



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Month End Closing)

TABLE OF CONTENT

Scenario..... 4

1. Month End Closing..... 4

DOCUMENT CONTROL

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1.0	20/06/2024	Najmi	First Version of User Manual – Month End Closing

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 month end closing in CMMS Web Core.

1. Month End Closing

What it's for

To close all the transaction for the respective month.

Close all transaction for the month

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

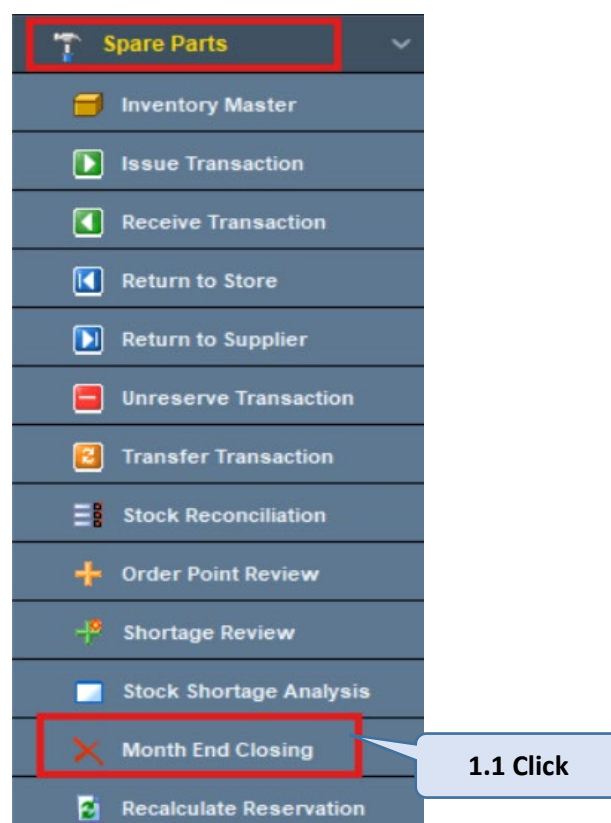
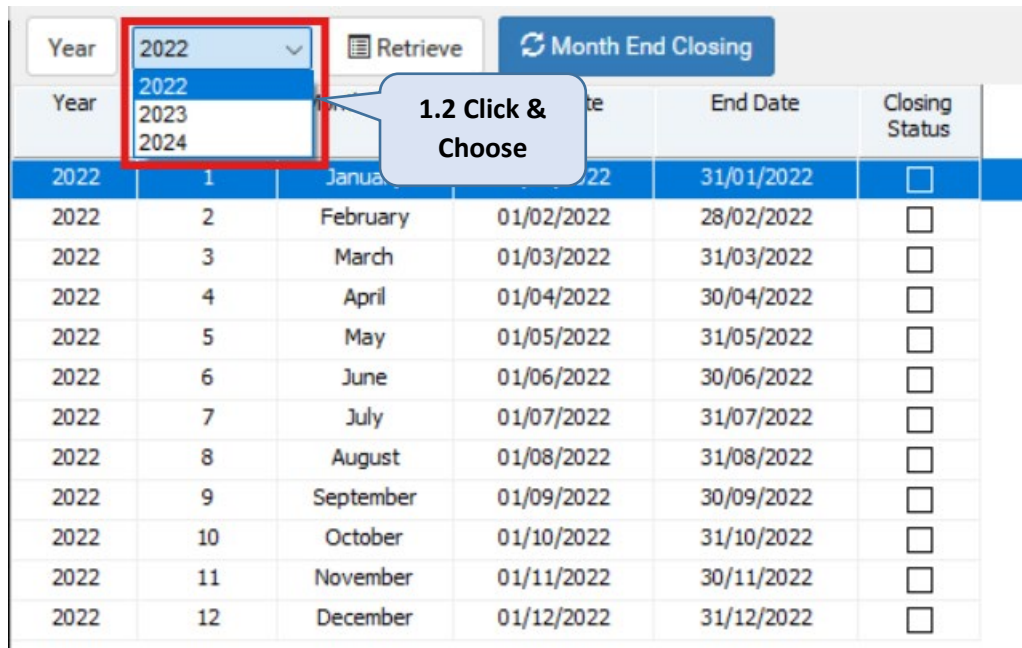


Figure 1.1

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

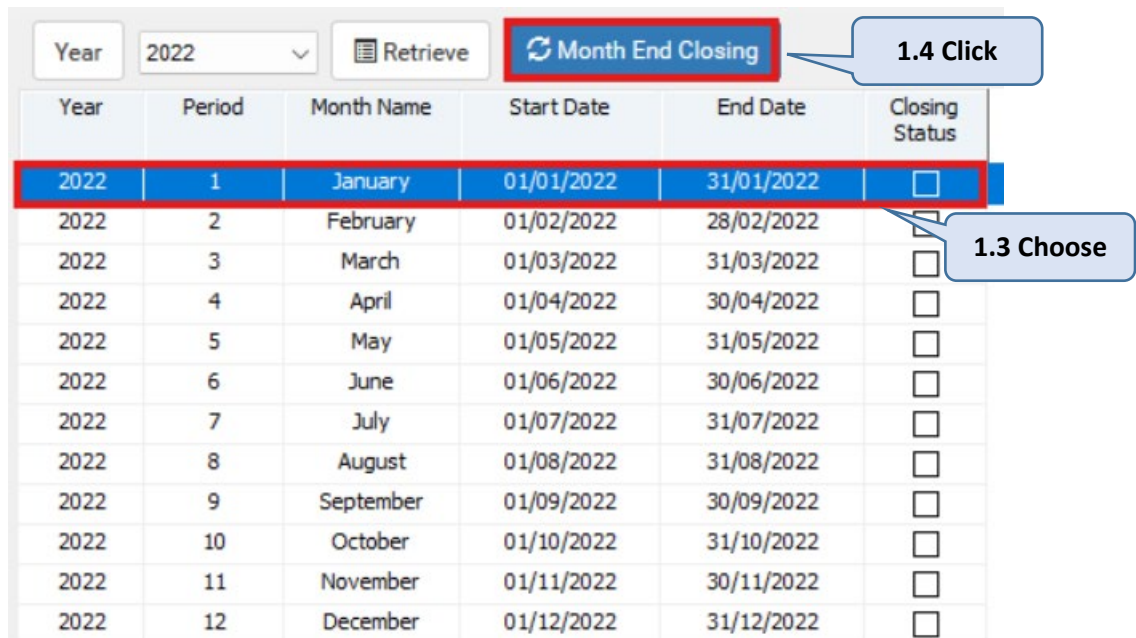


The screenshot shows the 'Month End Closing' interface. At the top, there is a 'Year' dropdown menu currently set to '2022'. A red box highlights the dropdown, and a callout bubble points to it with the text '1.2 Click & Choose'. Below the dropdown is a 'Retrieve' button and a 'Month End Closing' button. The main table displays the following data:

Year	Period	Month Name	Start Date	End Date	Closing Status
2022	1	January	01/01/2022	31/01/2022	<input type="checkbox"/>
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 Choose the month to be close.
- 1.4 Click on **Month End Closing** button to close the transaction of the month.



The screenshot shows the 'Month End Closing' interface. At the top, there is a 'Year' dropdown menu set to '2022', a 'Retrieve' button, and a 'Month End Closing' button. A red box highlights the 'Month End Closing' button, and a callout bubble points to it with the text '1.4 Click'. Below the buttons is a table displaying the following data:

Year	Period	Month Name	Start Date	End Date	Closing Status
2022	1	January	01/01/2022	31/01/2022	<input type="checkbox"/>
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 1.3

- 1.5 A prompt message will popup indicate if you want to close the selected period. Click **Yes** to continue.

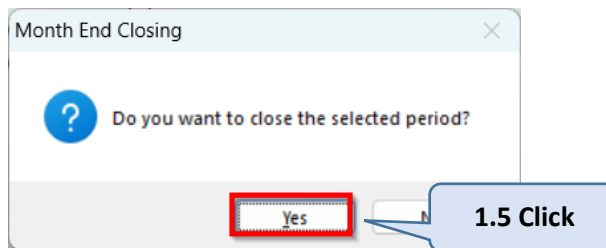


Figure 1.4

- 1.6 Click on **Process** button to continue closing the month end.

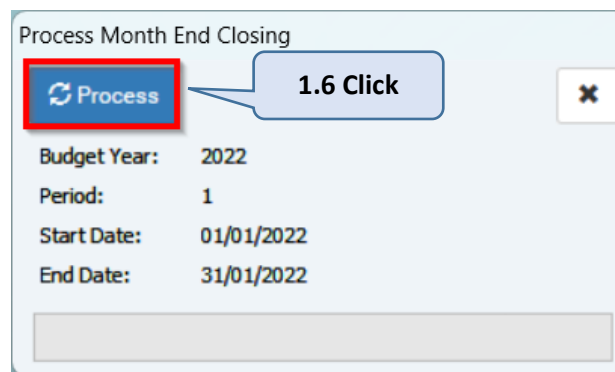


Figure 1.5

- 1.7 The Month End has close successfully. Click **OK** to continue.

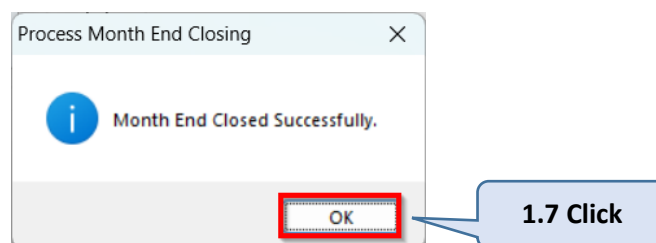


Figure 1.6

- 1.8 The result will be shown whereby the closing status has been ticked.

Year	2022	Retrieve	Month End Closing			
Year	Period	Month Name	Start Date	End Date	Closing Status	
2022	1	January	01/01/2022	31/01/2022	<input checked="" type="checkbox"/>	1.8 Result
2022	2	February	01/02/2022	28/02/2022	<input type="checkbox"/>	
2022	3	March	01/03/2022	31/03/2022	<input type="checkbox"/>	

Figure 1.7