





## INVENTORY REPORTS

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## 1 READ THIS FIRST

- Select from dropdown list
  - Click on 
  - System will display dropdown list of authorize value
- Select for search help;
  - Click on  to view the list.
  - To select value; double click on the value or select value and click 
- For fields with multiple selections allowed;
  - you can click on  to select multiple value

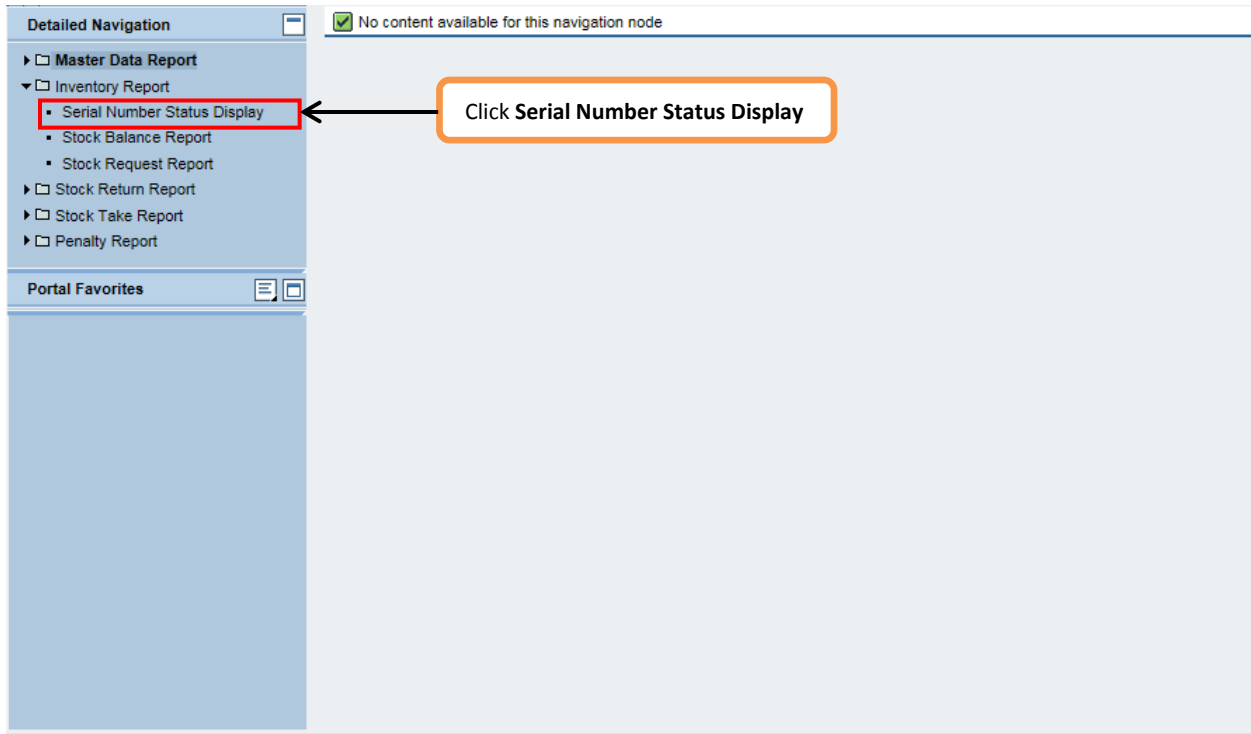
## 2 SERIAL NUMBER STATUS DISPLAY

In this module, user able to:

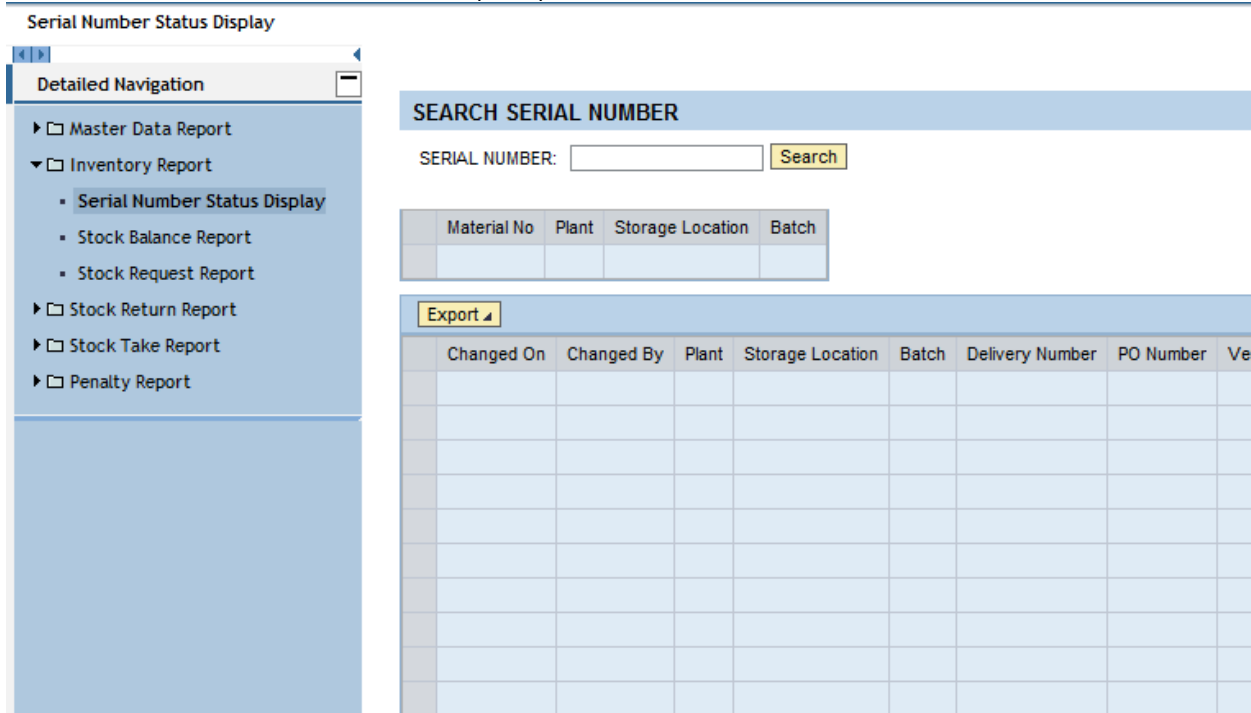
- Display Serial Number, its information and change history
- Export Serial Number Status to Excel

### USER CLICKS ON

- User needs to click on **Serial Number Status Display** under **Inventory Report** category in tree menu.



- **Search Serial Number** screen will be open upon it.



## 2.1 DISPLAY SERIAL NUMBER

Follow the following steps:

- Enter Serial Number
- Click **Search**
- System will display list of material number applicable for the serial number

**SEARCH SERIAL NUMBER**

SERIAL NUMBER:

Material No	Plant	Storage Location	Batch
1000001365   RESIDENTIAL GATEWAY	102A   TM ML Cheras	MBN   MLDS BANTING	G102AMB

Changed On	Changed By	Plant	Storage Location	Batch	Delivery Number	PO Number	Vendor Number	Installation Order No.	Installation Order Date	Equipment Status	Valuation

- Click on material number. Detail information on the serial number and its change history will be displayed

**SEARCH SERIAL NUMBER**

SERIAL NUMBER:

Material No	Plant	Storage Location	Batch
1000001365   RESIDENTIAL GATEWAY	102A   TM ML Cheras	MBN   MLDS BANTING	G102AMB

Changed On	Changed By	Plant	Storage Location	Batch	Delivery Number	PO Number	Vendor Number	Installation Order No.	Installation Order Date	Equipment Status	Valuation
25.03.2016	STR_KEEPER01	102A	MBN	G102AMB	4800260871	4800260871	1011270			NEW	GOOD ST

## 2.2 EXPORT REPORT TO EXCEL

Follow the following steps:

- At 'EXPORT'  , go to *Export-> Table View*

- A popup window will display.

Do you want to open or save **export\_20160327022049.xls** from **gemsnlq.tm.com.my**?

- You may opt to 'OPEN' or 'SAVE' the document.

A	B	C	D	E	F	G	H	I	J	K	L	M
Changed On	Changed By	Plant	Storage Location	Batch	Delivery Number	PO Number	Vendor Number	Installation Order No.	Installation Order Date	Equipment Status	Valuation Type	Guarantee Date End
3/25/2016	STR_KEEPER01	102A	MBN	G102AMB	4800260871	4800260871	1011270			NEW	GOOD STK	3/23/2018

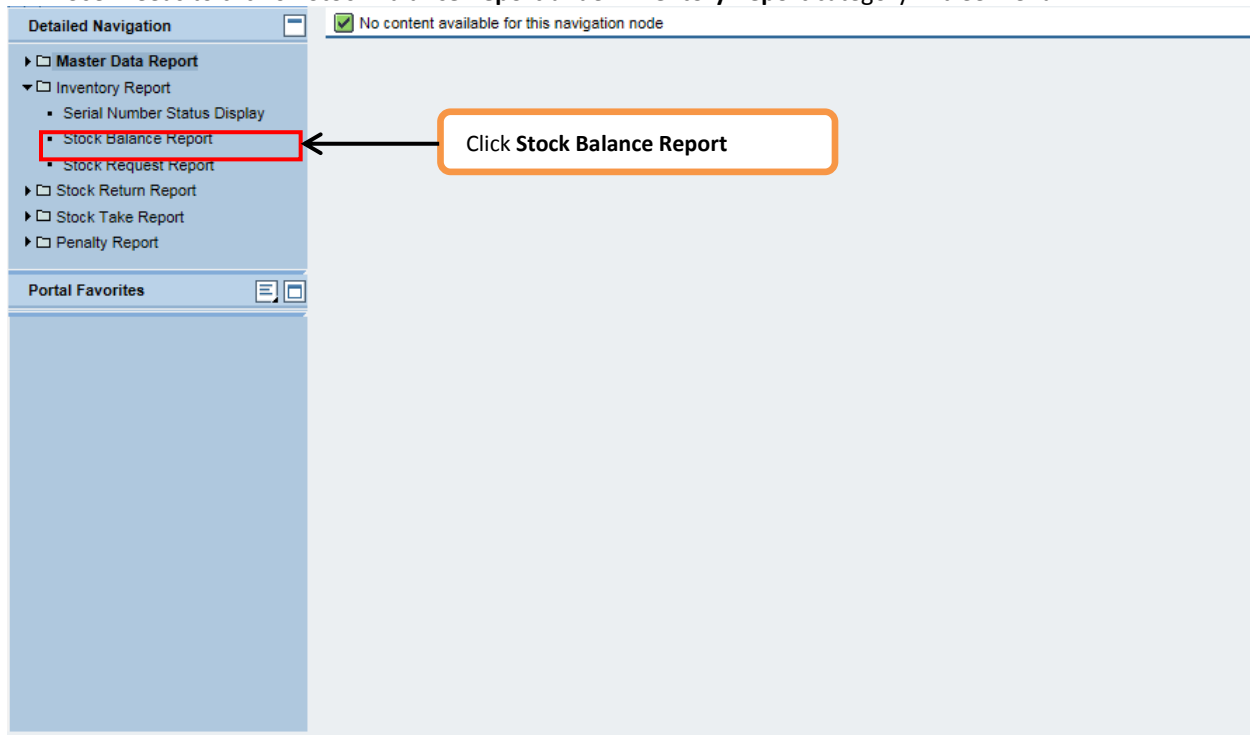
### 3 STOCK BALANCE REPORT

In this module, user able to:

- Display Stock Balance Report by plant, material and stock type (mandatory search parameter)
- Export Stock Balance Report to Excel

#### USER CLICKS ON

- User needs to click on **Stock Balance Report** under **Inventory Report** category in tree menu.



- **Stock List** screen will be open upon it.

Stock Balance Report


Detailed Navigation


- ▶ Master Data Report
- ▼ Inventory Report
  - Serial Number Status Display
  - **Stock Balance Report**
  - Stock Request Report
- ▶ Stock Return Report
- ▶ Stock Take Report
- ▶ Penalty Report


### STOCK LIST

Plant: \*

Material: \*

Storage Location:   To   

Batch:   To   

Stock Type: \*   

### Item Data


Plant	Storage Loc	Batch	Material No	Unrestricted Qty	Quality Inspection Qty	Block Qty

### List Of Stock

No	Plant	Storage Loc	Batch	Material No	Description	Object number	Serial No	Manufacturer	Manufacturer Guarantee Star

### 3.1 DISPLAY STOCK LIST

Follow the following steps:

- Enter search parameter (for fields with multiple selections allowed, you can click on  to select multiple value);
  - Mandatory fields;
    - Plant
    - Material
    - Stock type;
      - UNRESTRICTED:** Equipment Status = NEW, REFURBISH & RETURN\_SUP
      - QUALITY INSPECTION:** Equipment Status = DOA & FAULTY
      - BLOCK:** Equipment Status = BLOCK, APP\_SCRAP & PENALTY\_ADV
  - Optional fields;
    - Storage Location
    - Batch
- Click
- System will display list of Item Data applicable for the search parameter

**STOCK LIST**

Plant: \* 102A | TM ML Cheras  
 Material: \* 1000001365 | RESIDENTIAL GAT  
 Storage Location:  To   
 Batch:  To   
 Stock Type: \* UNRESTRICTED

**Item Data**

Plant	Storage Loc	Batch	Material No	Unrestricted Qty	Quality Inspection Qty	Block Qty
102A   TM ML Cheras	M007   MLDC CHERAS	G102AM007	1000001365   RESIDENTIAL GATEWAY	2.000	0.000	0.000
102A   TM ML Cheras	MBN   MLDS BANTING	G102AMB	1000001365   RESIDENTIAL GATEWAY	5.000	0.000	0.000

**List Of Stock**

No	Plant	Storage Loc	Batch	Material No	Description	Object number	Serial No	Manufacturer	Manufacturer Guarantee Start Date	Manufacturer Guarante

- On Item Data, double click on selected Item Data. Detail information on stock balance will be displayed.

**STOCK LIST**

Plant: \* 102A | TM ML Cheras  
 Material: \* 1000001365 | RESIDENTIAL GATEWAY  
 Storage Location:  To   
 Batch:  To   
 Stock Type: \* UNRESTRICTED

**Item Data**

Plant	Storage Loc	Batch	Material No	Unrestricted Qty	Quality Inspection Qty	Block Qty
102A   TM ML Cheras	M007   MLDC CHERAS	G102AM007	1000001365   RESIDENTIAL GATEWAY	2.000	0.000	0.000
102A   TM ML Cheras	MBN   MLDS BANTING	G102AMB	1000001365   RESIDENTIAL GATEWAY	5.000	0.000	0.000

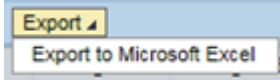
**List Of Stock**

No	Plant	Storage Loc	Batch	Material No	Description	Object number	Serial No	Manufacturer	Manufacturer Guarantee Start Date	Manufacturer Guarante
1	102A   TM ML Cheras	MBN   MLDS BANTING	G102AMB	1000001365	RESIDENTIAL GATEWAY	E000000300000000140	RG0000000001	BRAND B	23.03.2016	
2	102A   TM ML Cheras	MBN   MLDS BANTING	G102AMB	1000001365	RESIDENTIAL GATEWAY	E000000300000000141	RG0000000002	BRAND B	23.03.2016	
3	102A   TM ML Cheras	MBN   MLDS BANTING	G102AMB	1000001365	RESIDENTIAL GATEWAY	E000000300000000142	RG0000000003	BRAND B	23.03.2016	
4	102A   TM ML Cheras	MBN   MLDS BANTING	G102AMB	1000001365	RESIDENTIAL GATEWAY	E000000300000000143	RG0000000004	BRAND B	23.03.2016	
5	102A   TM ML Cheras	MBN   MLDS BANTING	G102AMB	1000001365	RESIDENTIAL GATEWAY	E000000300000000144	RG0000000005	BRAND B	23.03.2016	

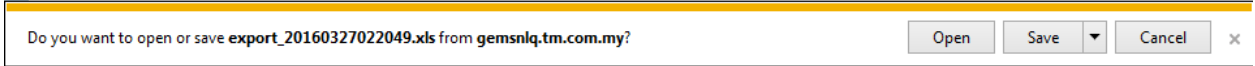
### 3.2 EXPORT REPORT TO EXCEL

Follow the following steps:

- At 'EXPORT' , go to **Export-> Table View**



- A popup window will display.



- You may opt to 'OPEN' or 'SAVE' the document

A	B	C	D	E	F	G	H	I	J	
No	Plant	Storage Loc	Batch	Material No	Description	Object number	Serial No	Manufacturer	Manufacturer Guarantee Start Date	Manufactur
1	102A   TM ML Cheras	M007   MLDC CHERAS	G102AM007	1000001365	RESIDENTIAL GATEWAY	IE0000003000000000138	PHONEK00000000011		3/23/2016	
2	102A   TM ML Cheras	M007   MLDC CHERAS	G102AM007	1000001365	RESIDENTIAL GATEWAY	IE0000003000000000139	PHONEK00000000012		3/23/2016	

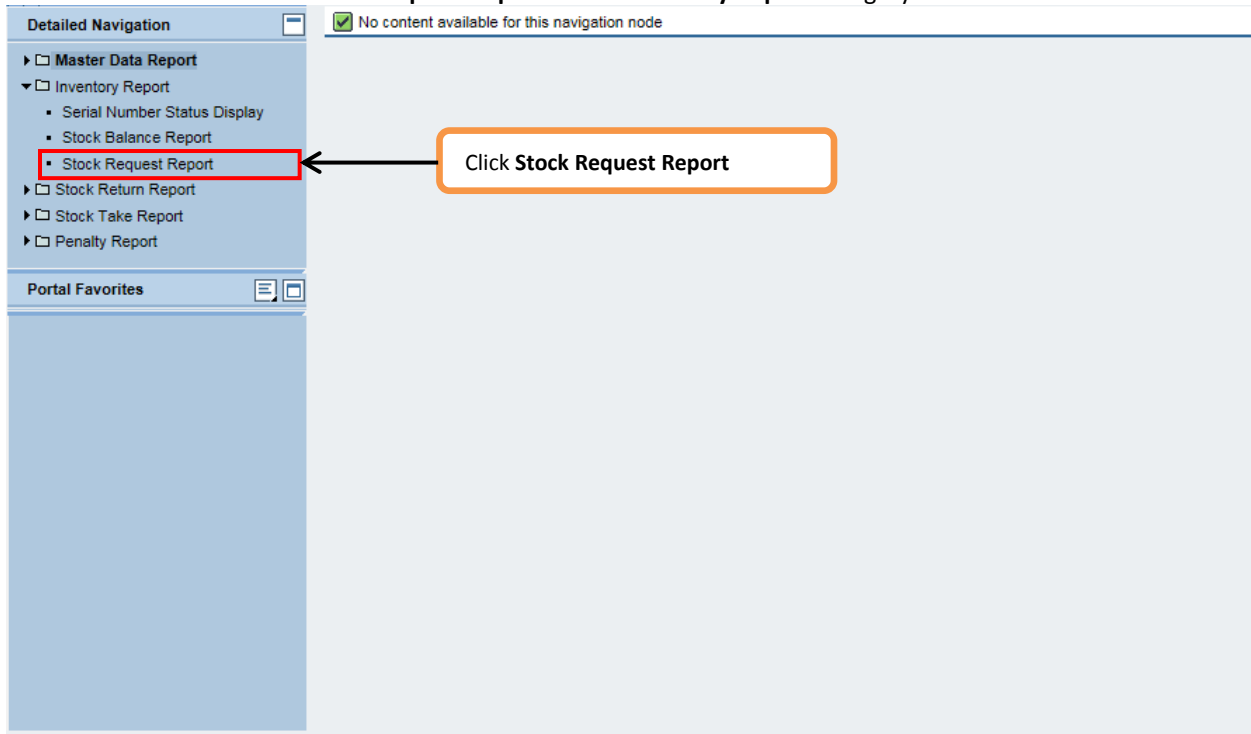
## 4 STOCK REQUEST REPORT

In this module, user able to:

- Display Stock Request Report by at least one of the search parameter
- Export Stock Request Report to Excel

### USER CLICKS ON

- User needs to click on **Stock Request Report** under **Inventory Report** category in tree menu.




- **Stock Request Report** screen will be open upon it.


Stock Request Report


Detailed Navigation


- ▶ Master Data Report
- ▼ Inventory Report
  - Serial Number Status Display
  - Stock Balance Report
  - **Stock Request Report**
- ▶ Stock Return Report
- ▶ Stock Take Report
- ▶ Penalty Report

### Stock Request Report


Plant:  To  

Storage Location:  To  

Reservation:  To  


Date:  To  

List of Transfer Documents:

Header						
	Receiving Plant	Receiving SLoc.	User name	Date	Doc. Status	

## 4.1 DISPLAY STOCK REQUEST REPORT

Follow the following steps:

- Enter search parameter (for fields with multiple selections allowed, you can click on  to select multiple value). You may need to enter at least one of the search parameter;
  - Plant
  - Storage Location
  - Reservation = Stock Request Document Number
  - Date = Stock Request Document Date
- Click
- System will display list of Stock Request Document List applicable for the search parameter



## Stock Request Report

Plant:  To

Storage Location:  To

Reservation:  To

Date:  To

List of Transfer Documents:

Header						
		Receiving Plant	Receiving SLoc.	User name	Date	Doc. Status
	<a href="#">1000000030</a>	102A	M007	S12433	31.12.2015	In Approval Process
	<a href="#">1000000031</a>	102A	M007	S12433	31.12.2015	In Approval Process
	<a href="#">1000000032</a>	102A	M007	S12433	31.12.2015	Completed
	<a href="#">1000000033</a>	102A	M007	S12433	31.12.2015	Completed
	<a href="#">1000000036</a>	102A	M007	S12433	11.01.2016	In Approval Process

- To display Stock Request Document;
  - Display in same screen
    - ⊕ Click on to drilldown more information on stock request document.
    - ⊖ Click on to closed the drilldown.

## Stock Request Report

Plant:  To

Storage Location:  To

Reservation:  To

Date:  To

List of Transfer Documents:

Header																																										
		Receiving Plant	Receiving SLoc.	User name	Date	Doc. Status																																				
	<a href="#">1000000030</a>	102A	M007	S12433	31.12.2015	In Approval Process																																				
	<a href="#">1000000031</a>	102A	M007	S12433	31.12.2015	In Approval Process																																				
	<a href="#">1000000032</a>	102A	M007	S12433	31.12.2015	Completed																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="12">Items</th> </tr> <tr> <th>Item</th> <th>Material</th> <th>Plant</th> <th>Stor. Location</th> <th>Reqmt Date</th> <th>Reqmt Qty</th> <th>Withdrawal Qty</th> <th>Text</th> <th>User</th> <th>STO Number</th> <th>Item</th> <th>Item Status</th> </tr> </thead> <tbody> <tr> <td></td> <td>0010</td> <td>1000001365</td> <td>102A</td> <td>07.01.2016</td> <td>2.000</td> <td>2.000</td> <td></td> <td>S51186</td> <td>8000000013</td> <td>00010</td> <td> Approved</td> </tr> </tbody> </table>							Items												Item	Material	Plant	Stor. Location	Reqmt Date	Reqmt Qty	Withdrawal Qty	Text	User	STO Number	Item	Item Status		0010	1000001365	102A	07.01.2016	2.000	2.000		S51186	8000000013	00010	Approved
Items																																										
Item	Material	Plant	Stor. Location	Reqmt Date	Reqmt Qty	Withdrawal Qty	Text	User	STO Number	Item	Item Status																															
	0010	1000001365	102A	07.01.2016	2.000	2.000		S51186	8000000013	00010	Approved																															
	<a href="#">1000000033</a>	102A	M007	S12433	31.12.2015	Completed																																				
	<a href="#">1000000036</a>	102A	M007	S12433	11.01.2016	In Approval Process																																				

- Display in new screen
  - ⊕ Click on Stock Request Document Number
  - ⊖ Click on [Stock Request Report](#) to go back to previous screen.

## STOCK REQUEST

Request Number:  Completed

Plant:

Storage:

Request Items									
Item	Material	Reqmt Qty	Reqmt Date	Withdrawal Qty	Delivery Plant	Remark	Purchasing Doc.	Item Status	
10	1000001365	2.000	07.01.2016	2.000	102A		8000000013	Approved	

[Stock Request Report](#)

### 4.2 EXPORT REPORT TO EXCEL

Follow the following steps:

- Click on Export to Excel

- A popup window will display.



- You may opt to 'OPEN' or 'SAVE' the document

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Stock Re	Receiving	Receiving St	User Name	Created D	Doc Status									
100000007	102A	M010	GEMSSI03	20151013	In Approval Process									
	Item	Material	Plant	Stor.Location		Reqment	Withdraw	Reason	Approver	STO Num	STO Item	Item Status		
	0010	000000001000	103A	M010		20151020	20.000	0.000		GEMSSI03		00000	In Approval Process	
100000008	102A	M010	GEMSSI03	20151021	In Approval Process									
	Item	Material	Plant	Stor.Location		Reqment	Withdraw	Reason	Approver	STO Num	STO Item	Item Status		
	0010	000000001000	103A	M010		20151028	20.000	0.000				00000	In Approval Process	
100000010	102A	M010	GEMSSI03	20151022										
	Item	Material	Plant	Stor.Location		Reqment	Withdraw	Reason	Approver	STO Num	STO Item	Item Status		
	0010	000000001000	103A	M010		20151029	20.000	0.000				00000	Deleted	
100000011	102A	M010	GEMSSI03	20151029	EDIT									
	Item	Material	Plant	Stor.Location		Reqment	Withdraw	Reason	Approver	STO Num	STO Item	Item Status		
	0010	000000001000	103A			20151105	20.000	0.000				00000	Saved	