Record Utilization – Single Asset

1. In the Property Accountability module, navigate to **Asset Utilization** from the **Maint/Util** menu.
2. Accept **Record Util – Single** radio button.

> An asset must have a **Util Measure Cd** of **Hours**, **Miles**, **Rounds Fired**, or **Units Produced** or be profiled for a Maintenance Activity for utilization.

There are three processes that can be performed:

- **Record Util – Single** – You record a single entry or multiple records for one asset
- **Record Util – Multiple –** You record a single entry for one or many assets
- **Update/Delete Util** – Your search may return multiple assets but only one may be updated or deleted at a time

3. Use the Calendar tool to enter the **Rptd Dt**.
4. Enter (or browse and select) the **Asset Id**.
5. Select the **Record Util** button.

Search Criteria	
Record Util - Single	⦿
Record Util - Multiple	◯
Update/Delete Util	◯
*Rptd Dt	
Asset Id	UIC003000013 ...
UII	

Record Util   Reset

When **Record Util - Single** is selected, either the **Asset Id** or **UII** must be entered. The wildcard (%) is not allowed.

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Record Utilization – Single Asset

Mass Rptd Dt Change		
Mass Fuel Type Cd Change	Select an Item	
Mass Fuel Unit Cost Change		
History Remarks		

A **B**

Change

Report Util -

Stock Number = 2310010907704
Serial Number = 4871H30019K1241
DOD Serial Number =
Util Measure Cd = M-Miles
Fdcry Deprn Mthd = SL Straight Line
Meter = Yes
Total Util Qty = 326
UII =
LIN/TAMCN =
Loc = BLDG 10
Obj Percent = 80
Min Obj Percent = 40
Possible Days Used = 0
Previous Meter Reading = 326.00
Previous Report Date = 01/20/2012

		Current Mtr Rndg	Util On Base	Util Off Base	Fuel Type Cd	Fuel Qty	Fuel Unit Cost
2/10/2			0.00	0.00	GL - Unleaded - 87	0.00 GL	0.00

New Row

Record Util   **Reset**   **Cancel**

There are three distinct aspects of the data entry section:

A. The left section of the page – includes the **Mtr Rdng**, **Rptd Dt**, **Util On Base**, **Util Off Base** and three **Fuel** fields

B. Basic Information pop-up – Displays when the mouse pointer hovers over the Asset Id

C. The right section of the page – includes the **Replacement Mtr Rdng**, three **Days** fields and **History Remarks** fields.

Validations that occur:

* **Current Mtr Rndg** – The system subtracts the **Previous Meter Reading** from the entry and compares that value with the sum of the two **Util On/Off Base** fields.

* The system also compares the **Current Mtr Rndg** and the **Rptd Dt** with the **Previous Meter Reading** and **Previous Report Date** for reporting consistency

* **Replacement Mtr Rdng** – The entry must be less than or equal to the **Current Mtr Rdng**

* If **Fuel Type Cd** is selected, **Fuel Qty** must be entered if the asset was profiled for fuel in Maintenance and Utilization

Mass Rptd Dt Change		
Mass Fuel Type Cd Change	Select an Item	
Mass Fuel Unit Cost Change		
History Remarks		

Change

Report Util - UIC003000013 - BUS,MOTOR

Unit Cost	Days Used	Days Not Used	Days Unavl	Replacement Mtr Rndg	Tran Ref Id	History Remarks
	0	0	0	☐ 0.00		

C

New Row

Record Util   **Reset**   **Cancel**

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Record Utilization – Single Asset

Mass Rptd Dt Change	[_____]
Mass Fuel Type Cd Change	Select an Item ▼
Mass Fuel Unit Cost Change	[_____]
History Remarks	[_____]
	Change

Report Util - UIC003000013 - BUS,MOTOR

*Rptd Dt	*Current Mtr Rdng	Util On Base	Util Off Base	Fuel Type Cd	Fuel Qty	Fuel Unit Cos
1/11/2012	1256	523	733	GL - Unleaded - 87 ▼	70 GL	3.49

New Row

Record Util   **Reset**   **Cancel**

To view asset details, "mouse-over" the Asset Id in Report Util title bar.

Fields in the upper Mass Change section are used to update all records with a common entry.

The fuel fields are hidden if the specified asset is not profiled for fuel usage.

6. Change the **Rptd Dt** if the date is not correct. This date is defaulted from the **Search Criteria** page.

7. Enter the meter reading from the asset in **Current Mtr Rdng**.

8. Enter the **Util On Base** and **Util Off Base** values. (These two fields MUST total the usage for the reported period, which is Current Meter Reading minus Previous Meter Reading).

9. Enter **Fuel Qty** and **Fuel Unit Cost**. (If the individual asset is not profiled for a **Fuel Type Cd**, the **Fuel** fields are not available).

10. Select the **New Row** button to add additional utilization records.

11. Select the **Record Util** button to save your information.

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Record Utilization - Multiple

1. In the Property Accountability module, navigate to **Asset Utilization** from the **Maint/Util** menu.
2. Select the **Record Util – Multiple** radio button. (When this radio button is selected, the page refreshes and displays a new set of search criteria.)
3. Use the Calendar tool to enter the **Rptd From Dt** and **Rptd To Dt** .
   (The **Rptd From Dt** defaults to the first day of the current month and the **Rptd To Dt** defaults to the current date.)
4. Select the **Search** button.

Search Criteria	
Record Util - Single	○
Record Util - Multiple	●
Update/Delete Util	○
*Rptd From Dt	1/1/2012
*Rptd To Dt	1/11/2012
Stock Nbr	
LIN/TAMCN	
Type Dsg Name	Select an Item
Dispatch Cd	Select an Item
Util Rptd	No

Search   Reset

Util Rptd in the Search Criteria section is displayed as **No** indicating the Search Results will contain all assets that do not have utilization reported for the defined date range and are properly profiled.

Search Criteria

Rptd From Dt	1/1/2012	Rptd To Dt	1/11/2012
Stock Nbr		LIN/TAMCN	
Type Dsg Name		Dispatch Cd	
Util Rptd	NO		

Search Results

Select/Deselect ☐	Asset Id	Metered	Mtr Rdng	Total Util Qty	Util Measure Cd	Stock Nbr	Serial Nbr	DOD Serial Nbr	UII
☐	UIC003000013	Yes	326.00	326.00	M-Miles	2310010907704	4871H30019K1241		
☑	UIC003000101	Yes	0	0	M-Miles	2310010907704	BUS0001		LDN00367UIC003(
☑	UIC003000102	Yes	0	0	M-Miles	2310010907704	BUS0002		LDN00367UIC003(
☑	UIC003000103	Yes	0	0	M-Miles	2310010907704	BUS0003		LDN00367UIC003(

Record Util   Cancel

5. On the **Search Results** page, use the checkboxes to select the assets for which utilization is being recorded.
6. Select the **Record Util** button.

All assets selected must have the same **Metered** value.

If a dispatched asset has not been returned, the **Asset Id** will not display in the **Search Results**.

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Record Utilization - Multiple

For the assets not profiled for fuel, the **Record Util – Multiple** process does not display the **Mass Fuel Unit Cost Change** and disables the fuel fields.

7. Enter the meter reading from the asset in **Current Mtr Rdng**.

8. Enter the **Util On Base** and **Util Off Base** values.
(These two fields MUST total the usage for the reported period, which is Current Meter Reading minus Previous Meter Reading.)

Mass Rptd Dt Change		
Mass Fuel Unit Cost Change		
History Remarks		Change

Report Util - Multiple

Asset Id	Item Desc	*Rptd Dt	*Current Mtr Rdng	Util On Base	Util Off Base	Fuel Type Cd	Fuel Qty	
UIC003000101	BUS,MOTOR	1/11/2011	384	51	112	DL - Diesel	28	GL
UIC003000102	BUS,MOTOR	1/11/2011	167	22	145	DL - Diesel	21	GL
UIC003000103	BUS,MOTOR	1/11/2011	289	0.00	289	DL - Diesel	32	GL

Record Util   Reset   Cancel

Mass Rptd Dt Change		
Mass Fuel Unit Cost Change		
History Remarks		Change

Report Util - Multiple

Fuel Unit Cost	Days Used	Days Not Used	Days Unavl	Replacement Mtr Rdng	Tran Ref Id	History Remarks
3.49	0	0	0	☐ 0.00		
3.79	0	0	0	☐ 0.00		
3.49	0	0	0	☐ 0.00		

Record Util   Reset   Cancel

9. Enter **Fuel Qty** and **Fuel Unit Cost**.

10. Select the **Record Util** button.

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Update/Delete Utilization

1. Navigate to **Asset Utilization** from the **Maint/Util** menu.
2. Select the **Update/Delete Util** radio button.
3. Select the **Search** button.

Although indicated as mandatory, **Rptd Dt** is optional in this search.

The wildcard (%) is allowed for a search.

4. The **Search Results** page displays. Select the *Update* hyperlink to revise utilization data, or the *Delete* hyperlink to remove a utilization record.

   - If Updating: Enter your changes and select the **Update** button.
   - If Deleting: Verify the utilization record to delete and select the **Delete** button. (It is a good business practice to record **History Remarks**).

		Asset Id	Tran Ref Id	Rptd Dt	Updtd By	Metered	Mtr Rdng	Tran Util Qty	Util Measure Cd	Stock Nbr
Update	Delete	DMB11081959	6BC94688-163A-4921-9173-7BDC28A07E32	08/31/2011	MOBRIAN	Yes	4.00	4.00	H-Hours	3930002711899
Update	Delete	DMB11081960	E51A0970-6B3D-4438-9B7A-53FBB6EAB664	08/31/2011	MOBRIAN	Yes	5.00	5.00	H-Hours	3930002711899
Update	Delete	DMB11081961	2F941F4B-3F8E-4593-BBAE-475E18697754	08/31/2011	MOBRIAN	Yes	4.00	4.00	H-Hours	3930002711899
Update	Delete	UIC003000020	96C6C5D4-5371-4CEC-ACD5-7D54B16B917B	11/22/2011	MOBRIAN	Yes	310.00	0.00	M-Miles	232000F012325
Update	Delete	UIC003000020	A5135CC4-724B-4D91-8796-7ED0E38C7AE7	10/15/2011	MOBRIAN	Yes	8000.00	450.00	M-Miles	232000F012325
Update	Delete	UIC003000020	5182B02A-65F9-444A-B150-A5222C87566B	10/01/2011	MOBRIAN	Yes	7550.00	300.00	M-Miles	232000F012325
Update	Delete	UIC003000020	08A680F2-1AED-4512-8319-6D18EC32285A	09/15/2011	MOBRIAN	Yes	7250.00	150.00	M-Miles	232000F012325
Update	Delete	UIC003000020	82885899-3445-413B-9C0B-5D012970C065	09/01/2011	MOBRIAN	Yes	7100.00	400.00	M-Miles	232000F012325
Update	Delete	UIC003000020	3866D423-6864-4FEF-B3D5-0B9A261CA8E9	08/01/2011	MOBRIAN	Yes	6700.00	1635.00	M-Miles	232000F012325
Update	Delete	UIC003000020	DAF137D2-11E6-4A0A-BEA9-B7902BFCFFC6	07/01/2011	MOBRIAN	Yes	5065.00	500.00	M-Miles	232000F012325

Search Criteria
Rptd Dt · Asset Id · UII

1 2

Cancel

Utilization is recorded when an asset is dispatched. If the asset has not been returned, the record will not be available for update.

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