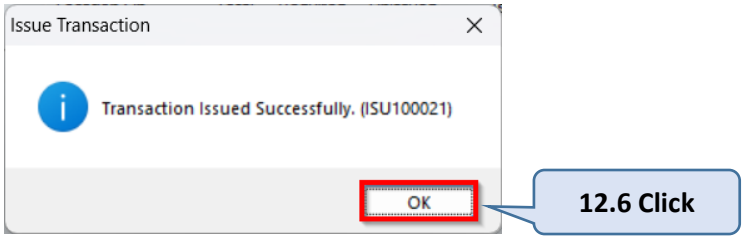

Figure 12.4

12.7 The Material Issue Notes will be generated.

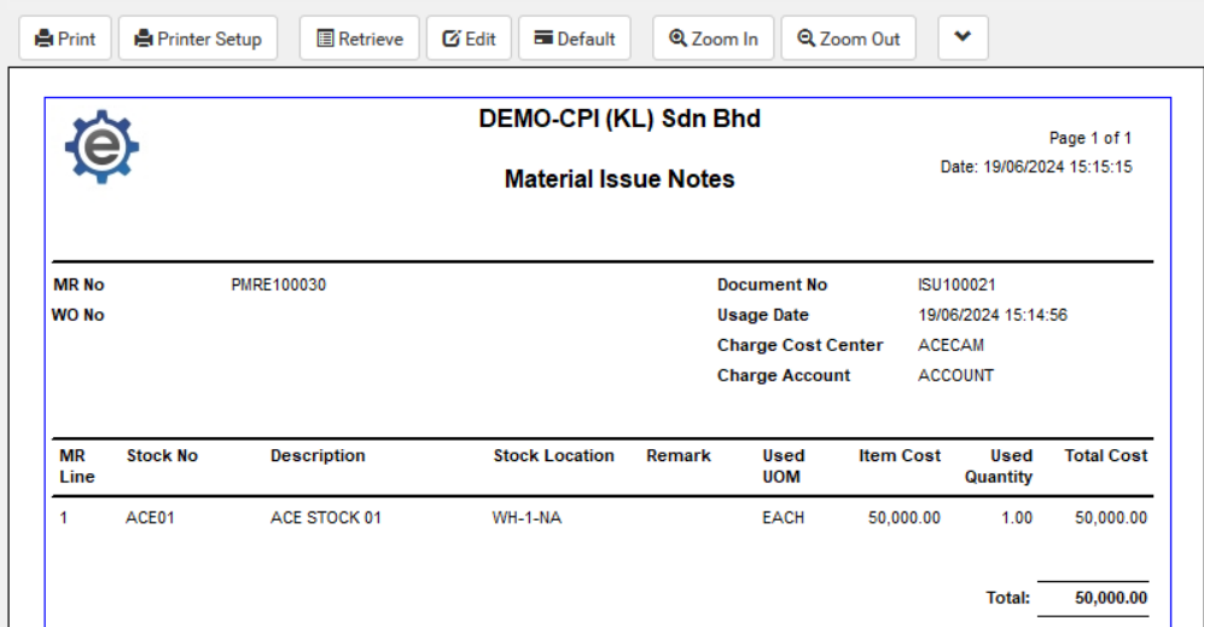

Figure 12.5

13. Stock Receive from the supplier

Receive the stock from the supplier after the repairing process has completed.

13.1 On the left panel of the system, click on **Spare Parts > Receive Transaction**

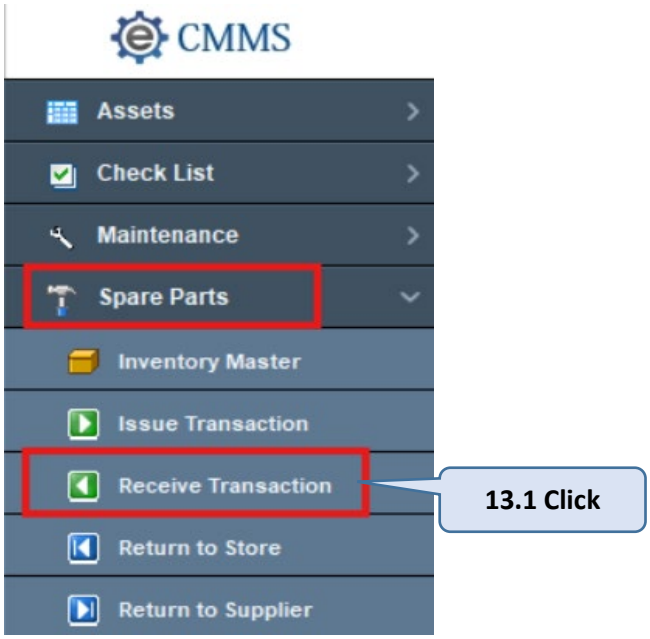

Figure 13.1

13.2 Click on the **Source** to choose the “Purchase Order – Repair”.

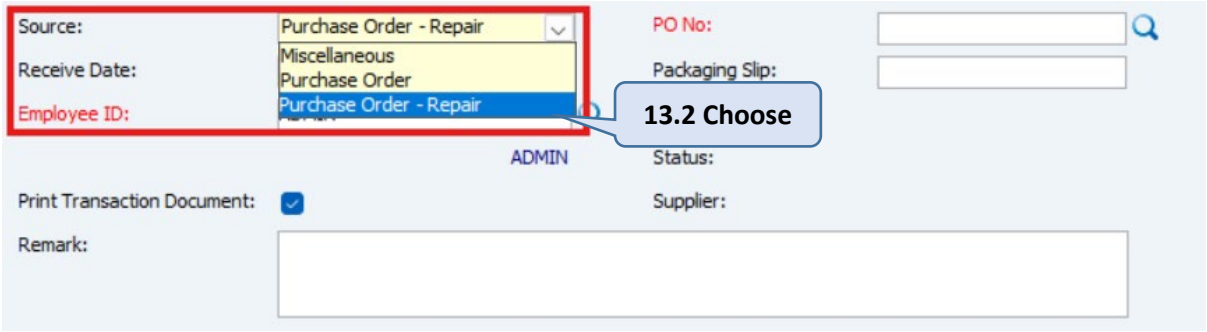

Figure 13.2

13.3 Choose the PO that has been created previously.

13.4 Click on **Receive** button to receive the transaction and a prompt message will popup indicate if you want to receive the transaction for line no (1).

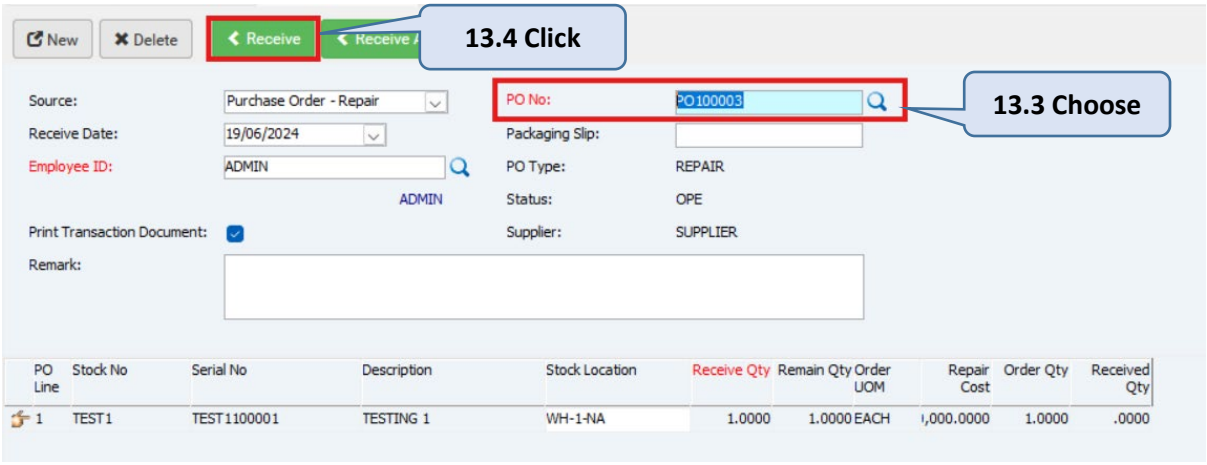

Figure 13.3

13.5 Click on **Yes** to proceed with the transaction.

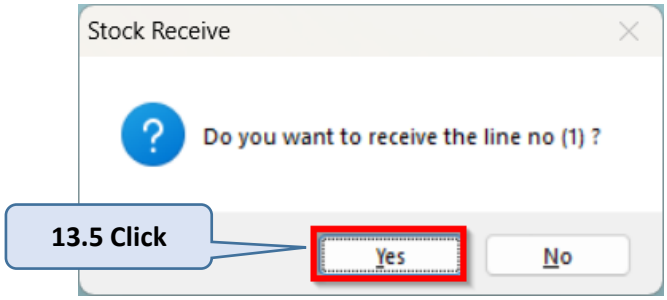

Figure 13.4

13.6 Click on **OK** button to complete the transaction.

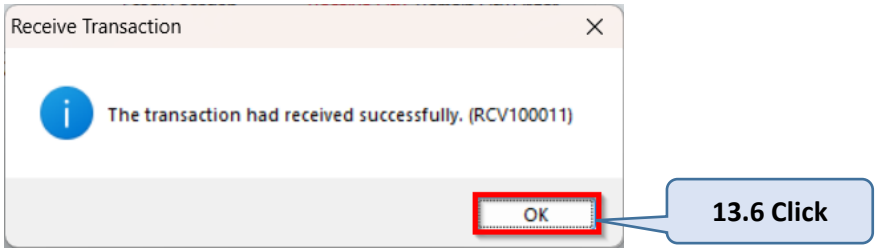

Figure 13.5

13.7 The GRN would be generated.

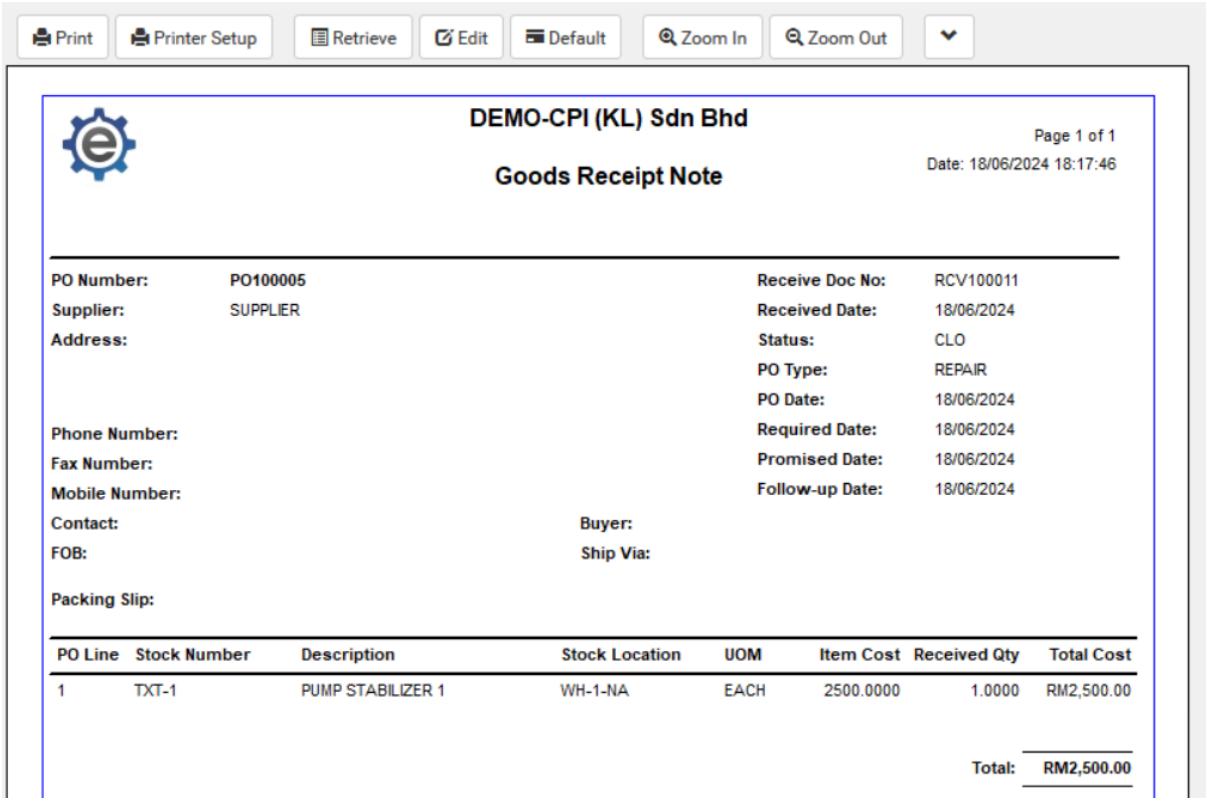

Figure 13.6

13.8 To attach back the Serialize stock to the particular asset, please refer to step 4 Create New Work Order until step 6 Issuing the following Serialize Stock.

14. Repair Cost of the Stock

The total repair cost of the serializes stock.

14.1 On the left panel of the system, click on **Spare Parts > Inventory Master**

Figure 14.1

14.2 Click on **Define** button to search for the serialize stock.

Figure 14.2

14.3 Key in define query criteria to retrieve the stock:

Stock No	: <Stock No>
Stock Type	: Serialize

14.4 Click on **Retrieve** the obtain the result.

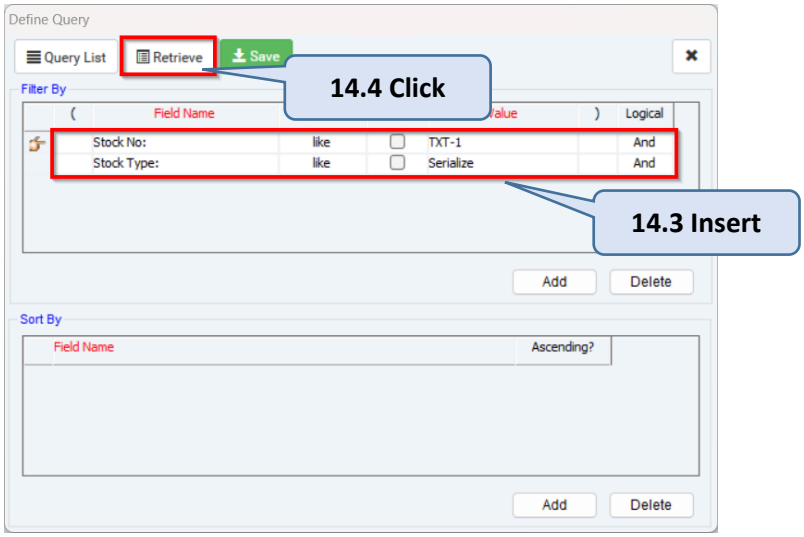

Figure 14.3

14.5 Click on **View** the view the following stock.

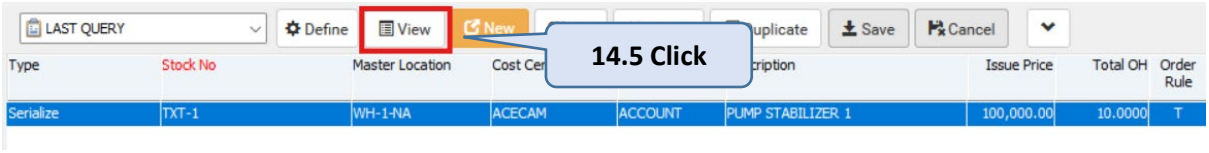

Figure 14.4

14.6 Click on **Serial No** subtab to open the Serial No view and the result from the past transaction of the repair cost will be shown below.

14.7 Click on **Cancel** button to back to the stock view page.

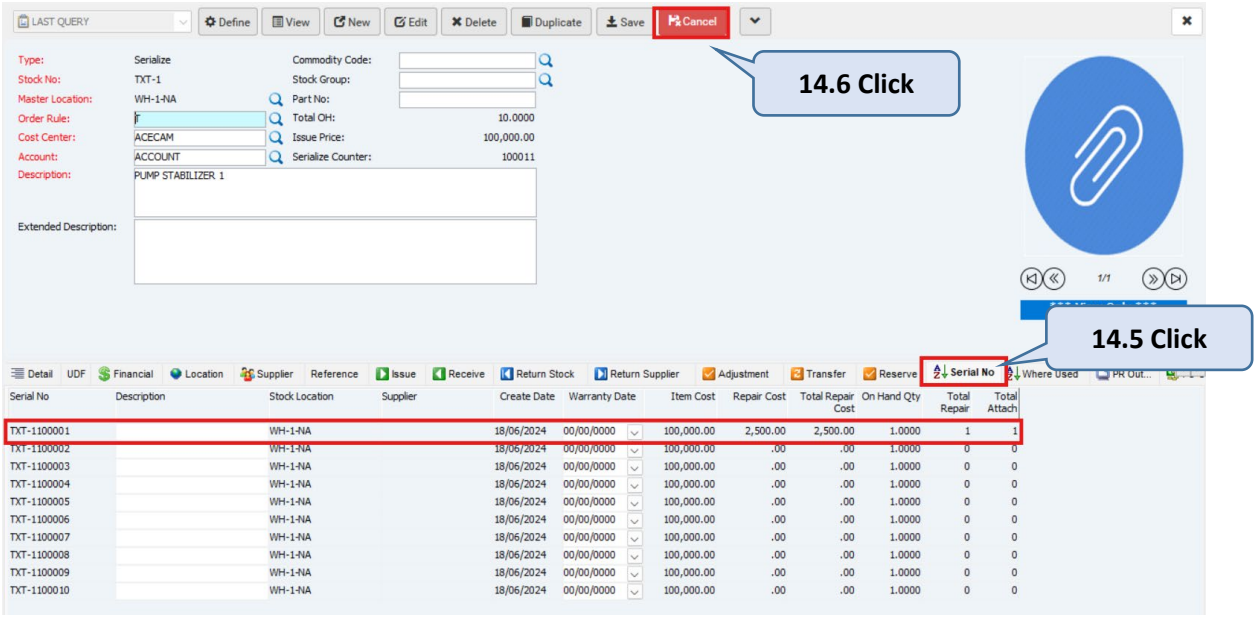

Figure 14.5