Asset Maintenance Order Transaction

Module Guide: Asset Maintenance Order Transaction

Module Location

Fixed Asset > Asset Maintenance Order > Asset Maintenance Order Transaction

Module Objective

The Asset Maintenance Order Transaction module is a transactional center for managing the entire lifecycle of asset maintenance orders. Its purpose is to track the progress of maintenance work, from the moment an order is created, the job is started, until it is completed. This is the primary work tool for the maintenance or facilities team.

1. Main View (List of Maintenance Orders)

The main page of this module displays a list of all asset maintenance orders that have been created.

View Explanation & Filters

This page is for viewing and managing the status of all maintenance orders.

- **Filters**: You can search for a specific order by **Document No.** or a date range (**Start Date / End Date**).

- **Order List**: The table below will display all maintenance orders that match the filters. The columns include:
  - **Doc. No.**: The document number of the maintenance order.
  - **Asset Code**: The code of the asset to be maintained.
  - **Asset Name**: The name of the asset.
  - **Maintenance Type**: The type of maintenance to be performed.
  - **Maintenance Date**: The scheduled date for the maintenance.
  - **Cost**: The estimated or actual cost of the maintenance.
  - **Asset Status**: The current status of the asset.
  - **Payment Status**: The payment status of the maintenance cost.
  - **Start Date**: The date the maintenance work began.
  - **End Date**: The date the maintenance work was completed.

Button Functions

- **Start**: The action button to change the status of a selected order to "In Progress".

- **Finish**: The action button to mark a selected order as "Completed".

2. Steps to Manage a Maintenance Order

Step 1: View the List of Orders

Open the module to see all existing maintenance orders. Use the filters to find the specific order you need to process.

Step 2: Start a Maintenance Job

1. Find the maintenance order that is about to be worked on.
2. Select that order by checking the box in the leftmost column.
3. Click the **Start** button to update its status, indicating that the work has begun.

Step 3: Complete a Maintenance Job

1. After the maintenance work is finished, find the order again in the list.
2. Select the order by checking the box.
3. Click the **Finish** button to mark the job as completed and update its status in the system.

Tips & Important Notes

- This module is a daily work tool for the maintenance or facilities team.

- It is important to update the status of each order by using the **Start** and **Finish** buttons to ensure the progress data in the system is always accurate.

- The cost recorded for each maintenance order can become the basis for journaling maintenance expenses in the accounting modules.

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