



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Edit Asset Financial)

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DOCUMENT CONTROL

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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 |
| AC100002 | 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.

The screenshot shows the 'Define Query' dialog box. At the top, there are buttons for 'Query List' and 'Retrieve'. The 'Retrieve' button is highlighted with a red box and a callout bubble labeled '1.4 Click'. Below this is the 'Filter By' section, which contains a table with columns: Field Name, Operator, Prompt, Value, and Logical. A row is entered with 'Asset No:', 'like', an unchecked checkbox, 'ASSET01', and 'And'. This row is highlighted with a red box and a callout bubble labeled '1.3 Type'. Below the 'Filter By' section are 'Add' and 'Delete' buttons. The 'Sort By' section is empty, with a 'Field Name' input and an 'Ascending?' checkbox. At the bottom are 'Add' and 'Delete' buttons.

Figure 1.3

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

The screenshot shows a table with columns: Asset No, Asset Group Code, Asset Type, Asset Code, Status, Critical Factor, and Short Description. The first row is highlighted in blue. Above the table is a toolbar with buttons: 'LAST QUERY', 'Define', 'View', 'New', 'Edit', 'Delete', 'Duplicate', 'Save', 'Cancel', and a dropdown arrow. The 'Edit' button is highlighted with a red box and a callout bubble labeled '1.5 Click'.

Figure 1.4

- 1.6 Click on tab **Financial** and the tab will open.

The screenshot shows the 'Asset Register' form. At the top, there is a toolbar with buttons: 'LAST QUERY', 'Define', 'View', 'New', 'Edit', 'Delete', 'Duplicate', 'Save', 'Cancel', and a dropdown arrow. Below this is a form with various fields. The 'Financial' tab is highlighted with a red box and a callout bubble labeled '1.6 Click'. The form shows details for Asset No: ACB\100001, Asset Type: FM, Asset Group Code: ACB, Asset Code: ELE, Status: ACT, Short Description: Air circuit breaker 1600 Amp, Long Description: (empty), Safety Requirement: (empty). On the right, there are fields for Work Area: FACILITY, Asset Location: SS8 1 LV ROOM, Level: GF, Critical Factor: C, Cost Center: 8008140, Parent Flag/ID: (empty), Permanent ID: (empty), Work Group: UTILITY, and Barcode Print Count: 0. At the bottom, there is a table with columns: Asset Cost, Residual Value, Expected Life (Year), Depreciation Method, Purchase Date, Warranty Date, Labor Account, Material Account, Contract Account, Customer Code, and a summary table with columns: Month-To-Date, Year-To-Date, Life-To-Date, and Total.

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.

Asset Register

LAST QUERY [v] Define View New Edit Delete Duplicate **Save** [1.8 Click]

Asset No: ACB\100001 Work Area: FACILITY
 Asset Type: PM Asset Location: SSB 1 LV ROOM
 Asset Group Code: ACB Level: GF
 Asset Code: ELE Critical Factor: C
 Status: ACT Cost Center: 8008140
 Short Description: Air circuit breaker 1600 Amp
 Long Description:
 Safety Requirement:

Parent Flag: [v]
 Permanent ID: [v]
 Work Group: UTILITY
 Barcode Print Count: 0

UDF 1 UDF 2 Asset UDF 3 Financial Spares Usage Reference PM Setup Check List Specification Status Audit WO History Relocation History

Asset Cost: 5,500.00
 Residual Value: 100.00
 Expected Life (Year): 10 [1.7 Type]
 Depreciation Method: Straight-Line
 Purchase Date: 01/02/2023
 Warranty Date: 01/03/2023

Depreciation and Disposal Details

| Depreciation Date | Updated By | Acc. Depreciation | Net Book Value |
|-------------------|------------|-------------------|----------------|
| 00/00/0000 | | .00 | .00 |

| | Month-To-Date | Year-To-Date | Life-To-Date |
|------------------|---------------|--------------|--------------|
| Labor Cost: | RM.00 | RM.00 | RM.00 |
| Material Cost: | RM.00 | RM.00 | RM.00 |
| Contractor Cost: | RM.00 | RM.00 | RM.00 |
| Total: | RM0.00 | RM0.00 | RM0.00 |

Figure 1.9