



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

Document No : CMMS/SERIALIZE/REGISTER/ACE02
Document Name : ACECAM Register Serialize with Asset SOP
Prepared By : Muhamad Najmi bin Badrila
Creation Date : 19/06/2024
Revision : 1.0

DOCUMENT REVISION HISTORY

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**

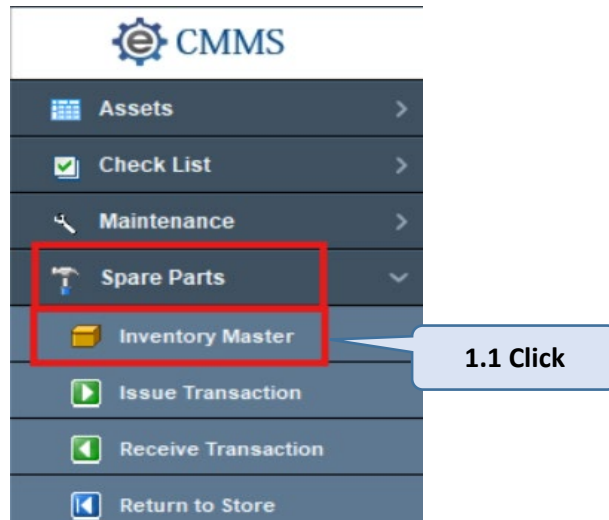


Figure 1.1

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

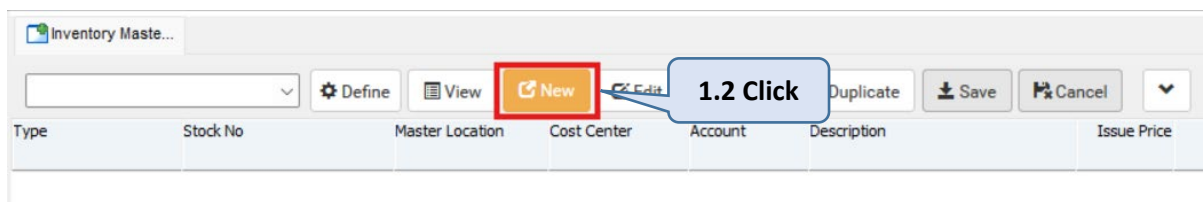


Figure 1.2

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.

The screenshot shows a software interface for stock registration. At the top, there is a toolbar with buttons: Define, View, New, Edit, Delete, Duplicate, Save, and Cancel. The 'Save' button is highlighted with a blue callout labeled '1.4 Click'. Below the toolbar, the form is divided into several sections. A red rectangular box highlights the mandatory fields: Type (Serialize with Asset), Stock No (ACE01), Master Location (WH-1-NA), Order Rule (T), Cost Center (ACECAM), Account (ACCOUNT), Description (ACE STOCK 01), Issue UOM (EACH), and Receive UOM (EACH). A blue callout labeled '1.3 Insert' points to the Description field. Below the red box, there are tabs for Detail, UDF, Financial, Location, Supplier, and Reference. The 'Detail' tab is active, showing fields like Part Deac Status, Issue UOM, Receive UOM, Conversion Factor, Storage Type, Cube, Shelf Life, EOQ, Count Frequency, Average Lead Time, Auto Spare, Critical Spare, Hazardous Material, ABC Class, Order Point, Maximum, Last Activity Date, Last Count Date, and Next Count Date. On the right side, there is a 'Reorder Calculation' section with fields for Total On-Hand, Reserved, Shortage, Quantity Available, PR Outstanding, PO Outstanding, and Reorder SubTotal.

Figure 1.3

1.5 The registration of new stock is done successfully.

Type	Stock No	Master Location	Cost Center	Account	Description	Issue Price	Total OH	Order Rule
Serialize with Asset	ACE01	WH-1-NA	ACECAM	ACCOUNT	ACE STOCK 01	50,000.00	3.0000	T

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.

The screenshot shows a 'Purchase Order' form with various fields and a table. Callouts indicate the following steps:

- 2.3 Insert:** Points to the 'Supplier' field.
- 2.4 Click:** Points to the 'PO Line' button in the 'Detail' tab.
- 2.5 Click:** Points to the 'Add' button in the 'Ext' column of the table.
- 2.6 Insert:** Points to the 'Description' field in the first row of the table.
- 2.7 Click:** Points to the 'Save' button in the top right.

PO Line	Item Category	Stock No	Description	Order UOM	Item Cost	Suggest Quantity	Order Qty	Received Qty	RTS Qty	Matched Qty	Retail Price	Discount %	Discount Amount	Net Price	Ext
1	Stock	ACE01	ACE STOCK 01	EACH	50,000.0000	.0000	3.0000	0.0000	0.0000	0.0000	50,000.0000	.00	.0000	50,000.0000	Add

Figure 2.3

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

The screenshot shows a 'Purchase Order' dialog box with the following text:

The assigned Purchase Order No is PO100010.

Callout **2.8 Click** points to the **OK** button.

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**

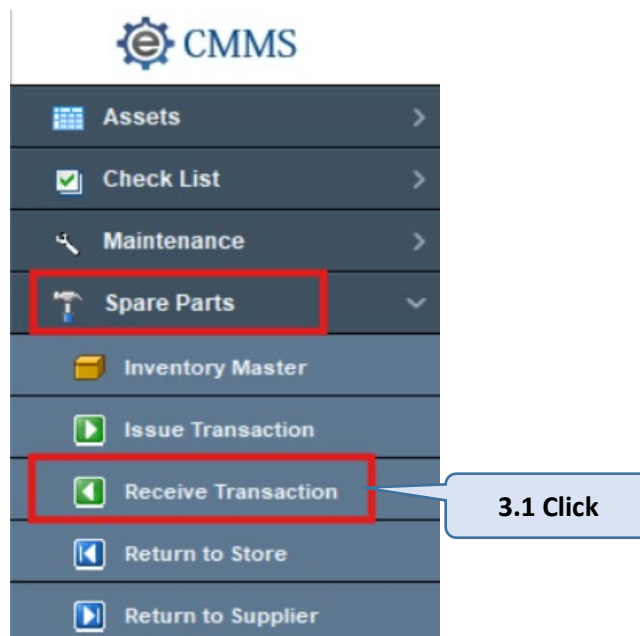


Figure 3.1

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

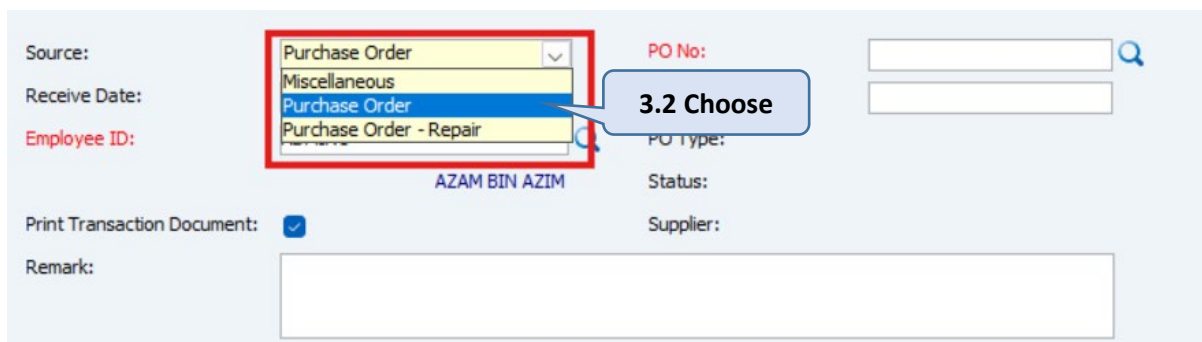


Figure 3.2

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).

The screenshot shows the 'Stock Receive' form. At the top, there are buttons: 'New', 'Delete', 'Receive', and 'Receive All'. A callout '3.5 Click' points to the 'Receive' button. Below the buttons, there are input fields for 'Source' (Purchase Order), 'Receive Date' (19/06/2024), 'Employee ID' (ADMIN1), 'Print Transaction Document' (checked), and 'Remark'. A callout '3.3 Click' points to the 'PO No' field (PO100010). A callout '3.4 Insert' points to the 'Receive Qty' field (3.0000). The bottom section is a table with columns: PO Line, Stock No, Description, Stock Location, Receive Qty, Remain Qty, Order UOM, Item Cost, Retail Price, Order Qty, Received Qty, RTS Qty, Tax Code, and Tax Rate Project ID. The first row shows PO Line 1, Stock No TEST01, Description TESTING 1, Stock Location WH-1-A, Receive Qty 3.0000, and other values.

Figure 3.3

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

The screenshot shows a confirmation dialog box titled 'Stock Receive'. It contains a question mark icon and the text 'Do you want to receive the line no (1) ?'. At the bottom, there are two buttons: 'Yes' and 'No'. A callout '3.6 Click' points to the 'Yes' button.

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.

Item Serial Number

Save

3.8 Click

Stock No: ACE01

Description: ACE STOCK 01

Master Location: WH-1-NA

Cost Center: ACECAM

Account: ACCOUNT

Extended Description:

Serial No	Description	Warranty Date	Create Date	Status	Asset Type	Asset Code
* System Auto Generate		00/00/0000	19/06/2024	ACT	002	MECH
* System Auto Generate		00/00/0000	19/06/2024	ACT	002	MECH
* System Auto Generate		00/00/0000	19/06/2024	ACT	002	MECH

3.7 Auto Fill

Total:

1 of 3

Figure 3.5

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

Receive Transaction

The transaction had received successfully. (RCV100017)

OK

3.9 Click

Figure 3.6

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

Print Printer Setup Retrieve Edit Default Zoom In Zoom Out

DEMO-CPI (KL) Sdn Bhd

Goods Receipt Note

Page 1 of 1

Date: 19/06/2024 14:24:54

PO Number: PO100011

Supplier: SUPPLIER

Address:

Phone Number:

Fax Number:

Mobile Number:

Contact:

FOB:

Packing Slip:

Receive Doc No: RCV100018

Received Date: 19/06/2024

Status: CLO

PO Type: PO

PO Date: 19/06/2024

Required Date: 19/06/2024

Promised Date: 19/06/2024

Follow-up Date: 19/06/2024

Buyer:

Ship Via:

PO Line	Stock Number	Description	Stock Location	UOM	Item Cost	Received Qty	Total Cost
1	ACE01	ACE STOCK 01	WH-1-NA	EACH	50000.0000	3.0000	RM150,000.00

Total: RM150,000.00

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**

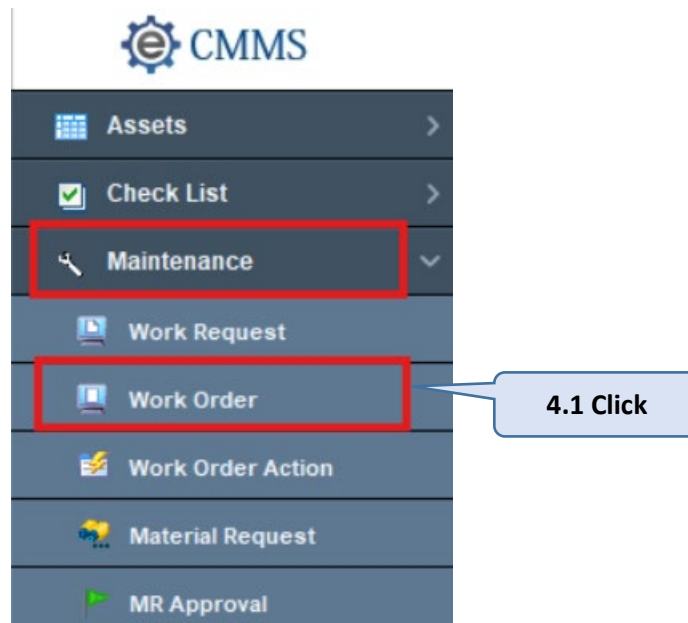


Figure 4.1

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

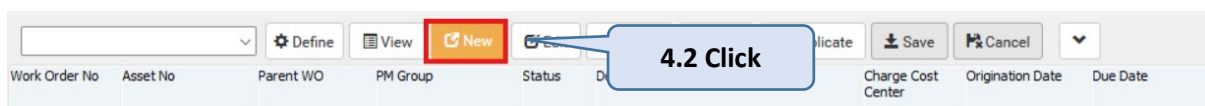


Figure 4.2

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).

Work Order No: [] Original Priority: 1 [] Originator: ADMIN1 []
Status: OPE [] Plan Priority: [] AZAM BIN AZIM []
Asset No: ACE01100001 [] Origination Date: 19/06/2024 14:25 [] Phone: []
ACECAM ASSET 01 [] Due Date: 19/06/2024 14:25 []
Asset Status: ACT [] Work Area: P1 []
Charge Cost Center: ACECAM [] Asset Location: COMMON AREA []
Asset Group Code: ACE01 [] Asset Level: L1 []
Fault Code: OVERHAUL [] Project ID: []
Description: OVERHAUL MACHINE []
☐ Print Work Order
☐ Continuous Add
☐ Duplicate

Corrective Action: [] Supervisor ID: []
Cause Code: [] Planner: []
Action Code: [] Approver: []
Delay Code: [] Assign To: []
Work Type: 30 [] Permanent ID: []
Work Permit Type: [] Temporary Asset: []
Work Group: MECH [] Approved: []
Schedule Date: 00/00/0000 00:00 [] Work Request No: []
Exception Date: 00/00/0000 00:00 [] WR Origination Date: []
Status Change Date: 00/00/0000 00:00 [] WR Due Date: []
Completion Date: 00/00/0000 00:00 [] Parent WO: []
Close Date: 00/00/0000 00:00 []

Acknowledge By: []
Acknowledge ID: []
Contact: []
Acknowledge Date: 00/00/0000 00:00 []
Tech Resp ID: []
Tech Resp Date: 00/00/0000 00:00 []
Response Name: []
Response ID: []
Response Contact: []
Response Date: 00/00/0000 00:00 []

WO Open: ☐ Y
Safety: ☐

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.

Work Order No: [] Original Priority: 1 [] Originator: ADMIN1 []
Status: OPE [] Plan Priority: [] AZAM BIN AZIM []
Asset No: ACE01100001 [] Origination Date: 19/06/2024 14:25 [] Phone: []
ACECAM ASSET 01 [] Due Date: 19/06/2024 14:25 []
Asset Status: ACT [] Work Area: P1 []
Charge Cost Center: ACECAM [] Asset Location: COMMON AREA []
Asset Group Code: ACE01 [] Asset Level: L1 []
Fault Code: OVERHAUL [] Project ID: []
Description: OVERHAUL MACHINE []
☐ Print Work Order
☐ Continuous Add
☐ Duplicate

Corrective Action: [] Supervisor ID: []
Cause Code: [] Planner: []
Action Code: [] Approver: []
Delay Code: [] Assign To: []
Work Type: 30 [] Permanent ID: []
Work Permit Type: [] Temporary Asset: []
Work Group: MECH [] Approved: []
Schedule Date: 00/00/0000 00:00 [] Work Request No: []
Exception Date: 00/00/0000 00:00 [] WR Origination Date: []
Status Change Date: 00/00/0000 00:00 [] WR Due Date: []
Completion Date: 00/00/0000 00:00 [] Parent WO: []
Close Date: 00/00/0000 00:00 []

Acknowledge By: []
Acknowledge ID: []
Contact: []
Acknowledge Date: 00/00/0000 00:00 []
Tech Resp ID: []
Tech Resp Date: 00/00/0000 00:00 []
Response Name: []
Response ID: []
Response Contact: []
Response Date: 00/00/0000 00:00 []

WO Open: ☐ Y
Safety: ☐

Material subtab: []
Asset No: [] Stock No: [] Stock Location: [] Description: [] Charge Cost Center: [] Charge Account: [] Qty Needed: []
ACE01100001 [] ACE01 [] WH-1-NA [] ACE STOCK 01 [] ACECAM [] ACCOUNT [] 1.0000 [] EACH [] 50,000.0000 [] 50,000.00 []
Add []
Delete []

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.

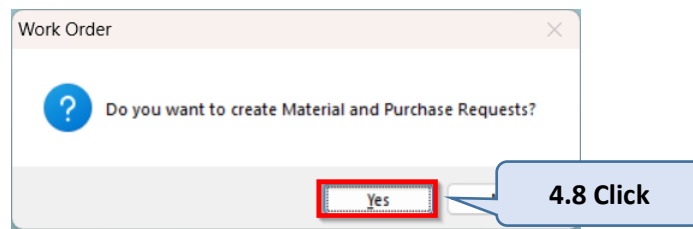


Figure 4.5

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

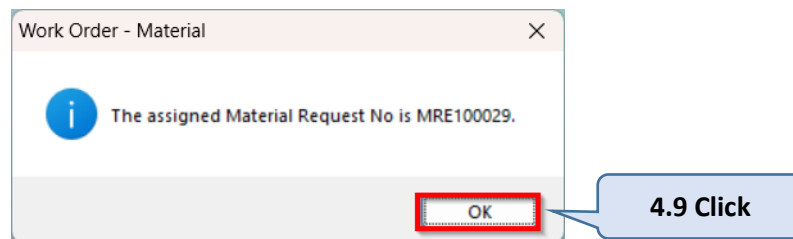


Figure 4.6

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

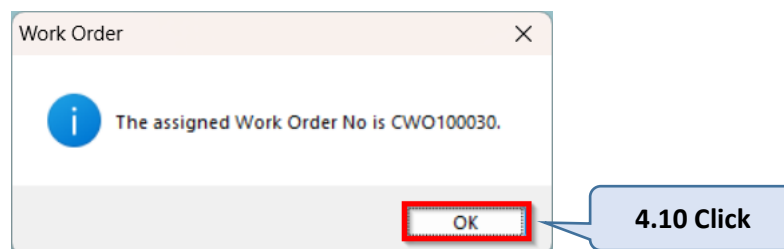


Figure 4.7

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**

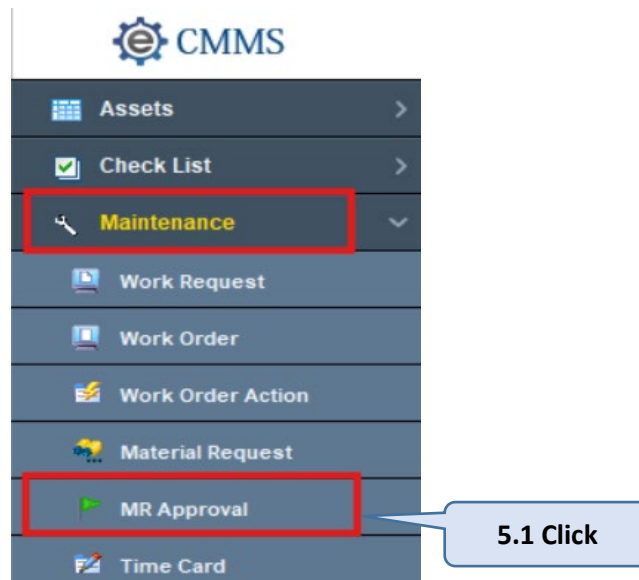


Figure 5.1

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**

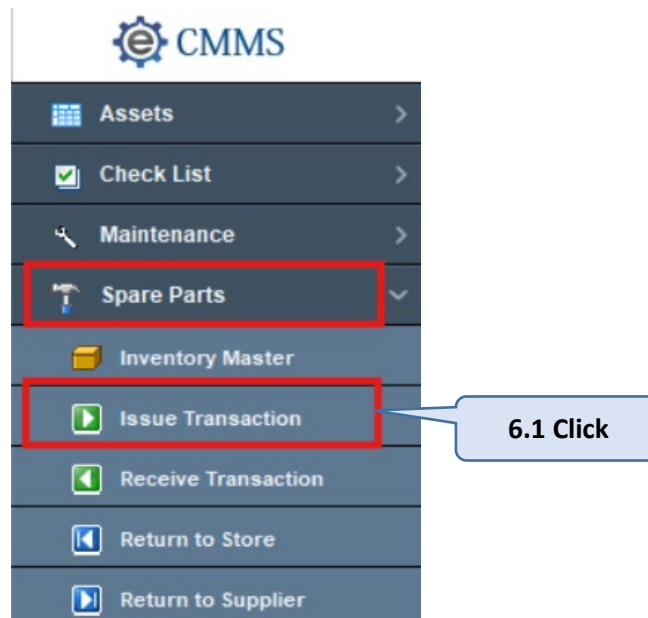


Figure 6.1

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.

Source:
☒ Material Request
☐ Miscellaneous

Issue Date:
19/06/2024

Material Request No:
MRE100029

Cost Center:
ACECAM

Work Order No:
CWO100030

Account:
ACCOUNT

Asset No:
ACE01100001

Employee ID:
ADMIN

Asset Description:
ACECAM ASSET 01

Issue To Name:
ADMIN

Print Transaction Document:
☒

Location On Hand Qty	Total Available	Required Quantity	Unissued Quantity	Issue Quantity	UOM	Mtr Lst Varchar2	Actual Quantity	Item Cost	Issue Price	Type	Serial No
3.0000	3.0000	1.0000	1.0000	1.0000	EACH		0.0000	50,000.0000	50,000.00	Serialize Asse	

6.4 Click

Figure 6.3

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

Serial No

Select

6.5 Click

Serial No	Description	Oh Qty
ACE01100002		1.00
ACE01100003		1.00
ACE01100004		1.00

Figure 6.4

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

New Delete Issue

6.6 Click

Source:
☒ Material Request
☐ Miscellaneous

Issue Date:
19/06/2024

Material Request No:
MRE100029

Cost Center:
ACECAM

Work Order No:
CWO100030

Account:
ACCOUNT

Asset No:
ACE01100001

Employee ID:
ADMIN

Asset Description:
ACECAM ASSET 01

Issue To Name:
ADMIN

Print Transaction Document:
☒

Location On Hand Qty	Total Available	Required Quantity	Unissued Quantity	Issue Quantity	UOM	Mtr Lst Varchar2	Actual Quantity	Item Cost	Issue Price	Type	Serial No	Charge Cost Center	Charge Account
3.0000	3.0000	1.0000	1.0000	1.0000	EACH		0.0000	50,000.0000	50,000.00	Serialize Asset	ACE01100002	ACECAM	ACCOUNT

Figure 6.5

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

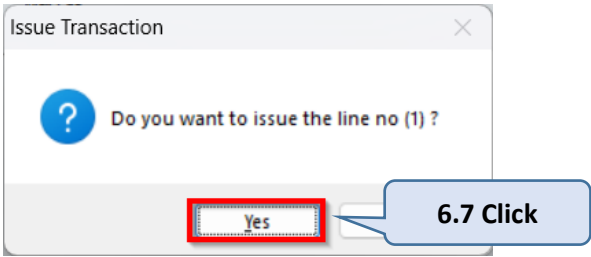


Figure 6.6

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

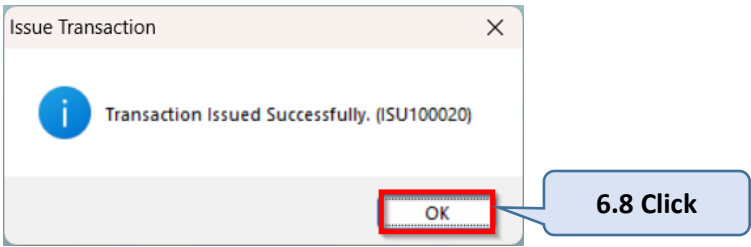


Figure 6.7

6.9 The Material Issue Notes will be generated.

Print

Printer Setup


Retrieve

Edit

Default

Zoom In

Zoom Out



DEMO-CPI (KL) Sdn Bhd

Material Issue Notes

Page 1 of 1

Date: 19/06/2024 14:39:44

MR No

WO No

MRE100029

CWO100030

Document No

Usage Date

Charge Cost Center

Charge Account

ISU100020

19/06/2024 14:39:22

ACECAM

ACCOUNT

MR Line	Stock No	Description	Stock Location	Remark	Used UOM	Item Cost	Used Quantity	Total Cost
1	ACE01	ACE STOCK 01	WH-1-NA		EACH	50,000.00	1.00	50,000.00
Total:								50,000.00

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**

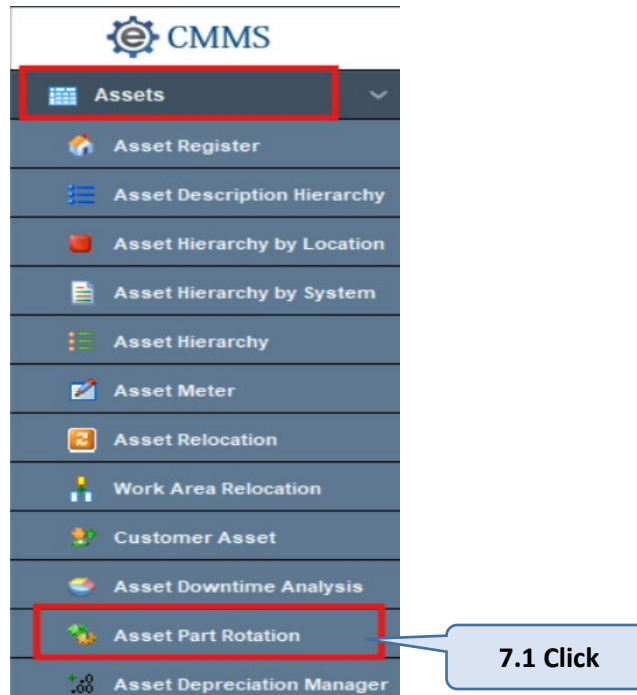


Figure 7.1

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.

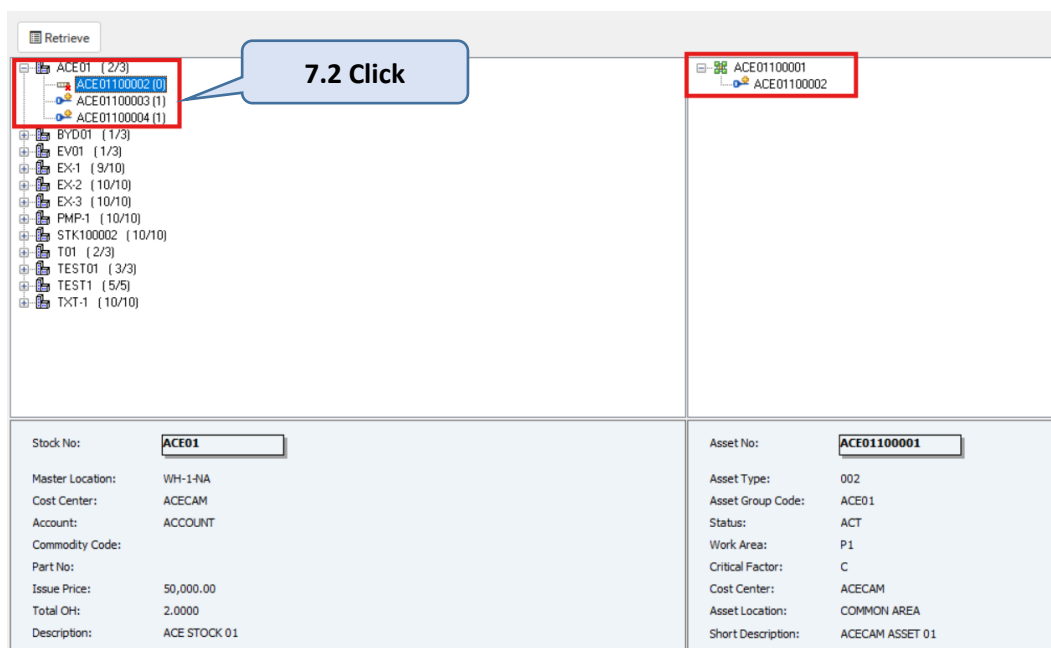


Figure 7.2

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**

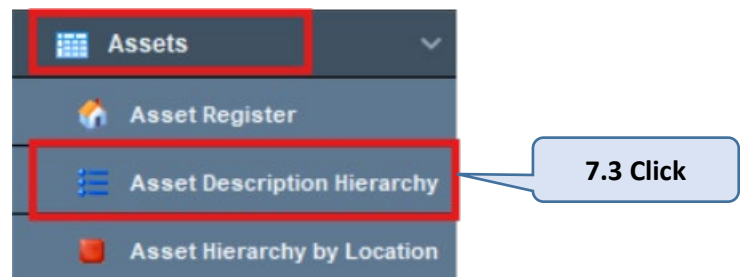


Figure 7.3

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

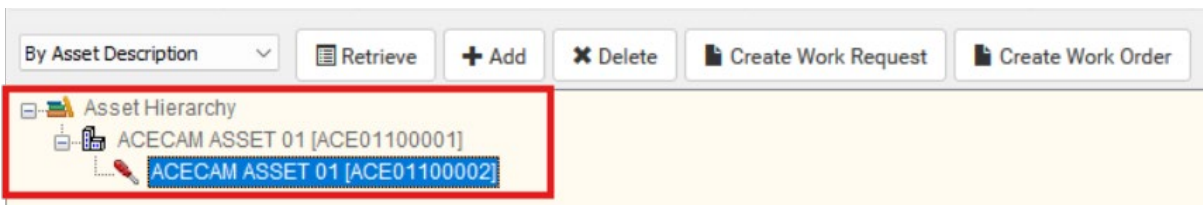


Figure 7.4

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.

The screenshot shows a table with asset information. The toolbar at the top includes a 'LAST QUERY' dropdown, a 'Define' button (highlighted with a red box and a '7.6 Click' callout), a 'View' button, and buttons for 'Delete', 'Duplicate', 'Save', and 'Cancel'. The table has the following columns: Asset No, Asset Group Code, Asset Type, Asset Code, Status, Critical Factor, Cost Center, Work Group, Short Description, and Long Description. The data rows are as follows:

Asset No	Asset Group Code	Asset Type	Asset Code	Status	Critical Factor	Cost Center	Work Group	Short Description	Long Description
001100001	001	001	MECH	ACT	C	ESSB	MECH	Machine Grinding	
001100002	001	001	MECH	ACT	C	ACECAM	ELEC	TEST	
001100003	001	001	MECH	ACT	C	ACECAM	ELEC	Testing 21	
001100004	001	001	MECH	ACT	C	ACECAM	ELEC	TRY	
ACE01100001	ACE01	002	MECH	ACT	C	ACECAM	MECH	ACECAM ASSET 01	

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**

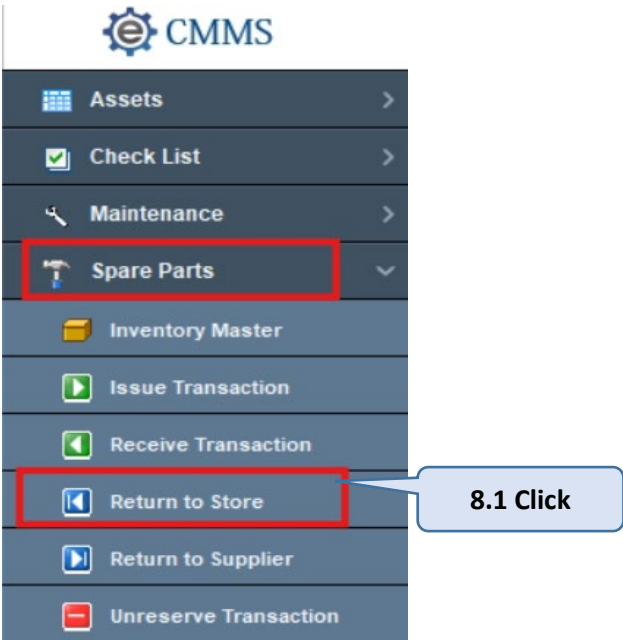


Figure 8.1

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.

The image shows the 'Return' form in the CMMS application. The form contains the following fields:

- Material Request No: MRE100029
- Work Order No: CWO100030
- Asset No: ACE01100001
- Stock No: ACE01
- Return Date: 19/06/2024
- Employee ID:
- Cost Center: ACECAM
- Account:
- Print Transaction Document: ☒

A callout bubble labeled '8.3 Click' points to the 'Return' button. Another callout bubble labeled '8.2 Insert' points to the 'Cost Center' field.

No.	Stock No	Description	Remark	Stock Location	Return Quantity	Used Quantity	Item Cost	Used UOM	Serial No	Usage Date	Current Date	MR No	WO No	Asse
1	ACE01	ACE STOCK 01		WH-1-NA	1.0000	1.0000	50,000.0000	EACH	ACE01100002	19/06/2024	19/06/2024	MRE100029	CWO100030	ACE01

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.

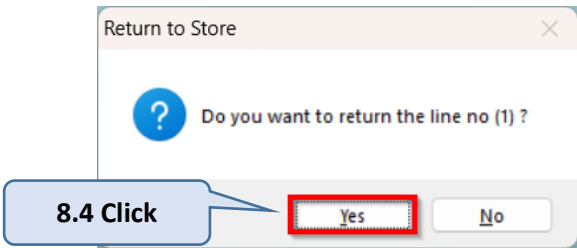


Figure 8.3

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

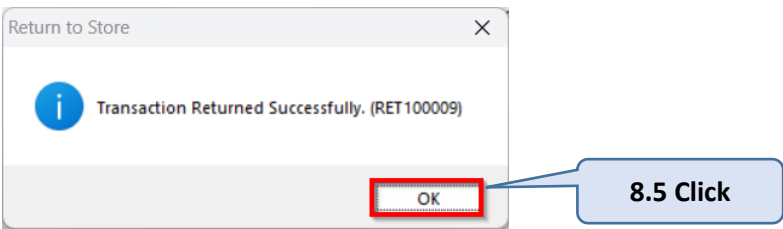


Figure 9.4

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.

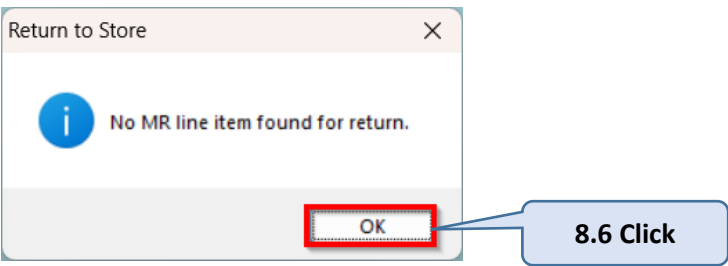


Figure 8.5

8.7 Return To Store receipt will be generated.

Print Printer Setup Retrieve Edit Default Zoom In Zoom Out

DEMO-CPI (KL) Sdn Bhd
Return To Store Note

Page 1 of 1
Date: 19/06/2024 15:02:49

Requisition No: MRE100029		Return Doc No: RET100009	
Work Order No: CWO100030		Return Date: 19/06/2024	
Requestor Name:		Return Time: 00:00:00	
		Cost Center: ACECAM	
		Department: ACECAM	
		Finance Code: ACCOUNT	

Item No	Stock Number	Description	Stock Location	UOM	On Hand Qty	Item Cost	Return Qty	On Hand Balance	Total Cost	Remarks	
1	ACE01	ACE STOCK 01	WH-1-NA	EACH		50,000.00	1.0000		50,000.00		
RINGGIT MALAYSIA: Fifty Thousand Only									Total:	MYR 50000	

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**

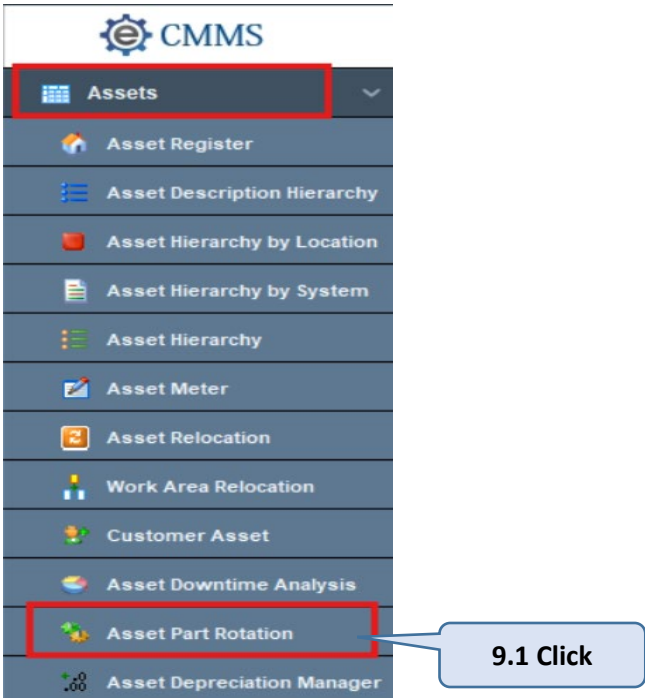


Figure 9.1

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.

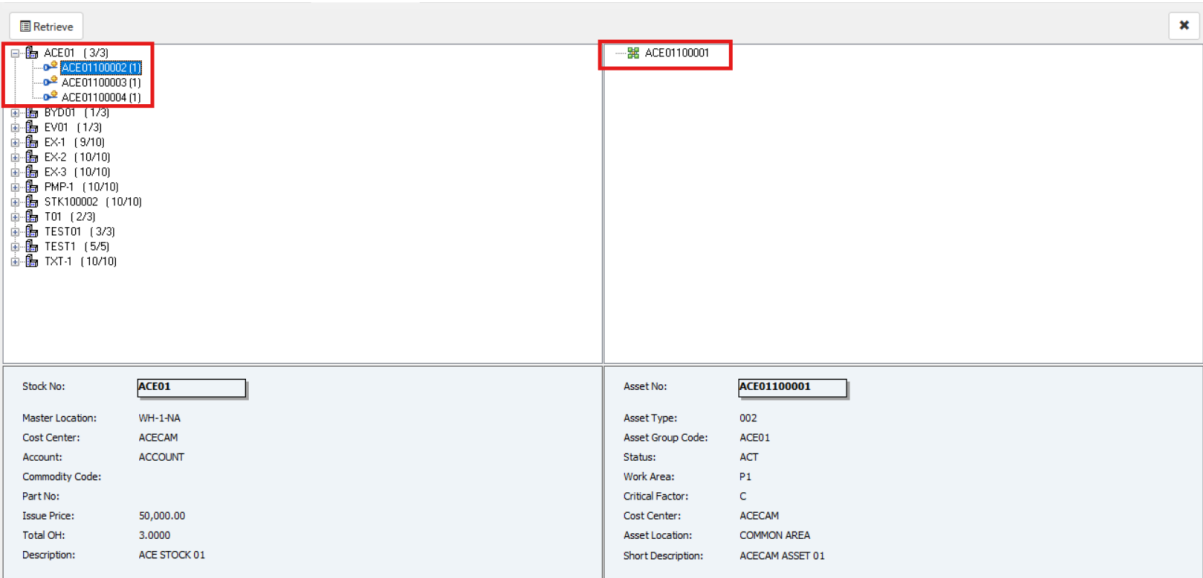


Figure 9.2

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**

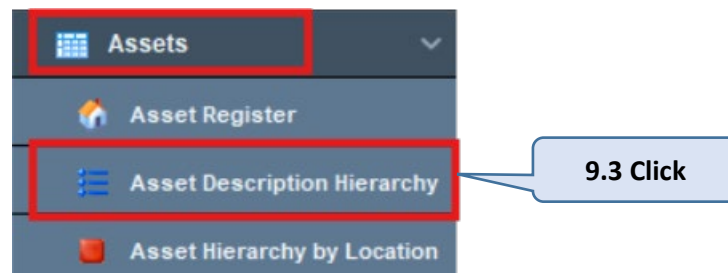


Figure 9.3

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.

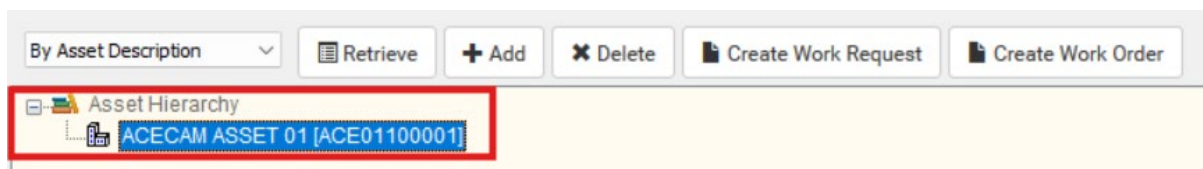


Figure 9.4

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.

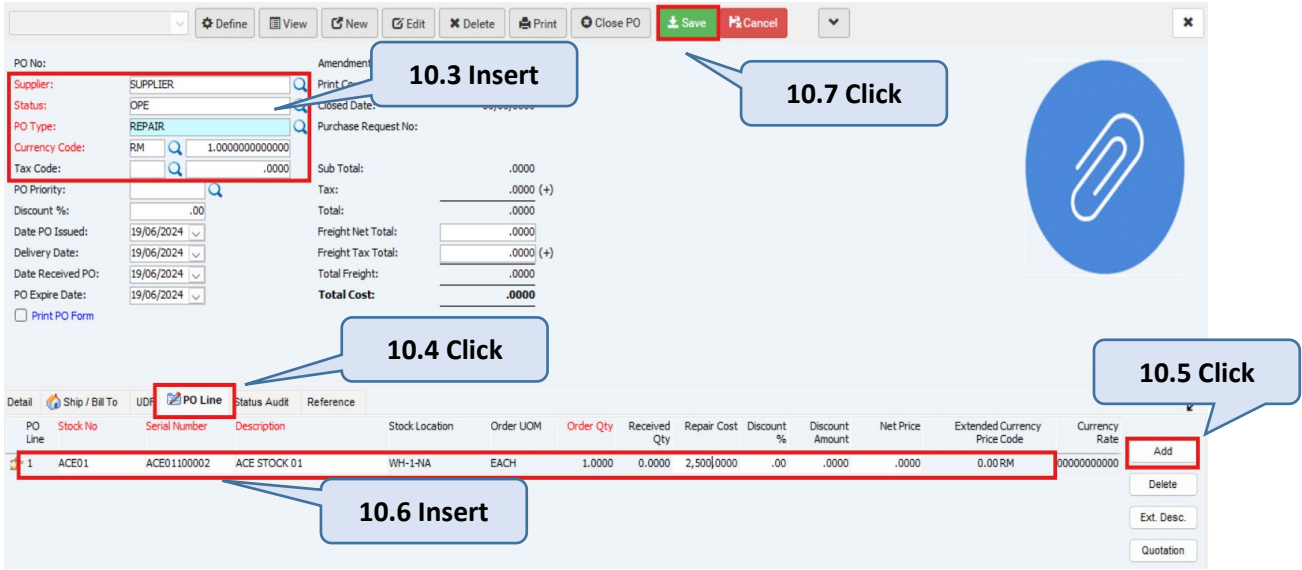


Figure 10.3

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

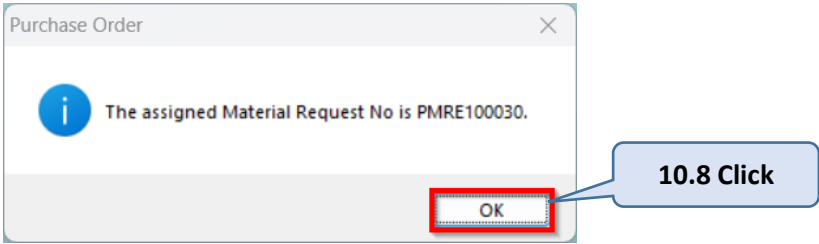


Figure 10.4

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

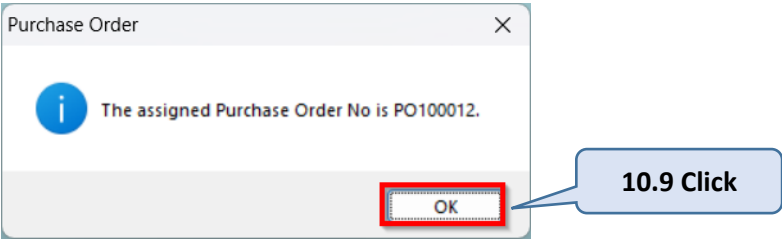


Figure 10.5

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.

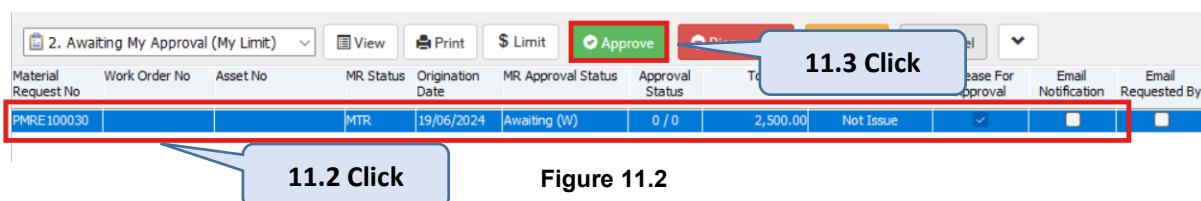


Figure 11.2

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

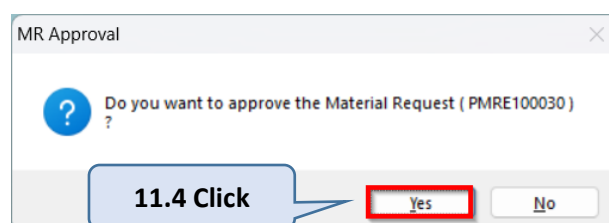


Figure 11.3

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.

Approve Material Request

Save 11.6 Click

Material Request No: PMRE100030 MR Approval Status: Awaiting (W)
 MR Status: MTR Approval Process: 0 / 0
 Work Order No: Next Approver:
 Asset No: Origination Date: 19/06/2024
 Required Date: 19/06/2024
 Cost Center: Total Cost: 2,500.00
 Account: Note:
 Requester:

Level	Employee ID	Approval Date	Approval Limit	Status	Remark
1	ADMIN1	19/06/2024 15:10	999,999,999.99	Approved	Proceed 11.5 Insert

Figure 11.4

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

Approve Material Request

i The Material Request Successfully Approved.

OK 11.7 Click

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.

Stock No	Stock Location	Description	Location On Hand Qty	Total Available	Required Quantity	Unissued Quantity	Issue Quantity	UOM	Mtr Lst Varchar2	Actual Quantity	Item Cost	Issue Price	Type	Serial No	Charge Cost Cen
ACE01	WH-1-NA	ACE STOCK 01	3.0000	3.0000	1.0000	1.0000	1.0000	EACH		0.0000	2,500.0000	50,000.00	Serialize Asset	ACE01100002	ACECAM

Figure 12.2

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

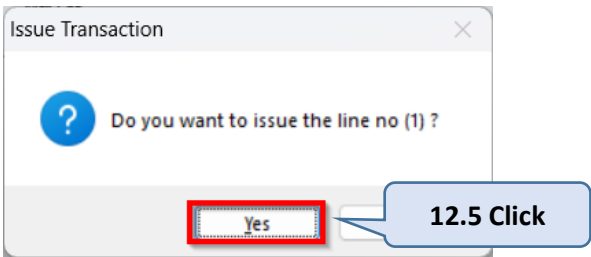


Figure 12.3

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

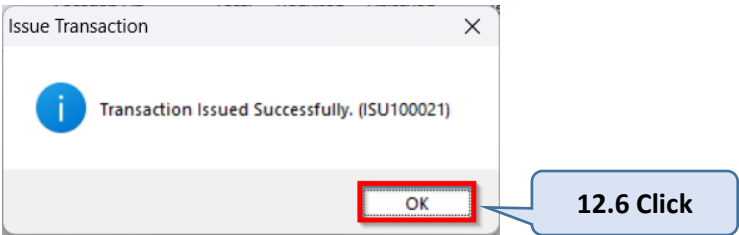


Figure 12.4

12.7 The Material Issue Notes will be generated.

PrintPrinter SetupRetrieveEditDefaultZoom InZoom Out

DEMOCPI (KL) Sdn Bhd

Material Issue Notes

Page 1 of 1

Date: 19/06/2024 15:15:15

MR No	PMRE100030	Document No	ISU100021
WO No		Usage Date	19/06/2024 15:14:56
		Charge Cost Center	ACECAM
		Charge Account	ACCOUNT

MR Line	Stock No	Description	Stock Location	Remark	Used UOM	Item Cost	Used Quantity	Total Cost
1	ACE01	ACE STOCK 01	WH-1-NA		EACH	50,000.00	1.00	50,000.00
Total:								50,000.00

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**

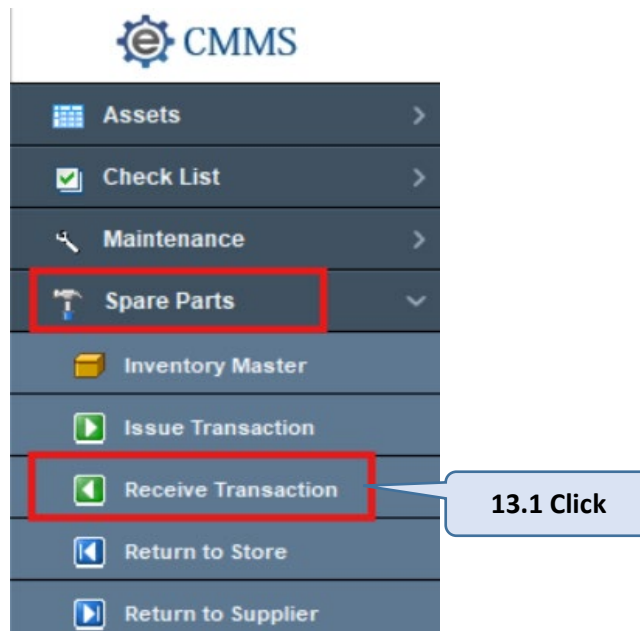


Figure 13.1

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

The image shows the 'Receive Transaction' form. The 'Source' dropdown menu is open, showing options: Purchase Order - Repair, Miscellaneous, Purchase Order, and Purchase Order - Repair. The 'Purchase Order - Repair' option is highlighted. A blue callout bubble with the text '13.2 Choose' points to the highlighted option. Other fields include PO No., Packaging Slip, Employee ID, Status, Supplier, Print Transaction Document (checked), and Remark.

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).

The screenshot shows the 'Stock Receive' form. At the top, there are buttons: 'New', 'Delete', 'Receive', and 'Receive /'. A callout '13.4 Click' points to the 'Receive' button. Below the buttons, there are input fields for 'Source' (Purchase Order - Repair), 'Receive Date' (19/06/2024), 'Employee ID' (ADMIN), 'Print Transaction Document' (checked), and 'Remark'. To the right, there are fields for 'PO No' (PO 100003), 'Packaging Slip', 'PO Type' (REPAIR), 'Status' (OPE), and 'Supplier' (SUPPLIER). A callout '13.3 Choose' points to the 'PO No' field. At the bottom, there is a table with columns: PO Line, Stock No, Serial No, Description, Stock Location, Receive Qty, Remain Qty, Order UOM, Repair Cost, Order Qty, and Received Qty. The table contains one row with data: PO Line 1, Stock No TEST1, Serial No TEST1100001, Description TESTING 1, Stock Location WH-1-NA, Receive Qty 1.0000, Remain Qty 1.0000, Order UOM EACH, Repair Cost 1,000.0000, Order Qty 1.0000, and Received Qty .0000.

Figure 13.3

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

The screenshot shows a confirmation dialog titled 'Stock Receive'. It contains a question: 'Do you want to receive the line no (1) ?'. At the bottom, there are two buttons: 'Yes' and 'No'. A callout '13.5 Click' points to the 'Yes' button.

Figure 13.4

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

The screenshot shows a confirmation dialog titled 'Receive Transaction'. It contains an information icon and a message: 'The transaction had received successfully. (RCV100011)'. At the bottom, there is an 'OK' button. A callout '13.6 Click' points to the 'OK' button.

Figure 13.5

13.7 The GRN would be generated.

Print

Printer Setup


Retrieve

Edit

Default

Zoom In

Zoom Out



DEMO-CPI (KL) Sdn Bhd

Goods Receipt Note

Page 1 of 1

Date: 18/06/2024 18:17:46

PO Number: PO100005

Supplier: SUPPLIER

Address:

Phone Number:

Fax Number:

Mobile Number:

Contact:

FOB:

Packing Slip:

Receive Doc No: RCV100011

Received Date: 18/06/2024

Status: CLO

PO Type: REPAIR

PO Date: 18/06/2024

Required Date: 18/06/2024

Promised Date: 18/06/2024

Follow-up Date: 18/06/2024

Buyer:

Ship Via:

PO Line	Stock Number	Description	Stock Location	UOM	Item Cost	Received Qty	Total Cost
1	TXT-1	PUMP STABILIZER 1	WH-1-NA	EACH	2500.0000	1.0000	RM2,500.00
Total:							RM2,500.00

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**

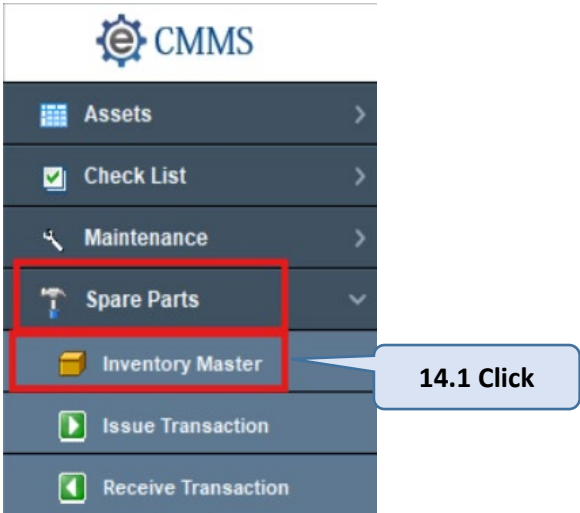


Figure 14.1

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.

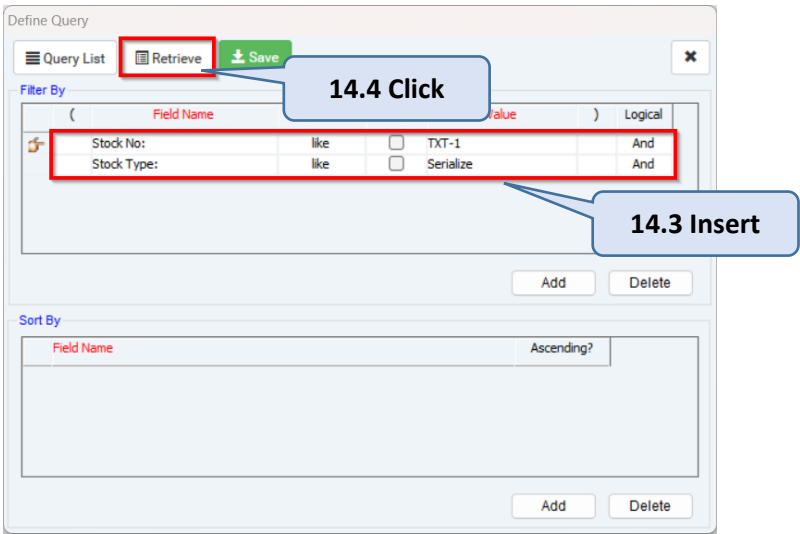


Figure 14.3

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

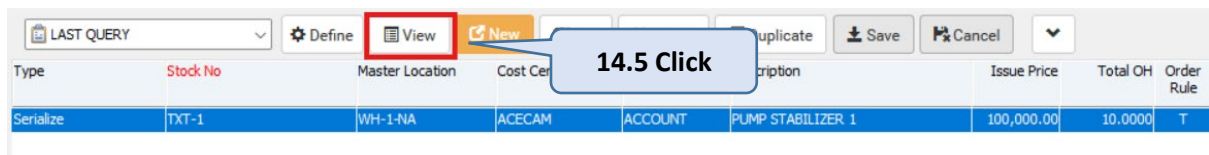


Figure 14.4

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.

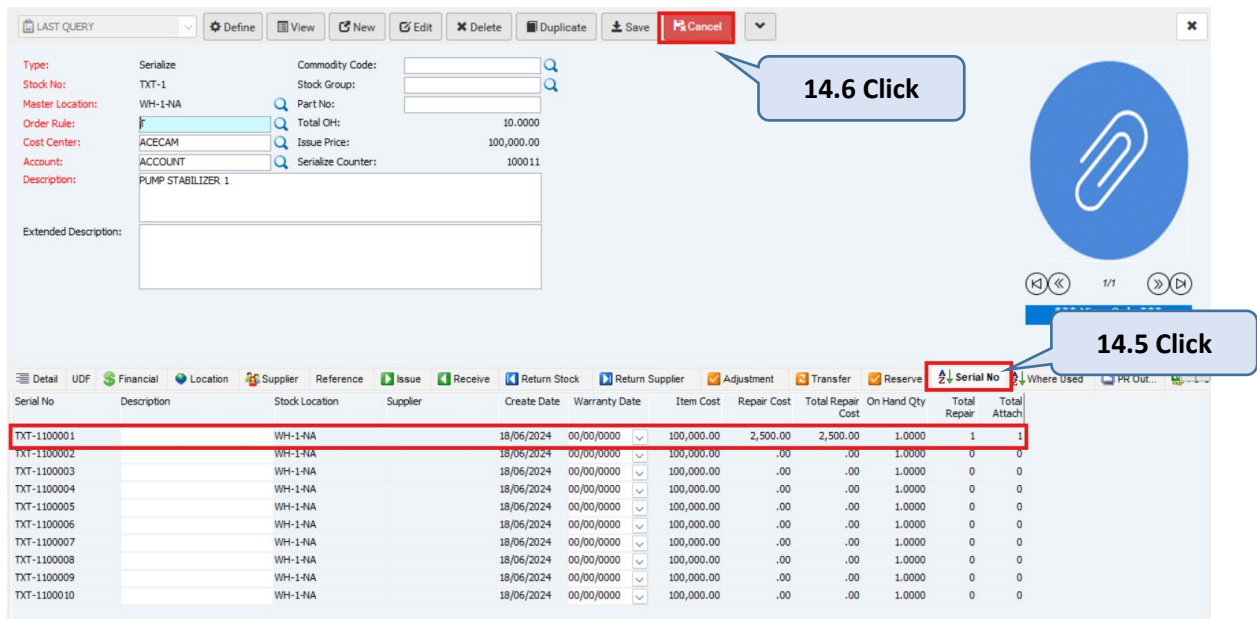


Figure 14.5