



EVANTAGE SOLUTIONS SDN BHD

# **Computerized Maintenance Management System (CMMS)**

***USER MANUAL***  
***(Month End Closing)***

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# DOCUMENT CONTROL

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| Revision No | Revision Date | By    | Description of Changes                           |
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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**.

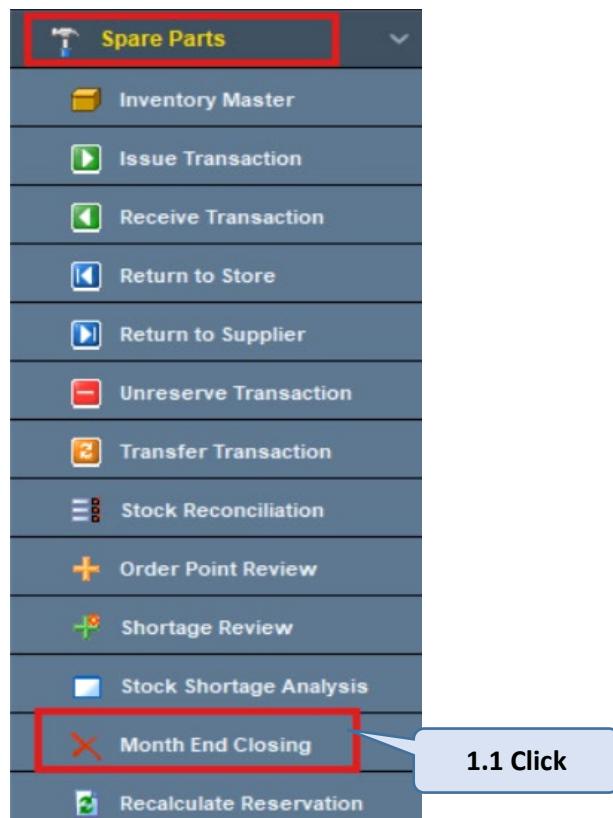
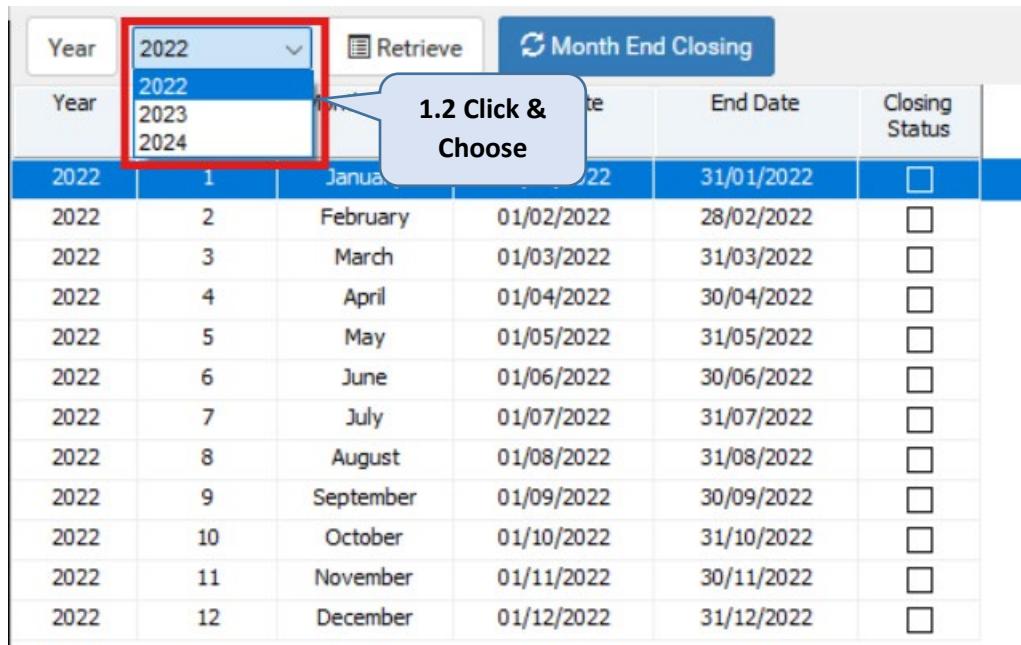


Figure 1.1

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

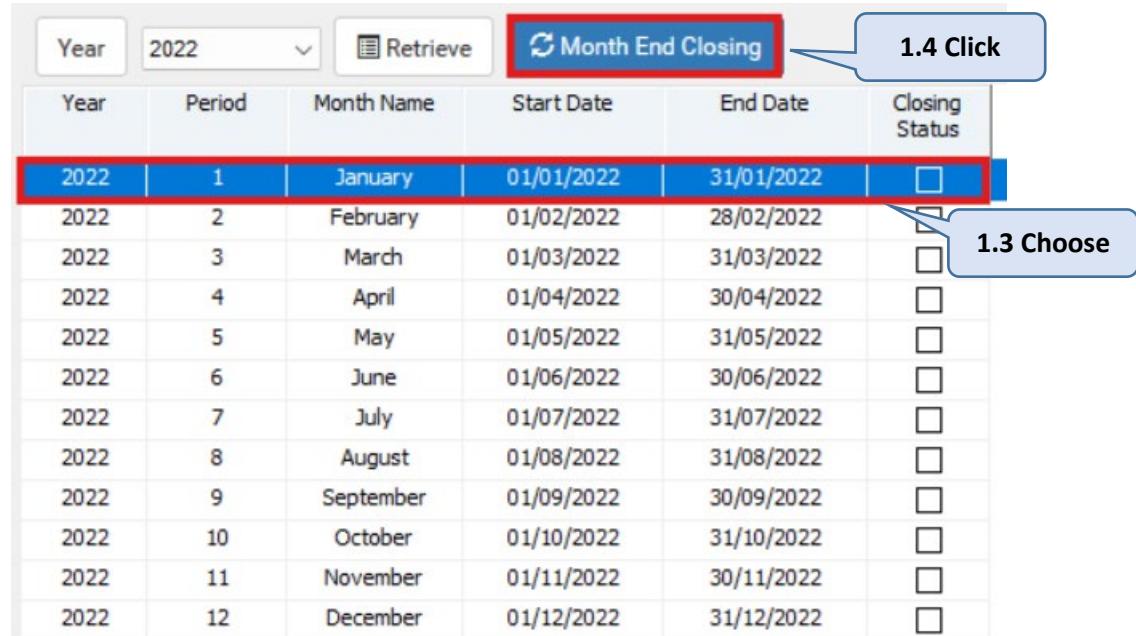


| Year | Period | Month Name | Start Date | End Date   | Closing Status           |
|------|--------|------------|------------|------------|--------------------------|
| 2022 | 1      | January    | 01/01/2022 | 31/01/2022 | <input type="checkbox"/> |
| 2022 | 2      | February   | 01/02/2022 | 28/02/2022 | <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.



| 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.

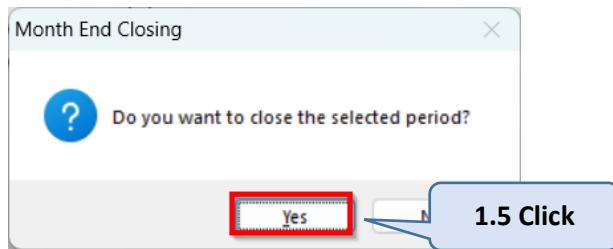


Figure 1.4

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.

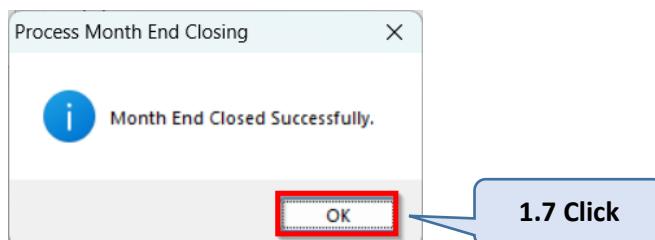


Figure 1.6

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

| Year | Period | Month Name | Start Date | End Date   | Closing Status                      |
|------|--------|------------|------------|------------|-------------------------------------|
| 2022 | 1      | January    | 01/01/2022 | 31/01/2022 | <input checked="" 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"/>            |

Figure 1.7