

Sunflower PPMS CD 50: Add and Update Assets



User Guide

Contents

- Introduction 3
- Additional Functionality 3
- Error Handling 4
- CD 50 Create New Asset 4
 - Duplicate Asset Creation 15
- CD 50 Maintain Asset Detail 17
- Transfers 20
 - Request Transfer 21
 - Accept Transfer 23
- Generate CD 50 Asset Transaction Report 26

Introduction

NOAA's CD 50 transaction pages allow authorized Property Custodians (PCs) the ability to create or update an Inventory or Agreement asset directly in Sunflower.

This user guide describes the functionality of these CD 50 pages, and outlines the steps required to add and update assets and run the report listing the transactions conducted. Highlights of the functionality include:

- A CD 50 transaction page named **Create New Asset** that will allow PCs to create Inventory or Agreement assets in Sunflower.
- A CD 50 transaction page named **Maintain Asset Detail** that will allow PCs to modify Inventory or Agreement assets in Sunflower.
- Required validations in the transaction pages so asset transactions meet NOAA personal property business rules and minimize errors encountered by PCs.
- PCs will be able to request and approve transfers of Inventory Assets to other NOAA Custodial Areas.
- A report which allows PPMB to identify all the NOAA assets that are created or updated in Sunflower via the CD 50 transaction pages.

Additional Functionality

Additional functionality is available to ensure data integrity and to keep a proper separation of duties. For example:

- Property Custodians cannot update Inventory Assets with an existing Excess Asset record through the Maintain Asset Detail screen – these records will be view only.
- Property Custodians can only update Location, User and Attachments on capital assets. All other fields will be view only.
- When capital asset records are created in the Create New Asset screen, (i.e., assets \$200,000 or more), a NOAA Financial Manager will receive email notification of this addition.
- Property Custodians can add attachments to retired Inventory Assets.
- Property Custodians will only be able to add/update Agreement Assets if they are authorized to transact on those Agreements.

- Property Custodians will not be able to transfer Agreement Assets – PPMB will have to be consulted to conduct these transactions.
- Only Property Custodians will be able to accept transfers.
- Property Custodians and Line Office Representatives will now receive emails on LOANED OUT assets 30 days from when they are due back and five (5) days from when they are due back. (If the Activity Status is set to LOANED OUT, the Expected Return Date will drive when the emails are sent.)

Error Handling

When an error is encountered, it is either because a required value was left blank, or a value entered did not meet certain validation requirements. When an error is encountered in a pop-up window, then the PC has either left a required field blank or has entered a value that doesn't meet NOAA-specific requirements. If an error message appears in red at the top of the screen, this means the value entered did not meet standard Sunflower validations, or that a value required by Sunflower was left blank.

CD 50 Create New Asset

The purpose of the Create New Asset page is to allow Property Custodians the ability to directly create Inventory and Agreement assets in the Sunflower PPMS. To add a new asset to Sunflower:

1. Property Custodians need the Inventory Clerk role and be an active Asset Center Representative Organization Contact for the Custodial Area s/he is transacting against.
2. Property Custodians need the Agreement Clerk role, and be authorized to transact against the Agreement s/he is transacting against.
3. Property Custodians must enter information in all required fields. Required fields are labeled with a red asterisk.

Welcome: Repository Owner

To enter, click one of the the links below.

[Sunflower Enterprise Forms](#)

[Sunflower Enterprise Reports](#)

[Sunflower Enterprise HTML Transaction Pages](#)


[Stock Asset Management](#)

[Search Attachments and Comments](#)

[CD 50 / 52 Transaction Menu](#)

[Logout](#)

1. Enter the [CD 50 / 52 Transaction Menu](#)

Sunflower Enterprise - Production 4.5.0.0Powered By
ORACLE

Repository Owner

<input type="button" value="Click"/> to maintain asset
<input type="button" value="Click"/> to create asset
<input type="button" value="Click"/> to request an excess receival
<input type="button" value="Click"/> to request retirement of asset
<input type="button" value="Click"/> to maintain comments
<input type="button" value="Click"/> to maintain pictures/attachments
<input type="button" value="Click"/> to suppress payments records
<input type="button" value="Click"/> to create physical inventory certification

2. Click **to create asset**

(*)Required

Interest Type*	INVENTORY ASSET	
Barcode #*		Attachment 0
Serial Number*		
Custodial Area*		Add
Property Custodian		
P A O*	Region*	Add
Property Contact	Name	Add
Current User *	Name	Add
Location*		Add
Manufacturer*		Add
Model Number*		Add
Description		

3. Select **Interest Type** (Inventory Asset or Agreement Asset)

Note: When adding **Agreement Assets**, Property Custodians (PCs) are required to select the Agreement. PCs will only see those Agreements on which they are authorized to transact.

4. Enter **Barcode #** – must begin with CD and have 12 characters
5. Click the **Attachment** button

Maintain Attachments Barcode # CD1234598231

File Browse... Add

Description

Close

6. Click the **Browse** button and find the file to be attached
7. Once the file is found, click the **Add** button.

Maintain Attachments Barcode # CD1234598231

Successfully uploaded file Demo.docx

File

Description

<input type="button" value="Save"/>	<input <="" td="" type="button" value="Delete?"/> <td>Name</td> <td>Description</td> <td>MIME Type</td> <td>Size (Bytes)</td>	Name	Description	MIME Type	Size (Bytes)
<input type="button" value="View"/>	<input type="checkbox"/>	Demo.docx	PURCHASE ORDER	ATTACHMENT	13614

8. Click on **Close** to close the **Attachment** pop up screen
 - a. Alternately click on **Delete?**, then **Save** to remove the attachment
9. Enter **Serial Number**
10. Select **Custodial Area** from the list of values - Accept the defaults in the pop-up window
 - a. Note: You will only see the Custodial Areas you are authorized to transact on

Custodial Area: 54001E001
P A O: 54001E
Line Office: OFFICE OF MARINE AND AVIATION OPERATIONS

<input type="checkbox"/> Set Property Contact to: HOPKINS SCOTT SHOPKINS
<input type="checkbox"/> Set Region to: NOAA-NORFOLK
<input type="checkbox"/> Set Personal Organization Code to: 54-08-02-0002-00-00-00-00

- b. Accept the defaults in the pop-up window and these values will automatically populate on the CD 50 screen.
 - c. Alternately, do not accept the defaults, and enter the information manually on the CD 50 screen

Interest Type*	INVENTORY ASSET ▾		
Barcode #*	CD1234598231	Attachment	0
Serial Number.*	877896879		
Custodial Area*	54001E001 ▾		
Property Custodian	OIGUSER SMC SMC_OIGUSER		
P A O*	54001E	Region*	NOAA-NORFOLK
Property Contact		Name	OIGUSER SMC SMC_OIGUSER
Current User *		Name	
Location:*			
Manufacturer*			
Model Number*			
Description			
Catalog Identifier			
Activity Type*	AGENCY OWNED ▾		
Utilization Code*	IN SERVICE ▾		
Condition Code*	4 - USED - MAJOR REPAIRS NOT REQUIRED ▾		
Acquisition Date*			
Initial Event*	PURCHASE ▾		

11. Enter **Current User**
12. Open the **Location** window and enter **Location**

On-Site Off-Site

SILVER SPRING, MD ▾

BUILDING ▾ SSMC4 ↓

ROOM ▾ 8012 ↓

Mail Stop Structure Level 3

GPS 1 GPS 2 GPS 3


13. Enter **Manufacturer**
14. Enter **Model Number**

Note: If you do not see the Model Number you need, please stop entering the asset information and submit a Catalog Request Form to the Sunflower Management Center (help desk).

Interest Type*	INVENTORY ASSET ▼		
Barcode #*	CD1234598231	Attachment	1
Serial Number:*	877896879		
Custodial Area*	54001E001 ▼		
Property Custodian	OIGUSER SMC SMC_OIGUSER		
P A O*	54001E	Region*	NOAA-NORFOLK
Property Contact		Name	OIGUSER SMC SMC_OIGUSER
Current User *		Name	BAXLEY ROBIN C RBAXLEY
Location:*	SILVER SPRING, MD__BUILDING__SSMC4__ROOM__8012		
Manufacturer*	DELL INC.		
Model Number*	1200MP		
Description	PROJECTOR		
Catalog Identifier	12012570	F.S.C: 67-30	
Activity Type*	AGENCY OWNED ▼		
Utilization Code*	IN SERVICE ▼		
Condition Code*	4 - USED - MAJOR REPAIRS NOT REQUIRED ▼		
Acquisition Date*			
Initial Event*	PURCHASE		

15. **Activity Type** will default to **Agency Owned** – change as needed
16. **Utilization Code** (Activity Status) will default to **In Service** – change as needed

Note: When **LOANED OUT** is selected as the **Utilization Code**, PCs must enter an **Expected Return Date** that is a date *after* the **Acquisition Date**. If other Utilization Codes are selected, the **Expected Return Date** field is not available. (See below for example).

Activity Type*	AGENCY OWNED
Utilization Code*	LOANED OUT
Expected Return Date*	<input type="text"/> 
Condition Code*	4 - USED - MAJOR REPAIRS NOT REQUIRED

17. Enter **Acquisition Date**

Note: **Responsibility Date** will default based on the Acquisition Date entered. This date can be updated in the CD50 To Maintain Asset screen

18. **Initial Event** will default to **Purchase** – change as needed

19. **Flags** – select a value as needed. All items considered “Sensitive” will automatically receive the Sensitive flag once the record is saved.

Note: If you have any questions about what the flags mean, please contact your Line Office Representative before selecting a value.

Asset Flags

Sensitive

Not Funded

Bulk Purchase

Estimate

Networked

NOAAUnsupported

Not Working

Not Accountable

Field Rep Lapto

20. Open the **Asset Value** User Defined Fields (UDFs)

Asset Values for Barcode # CD1234598231

Save Add Cancel

Delete Checked

<input type="checkbox"/> Asset Value 1* 0	Fiscal Year*		Project*	
	Fund Code*		Program*	
	Organization*		User Code*	000000
	Object Class Code*		Task*	
	Bureau*	14	Adjust depreciation from	

Each mandatory value within the Asset Value Components window has validations that must be met for the PC to save:

- a. Enter **Fiscal Year** (four digits)
- b. Enter **Project** (seven characters or less)
- c. Enter **Fund Code** (three to five characters)
- d. Enter **Program** (numeric, format should be NN-NN-NN-NNN)
- e. Select **Organization** from the list of values - do not select an Organization with the word **END** in it
- f. Enter **User Code** or accept default of **000000**
- g. Select **Object Class Code** from the list of values
- h. Enter **Task** (three characters)
- i. Enter **Bureau** or accept default of **14**

Note: To add additional Asset Value Component, click the **Add** button and complete the information in the second Asset Value Component section. The PC may add as many Asset Value Components as needed, and all the values will add up to the total Asset Value on the asset record.

Asset Values for Barcode # CD1234598231

Save Add Cancel

Delete Checked

<input type="checkbox"/> Asset Value 1* 700	Fiscal Year*	2012	Project*	2342312	
	Fund Code*	2333	Program*	11-11-11-111	
	Organization*	52-01-00-0000-00-00-00-00**	<input type="checkbox"/>	User Code*	000000
	Object Class Code*	23-26-00-00	<input type="checkbox"/>	Task*	232
	Bureau*	14	Adjust depreciation from		
<input type="checkbox"/> Asset Value 2* 0	Fiscal Year*		Project*		
	Fund Code*		Program*		
	Organization*		<input type="checkbox"/>	User Code*	000000
	Object Class Code*		<input type="checkbox"/>	Task*	
	Bureau*	14	Adjust depreciation from		

Note: To delete an Asset Value Component, click on the box above the component, then click the **Delete Checked** box. An example of a completed Asset Value Component window is shown above.

21. Select a **Document Type**
22. Enter a **Document #**
23. Depending upon the type of asset being entered, users may have to enter information in the User Defined Fields at the bottom of the screen before saving (look for the red asterisks to determine which fields are required). The examples below show **vehicles**, which have several mandatory fields to enter:

FSC Code 2310 (Passenger Motor Vehicles)

Personal Organization Code*	54-08-02-0002-00-00-00-00**AN22C	Line Office*	OFFICE OF MARINE AND AVIATION
Common Name		Document Received Date	
DoC Capitalized Asset		Export Control Class. No.	
Vehicle Weight		Fuel Tank Size (gallons)	
Warranty Begin Date		Warranty End Date	
Model Month/Year*	11/2012	Body Style*	SUV
Number of Cylinders*	06	Vehicle Color*	BLUE
Transmission*	AUTOMATIC	License Tag Number*	G42-52312
Verified?		Primary Fuel Type*	GASOLINE HYBRID
Armor Level*		GSA Vehicle Type*	LD SUV 4X2
Law Enforcement*	NO LAW ENFORCEMENT	EISA Section 141 Acquisitions*	
Executive Fleet Designation*		VAM Exempt*	
Green House Gas Score*	2	Equipment Code	
Fleet Card Number			

Important Note: Users do not have to enter information in the following four fields, as the information for these fields will default when the user saves the record:

- Armor Level – will default to **N/A**
- EISA Section 141 Acquisitions – will default to **Yes**
- Executive Fleet Designation – will default to **No**
- VAM Exempt – will default to **COV**

FSC Code 2320 (Trucks and Tractors, Wheeled)

Personal Organization Code*	54-08-02-0002-00-00-00-00**AN220	Line Office*	OFFICE OF MARINE AND AVIATION
Common Name		Document Received Date	
DoC Capitalized Asset		Export Control Class. No.	
Vehicle Weight		Fuel Tank Size (gallons)	
Warranty Begin Date		Warranty End Date	
Model Month/Year*	09/2010	Body Style*	TRACTOR
Number of Cylinders*	10	Vehicle Color*	YELLOW
Transmission*	AUTOMATIC	License Tag Number*	G43-0279S
Verified?		Primary Fuel Type*	

24. Once all required User Defined Fields are completed, (as necessary), click the **Save** button at the bottom

Note: You should receive a message at the top saying **Inventory/Agreement Asset CDXXXXXXXXXX Created**



Create New Asset

Repository Owner

INVENTORY ASSET CD1234598231 Created

(*Required)

Interest Type*	INVENTORY ASSET	
Barcode #*	<input type="text"/>	Attachment 0
Serial Number.*	<input type="text"/>	
Custodial Area*	54001E001	
Property Custodian	HOPKINS SCOTT SHOPKINS	
P A O*	54001E	Region* NOAA-NORFOLK
Property Contact	<input type="text"/>	Name HOPKINS SCOTT SHOPKINS
Current User *	<input type="text"/>	Name BAXLEY ROBIN RBAXLEY
Location:*	SILVER SPRING, MD__BUILDING__SSMC4__ROOM__8012	
Manufacturer*	DELL INC.	

25. Click the **Reset** button at the bottom to duplicate an asset

Duplicate Asset Creation

Once a new asset record has been saved, PCs have the opportunity to create duplicate records. For example, if a PC is adding ten asset records for the same type of laptop, the duplication feature would be utilized. Once the previous asset record is saved:

1. Enter **Barcode #** – must begin with CD and have 12 characters
2. Open **Attachment** field – the attachment from the previous asset is available for you to copy to the new asset.

Maintain Attachments Barcode # CDS DH1234565

File

Description

Displaying the copy from

<input type="button" value="Copy"/>	Copy?	Name	Description	MIME Type	Size (Bytes)
<input type="button" value="View"/>	<input checked="" type="checkbox"/>	Sunflower NOAA ICR Issues List 08-02-12.xlsx	CDS DH1234565--TESTING	ATTACHMENT	24771

3. To copy the attachment from the previously saved asset, click the **Copy** radio button
 - a. Otherwise browse for a new file
4. Click the **Copy** button to copy the attachment from the previous asset

Note: The new attachment shows above the document attached to the previous asset.

Maintain Attachments Barcode # CDS DH1234565

Successfully copied file Sunflower NOAA ICR Issues List 08-02-12.xlsx

File

Description

<input type="button" value="Save"/>	Delete?	Name	Description	MIME Type	Size (Bytes)
<input type="button" value="View"/>	<input type="checkbox"/>	Sunflower NOAA ICR Issues List 08-02-12.xlsx	TESTING	ATTACHMENT	24771

Displaying the copy from

<input type="button" value="Copy"/>	Copy?	Name	Description	MIME Type	Size (Bytes)
<input type="button" value="View"/>	<input type="checkbox"/>	Sunflower NOAA ICR Issues List 08-02-12.xlsx	CDS DH1234565--TESTING	ATTACHMENT	24771

5. Click **Close** to close the Attachment window
6. Enter **Serial Number**
7. Update other information as needed, such as **User** and **Location**
8. Click the **Save** button at the bottom

Note: You should receive a message at the top saying **Inventory/Agreement Asset CDXXXXXXXXXX Created.**

CD 50 Maintain Asset Detail

Once Inventory or Agreement asset records have been created, PCs will use the **CD 50 Maintain Asset Detail** screen to update asset records.

Property Custodians should be able to update all fields except the following:

1. Barcode
2. Interest Type
3. Initial Event, and
4. UPR Identifier, but should be able to update everything else.

Users listed as Property Contacts on asset records should only be able to update the following fields:

1. Location
2. User
3. Attachments

Sunflower Enterprise Sunflower Enterprise - Production 4.5.0.0

Welcome: Repository Owner

To enter, click one of the the links below.

- [Sunflower Enterprise Forms](#)
- [Sunflower Enterprise Reports](#)
- [Sunflower Enterprise HTML Transaction Pages](#)
- [Stock Asset Management](#)
- [Search Attachments and Comments](#)
- [CD 50 / 52 Transaction Menu](#)

[Logoff](#)

1. Enter the [CD 50 / 52 Transaction Menu](#)



Repository Owner

to maintain asset

to create asset

to request an excess receival

to request retirement of asset

to maintain comments

to maintain pictures/attachments

to suppress payments records

to create physical inventory certification

2. Click to maintain asset





Maintain Asset Detail

Scott Hopkins

Interest Type	INVENTORY ASSET ▾
Barcode #	CDS DH1234565

3. Enter an existing **Barcode #** and click on **Query** button – the existing asset information should appear


Sunflower Enterprise - Production 4.5.0.0



Maintain Asset Detail
Scott Hopkins

(*Required)

Interest Type	INVENTORY ASSET		
Barcode #	CDSDH1234565	Attachment	1
Serial Number*	CDSDH1234565		
Current Custodial Area	54001E001	Requested Custodial Area	<input type="text"/>
Property Custodian	HOPKINS SCOTT SHOPKINS		
P A O*	54001E	Region*	NOAA-NORFOLK
Property Contact	SHOPKINS	Name	HOPKINS SCOTT SHOPKINS
Current User *	RBAXLEY	Name	BAXLEY ROBIN RBAXLEY
Location*	SILVER SPRING, MD_BUILDING_SSMC4		
Manufacturer*	DELL INC.		
Model Number*	1100MP		
Description	PROJECTOR		

4. Update fields as needed
 - a. As noted above, the following fields are the only fields that should be available for persons listed as Property Contacts on asset records
 - i. Location
 - ii. User
 - iii. Attachments
 - b. Property Custodians should not be able to update Barcode, Interest Type, Initial Event, and UPR Identifier, but should be able to update everything else
5. Click the **Save** button at the bottom
 - a. You should receive a message at the top saying **Inventory/Agreement Asset CDXXXXXXXXXX Modified**



Maintain Asset Detail

Scott Hopkins

INVENTORY ASSET CSDSH1234565 Modified

(*Required)

Interest Type	INVENTORY ASSET	
Barcode #	CSDSH1234565	Attachment 1
Serial Number*	CSDSH1234565	
Current Custodial Area	54001E001	Requested Custodial Area <input type="text"/>
Property Custodian	HOPKINS SCOTT SHOPKINS	
P A O*	54001E	Region* NOAA-NORFOLK
Property Contact	SHOPKINS	Name HOPKINS SCOTT SHOPKINS
Current User *	533643	Name SHARAF AHMED S 533643
Location*	SILVER SPRING, MD _BUILDING_ _SSMC4_ _ROOM_ _8012	
Manufacturer*	DELL INC.	

Transfers

The **CD 50 Maintain Asset Detail** screen will also be used to request and accept transfers.

Request Transfer

SunflowerEnterprise Sunflower Enterprise - Production 4.5.0.0

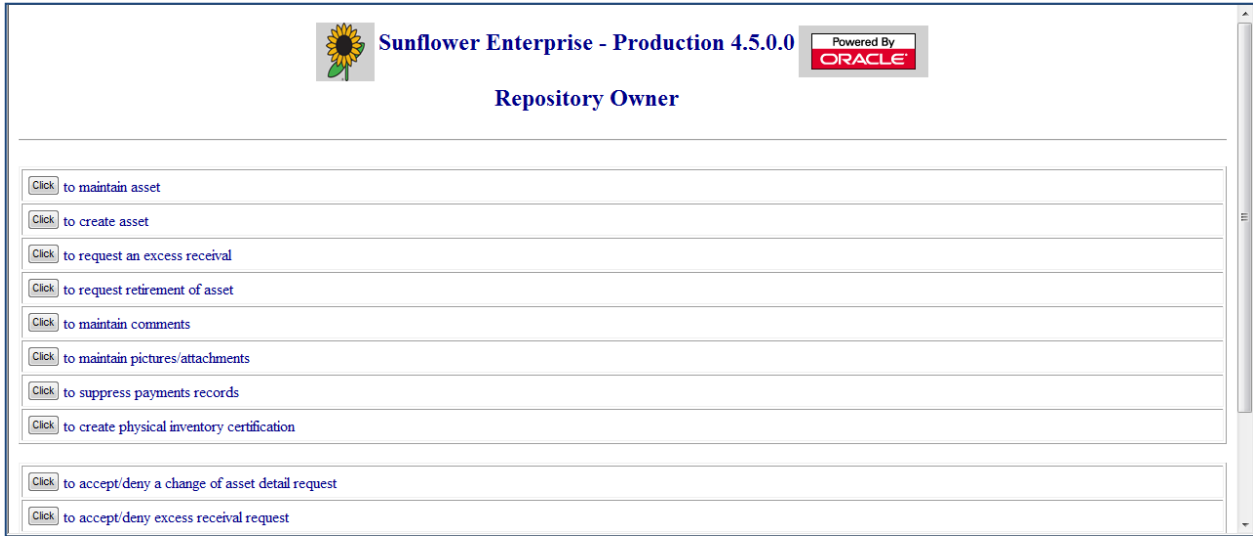
Welcome: Repository Owner

To enter, click one of the the links below.

- [Sunflower Enterprise Forms](#)
- [Sunflower Enterprise Reports](#)
- [Sunflower Enterprise HTML Transaction Pages](#)
- [Stock Asset Management](#)
- [Search Attachments and Comments](#)
- [CD 50 / 52 Transaction Menu](#)

[Logoff](#)

1. Click on the **CD 50 / 52 Transaction Menu** link.



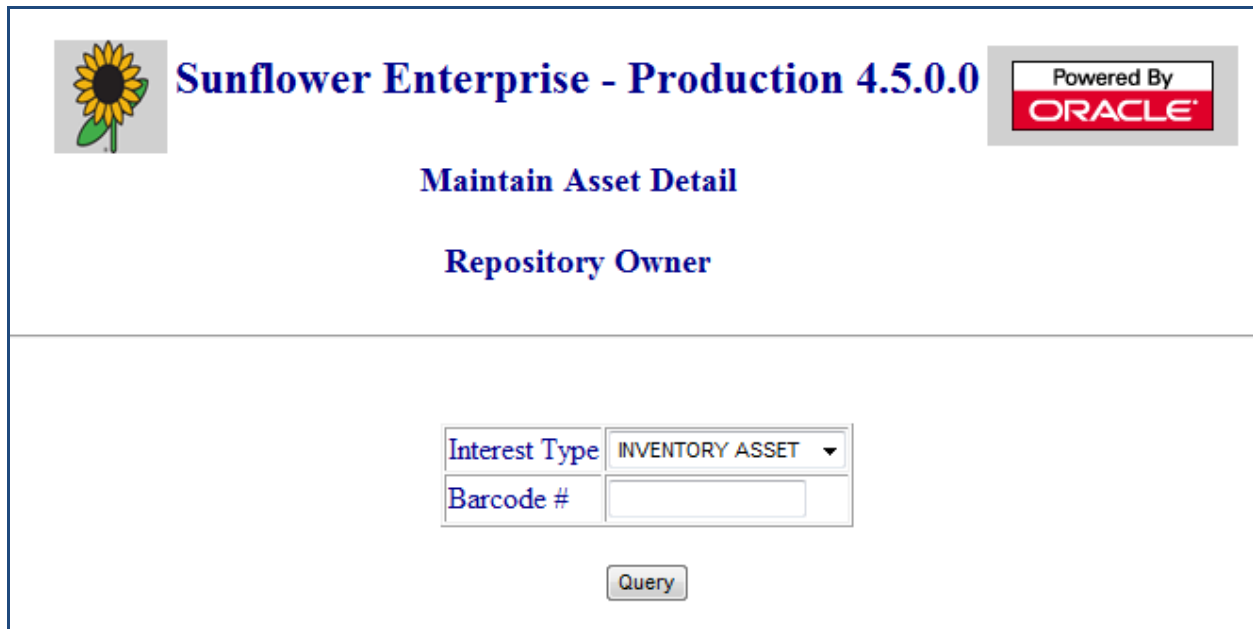
Sunflower Enterprise - Production 4.5.0.0 Powered By ORACLE

Repository Owner

to maintain asset
 to create asset
 to request an excess receival
 to request retirement of asset
 to maintain comments
 to maintain pictures/attachments
 to suppress payments records
 to create physical inventory certification

to accept/deny a change of asset detail request
 to accept/deny excess receival request

2. Click the **to maintain asset** button.




Sunflower Enterprise - Production 4.5.0.0 Powered By ORACLE

Maintain Asset Detail

Repository Owner

Interest Type: INVENTORY ASSET ▼
 Barcode #:

3. Enter the **Barcode #** for the asset to be transferred and click the **Query** button.



Sunflower Enterprise - Production 4.5.0.0

Powered By
ORACLE

Maintain Asset Detail
Repository Owner

(*Required)

Interest Type	INVENTORY ASSET	
Barcode #	CDSDH1234565	Attachment 1
Serial Number*	CDSDH1234565	
Current Custodial Area	54001E001	Requested Custodial Area <input type="text"/>
Property Custodian	HOPKINS SCOTT SHOPKINS	
P A O*	54001E	Region* NOAA-NORFOLK
Property Contact	SHOPKINS	Name HOPKINS SCOTT SHOPKINS
Current User *	533643	Name SHARAF AHMED S 533643
Location:*	SILVER SPRING, MD__BUILDING__SSMC4__ROOM__8012	
Manufacturer*	DELL INC.	
Model Number*	1100MP	
Description	PROJECTOR	

4. Enter the *requested* Custodial Area in the **Requested Custodial Area** field and hit **Tab**.

Note: A message will appear asking if you'd like to create a transfer request to that Custodial Area.

Would you like to create a transfer request to 54001E002. An email will be sent to REZAEI ALAN 550887

5. Click the **Create Request** button.

Note: A message will appear indicating the request has been successfully created, and the requested PC will receive an email notifying them of the pending transfer request.

Request Successfully Created

Accept Transfer

To accept a transfer, the 'accepting' PC will enter the **to maintain asset** screen and pull up the existing asset. This will allow the 'accepting' PC to accept or deny the request.

Welcome: Repository Owner

To enter, click one of the the links below.

[Sunflower Enterprise Forms](#)

[Sunflower Enterprise Reports](#)

[Sunflower Enterprise HTML Transaction Pages](#)

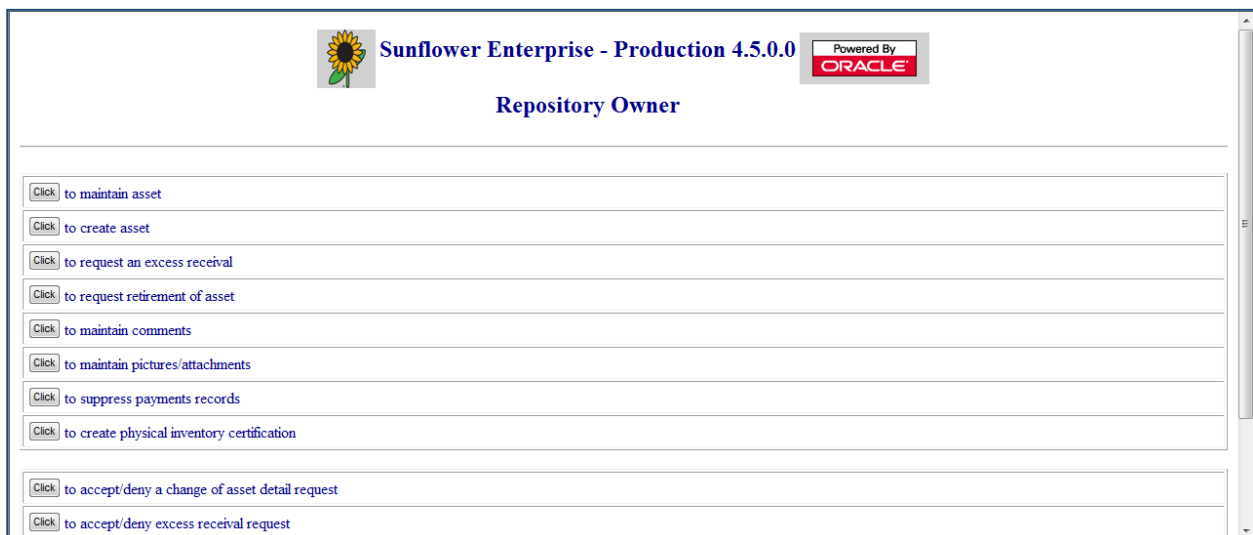
[Stock Asset Management](#)

[Search Attachments and Comments](#)

[CD 50 / 52 Transaction Menu](#)

[Logoff](#)

1. Click on the **CD 50 / 52 Transaction Menu** link.



Sunflower Enterprise - Production 4.5.0.0 Powered By ORACLE

Repository Owner

- to maintain asset
- to create asset
- to request an excess receival
- to request retirement of asset
- to maintain comments
- to maintain pictures/attachments
- to suppress payments records
- to create physical inventory certification
- to accept/deny a change of asset detail request
- to accept/deny excess receival request

- Click the **to maintain asset** button.

Sunflower Enterprise - Production 4.5.0.0

Powered By ORACLE

Maintain Asset Detail

Repository Owner

Interest Type: INVENTORY ASSET

Barcode #:

Query

- Enter the **Barcode #** for the asset to be accepted/denied for transfer and click the **Query** button.

Sunflower Enterprise - Production 4.5.0.0

Powered By ORACLE

Maintain Asset Detail

Scott Hopkins

(*Required)

Interest Type	INVENTORY ASSET	
Barcode #	CSDSH2324321	Attachment: 1
Serial Number*	CSDSH2324321	
Current Custodial Area	54001E001	Requested Custodial Area: 54001E002 Action
Property Custodian	OIGUSER SMC SMC_OIGUSER	
P A O*	54001E	Region* NOAA-NORFOLK
Property Contact	SMC_OIGUSER	Name: OIGUSER SMC SMC_OIGUSER
Current User *	RBAXLEY	Name: BAXLEY ROBIN RBAXLEY
Location*	SILVER SPRING, MD_BUILDING_SSMC4_ROOM_8012	
Manufacturer*	DELL INC.	
Model Number*	1500FP	
Description	MONITOR	

- Click on the **Action** button next to the **Requested Custodial Area**.

OIGUSER SMC SMC_OIGUSER requested a transfer of

Barcode #	CDS DH2324321
Description	MONITOR
Manufacturer	DELL INC.
Model Number	1500FP
Current Custodial Area	54001E001
Asset value	\$275.00

To: 54001E002

Approve

Deny Request

Cancel

5. Click the **Approve** button to approve the transfer, or the **Deny Request** button to deny the transfer.
6. Update other information as needed, such as the **User** and **Location**.

Generate CD 50 Asset Transaction Report

The **Asset Transaction Report** displays a number of transaction types, such as:

- Inventory and Agreement Asset Additions
- Asset Changes
- Transfers
- Asset Value Changes
- Retirements

This report displays the:

- Barcode
- Line Office
- Custodial Area
- Name of person who conducted the transaction
- Transaction date/time
- Transaction Type

From the main menu:



The screenshot shows the Sunflower Enterprise main menu. At the top left is the logo "SunflowerEnterprise" in orange and grey, followed by the text "Sunflower Enterprise - Production 4.5.0.0". Below the logo is a welcome message: "Welcome: Repository Owner". A blue horizontal bar contains the instruction "To enter, click one of the the links below." Below this bar are six yellow buttons with red underlined text: "Sunflower Enterprise Forms", "Sunflower Enterprise Reports", "Sunflower Enterprise HTML Transaction Pages", "Stock Asset Management", "Search Attachments and Comments", and "CD 50 / 52 Transaction Menu". At the bottom left of the menu area is a purple link labeled "Logoff".

1. Click on the [Sunflower Enterprise Reports](#) link

To access a report menu, click one of the links below.

[Agreement Reports](#)

[Contract Reports](#)

[Management Reports](#)

[Sentry Reports](#)

[Finance Reports](#)

[Inactive Reports](#)

[Excess Reports](#)

[Review Reports](#)

[IT Component Reports](#)

[Barcode Reports](#)

[Administration Reports](#)

[User Defined Reports](#)

[Previously Run Report](#)

2. Click on the [User Defined Reports](#) link

[NOAA Financial Reports](#)

[DOC Financial Reports](#)

[NOAA Specific Transaction Reports](#)

[NOAA Specific CD50/52 Reports](#)

[NOAA Specific UPR Reports](#)

[Heritage Assets Reports](#)

[DoC Reports](#)

[Reports Main Menu](#)

3. Click on the [NOAA Specific CD50/52 Reports](#) link

[Assets with Excess/Inactive Requests](#)

[Assets with Final Event Requests](#)

[Assets with Change Detail Requests](#)

[Reactivated Assets Details](#)

[Edit Inventory Asset Interface Report](#)

[Edit Inventory Asset Interface Progress Report](#)

[Physical Inventory Certification Status Report](#)

[CD-50 Asset Transaction Report](#)


4. Click on the [CD-50 Asset Transaction Report](#) link


Sunflower Enterprise - Production 4.5.0.0 NOAA Specific CD50/52 Reports

EXT8080 CD-50 Asset Transaction Report

How Would You Like to Select the Assets that Appear on the Report?

Line office

From Date 

To Date 

How Would You Like the Records to be Sorted?

5. As needed, select a **Line office**
6. Enter a **From Date** and a **To Date**
7. As needed, sort by either of the following:
 - a. Custodial Area
 - b. Barcode
 - c. Line Office
 - d. Transaction Date
 - e. User Name
8. Click on the **Submit** button
9. Select your **Output Format**
 - a. Acrobat
 - b. HTML
 - c. Text file export (Excel, Lotus 1-2-3, Access...)

SunflowerEnterprise

Sunflower Enterprise - Production 4.5.0.0 NOAA Specific CD50/52 Reports

EXT8080 CD-50 Asset Transaction Report

Choose an output format

Acrobat HTML Text file export (Excel, Lotus 1-2-3, Access...)

Press to run the report in this window or Press to run the report in the background

Selection Criteria: 411478

Selected by	Value
Line Office	ALL
From Date	06/01/2012 00:00:00
To Date	08/08/2012 23:59:59

10. Click on the **Execute** button. The report will show transactions such as transfers, asset additions, asset changes, and asset value changes.

BARCODE	LINE OFFICE	CUST AREA	NAME	TRANS DATE	TRANS TYPE
CD0000000002	OMAO	54001E001	SHARAF AHMED CPPAS5	06/04/2012 12:23:22	TRANSFER FROM 54001W049
CD0000000002	OMAO	54001E001	SHARAF AHMED CPPAS5	06/04/2012 12:40:53	TRANSFER FROM 54001W049
CD0000000037	OMAO	54001E001	SHARAF AHMED S 533643	06/05/2012 09:34:47	INVENTORY ASSET ADDITION
CD0000000037	OMAO	54001E001	SHARAF AHMED S 533643	06/05/2012 09:34:48	CHANGE
CD0000000038	OMAO	54001E001	SHARAF AHMED S 533643	06/05/2012 09:39:00	INVENTORY ASSET ADDITION
CD0000000140	OMAO	54001E001	SHARAF AHMED CPPAS5	06/06/2012 09:26:43	CHANGE
CD0000000140	OMAO	54001E001	SHARAF AHMED CPPAS5	06/06/2012 09:26:43	INVENTORY ASSET ADDITION
CD0000000150	OMAO	54001E001	SHARAF AHMED CPPAS5	06/14/2012 09:36:46	ASSET VALUE CHANGE
CD00INVTEST5	OMAO	54001E001	REZAEI ALAN 550887	06/20/2012 10:13:02	ASSET VALUE CHANGE
CD1234567891	OMAO	54001E001	HOPKINS SCOTT SHOPKINS	07/13/2012 15:28:12	ASSET VALUE CHANGE