



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Pick Year Box)

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DOCUMENT CONTROL

Document No : CMMS/MC/CLOSING/MC01

Document Name : Pick Year Box

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Revision No	Revision Date	By	Description of Changes
1.0	20/06/2024	Najmi	First Version of User Manual – Pick Year Box

Scenario

During month-end closing in a CMMS, the maintenance team finalizes all work orders, the inventory manager reconciles stock records, and finance extracts data for cost analysis and reporting. In this syllabus, we will guide on how to pick year box in CMMS Web Core.

1. Pick Year Box

What it's for

To choose the year for the month end closing to be done.

Choose the Correct Year Box

- 1.1 On the left of the system, click on **Spare Parts > Month End Closing**.

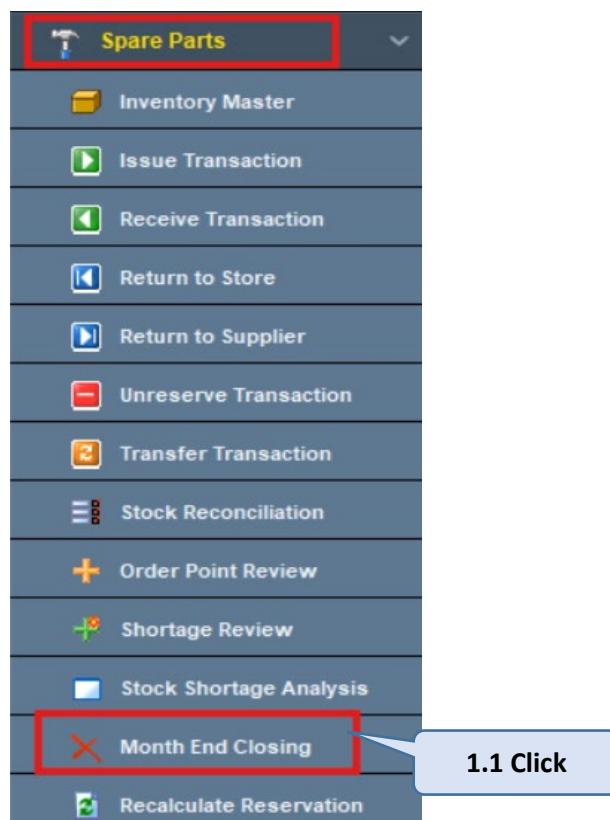
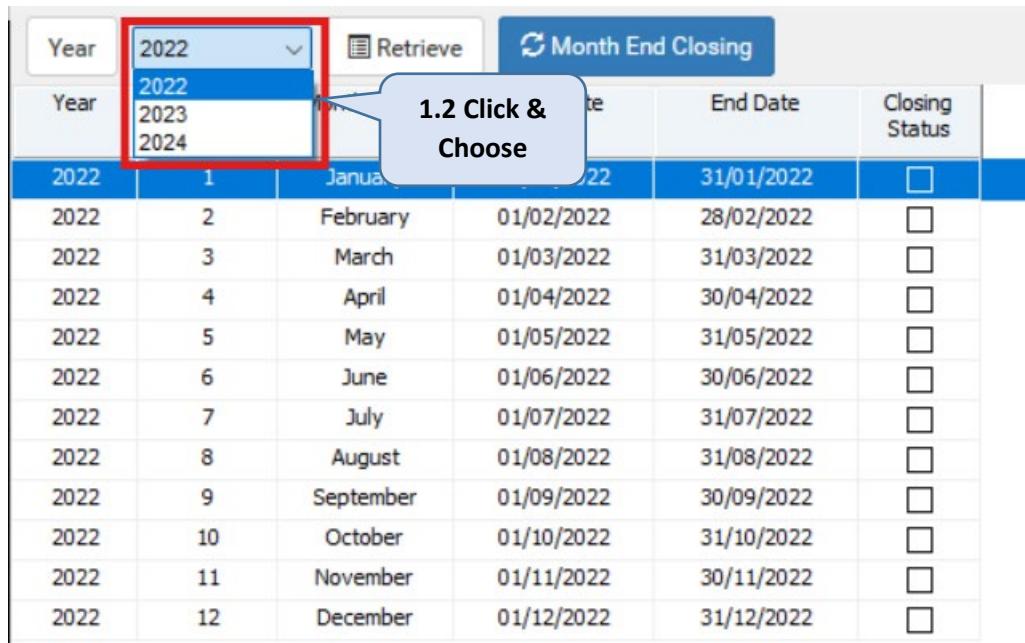


Figure 1.1

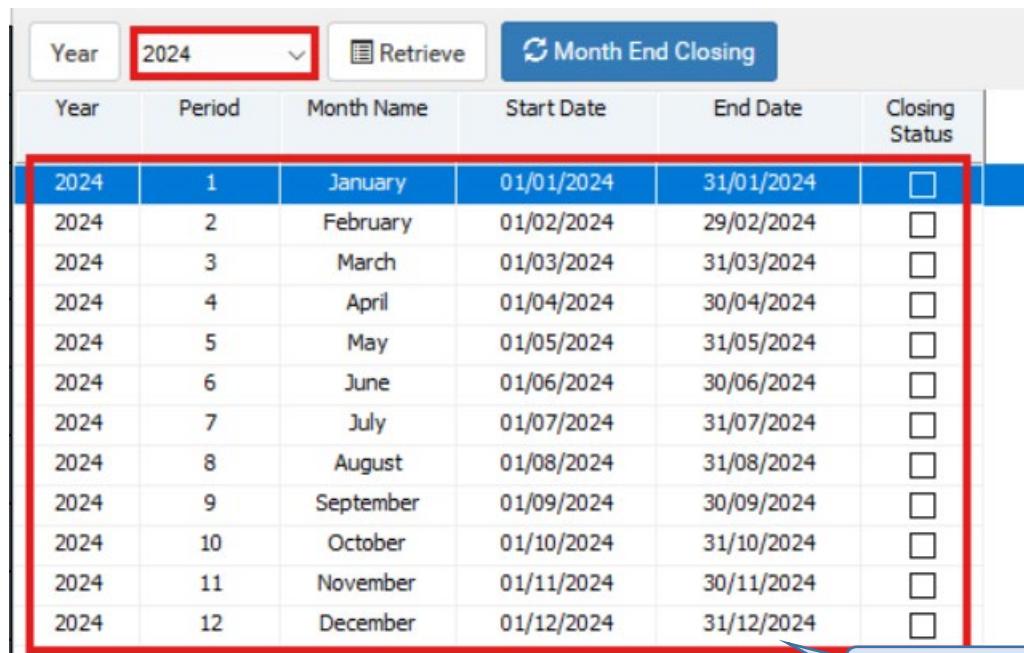
- 1.2 Click on the dropdown button and choose the year that want to do the month end closing.



Year	2022	Retrieve	Month End Closing		
Year	2022				
2022	1	January	2022	End Date	Closing Status
2022	2	February	01/02/2022	28/02/2022	<input type="checkbox"/>
2022	3	March	01/03/2022	31/03/2022	<input type="checkbox"/>
2022	4	April	01/04/2022	30/04/2022	<input type="checkbox"/>
2022	5	May	01/05/2022	31/05/2022	<input type="checkbox"/>
2022	6	June	01/06/2022	30/06/2022	<input type="checkbox"/>
2022	7	July	01/07/2022	31/07/2022	<input type="checkbox"/>
2022	8	August	01/08/2022	31/08/2022	<input type="checkbox"/>
2022	9	September	01/09/2022	30/09/2022	<input type="checkbox"/>
2022	10	October	01/10/2022	31/10/2022	<input type="checkbox"/>
2022	11	November	01/11/2022	30/11/2022	<input type="checkbox"/>
2022	12	December	01/12/2022	31/12/2022	<input type="checkbox"/>

Figure 1.2

- 1.3 Once choose, the result will show accordingly to the year that has been chosen.



Year	Period	Month Name	Start Date	End Date	Closing Status
2024	1	January	01/01/2024	31/01/2024	<input type="checkbox"/>
2024	2	February	01/02/2024	29/02/2024	<input type="checkbox"/>
2024	3	March	01/03/2024	31/03/2024	<input type="checkbox"/>
2024	4	April	01/04/2024	30/04/2024	<input type="checkbox"/>
2024	5	May	01/05/2024	31/05/2024	<input type="checkbox"/>
2024	6	June	01/06/2024	30/06/2024	<input type="checkbox"/>
2024	7	July	01/07/2024	31/07/2024	<input type="checkbox"/>
2024	8	August	01/08/2024	31/08/2024	<input type="checkbox"/>
2024	9	September	01/09/2024	30/09/2024	<input type="checkbox"/>
2024	10	October	01/10/2024	31/10/2024	<input type="checkbox"/>
2024	11	November	01/11/2024	30/11/2024	<input type="checkbox"/>
2024	12	December	01/12/2024	31/12/2024	<input type="checkbox"/>

Figure 1.3

1.3 Result