

Search for an Asset Utilization Record – Criteria

Overview

The Property Accountability module Asset Utilization process provides the ability to track and document asset use. Tracking and documenting the use of assets is an important aspect of asset maintenance. It is a measure which triggers routine maintenance events within an associated Maintenance and Utilization Maintenance Activity. Asset use may also affect the value of the asset and create financial transactions.


Navigation

MAINT/UTIL > Asset Utilization > Asset Utilization Record Search Criteria page

Procedures


Search for an Asset Utilization Record


One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting at any point of this procedure returns all fields to the default "All" setting.

- In the Search Criteria grid, the Record UTIL - Single is selected by default .

Search Criteria

Record Util - Single <input checked="" type="radio"/>	*Rptd Dt <input type="text" value=""/>
Record Util - Multiple <input type="radio"/>	Asset Id <input type="text" value=""/>
Update/Delete Util <input type="radio"/>	UII <input type="text" value=""/>

- Use  to select the RPTD DT, or enter the date (MM/DD/YYYY) in the field provided.
- Narrow the results by entering one of the following fields.



- Enter the ASSET ID, or use  to browse for the entry. *This is a 12 alphanumeric character field.*
- Enter the UII in the field provided. *This is a 50 alphanumeric character field.*



2. Select . The **Asset Utilization Record** page appears. Results display in the Search Results grid.

Search for an Asset Utilization Record – Criteria – Record UTIL - Multiple

1. In the Search Criteria grid, select the Record UTIL - Multiple .

Search Criteria

Record Util - Single <input type="radio"/>	Stock Nbr <input style="width: 80%;" type="text" value=""/>
Record Util - Multiple <input checked="" type="radio"/>	LIN/TAMCN <input style="width: 80%;" type="text" value=""/>
Update/Delete Util <input type="radio"/>	Type Dsg Name <input type="text" value="Select an Item"/>
*Rptd From Dt <input style="width: 80%;" type="text" value="2/1/2024"/> 	Dispatch Cd <input type="text" value="Select an Item"/>
*Rptd To Dt <input style="width: 80%;" type="text" value="2/1/2024"/> 	Util Rptd <input type="text" value="No"/>

- Use  to select the RPTD FROM DT, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the RPTD TO DT, or enter the date (MM/DD/YYYY) in the field provided.

2. Select . The **Asset Utilization Record – Results** page appears.

Search Criteria

Rptd From Dt 12/1/2022	Stock Nbr 839757589092	Equip Pool --	Util Rptd NO
Rptd To Dt 12/22/2022	LIN/TAMCN --	Dispatch Cd --	

Search Results


Select/Deselect	Asset Id	Metered	Mtr Rdng	Total Util Qty	Util Measure Cd	Stock Nbr	Serial Nbr	Secondary Serial Number	Ull	Equip Pool	Dispatch Cd	Item Desc	LIN/TAMCN	Loc	Fdry Deprn Mthd Cd
<input type="checkbox"/>	BROOKS000117	Yes	1100.00	1100.00	H - Hours	839757589092	943136464				N - No Dispatch	ACTIVITY BASED DEPR	AB1234	AREA7	AB - Activity Based
<input type="checkbox"/>	BROOKS000120	Yes	3200.00	3200.00	H - Hours	839757589092	943164				N - No Dispatch	ACTIVITY BASED DEPR	AB1234	AREA7	AB - Activity Based

Search for an Asset Utilization Record – Criteria – Record UTIL - Update/Delete Util

1. In the Search Criteria grid, select the Record UTIL - Update/Delete .

Search Criteria

Record Util - Single	<input type="radio"/>	*Rptd Dt	<input type="text" value=""/>
Record Util - Multiple	<input type="radio"/>	Asset Id	<input type="text" value=""/>
Update/Delete Util	<input checked="" type="radio"/>	Ull	<input type="text" value=""/>

- Use  to select the RPTD DT, or enter the date (MM/DD/YYYY) in the field provided.

2. Select . The **Asset Utilization Record – Results** page appears.

Search Criteria


Rptd Dt: 1/30/2018 Asset Id: BROOKS000097 UII: --

Search Results

	Asset Id	Tran Ref Id	Rptd Dt	Updtd By	Metered	Mtr Rng	Tran Util Qty	Util Measure Cd	Stock Nbr	Serial Nbr	Secondary Serial Number	UII	Item Desc	LIN/TAMCN	Loc	Fdcry Deprn Mthd Cd	Locked By Dispatch
Update Delete	BROOKS000097	BROOKS000097-013020181640545197500	01/30/2018	GMSA-DPASTFSS	Yes	10400.00	7443.00	M-Miles	89688968	94131064		LDN00367BROOKS000097	M AND U ASSETS	A81234	TAGTEST	SL-Straight Line	No

[Cancel](#)



Add an Asset Utilization Record - Single

- In the Search Criteria grid, the Record UTIL - Single is selected by default .

Search Criteria

Record Util - Single	<input checked="" type="radio"/>	*Rptd Dt	<input type="text"/>
Record Util - Multiple	<input type="radio"/>	Asset Id	<input type="text"/>
Update/Delete Util	<input type="radio"/>	UII	<input type="text"/>

[Reset](#) [Record Util](#)

- Use  to select the RPTD DT, or enter the date (MM/DD/YYYY) in the field provided.
 - Narrow the results by entering one of the following optional fields.
 - Enter the ASSET ID, or use  to browse for the entry. *This is a 12 alphanumeric character field.*
 - Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
- Select [Record Util](#). The **Asset Utilization Record** page appears.

Add an Asset Utilization Record - Multiple

- In the Search Criteria grid, select the Record UTIL - Multiple .

Search Criteria

Record Util - Single	<input type="radio"/>	Stock Nbr	<input type="text"/>
Record Util - Multiple	<input checked="" type="radio"/>	LIN/TAMCN	<input type="text"/>
Update/Delete Util	<input type="radio"/>	Equip Pool	Select an Item
*Rptd From Dt	<input type="text" value="12/1/2022"/>	Dispatch Cd	Select an Item
*Rptd To Dt	<input type="text" value="12/21/2022"/>	Util Rptd	No

- Use to select the RPTD FROM DT, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the RPTD TO DT, or enter the date (MM/DD/YYYY) in the field provided.

- Select . The **Asset Utilization Record— Search Results** page appears.

Search Criteria

Rptd From Dt	Stock Nbr	Equip Pool	Util Rptd
1/1/2023	839757589092	--	NO
Rptd To Dt	LIN/TAMCN	Dispatch Cd	
1/5/2023	--	--	

Search Results


Select/Deselect	Asset Id	Metered	Mtr Rdng	Total Util Qty	Util Measure Cd	Stock Nbr	Serial Nbr	Secondary Serial Number	Ull	Equip Pool	Dispatch Cd	Item Desc	LIN/TAMCN	Loc	Fdcry Deprn Mthd Cd
<input type="checkbox"/>	BROOKS000117	Yes	1100.00	1100.00	H - Hours	839757589092	943136464				N - No Dispatch	ACTIVITY BASED DEPR	AB1234	AREA7	AB - Activity Based
<input type="checkbox"/>	BROOKS000120	Yes	3200.00	3200.00	H - Hours	839757589092	943164				N - No Dispatch	ACTIVITY BASED DEPR	AB1234	AREA7	AB - Activity Based

- Click to select the entry. The appears when the entry is selected.
- Select . The **Asset Utilization Record** page appears.




Search for Asset Utilization Record — Results


Navigation

MAINT/UTIL > Asset Utilization >  > Asset Utilization Record Search Results page

Procedures

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

Search for an Asset Utilization Record — Criteria — Record UTIL - Multiple

1. Click to select the entry. The appears when the entry is selected. Repeat Step 1 to add additional entries.
2. Select . The **Asset Utilization Record** page appears.


View the Asset Utilization Record Details

Select the ASSET ID hyperlink. The **Asset Details** page appears.





Enter an Asset Utilization Record

Navigation

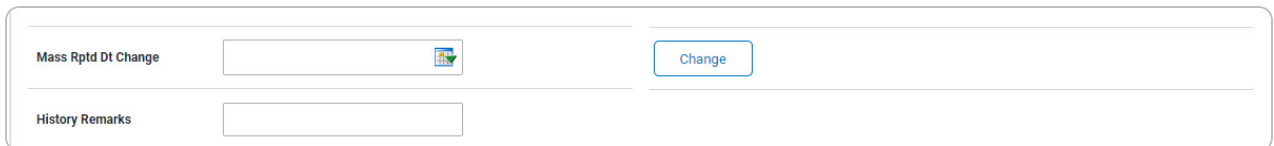
MAINT/UTIL > Asset Utilization > Search Criteria >  > Asset Utilization Record Add page


Procedures

Enter an Asset Utilization Record — Record UTIL - Single

Selecting  at any point of this procedure removes all revisions and closes the page, whereas selecting  returns all fields to the default "All" setting. **Bold** numbered steps are required.


1. Select . The **Asset Utilization Record Add** page appears.

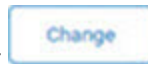


Mass Rptd Dt Change 

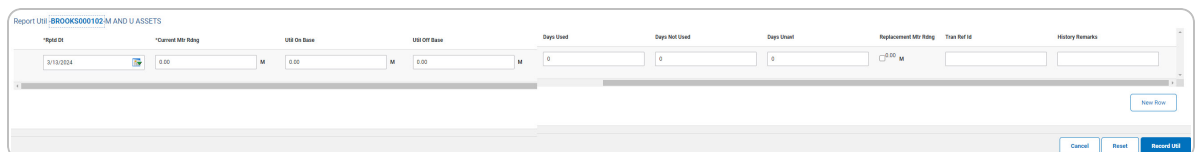
History Remarks

Helpful Tip





 For Single Entries within a Single Record, disregard the above fields. The Mass Update section is for updating multiple entries at the same time. For Multiple Entries within a Single Record, the Mass Update Section allows changing all entries at one time.

Revise the desired fields in the Mass Update Section and select . *All entries display the changes.*

- A. Complete the Report UTIL grid.




*Rptd Dt	*Current Mtr Rtg	Util On Date	Util Off Date	Days Used	Days Not Used	Days Unavail	Replacement Mtr Rtg	Trsn Ref Id	History Remarks
3/13/2024	0.00	M	0.00	M	0.00	M	0		




- a. Hover over the ASSET ID. *The details for that asset appear in a pop-up window.*


Stock Number = 1356123
 Serial Number = PLATE52
 Secondary Serial Number =
 Util Measure Cd = M - Miles
 Fdcry Deprn Mthd = SL-Straight Line
 Meter = Yes
 Total Util Qty = 1100.00
 UII =
 LIN/TAMCN =
 Loc = PICATENNY
 Obj Percent = 50
 Min Obj Percent = 50
 Possible Days Used = 0
 Previous Meter Reading = 1100.00
 Previous Report Date = 12/17/2020

- b. Update the RPTD DT, using  or entering it (MM/DD/YYYY) in the field provided.
- c. Enter the CURRENT MTR RDNG in the field provided. *This is a 12 numeric character field.*


Note

 The CURRENT MTR RDNG field appears when the asset is metered.

Helpful Tip

 The sum of the UTIL ON BASE and the UTIL OFF BASE must equal the difference between the PREV MTR RDNG and the CURRENT MTR RDNG. Therefore, $CURRENT\ MTR\ RDNG - PREV\ MTR\ RDNG = UTIL\ ON\ BASE + UTIL\ OFF\ BASE$.

Note


 The FUEL TYPE CD, FUEL QTY, Fuel Unit Cost, and FUEL STATE CD fields become available when the fuel code default value exists.



Note



If the utilization does not record fuel usage, set the FUEL TYPE CD to *Select an Item*.

- d. Select  to enter the another Asset Utilization Record for the same asset. *A new entry line appears. Repeat Steps b-o.*

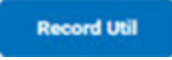
- 2. Select . *The **Asset Utilization Record Transaction Status** page appears.*



Add an Asset Utilization Record — Record UTIL - Multiple

Note



To record utilization for multiple assets, all selected assets must have the same meter code.

- 1. Use to select the desired entry(s). *The appears when the entry is selected. Repeat Step 1 as many times as needed.*
- 2. Select . *The **Asset Utilization Record Add** page appears.*

Mass Rptd Dt Change  

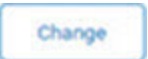
History Remarks

- 3. *Complete the Mass Update Grid.*

Note




Complete the Mass Update Grid to revise multiple assets at once.

- 4. Select . *All below Utilization entries display the above changes.*
- 5. *Complete the Report UTIL - Multiple grid.*

Asset	Asset Desc	Type CD	Current Mtr Rtg	Util To Date	Util Fr Date	Fuel Type CD	Fuel Qty	Fuel Unit Cost	Fuel Value CD	Days Used	Days Not Used	Days Used	Days Not Used	Replacement Mtr Rtg	Transf'd	History Remarks
PLATEX	TRUCK/CAR	144-2023	<input checked="" type="checkbox"/>	0.00	0.00	000 - Show 0.00	0.00	N	0.00	Select an Item	0	0	0	<input type="checkbox"/>		
PLATEX	TRUCK/CAR	144-2023	<input checked="" type="checkbox"/>	0.00	0.00	000 - Show 0.00	0.00	N	0.00	Select an Item	0	0	0	<input type="checkbox"/>		



Help Reference Guide

- A. Update the RPTD DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- B. Enter the CURRENT MTR RDNG in the field provided. *This is a 12 numeric character field.*

Helpful Tip



The sum of the UTIL ON BASE and the UTIL OFF BASE must equal the difference between the PREV MTR RDNG and the CURRENT MTR RDNG.
Therefore, $\text{CURRENT MTR RDNG} - \text{PREV MTR RDNG} = \text{UTIL ON BASE} + \text{UTIL OFF BASE}$.

Note



The FUEL TYPE CD, FUEL QTY, Fuel Unit Cost, and FUEL STATE CD fields become available when the fuel code default value exists.

Note



If the utilization does not record fuel usage, set the FUEL TYPE CD to *Select an Item*.

6. Select . The **Asset Utilization Record Transaction Status** page appears.



Update an Asset Utilization Record

Overview


The Asset Utilization Record Update process allows editing of a single Asset Utilization Record. Only certain fields (depending on attributes assigned to assets) are available for updating.

Navigation

MAINT/UTIL > Asset Utilization >  > Search Results > Update hyperlink > Asset Utilization Update Record page

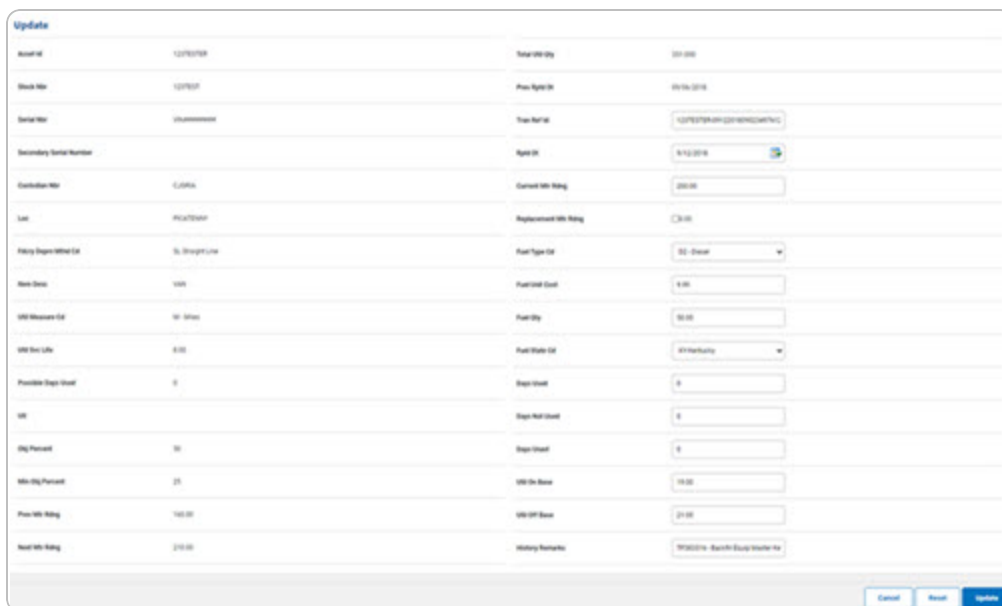
Procedures

Update an Asset Utilization Record




Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

Selecting  at any point of this procedure returns all fields to the default setting.

1. Select the Update hyperlink. The **Update an Asset Utilization Record** page appears.



Update			
Account	1219278	Total Value	\$0.00
Block No	121927	Proc Agency	4916.216
Serial No	00000000000000000000000000000000	Trans Name	UPDATEANASSETUTILIZATIONRECORD
Secondary Serial Number		Start	9/12/2016
Condition No	00000	Current Util Rang	0000
Lot	00000000000000000000000000000000	Replacement Util Rang	0000
Using Department Code	50 00000000	Part Type Code	00 Detail
Item Class	000	Partial Cost	0.00
Util Measure Code	00 0000	Part Qty	0000
Util Ser Code	000	Part Make Code	00 Partmake
Partmake Equip Code	0	Equip Code	0
Util		Equip Make Code	0
Equip Percent	00	Equip Code	0
Min Util Percent	00	Util On Base	00.00
Proc Util Rang	000.00	Util Off Base	00.00
Repl Util Rang	000.00	History Remarks	000000 - Search Equip Number for



Help Reference Guide

- A. Select . The **Asset Utilization Transaction Status** page appears.



View the Asset Utilization Details

Navigation

MAINT/UTIL > Search Criteria > [Search](#) > Search Results > Asset Id hyperlink > Asset Utilization Detail page

Procedures

View the Asset Utilization Details

Selecting [Cancel](#) at any point of this procedure removes all revisions and closes the page.

1. Select the ASSET ID hyperlink. The **Asset Details** page appears.

Details			
Stock Nbr	4940002558246	Shipment Id	
Serial Nbr	33P99	Lease Cd	N
Item Desc	DEGREASER	Lease Activity	
LIN/TAMCN	12345A - THIS IS GREAT WHITE SHAR	Lease Start Dt	
Asset Id	330P9999	Lease End Dt	
UII	LDN003670000090158	Oblign Doc Nbr	W0MEAA80940001
UIC	BROOKS	Cntr/PO Nbr	4253453255643
Custodian Nbr	JCH001	Owng Cost Center	
Lot Nbr		Fndng Cost Center	5H122
Expr Dt		Deprn Cost Center	PKMNCENTER
UI	EA	Task Cd	D2001
Qty	1	Deprn Task Cd	



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Loc	BUILDING 11	Job Ord Nbr	SFGDS3546436DFA
Sub Loc	YOU ARE MINE	Deprn Job Ord Nbr	
Acq Cost	\$ 103000.00	Activation Dt	4/8/2008
Acq Dt	4/8/2008	Deprn Period	120
Total Cost	\$ 103000.00	Deprn Util Prd	120
Type Asset Cd	G	Accumd Deprn	\$ 103000.00
Cond Cd	A	Deprn SL Rebsln	\$ 103000.00
Asset Level Cd	EC	Deprn SL Lst Rebsln	\$ 0.00
Asset Cd	Y	Deprn AB Rebsln	\$ 0.00
Sys Id		Deprn AB Lst Rebsln	\$ 0.00
Doc Nbr	BR00KS62644000	Prior Deprn	\$ 0.00
Excs Actn Cd		Current Mnth Deprn Amt	\$ 0.00





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Mfr Name	DEGREASER	Prr Deprn SL RebsIn	\$ 0.00
Mfr Model Nbr		Prr Deprn AB RebsIn	\$ 0.00
Mfr Part Nbr	454526256	Deprn Util Svc Life	0.00
CAGE Cd		Deprn Util Qty	0.00
Supply Category Management Cd	-	Prr Deprn Util Qty	0.00
Non-Actbl	NO	Deprn Period Days	3652.00
ACC-SFIS Cd	I20000000000045	Write Down Amt	\$0.00
Deprn Cd	T	Fdcry Deprn Mthd Cd	SL
Fund Cd/ASN	99/	Util Measure Cd	N - Months
Acct Rpt Nbr	BROOKS201511240001	Authn LIN/TAMCN	
Cptl Cd	A	Attachments	No Attachments Available
iRAPT/WAWF Receipt		Attribute(s) Template	
iRAPT/WAWF Shpmt Id		Attribute(s)	
Loan Cd	G		



Loan Contract Nbr	Software Name
Loaning DODAAC/CAGE Cd	License Desc
Loan Activity Name	License Details
Loan Start Dt	License Qty
Loan End Dt	License Type
Loan Rcvd By	Start Dt
Loan Rcvd Dt	End Dt
Loan Notify Cd	Usage Level Cd
Mode of Shipment	Hosting Environment
TCN	Remarks TEST
Shipment Dt	

[Cancel](#)

A. Select the ASSET LEVEL CD hyperlink. *The **Component Viewer** page appears.*

View the Component Viewer Details

Navigation

MAINT/UTIL > Search Criteria > [Search](#) > Search Results > Asset Id hyperlink > Asset Utilization Detail > Asset Level Cd hyperlink > Component Viewer page

Procedures

View the Component Viewer Details

Selecting [Cancel](#) at any point of this procedure removes all revisions and closes the page.

1. Select the ASSET LEVEL CD hyperlink. *The **Component Viewer** page appears.*

Component Viewer

Asset Id

Stock Nbr

Loc

Serial Nbr

Item Desc

Custodian Nbr

Loan Cd

Sys Id

Suspt Loss Sts Cd

Level

[BROOKS000077](#)

Asset Lvl Cd	Level	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr	Loan Cd	Sys Id	Suspt Loss Sts Cd
CL	2	BROOKS000077	1005000527452	123158	REVOLVER	JCH001	G		N/A

[Cancel](#)

2. *Verify the Component Viewer grid.*
3. *Verify the Component Viewer Results grid.*
 - A. Select the Component hyperlink. *The selected component information appears or the*



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message "You selected an asset with no lower assemblies" appears.

330P9999

You selected an asset with no lower assemblies

BROOKS000077





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2. Select . The **Asset Utilization Record Transaction Status** page appears.

