



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Edit Asset Financial)

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DOCUMENT CONTROL

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1.0	28/05/2024	Najmi	First Version of User Manual – Edit Asset Financial

Scenario

New information of the asset is updated from manufacturer. Users need to update the asset information in CMMS System. In this syllabus, we will guide on how to update/edit asset information.

1. Edit Asset Financial Information.

What it's for

It is important to maintain latest asset information as it is used as reference to technician when doing maintenance.

Update Asset Financial Information

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



Figure 1.1

- 1.2 Asset table view will pop up and data will retrieve. Click on **Define** button.

Asset No	Asset Group Code	Asset Type	Asset Code	Status	Critical Factor	Cost Center	Work Group	Short Description
ACB\100001	ACB	PM	ELE	ACT	C	8008140	UTILITY	Air circuit breaker 1600 Amp
AC100001	AC	PM	ELE	ACT	C	8008140	UTILITY	Air cond unit
GRINDER\100001	GRINDER	PM	ELE	ACT	C	8008140	UTILITY	Grinder
AC\100002	AC	PM	ELE	ACT	C	8008140	UTILITY	Air cond unit
GRINDER\100002	GRINDER	PM	ELE	ACT	C	8008140	UTILITY	Grinder

Figure 1.2

1.3 Fill in define query criteria:

(Note: Please refer "User Manual – Define Data Query" for detail information).

Column	Operator	Value
Asset No	like	ASSET01

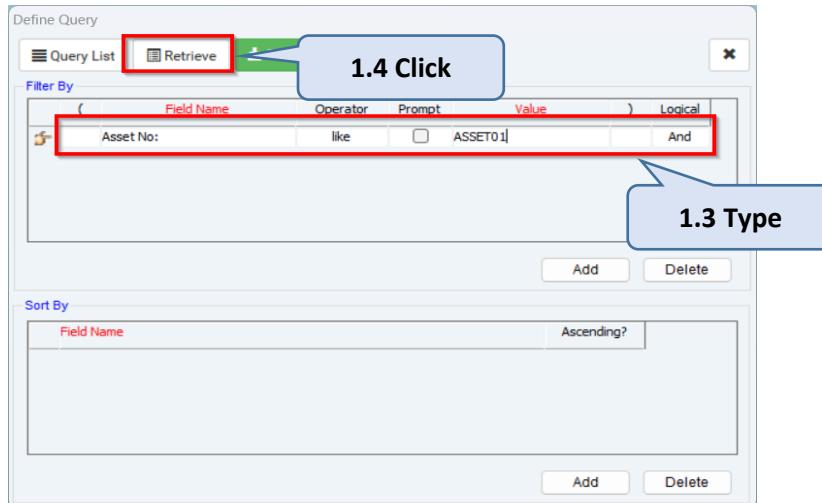
1.4 Click on **Retrieve** button and records will be shortlisted based on query criteria.

Figure 1.3

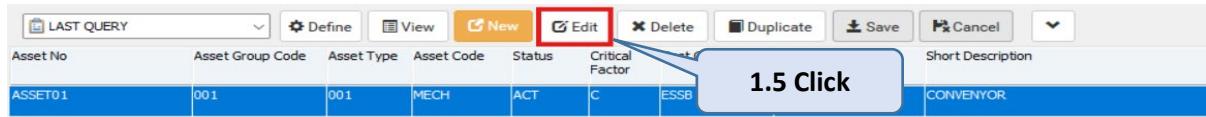
1.5 Select the record and click **Edit** button. Asset information viewers will open.

Figure 1.4

1.6 Click on tab Financial and the tab will open.

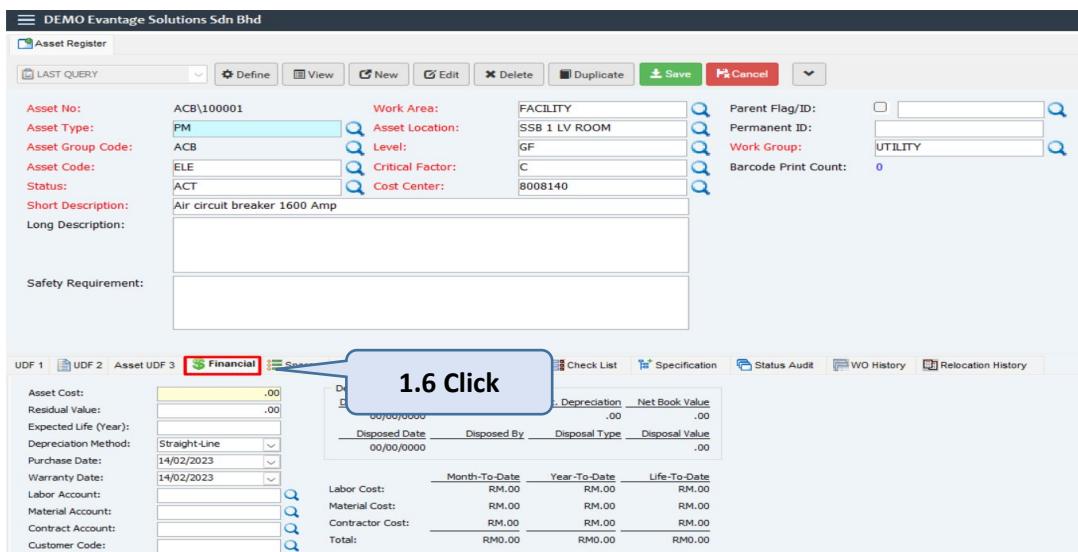


Figure 1.8

1.7 Edit/Update Asset information:

Field	Value	Have Master File?
Asset Cost	: 5500.00	NO
Residual Value	: 100.00	NO
Expected Life (Year)	: 10	NO
Depreciation Method	: Straight-Line	NO
Purchase date	: 01/02/2023	NO
Warranty date	: 01/03/2023	NO

(Note: Field names are controlled by System Admin).

1.8 Click on **Save** button and user will redirect to Asset Table view.

The screenshot shows the 'Asset Register' screen. At the top, there are buttons for 'Define', 'View', 'New', 'Edit', 'Delete', 'Duplicate', and a green 'Save' button. A red box highlights the 'Save' button with the callout '1.8 Click'. Below the buttons, there are various input fields for asset details like Asset No., Asset Type, Asset Group Code, etc. In the bottom left, there is a 'Depreciation and Disposal Details' section with tables for 'Depreciation Date', 'Labor Cost', 'Material Cost', and 'Contractor Cost'. A red box highlights this section with the callout '1.7 Type'.

Figure 1.9