



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.

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

Record Util - Single	۲	*Rptd Dt	
Record Util - Multiple	0	Asset Id	٩
Update/Delete Util	0	UII	

- Use Is 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 \bigcirc to browse for the entry. This is a 12 alpha-numeric character field.
- Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
- 2. Select Record Util . 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 $^{\bigcirc}$.

Record Util - Single	0	Stock Nbr	٩	
Record Util - Multiple	۲	LIN/TAMCN		
Jpdate/Delete Util	0	Type Dsg Name	Select an Item	
Rptd From Dt	2/1/2024	Dispatch Cd	Select an Item	
Rptd To Dt	2/1/2024	Util Rptd	No 🗸	

- Use It is 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 Search . The Asset Utilization Record

. The **Asset Utilization Record — Results** page appears.







Search Criter	ia														
Rptd From Dt 12/1/2022			Stock Nbr 83975758				Equip Pool				Uti	l Rptd			
Rptd To Dt 12/22/2022			LIN/TAMC	N			Dispatch Cd 								
Search Resul	ts														
Select/Deselect	Asset Id	Metered	Mtr Rdng	Total Util Qty	Util Measure Cd	Stock Nbr	Serial Nbr	Secondary Serial Number	UII	Equip Pool	Dispatch Cd	ltem Desc	LIN/TAMCN	Loc	Fdcry Deprn Mthd Cd
	BROOKS000117	Yes	1100.00	1100.00	H - Hours	839757589092	943136464				N - No Dispatch	ACTIVITY BASED DEPR	AB1234	AREA7	AB - Activity Based
	BROOKS000120	Yes	3200.00	3200.00	H - Hours	839757589092	943164				N - No Dispatch	ACTIVITY BASED DEPR	AB1234	AREA7	AB - Activity Based
													Cancel	Rec	ord Util

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

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

Search Criteria				
Record Util - Single	0	*Rptd Dt		
Record Util - Multiple	0	Asset Id	Q	
Update/Delete Util	۲	UII		
				Reset Search

- Use To select the RPTD DT, or enter the date (MM/DD/YYYY) in the field provided.
- 2. Select Search . The Asset Utilization Record Results page appears.





Enterprise	Logist	ics M		IS ent System	3	ł	ġ	ł	ł		9	He	lp l	Refer	en	ce	Gu	id	e
	Search	Criteri	а																
	Rptd Dt 1/30/2018			Asset Id BROOKS000097			UII 												
	Search	Result	s																
			Asset Id	Tran Ref Id	Rptd Dt	Updtd By	Metered	Mtr Rdng	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- DPASTFS\$	Yes	10400.00	7443.00	M - Miles	89688968	94131064		LDN00367BROOKS000093	7 M AND U ASSETS	AB1234	TAGTEST	SL- Straight Line	No
														Cancel					

Add an Asset Utilization Record - Single

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

Search Criteria				
Record Util - Single	۲	*Rptd Dt		
Record Util - Multiple	0	Asset Id	٩	
Update/Delete Util	0	UII		
				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 <a> 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 Record Util
- . The **Asset Utilization Record** page appears.







Add an Asset Utilization Record - Multiple

1. In the Search Criteria grid, select the Record UTIL - Multiple $^{\bigcirc}$.

Search Criteria			
Record Util - Single	0	Stock Nbr	٩
Record Util - Multiple	۲	LIN/TAMCN	
Update/Delete Util	0	Equip Pool	Select an Item
*Rptd From Dt	12/1/2022	Dispatch Cd	Select an Item 🗸
"Rptd To Dt	12/21/2022	Util Rptd	No
			Reset Search

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

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

Rptd From Dt 1/1/2023			Stock Nbr 83975758				Equip Pool				Util	Rptd			
Rptd To Dt 1/5/2023			LIN/TAMO	N			Dispatch Cd 								
Search Resu	llts														
Select/Deselect	Asset Id	Metered	Mtr Rdng	Total Util Qty	Util Measure Cd	Stock Nbr	Serial Nbr	Secondary Serial Number	UII	Equip Pool	Dispatch Cd	ltem Desc	LIN/TAMCN	Loc	Fdci Dep Mth Cd
	BROOKS000117	Yes	1100.00	1100.00	H - Hours	839757589092	943136464				N - No Dispatch	ACTIVITY BASED DEPR	AB1234	AREA7	AB Acti Bas
	BROOKS000120	Yes	3200.00	3200.00	H - Hours	839757589092	943164				N - No Dispatch	ACTIVITY BASED DEPR	AB1234	AREA7	AB - Acti Bas

- 3. Click \Box to select the entry. The \checkmark appears when the entry is selected.
- 4. Select Record Util . The Asset Utilization Record page appears.







Search for Asset Utilization Record — Results

Navigation

MAINT/UTIL > Asset Utilization > Search > 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 \Box to select the entry. The \checkmark appears when the entry is selected. Repeat Step 1 to add additional entries.
- 2. Select Record Util . The Asset Utilization Record page appears.

View the Asset Utilization Record Details

Select the ASSET IDhyperlink. *The Asset Details page appears.*







Enter an Asset Utilization Record Navigation **Record Util** MAINT/UTIL > Asset Utilization > Search Criteria > > Asset Utilization Record Add page **Procedures** Enter an Asset Utilization Record — Record UTIL - Single Cancel Selecting at any point of this procedure removes all revisions and closes the page, returns all fields to the default "All" setting. **Bold** numbered steps whereas selecting are required. **Record Util** 1. Select . The Asset Utilization Record Add page appears. Mass Rptd Dt Change 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. Change Revise the desired fields in the Mass Update Section and select . All entries display the changes.

A. Complete the Report UTIL grid.

Report Ut	II BROOKS000102 M AND	U ASSETS												_
	"Rptd Dt	"Current	t Mir Röng	Util On Base		Util Off Base	Di	Nays Used	Days Not Used	Days Unant	Replacement Mix Rdng	Tran Ref Id	History Remarks	
	3/13/2024	0.00	м	0.00	м	0.00 M		0	0	0	□ ^{0.00} M			
														New Row
														New NOW
													Cancel Rese	t Record Util
_					_		_							



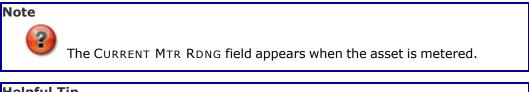




a. Hover over the ASSET ID. The details for that asset appear in a pop-up window.



- **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.*



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.

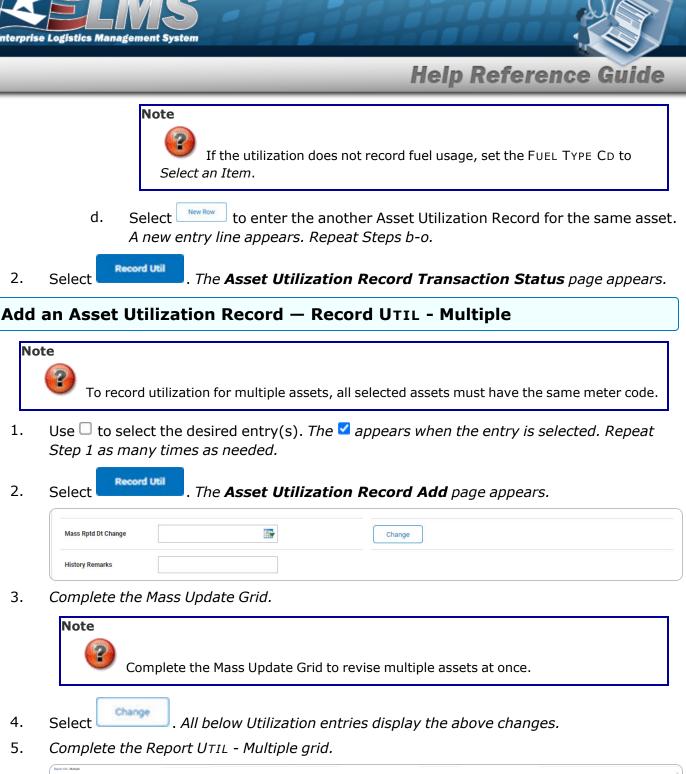
Note

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









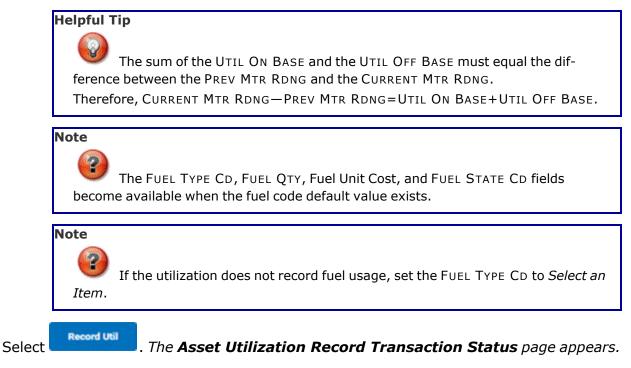
laset Id Rem Desc	*Right DR	*Current Mitr Rding	Util Ce Base	Util Off Base	Fuel Type Cd	Fael City	Feet Unit Cost	Fuel State Cd	Bays Used	Days Not Used	Days Used	Replacement Mir Rdng	Then Ref Id	History Remarks
LATEL3 TRUCK,CARGO	16/2123	0.00	0.00	0.00	E85-Dhand (E-85)	0.00	at 0.00	Select an Item 🗸 🗸	•	4	•	0 0.00		
LATE14 TRUCK,CARGO	16/2823	0.00	0.90	0.00	EllS-Ethanol (E-IS)	0.00	aL 0.00	Select as Bern	0		•	0 0.00		







- **A.** Update the RPTD DT, using are 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.*





6.





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.

Search

Navigation

MAINT/UTIL > Asset Utilization > Utilization Update Record page

> Search Results > Update hyperlink > Asset

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			
Restrict	sprintered.	four-terrory	to an
5 m m	ioner.	Autopath	0/0-224
belative:	(Commenter)	Technik	(childhean thumadhaunc)
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11 Unclassified













View the Asset Utilization Details

Navigation

MAINT/UTIL > Search Criteria > Utilization Detail page

> Search Results > Asset Id hyperlink > Asset

Procedures

View the Asset Utilization Details

Selecting

at any point of this procedure removes all revisions and closes the page.

1. Select the ASSET IDhyperlink. *The Asset Details page appears*.

Search

Details			
Stock Nbr	4940002558246	Shipment Id	
Serial Nbr	33P99	Lease Cd	Ν
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	





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	6	Accumd Deprn	\$103000.00
Cond Cd	A	Deprn SL Rebsin	\$ 103000.00
Asset Level Cd	EC	Deprn SL Lst RebsIn	\$ 0.00
Asset Cd	Y	Deprn AB Rebsin	\$ 0.00
Sys Id		Deprn AB Lst RebsIn	\$ 0.00
Doc Nbr	BR00KS62644000	Prior Deprn	\$ 0.00
Excs Actn Cd		Current Mnth Deprn Amt	\$ 0.00







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 (2d -	Prr Deprn Util Qty	0.00
Non-Actbl	NO	Deprn Period Days	3652.00
ACC-SFIS Cd	I 2000000000045	Write Down Amt	\$0.00
Deprn Cd	т	Fdcry Deprn Mthd Cd	SL
Fund Cd/ASN	99/	Util Measure Cd	N - Months
Acct Rpt Nbr	BR00KS201511240001	Authn LIN/TAMCN	
Cptl Cd	Α	Attachments	No Attachments Available
iRAPT/WAWF Receipt		Attribute(s) Template	
iRAPT/WAWF Shpmt Id		Attribute(s)	
Loan Cd	6	Attinute(5)	







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

Selecting

View the Component Viewer Details

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.

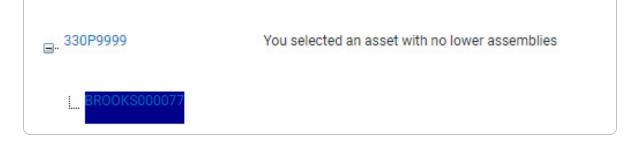
Component Viewer											
Asset Id	E- 830P9999	Asset Lvi Cd	Level	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr	Loan Cd	ld	Suspt Loss Sts Cd
Stock Nbr		CL	2	BROOKS000077	1005000527452	123158	REVOLVER	JCH001	G		N/A
Loc											
Serial Nbr											
Rem Desc											
Custodian Nbr											
Loan Cd											
Sys Id											
Suspt Loss Sts Cd											
Level 1											
											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*





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











Delete an Asset Utilization Record

Overview

The Asset Utilization Record Delete process allows removal of utilization records no longer required.

Navigation

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

Procedures

Delete an Asset Utilization Record

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

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

elete			
	11 SHORE	Tanal and Day	12000.000
	10106	Proc Rep (12)	16/16/2018
-		turtela	1100-00-00-00-0020-0020-0020-0000
econdary Terrist Namber		Austin	36/16/30/8
harindan Mar	1046	Current Mr. Hong	******
-	8217	Replacement Mr. Halog	2444
ters from Miller for	St. Strapt Let	Paul Taler Dil	12-Dead
uer beu	yor setterany	fuel and four	
All Meanington Cal	at trias	Part Day	4.00
el lini Life	som at	Fuel Base Dr.	The Payment area
and the Days (the f	2	Text Dec	23.5
		Tops Not Deed	39.)
N. Percet		True True	(*)
de las harant	3	of its has	
has ble Rang	ingene (of of heat	
and Mit Male	1176.00	Harry Remarks	Watche dashi bugi kara ka



