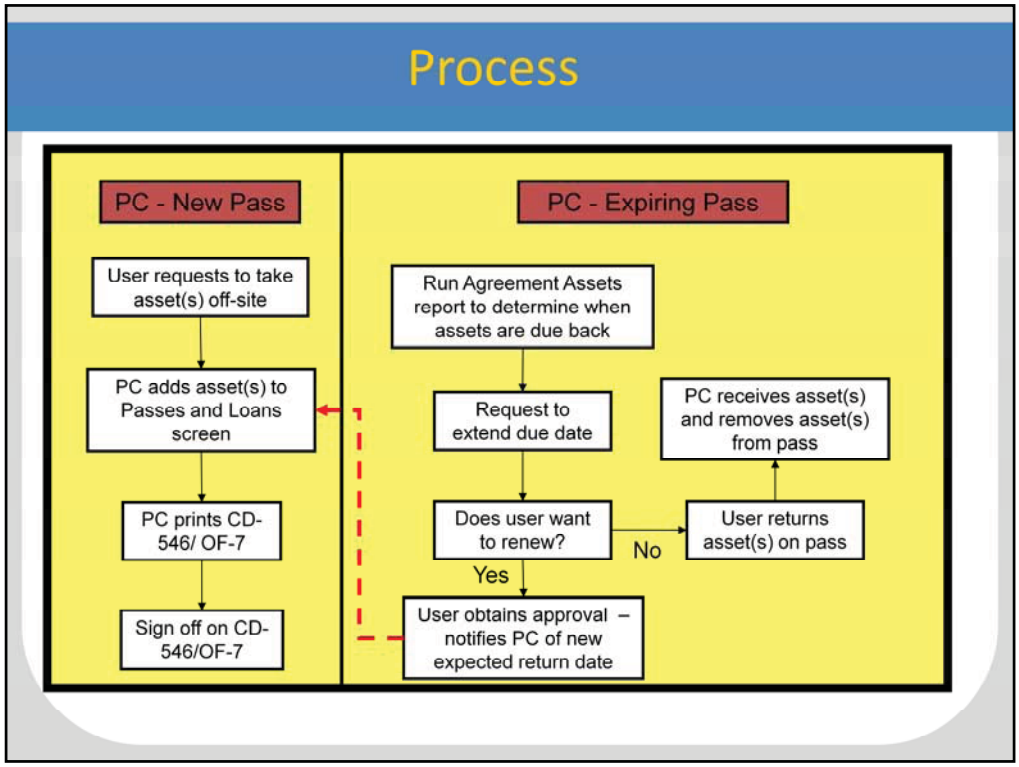
Chapter 6: Passes and Loans (CD-546 and OF-7)

Sunflower Assets 4.5

Lesson Objectives

- After this lesson you should be able to:
  - Explain the process behind passes and loans
  - Add items to passes and loans
  - Print the CD-546 and OF-7 documents
  - Modify passes and loans
  - Remove items from passes and loans
  - Determine if an item is currently on pass or loan
  - Run a report to determine which items are on pass or loan

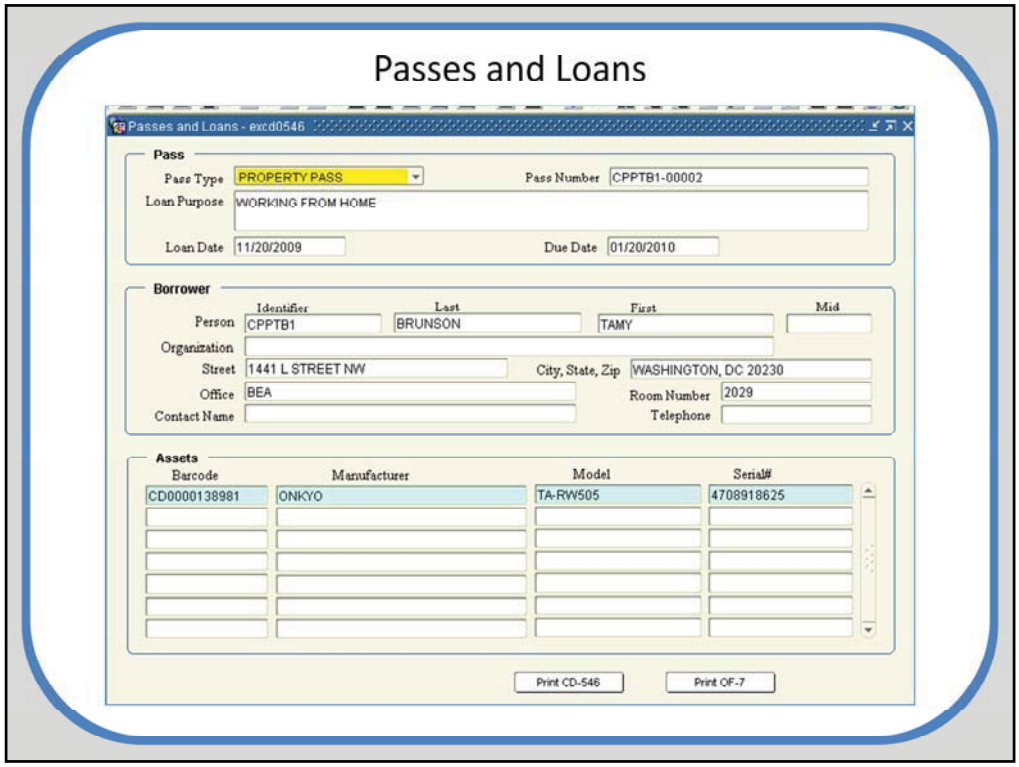


To increase audit traceability and reduce manual paperwork processing, a new Passes and Loans screen has been added to Sunflower. This screen will be used to place items on passes and loans, print the CD-546 and OF-7, and remove items from passes and loans. Sunflower's Summary and History will reflect each transaction, and Sunflower's standard reports can be used to determine which items are out on pass. The above process describes how PCs will use this screen.

Notes:

•All Pass types will be assigned a system-generated **Pass Number;** this value can be used to query passes and run reports

•Users can create multiple passes per person or organization. For example, one pass may be created for a user where the asset is due back in one month. That same user takes another asset which is due back in one year - in this case the PC may want to create two passes for that one person since the items are due back several months apart.



The **Passes and Loans** screen is used to add assets to passes/loans, remove assets from passes/loans, and update existing passes/loans.

Property Passes - Used with DOC employees only

•Must have a **Person** name – if the person's name is not filled out, you will not be able to save

•**Person** name must match the name of the **User** on the asset record – if this does not match, you will not be able to save

- However, for 'shared' property such as laptop pools, Sunflower users may prefer to keep one person's name as the **User** on each asset record. In this case, that person's name could go on the Property Pass, and the actual borrower's name could go in the **Loan Purpose** field.

•When complete, both the CD-546 and the OF-7 will be available for printing

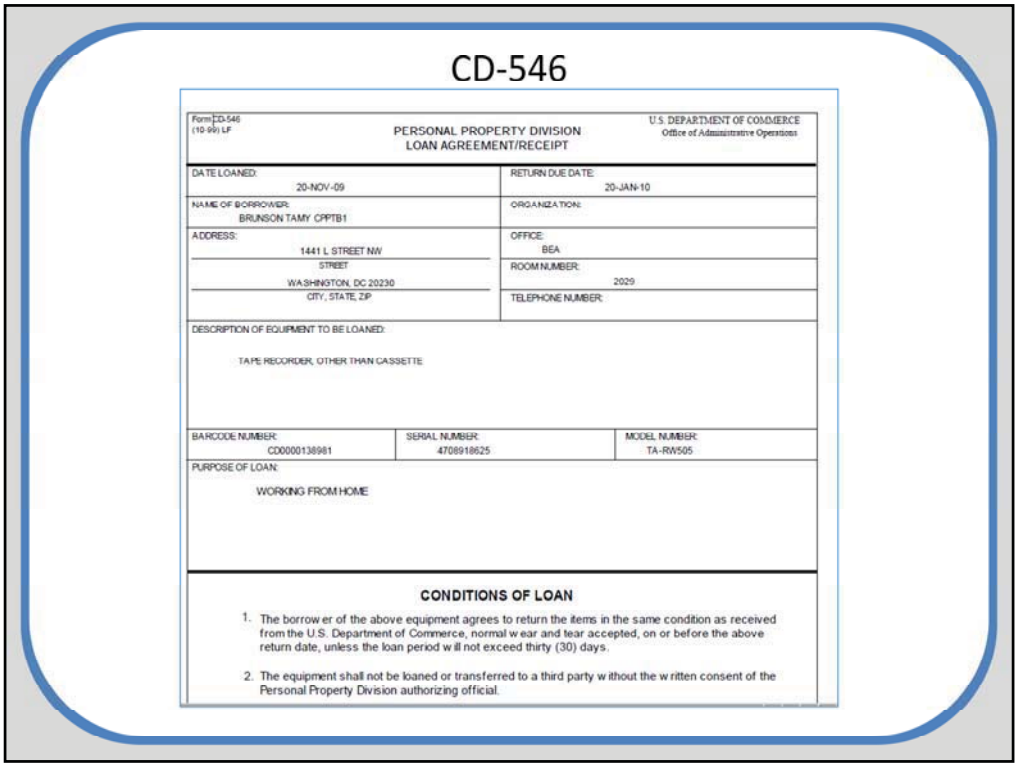
•**Contact Name** and **Telephone** information are not needed

Repair Passes - Used when sending an item to an external organization for repair

•Must have an **Organization** – if this is not filled out, you will not be able to save

•**Contact Name** and **Telephone** information should be provided

•When complete, only the CD-546 will be available for printing



CD-546

Form CD-546
(10-99) LF

PERSONAL PROPERTY DIVISION
LOAN AGREEMENT/RECEIPT

U.S. DEPARTMENT OF COMMERCE
Office of Administrative Operations

DATE LOANED: 20-NOV-09	RETURN DUE DATE: 20-JAN-10
NAME OF BORROWER: BRUNSON TAMY CPPTB1	ORGANIZATION:
ADDRESS: 1441 L STREET NW STREET WASHINGTON, DC 20230 CITY, STATE, ZIP	OFFICE: BEA ROOM NUMBER: 2029 TELEPHONE NUMBER:

DESCRIPTION OF EQUIPMENT TO BE LOANED:

TAPE RECORDER, OTHER THAN CASSETTE

BARCODE NUMBER:	SERIAL NUMBER:	MODEL NUMBER:
CD0000138981	4708918625	TA-RW505

PURPOSE OF LOAN:

WORKING FROM HOME

CONDITIONS OF LOAN

1. The borrower of the above equipment agrees to return the items in the same condition as received from the U.S. Department of Commerce, normal wear and tear accepted, on or before the above return date, unless the loan period will not exceed thirty (30) days.
2. The equipment shall not be loaned or transferred to a third party without the written consent of the Personal Property Division authorizing official.

Loans - Used with either a person or organization – so long as it is external to DOC

•Either a **Person** or an **Organization** may be chosen, depending on who/what organization is being loaned the item(s)

•**Contact Name** and **Telephone** information should be provided

•When complete, only the CD-546 will be available for printing

Users can query existing passes by:

Pass Type
Pass Number
Loan Date
Due Date
Person Name
Organization, or
Office

OF-7

OPTIONAL FORM 7 SEPTEMBER 1968 PRESCRIBED BY GSA FPMR (41 CFR) 101-20.1'	**PROPERTY PASS**	1. DATE ISSUED 11/20/2009

This pass is to be used whenever property is removed from the building. It is to be properly filled in and signed and handed to the guard when leaving the building.

2. NAME	3. BUILDING
BRUNSON TAMY CPPTB1	1441 L STREET NW WASHINGTON, DC 20230

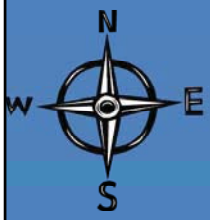
4. DESCRIPTION OF PROPERTY BEING REMOVED

BARCODE: CD00000138981 SN: 4708918625

TAPE RECORDER, OTHER THAN CASSETTE

5. PROPERTY BELONGS TO	6. DEPARTMENT OR AGENECY
53BEA5A001	BEA
7. SIGNATURE OF PERSON AUTHORIZING REMOVAL OF PROPERTY	8. TITLE
	9. PASS GOOD UNTIL 01/20/2010

NSN 7540-00-634-4264



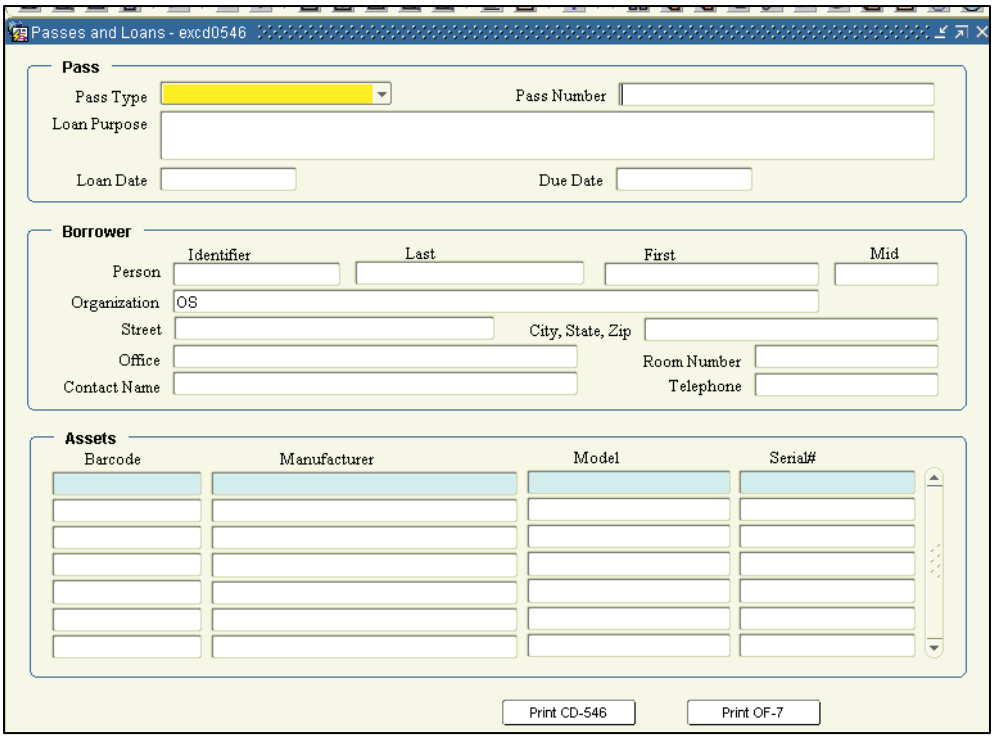
NAV:
Add Assets to Pass

Add Assets to Pass

Inventory Clerk/Agreement Clerk

Admin > User Extensibility > User Defined Menu> DoC Forms> CD-546 / OF-7

Passes and Loans



1. Depending upon the type of pass, pick **Property Pass, Repair Pass,** or **Loan** from the **Type of Pass** list of values

2. Enter the **Purpose of Loan** (e.g. Working from home, item is broken, research project, etc.)

3. Enter the date the pass is issued in **Loan Date**

4. Enter the date the item is due back in **Due Date**

5. Enter **Organization** (Repair Pass or Loans only)

6. Enter the **Person Last Name** and hit the tab key (Property Pass and Loans only)

7. Select the **First Name** of the borrower

8. Enter the address of the borrower, using **Street, City, State, and Zip**

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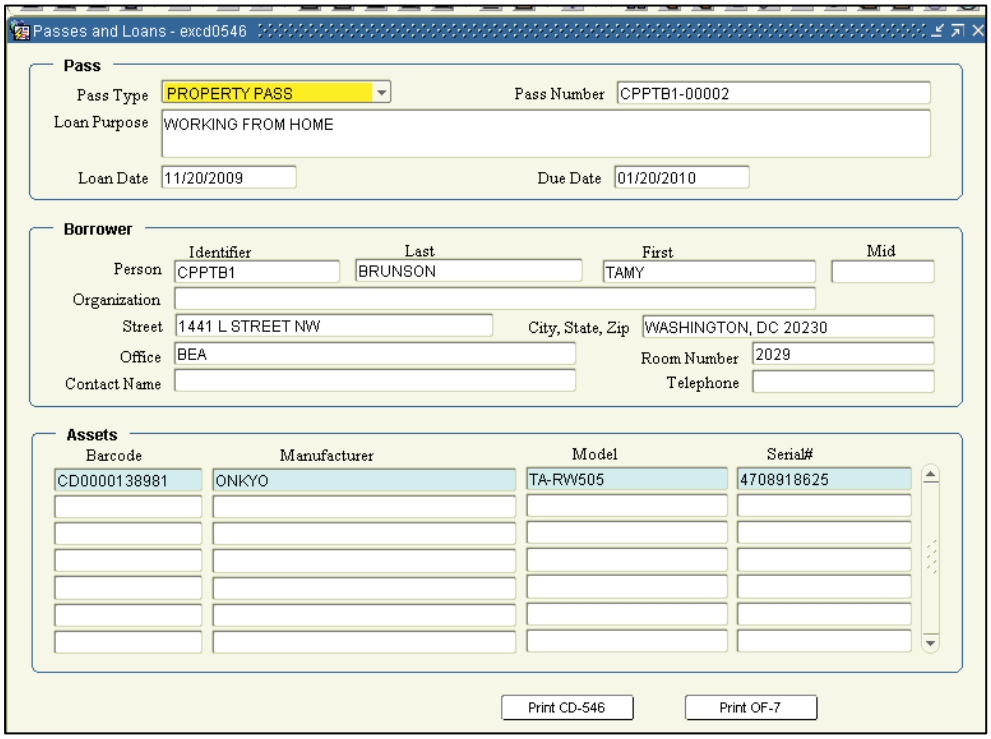
9. Enter the **Office** and **Room Number** of the borrower (Property Pass only)

10. Enter the **Contact Name** and the **Telephone** number of the contact person (Repair Pass and Loans only)

11. Enter the Barcode Number(s) in the **Assets** section

12. Hit the **Save** button

    Result: The Status bar at the bottom of the screen should show the "Transaction complete: X records applied and saved".



13. Hit each **Print** button to print both the **CD-546** and the **OF-7**

    Result: You will be taken to the printed passes – print as needed

    Note: If there are multiple assets on pass, each pass will have its own CD-546 or OF-7 page.

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OPTIONAL FORM 7 SEPTEMBER 1988 PRESCRIBED BY GSA FPMR (41 CFR) 101-20.1'	**PROPERTY PASS**	1. DATE ISSUED 11/20/2009

This pass is to be used whenever property is removed from the building. It is to be properly filled in and signed and handed to the guard when leaving the building.

2. NAME	3. BUILDING
BRUNSON TAMY CPPTB1	1441 L STREET NW WASHINGTON, DC 20230

4. DESCRIPTION OF PROPERTY BEING REMOVED

BARCODE: CD0000138981 SN: 4708918625

TAPE RECORDER, OTHER THAN CASSETTE

5. PROPERTY BELONGS TO	6. DEPARTMENT OR AGENECY
53BEA5A001	BEA
7. SIGNATURE OF PERSON AUTHORIZING REMOVAL OF PROPERTY	8. TITLE
	9. PASS GOOD UNTIL 01/20/2010

NSN 7540-00-634-4264

End of activity.

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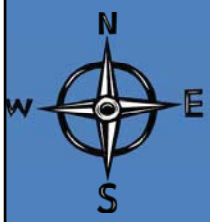
Lab: Add Assets to Pass



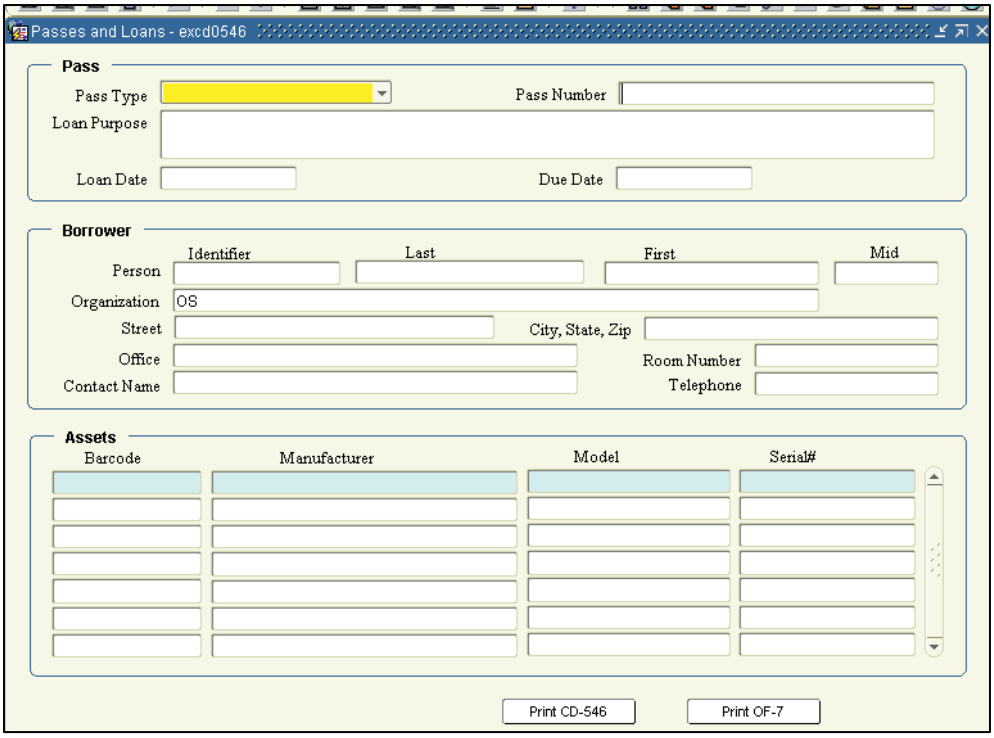
NAV:
Update Pass

Update Pass

Inventory Clerk/Agreement Clerk

Admin > User Extensibility > User Defined Menu> DoC Forms> CD-546 / OF-7

Passes and Loans



1. Hit the **Find** button.

   Result: The screen will be placed in query mode.

2. Depending on which parameter you want to query by, enter one or more of the following parameters. Enter:

Field Name	Purpose
Pass Type	To pull up all passes of a specific type (Property Pass, Repair Pass, Loan)
Pass Number	To pull up a specific pass
Loan Date & Due Date	To pull up passes issued on a specific date or assets due back on a specific date, respectively
Person	To pull up all passes used to a specific person
Organization	To pull up all passes issued to a specific organization
Office	To pull up all passes issued within a specific DOC office

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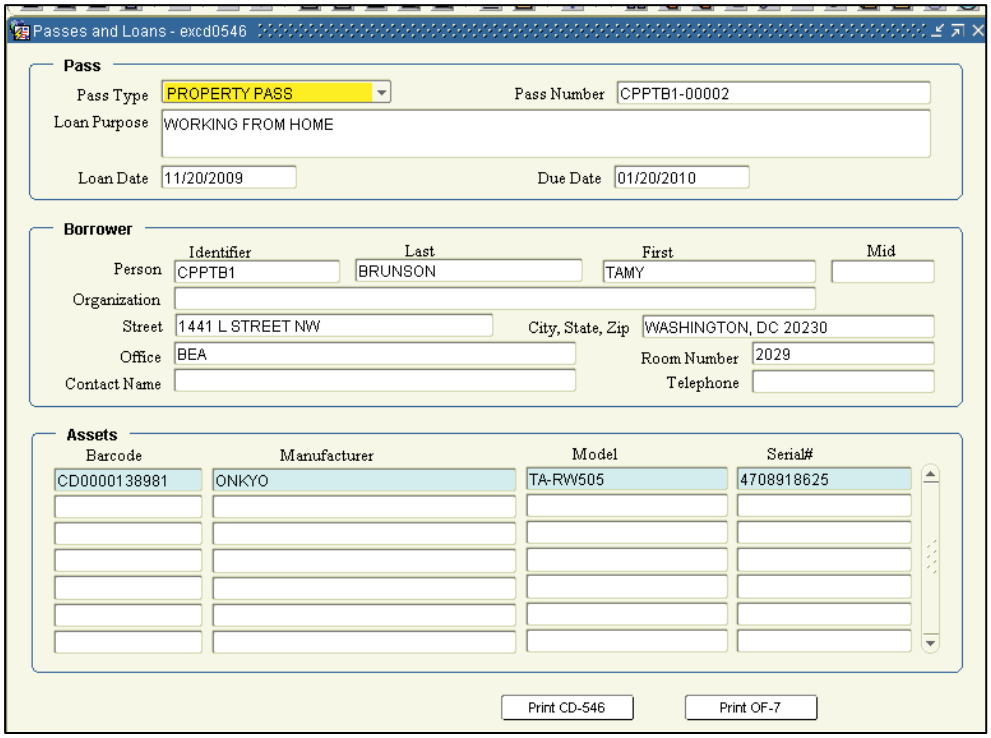
3. Hit the **Find** button again.

Result: Any passes meeting the query criteria will display.



4. Optionally enter a new **Due Date.**

5. Optionally add other assets to the existing pass.

6. When complete, hit the **Save** button.

End of activity.

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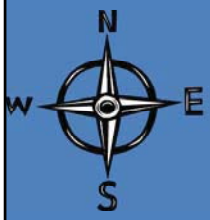
Lab:
Update Pass



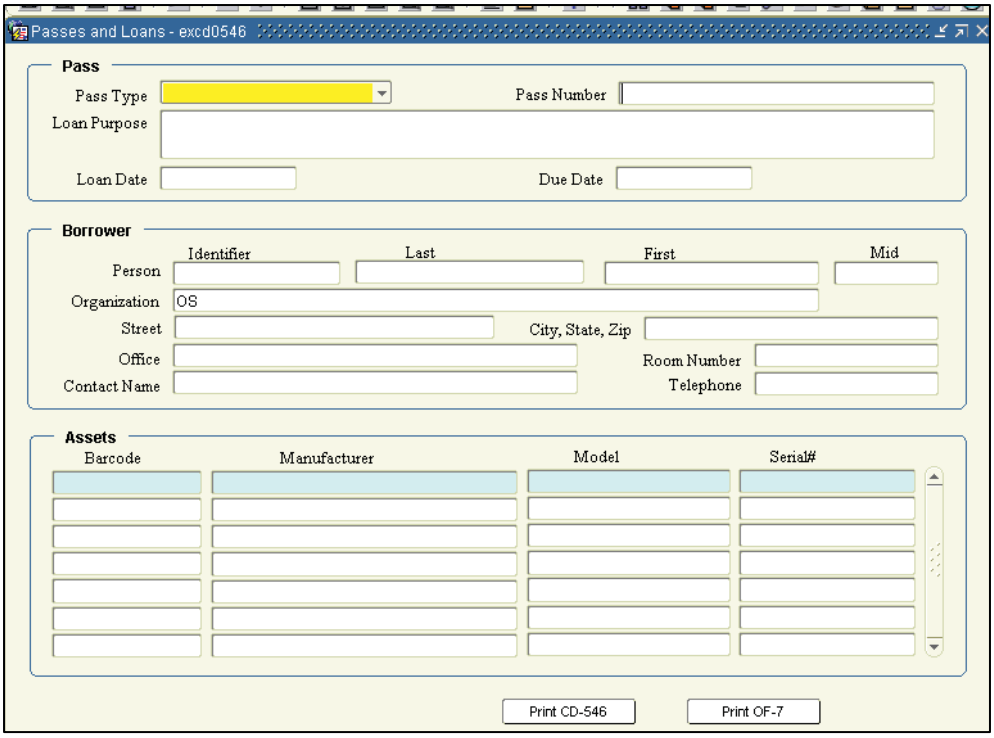
NAV:
Remove Assets
from Pass

Remove Assets from Pass

Inventory Clerk/Agreement Clerk

Admin > User Extensibility > User Defined Menu> DoC Forms> CD-546 / OF-7

Passes and Loans



1. Hit the **Find** button

   Result: The screen will be placed in query mode

2. Depending on which parameter you want to query by, enter one or more of the following parameters. Enter:

Field Name	Purpose
Pass Type	To pull up all passes of a specific type (Property Pass, Repair Pass, Loan)
Pass Number	To pull up a specific pass
Loan Date & Due Date	To pull up passes issued on a specific date or assets due back on a specific date, respectively
Person	To pull up all passes used to a specific person
Organization	To pull up all passes issued to a specific organization
Office	To pull up all passes issued within a specific DOC office

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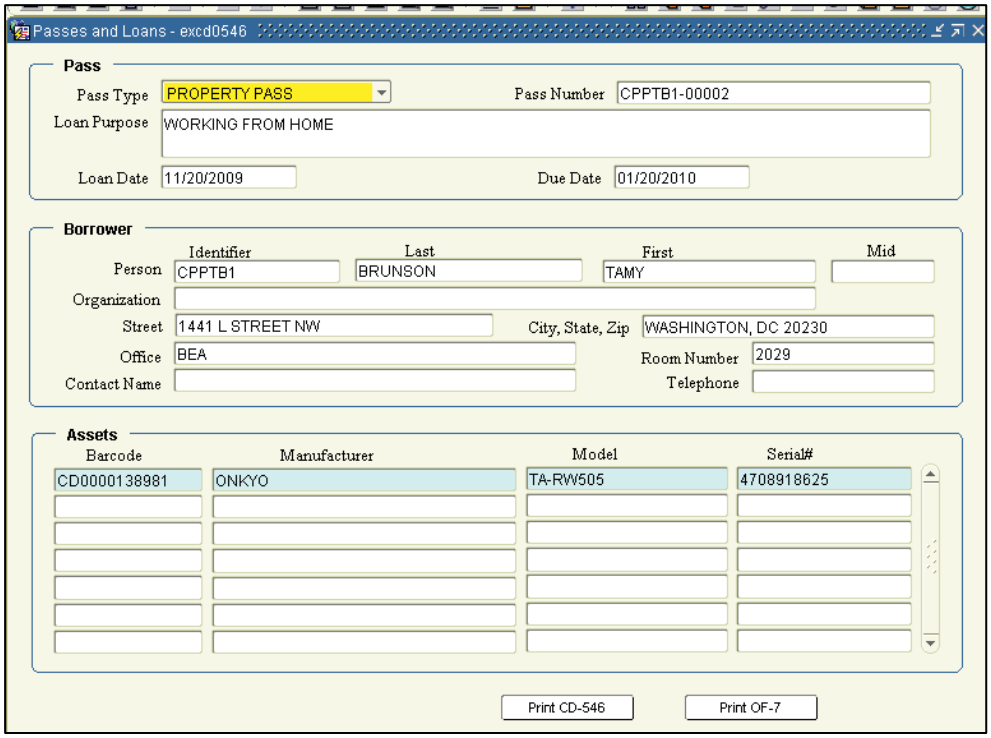
3. Hit the **Find** button again

<u>Result:</u> Any passes meeting the query criteria will display



4. Click on the asset and hit the **Remove Record** button (to remove other assets, click on other assets and repeat this step)

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Passes and Loans - excd0546

Pass

Pass Type: PROPERTY PASS
Pass Number: CPPTB1-00002
Loan Purpose: WORKING FROM HOME
Loan Date: 11/20/2009
Due Date: 01/20/2010

Borrower

	Identifier	Last	First	Mid
Person	CPPTB1	BRUNSON	TAMY	

Organization:
Street: 1441 L STREET NW
City, State, Zip: WASHINGTON, DC 20230
Office: BEA
Room Number: 2029
Contact Name:
Telephone:

Assets

Barcode	Manufacturer	Model	Serial#

Print CD-546 | Print OF-7

5. Hit the **Save** button

   Note: Assets will not be officially removed from the pass until you hit the **Save** button.

End of activity.

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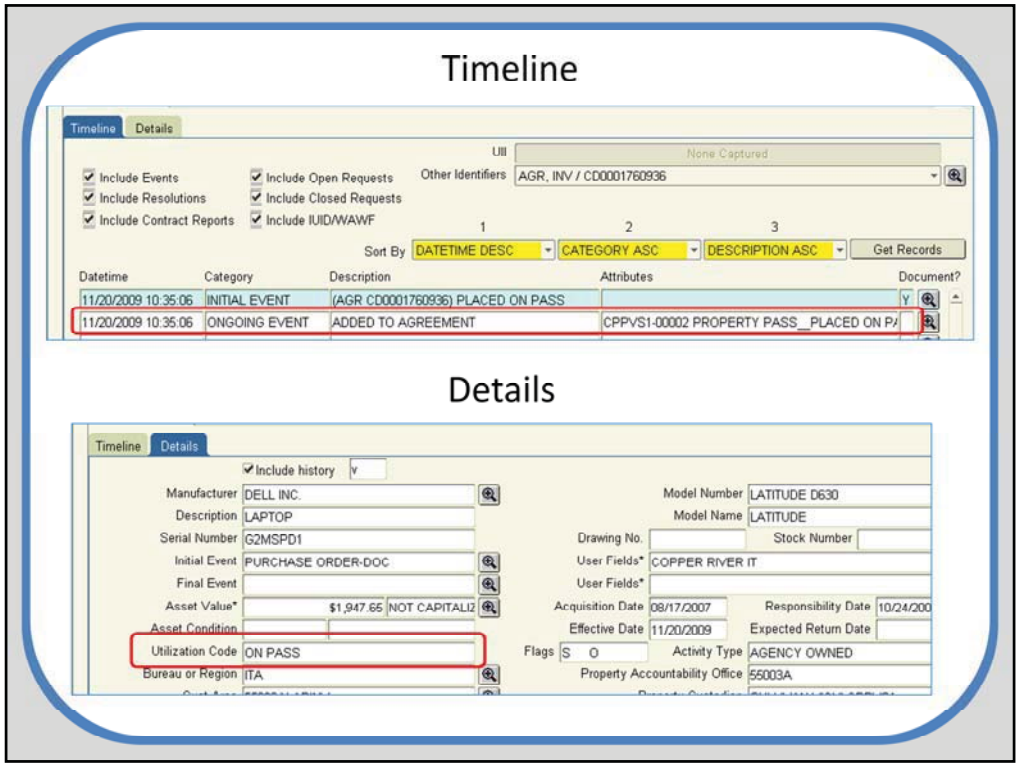
Lab:
Remove Assets from Pass

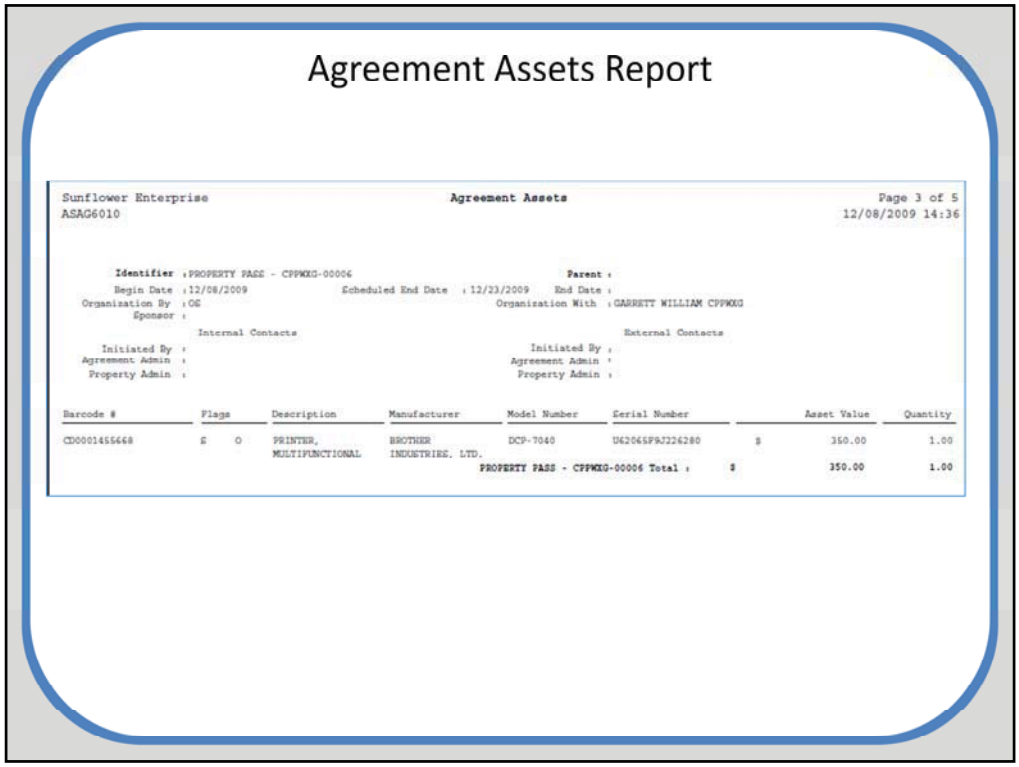


The **Inventory Asset Summary and History** screen will show when assets are out on pass.

The **Timeline** shows the item has been **Added to Agreement.** Note to the Attributes on the right – these show the Pass Number.

The **Details** show the item is **On Pass, On Repair,** or **Loaned Out –** note the **Utilization Code.**

Once the item is removed from pass, the **Timeline** will show this as well, and the **Utilization Code** will show the item as back **In Service.**



Agreement Assets Report

Sunflower Enterprise
ASAG6010

Agreement Assets

Page 3 of 5
12/08/2009 14:36

Identifier : PROPERTY PASS - CPPWXG-00006 **Parent** :
Begin Date : 12/08/2009 Scheduled End Date : 12/23/2009 End Date :
Organization By : OE Organization With : GARRETT WILLIAM CPPWXG
Sponsor :

Internal Contacts
Initiated By :
Agreement Admin :
Property Admin :

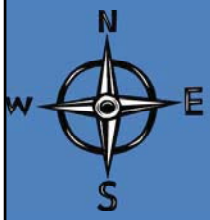
External Contacts
Initiated By :
Agreement Admin :
Property Admin :

Barcode #	Flags	Description	Manufacturer	Model Number	Serial Number	Asset Value	Quantity
CD0001455668	S O	PRINTER, MULTIFUNCTIONAL	BROTHER INDUSTRIES, LTD.	DCP-7040	U6206SF9J226280	$ 350.00	1.00
				PROPERTY PASS - CPPWXG-00006 Total :		$ 350.00	1.00

The **Agreement Assets** report can be used to determine which assets are out on pass or loan. In short, this report shows who has assets out on loan/pass, which assets are out on loan/pass, and when assets are due back. This report can be run by:

Agreement Identifier - a number unique to each pass (i.e. the system generated **Pass Number**)
Agreement Type - run report for only Property Passes, Repair Passes, or Loans
Organization With – to view passes out with a specific organization
Person Last Name and **First Name -** to view passes out with a specific person
Cust Area – to view all assets on pass or loan in your Custodial Area
Only Agreements Scheduled to End Between – to view assets due back within a specified time frame

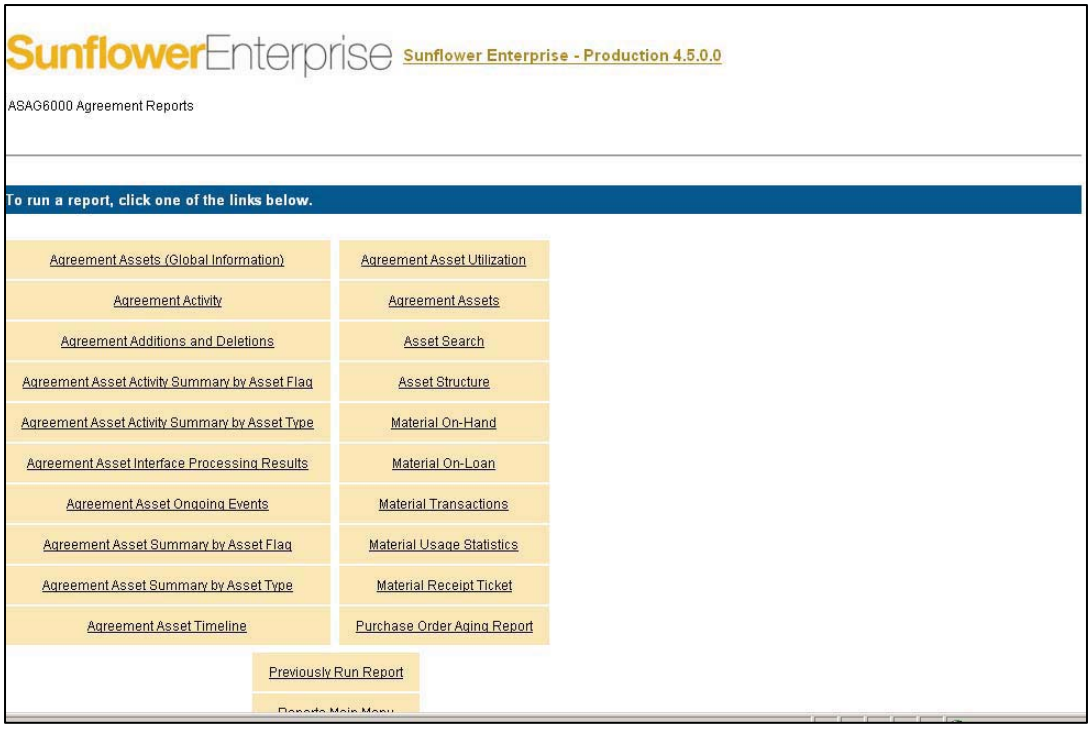
Multiple parameters can be selected to narrow the search criteria. Other parameters are available, as well.



NAV:
Print Report to View Assets on Pass

Print Report to View Assets on Pass

Inventory Clerk/ Agreement Clerk
Agree > Agreement Reports
Agreement Reports



1. Select the **Agreement Assets** report link (right side - second from the top).

   Note: Do not select the Agreement Assets (Global Information) report link. This report will not provide you with the information you need.

   Result: The report criteria screen displays.

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

Identifier Type

Agreement

You can use '%' as a wildcard character in the Identifier field

Organization By

Sponsor

Organization With

Identifier Last Name First Mid Prefix Suffix

Person With

Only Agreements Scheduled to End Between (MM/DD/YYYY) and (MM/DD/YYYY)

Assets As Of (MM/DD/YYYY)

Bureau or Region

Property Accountability Office

Cust Area

Include the Cust Area's Child Organization

Identifier Last Name First Mid Prefix Suffix

Property Contact

Identifier Last Name First Mid Prefix Suffix

Current User

Done

2. Depending on what you want to view, enter one or more of the following parameters (or use any other parameters as appropriate). Enter:

Field Name	Purpose
The **Agreement Identifier** (Pass Number) or the **Agreement Type** (Property Pass, Repair Pass, Loan Pass)	To view specific passes or types of passes
The **Organization With** organization	To view passes out with a specific organization
The **Person Last Name** and **First Name**	To view passes out with a specific person
Your **Cust Area** (Custodial Area)	To view all assets on pass or loan in your Custodial Area
The **Only Agreements Scheduled to End Between** fields	To view assets due back within a specified time frame

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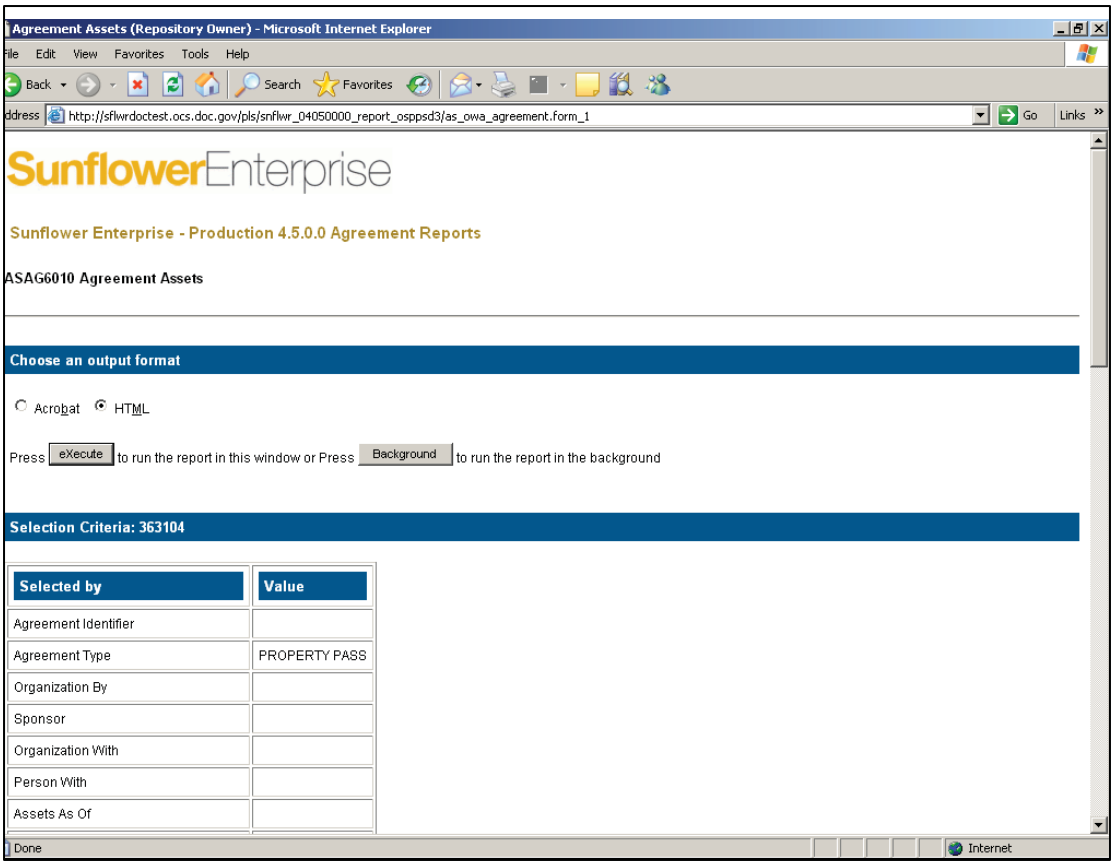
3. Optionally check the **Asset Details** box towards the bottom of the screen to see additional information about the assets on pass

4. Hit the **Submit** button

   Result: A confirmation and output page displays.



5. Select **Acrobat** as the output format

6. Hit the **Execute** button

   Result: The **Agreement Assets** report displays. Scroll to the third page to view the results.

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ASAG6010

Agreement Assets

Page 3 of 5
12/08/2009 14:36

Identifier : PROPERTY PASS - CPPWXG-00006 **Parent** :
Begin Date : 12/08/2009 Scheduled End Date : 12/23/2009 End Date :
Organization By : OS Organization With : GARRETT WILLIAM CPPWXG
Sponsor :

Internal Contacts
Initiated By :
Agreement Admin :
Property Admin :

External Contacts
Initiated By :
Agreement Admin :
Property Admin :

Barcode #	Flags	Description	Manufacturer	Model Number	Serial Number		Asset Value	Quantity
CD0001455668	S O	PRINTER, MULTIFUNCTIONAL	BROTHER INDUSTRIES, LTD.	DCP-7040	U62065F9J226280	$	350.00	1.00
					PROPERTY PASS - CPPWXG-00006 Total :	**$**	**350.00**	**1.00**

End of activity.

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Lab:
Print Report to View Assets on Pass

Lesson Summary

- You should now be able to:
  - Explain the process behind passes and loans
  - Add items to passes and loans
  - Print the CD-546 and OF-7 documents
  - Modify passes and loans
  - Remove items from passes and loans
  - Determine if an item is currently on pass or loan
  - Run a report to determine which items are on pass or loan