

NOAA Property Custodian Inventory Procedures



Table of Contents

To generate the Review Campaign Base Asset Report	2
How to conduct the annual inventory	5
Barcode Scanner Installation.....	7
Scanner Operations	7
Manual Inventory Process.....	22
Recording Online Declarative Resolutions and Online Physical Resolutions	23
Declared Unaccounted Resolutions and Confirmed Unaccounted.....	26
To create a Declared Unaccounted or Confirmed Unaccounted Resolution	27
Review Resolution Summary Report.....	29
Inventory and UPR Certification.....	32
Sunflower Inventory Certification Document Storage and Approval Process	33
Running Sunflower Inventory Certification Reports	42

Property Custodian Inventory Procedures

This instruction provides step-by-step procedures to generate the annual inventory listings, how to conduct the annual inventory, barcode scanner installation, how to use barcode scanners, and how to record the inventory resolutions. This instruction also steps to generate the Resolution Summary Report.

To generate the Review Campaign Base Asset Report

Property Custodian will login to Sunflower
Select “Sunflower Enterprise Reports”



In the Sunflower Assets Reports Menu, select “Review Reports”



Property Custodian Inventory Procedures

Select “Review Campaign Base Assets”

The screenshot shows a web interface for selecting reports. At the top, a blue banner contains the text "To run a report, click one of the links below." Below this is a grid of yellow buttons with underlined text. The button "Review Campaign Base Assets" is highlighted with a white arrow pointing to it from the right. Below the grid are two more yellow buttons: "Previously Run Report" and "Reports Main Menu".

To run a report, click one of the links below.	
Base Asset Interface Processing Results	Review Campaign Base Assets
Current Resolutions at Different Location than Asset	Review Campaign Base Assets with Resolution Information
Executive Review Resolution Summary	Review Campaign Properties
Resolution Interface Processing Results	Review Resolution Summary
Review Accruals	Review Resolution Summary by Person

[Previously Run Report](#)

[Reports Main Menu](#)

Property Custodian will select the applicable “Review Campaign”

The Review Campaign name is provided in the annual inventory announcement letter published by the NOAA PMO.

Select Interest Type “INVENTORY ASSET”

Enter the Custodial Area Number

Property Custodian Inventory Procedures

ASRV6010 Review Campaign Base Assets

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

Review Campaigns: SEATTLE NMAO 2005 ANNUAL
SEATTLE NOS 2005 ANNUAL
SEATTLE NWS 2005 ANNUAL
SEATTLE OAR 2005 ANNUAL
SEATTLE USEC 2005 ANNUAL
TEST CAMPAIGN 64
WALLOPS 2006 MAY
2013 NESDIS ANNUAL INVENTORY

Interest Type: INVENTORY ASSET

Bureau or Region:

Property Accountability Office:

Cust Area: 54016N344

Select Resolution Types “Open”
Click “Submit”

User:

Location: Site/Off-Site Type: Stlv1 Type: BUILDING Stlv1 Identifier: Stlv2 Type: ROOM Stlv2:

Resolution Types: All (Excluding Open)
Open
AGREEMENT ASSET IDENTIFIER CHANGE
AGREEMENT ASSET FINAL EVENT
AGREEMENT ASSET INITIAL EVENT
ASSIGN COMPONENT
BARCODE KEY
BARCODE SCAN

Select “Acrobat format”

Property Custodian Inventory Procedures

ASRV6010 Review Campaign Base Assets

Choose an output format

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

Press to run the report with the following parameters

Selection Criteria: 96849

Selected by	Value
Review Campaign	2006 NESDIS ANNUAL INVENTORY
Interest Type	INVENTORY ASSET
Bureau or Region	
Property Accountability Office	
Cust Area	54016N344
Include Cust Area child Organizations	N
Description	

Click "Execute"
Print the report.

How to conduct the annual inventory

Conducting an Inventory

Prior to the inventory, the Property Custodian should become familiar with the scope of the inventory; the definition of items which are accountable. Define the physical boundaries of the inventory; identify any organizational boundaries on a floor plan. Property Custodian should use the Review Campaign Base Asset Report as a list of accountable items (Sorted by barcode number.) If you use room numbers, a second report sorted by location is very useful in identifying items of interest.

Property Custodian will conduct a physical sweep of the organization's area and barcode scan each sighted barcode or annotate the list with all barcodes sighted that were not on the list. All off-site equipment that can be moved (e.g. computers, PDAs, etc.) will be brought on-site for existence verification, and, if necessary, installation of security updates, etc. Property Custodian will use DOC Hand Receipts and the Sunflower Current User Field to monitor accountable personal property maintained both on and off site. Property Custodian will reconcile the DOC Hand Receipts Report for accuracy. See attached Hand Receipt guidance.

Property Custodian Inventory Procedures

The Property Custodian will maintain a copy of DOC Hand Receipt signed by the Current User for each asset. The below link provides guidance for assigning Current Users;

<http://www.pps.noaa.gov/Property%20Custodian%20Loading%20Current%20User%20Procedures.pdf>

Property Custodian will use the following steps in reconciliation process:

Asset with Barcode tag, not on the Review Campaign Base Asset Report

- Check Sunflower Records to identify whether a record exists and belong to another Custodial Area.
- If the asset belongs to another Custodial Area, determine whether the asset should be transferred to his/her Custodial Area
- Annotate the barcodes and action on the Review Campaign Base Assets Report
- If the barcode is not in Sunflower Property Custodian should use the CD50/52 screens to Create New Asset,”
- Attach the acquisition documentation or submit Found Personal Property Certification for assets are not in Sunflower
- Annotate the barcode on the Review Campaign Base Assets Report
- Screen the asset against the UPR

Without Barcode Tag, "Found" Assets

- **Untagged "found" assets** the Property Custodian should use the CD50/52 screens to Create New Asset,”
- Attach the original acquisition documentation or submit Found Personal Property Certification to New Asset
- Annotate the barcode on the Review Campaign Base Assets Report
- Screen the asset against the UPR

Note: These assets will is not appear on the Sunflower generated Review Campaign Base Assets Report.

Sighted Asset

- Barcode scan asset or assets checked as sighted on the Review Campaign Base Assets Report
- Barcode scan asset or annotate location and /or Current Users changes on the Review Campaign Base Assets Report
- Upload barcode scan data to Sunflower or record online resolutions in Sunflower.

Unsighted Asset

- Circulated a list of **unsighted assets** within the organization
- Screen all transfers records, excess, and loan documentation

Property Custodian Inventory Procedures

- Screen all hand receipt.
- Screen all Computer Help desk Logs.
- Contact the last known user.
- Review the last time assets were inventoried or sighted.
- Review pending CD 52 Final Events listings
- Submit Online CD-52 Final Event Request Missing Lost or Stolen
- Attach the Online CD-52 supporting documentation (Police reports, and statements from those associated with the asset)
- Annotate the Final Event Request number on the Review Campaign Base Assets Report

Barcode Scanner Installation

The Intermec Scanner, model 700C, is the standard barcode scanner that is used at the Department of Commerce. You will need a scanner, a docking station, a power supply, and a USB adapter cable to complete this installation.

You will need a login with 'administrator' rights to complete the Sync Link installation. If you do not have 'administrator' rights, please contact your local IT department so that they can complete the installation.

You will need the 'Sunflower Mobile Solution' zip file to complete this installation.

Go to the below link to download the following sets of instructions that are designed to walk IT personnel through the software installation.

http://www.pps.noaa.gov/forms_guides/aids_tools/021111_installation-and-configuration-synclink-and-mobile-trak.pdf

Click on the below link to download the actual ActiveSync, Sync Link and MobileTrak software.

<http://www.osec.doc.gov/oas/ppmd/Sunflower Mobile Solution.zip>

Please contact Edwin Lewis (Edwin.Lewis@noaa.gov) at Headquarters for information on the purchase or loan of a barcode scanner that is compatible with the Sunflower System.

If you need additional assistance, please contact your Department of Commerce Sunflower Helpdesk at (202) 482-8246 or E-mail SunflowerHelpDesk@doc.gov for these instructions.

Scanner Operations

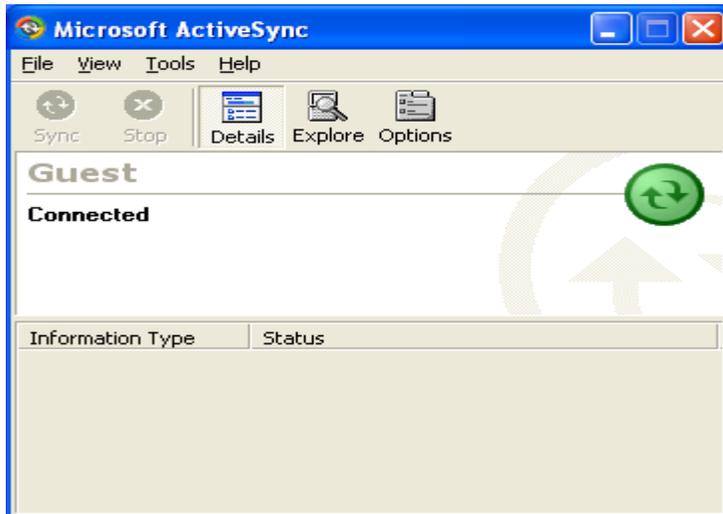
Place scanner in the cradle and **MS ActiveSync** will automatically start up and attempt to establish a connection between the scanner and the desktop.

Property Custodian Inventory Procedures

Select Guest partnership.



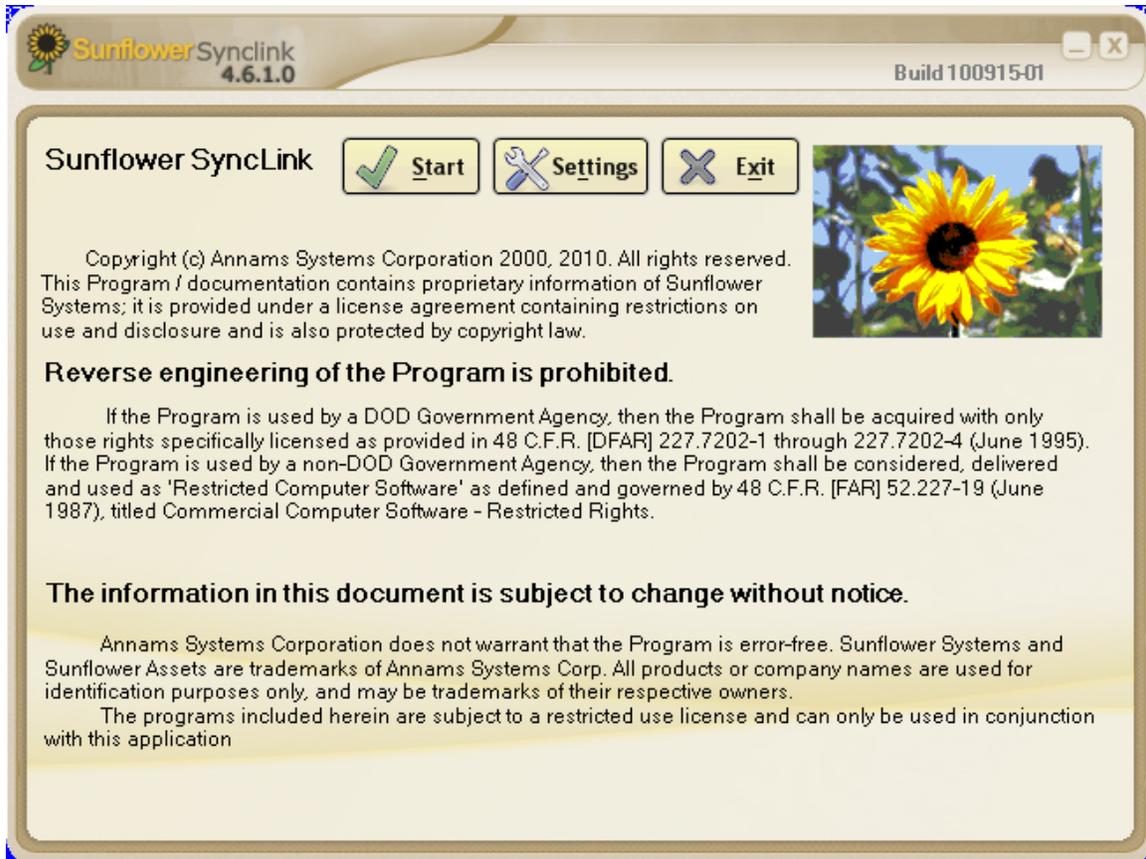
MS ActiveSync will confirm when the connection has been established.



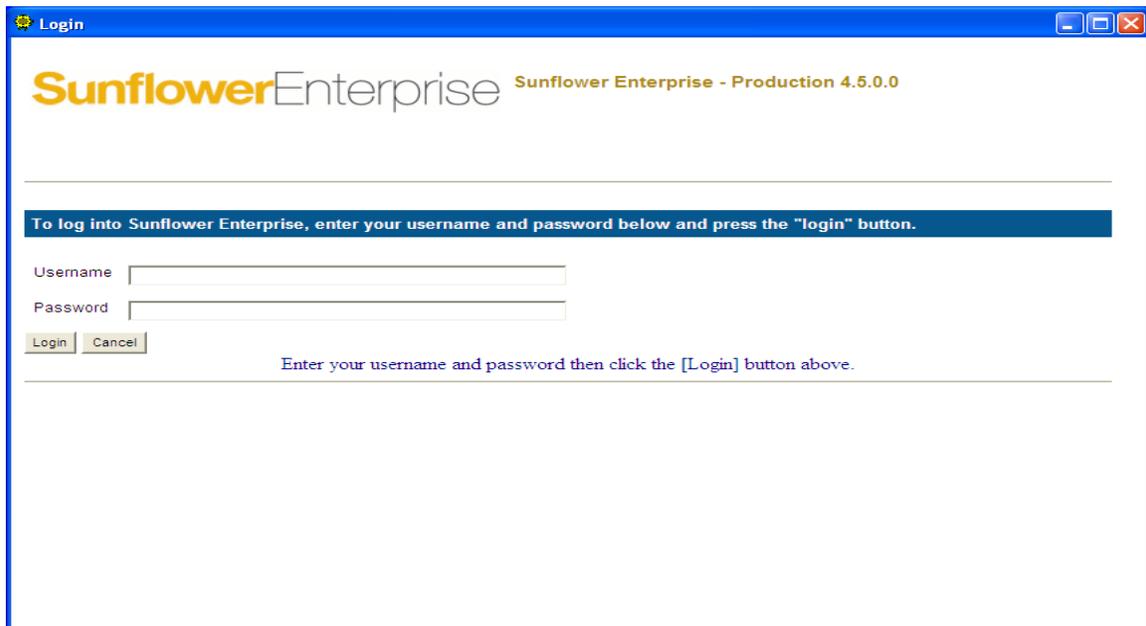
Click on: Sync Link 4.6.1.0 ICON

Click: Start

Property Custodian Inventory Procedures



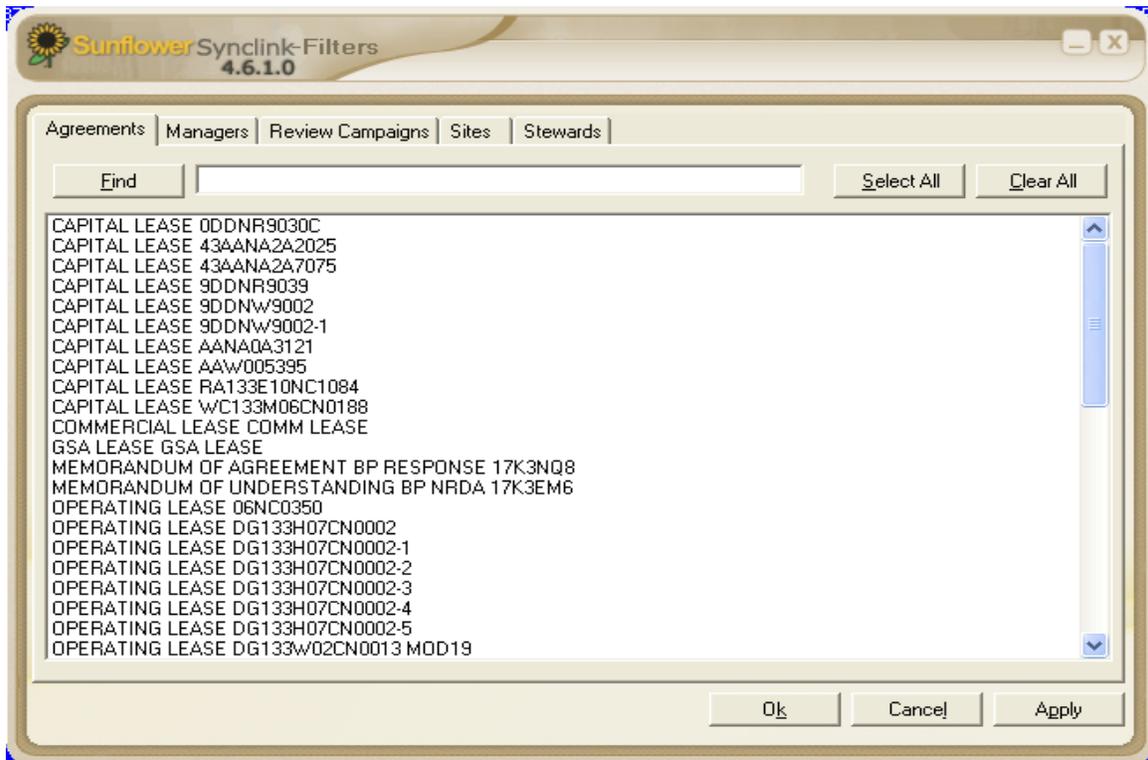
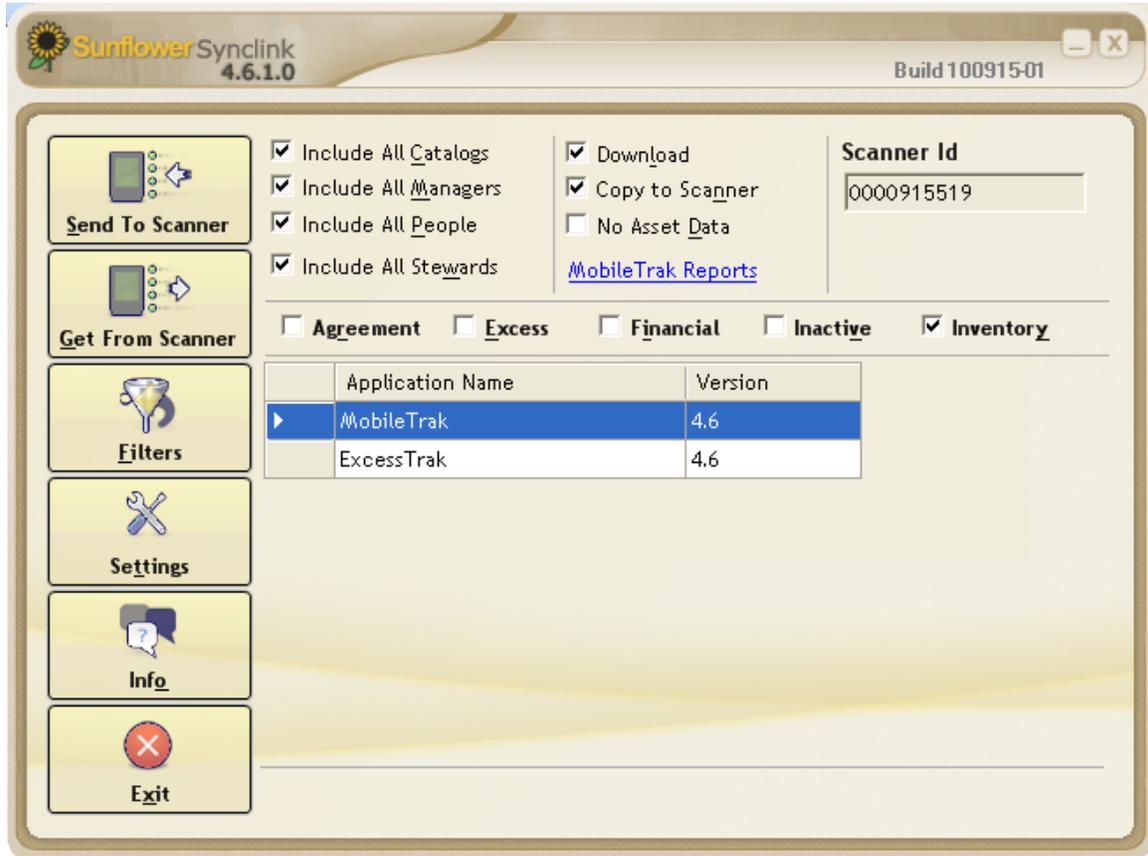
Log into Sunflower



Check: Data fields to be downloaded
Select Mobile Trak

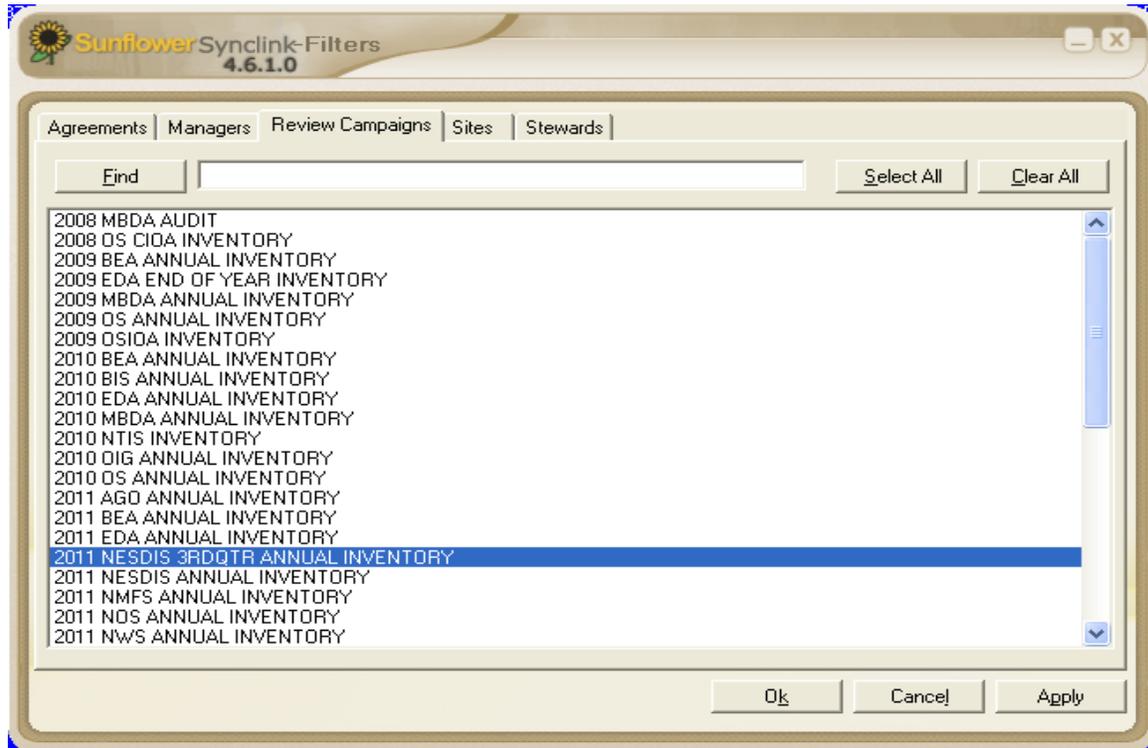
Property Custodian Inventory Procedures

Select: click Filter



Property Custodian Inventory Procedures

Select Review Campaigns



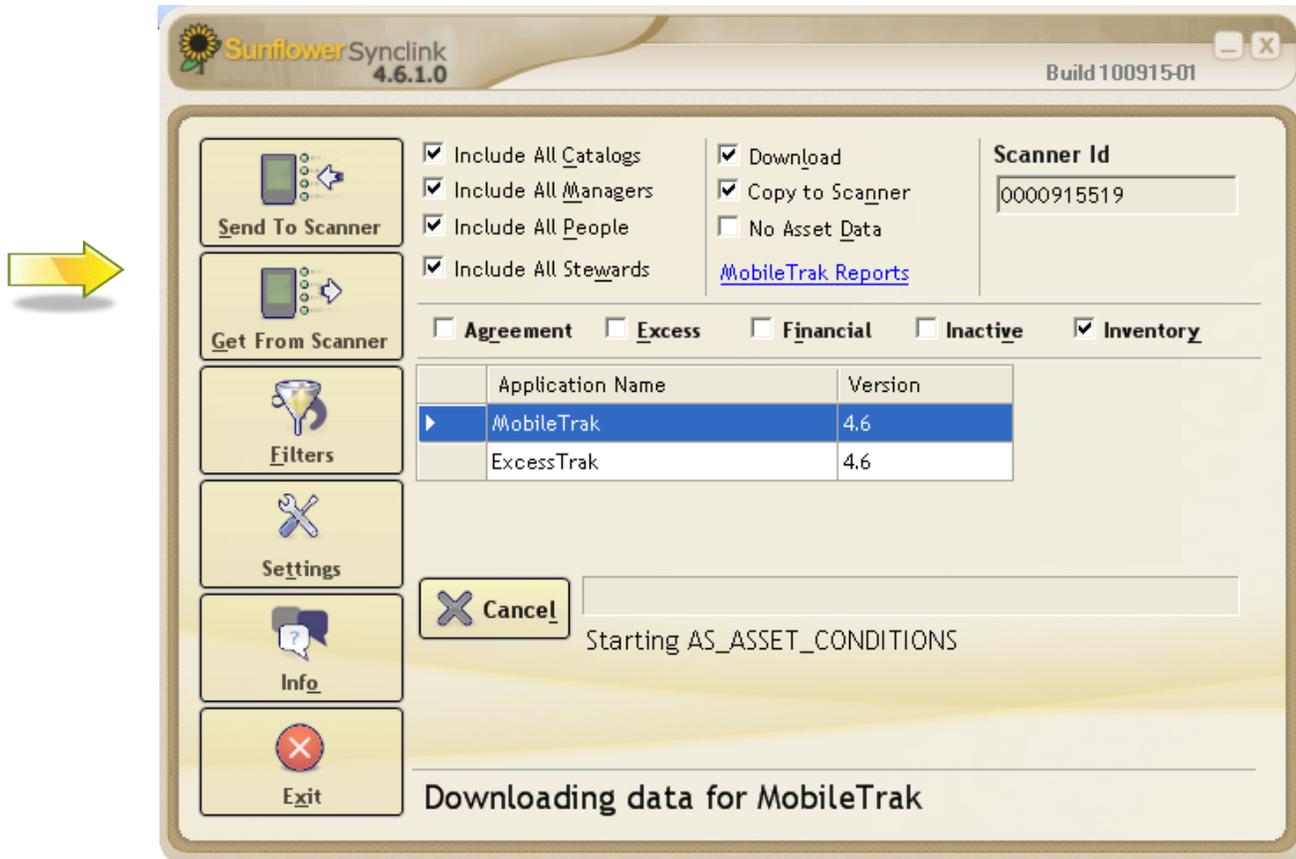
Select the current year Review Campaign for your Line Office

Click: Apply

Click: Ok

Click: Send to Scanner

Property Custodian Inventory Procedures



Synclink will display confirmation messages on the status of each process.



The download is complete, remove the scanner from the cradle, and prepare scanning.

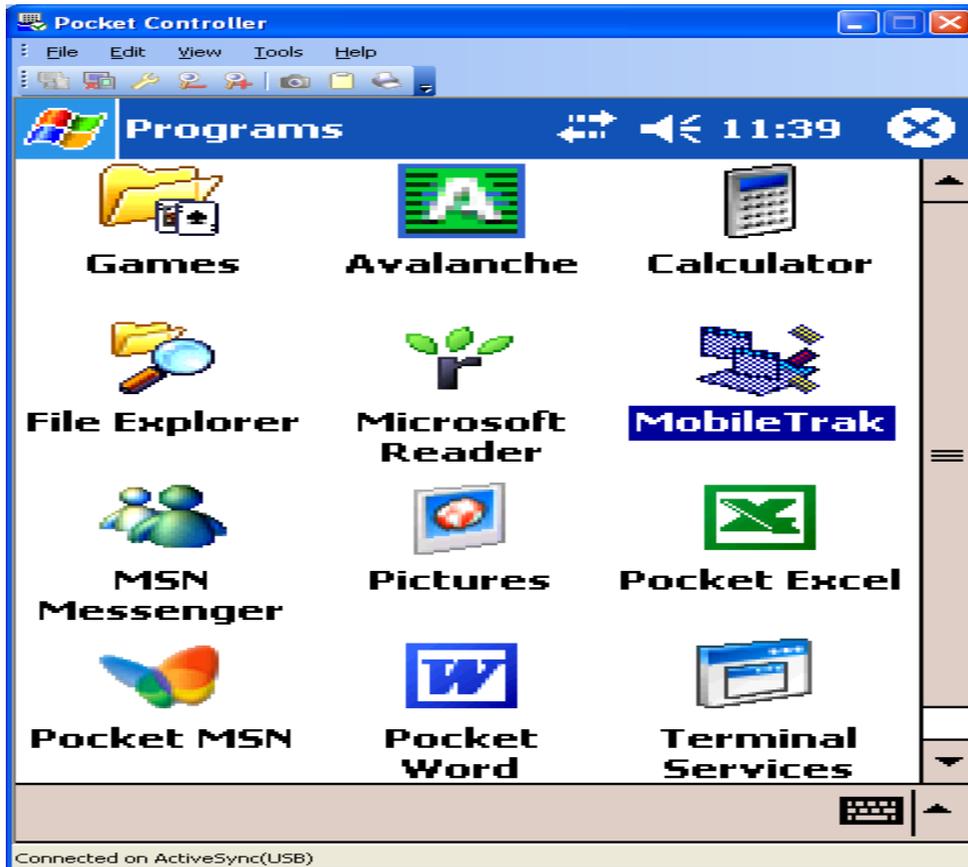
Click: Start Menu

Click: Programs

Property Custodian Inventory Procedures



Select: MobileTrak



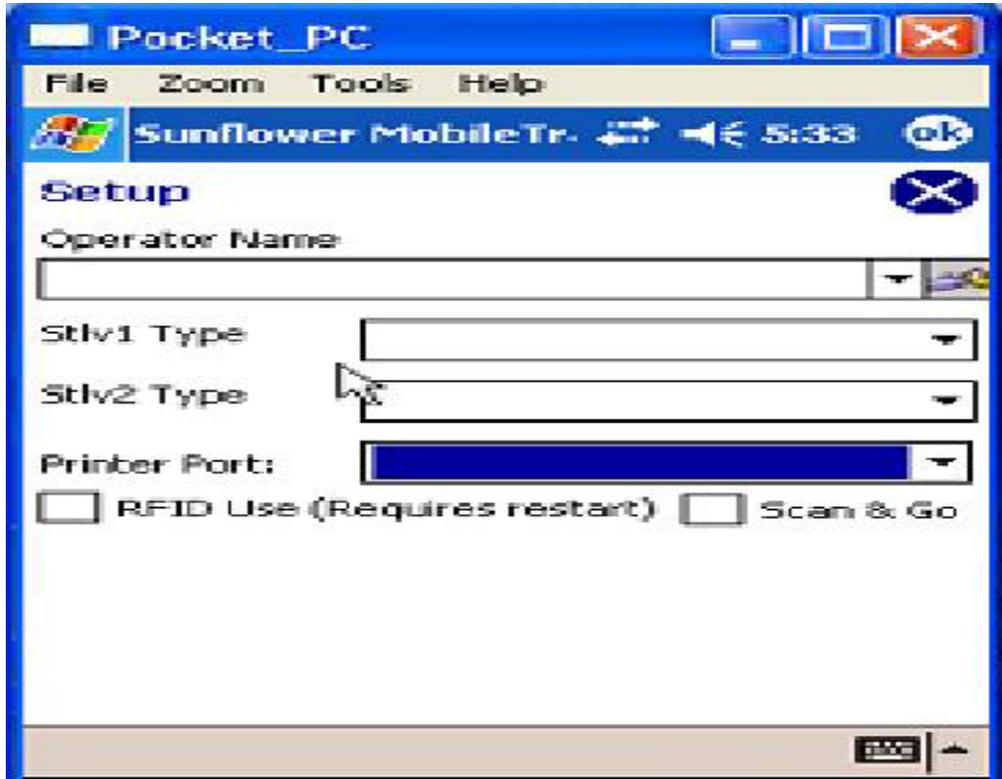
Property Custodian Inventory Procedures

Select: **Setup**

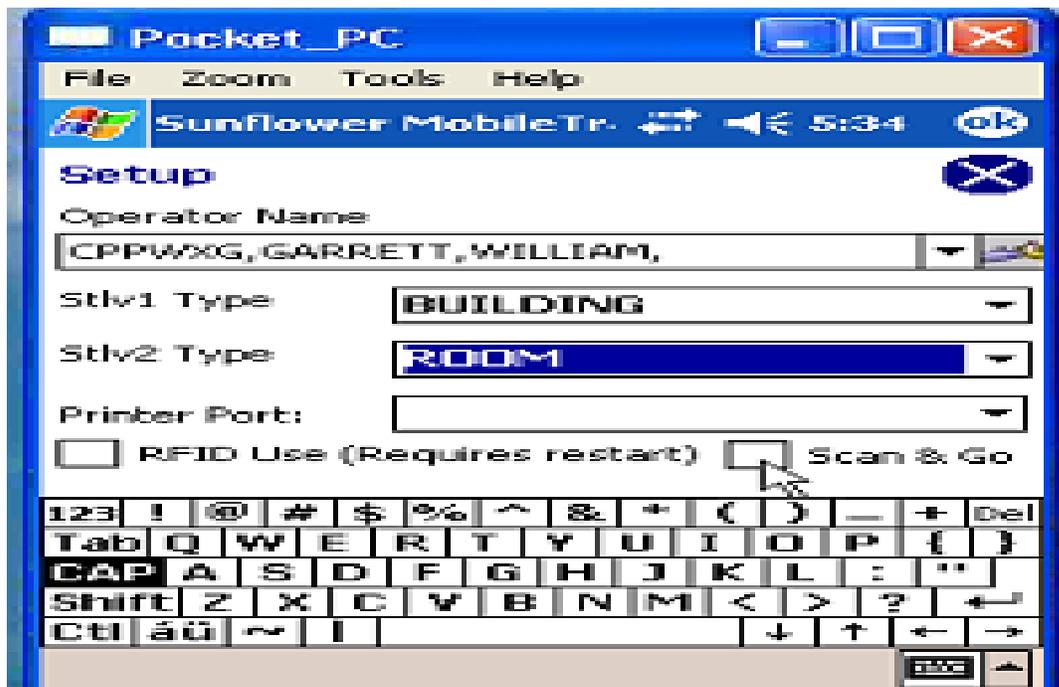


Before you can begin scanning, you must identify yourself to **MobileTrak**.
Enter your numeric Sunflower identifier (4-7 digits) in the **Operator Identifier** field
Click on the flashlight and select your name. **(If your name does not appear, you will need to contact the Sunflower helpdesk.)**

Property Custodian Inventory Procedures



Enter the **Building** and **Room** as default location parameters.



Does not Select Scan % go?

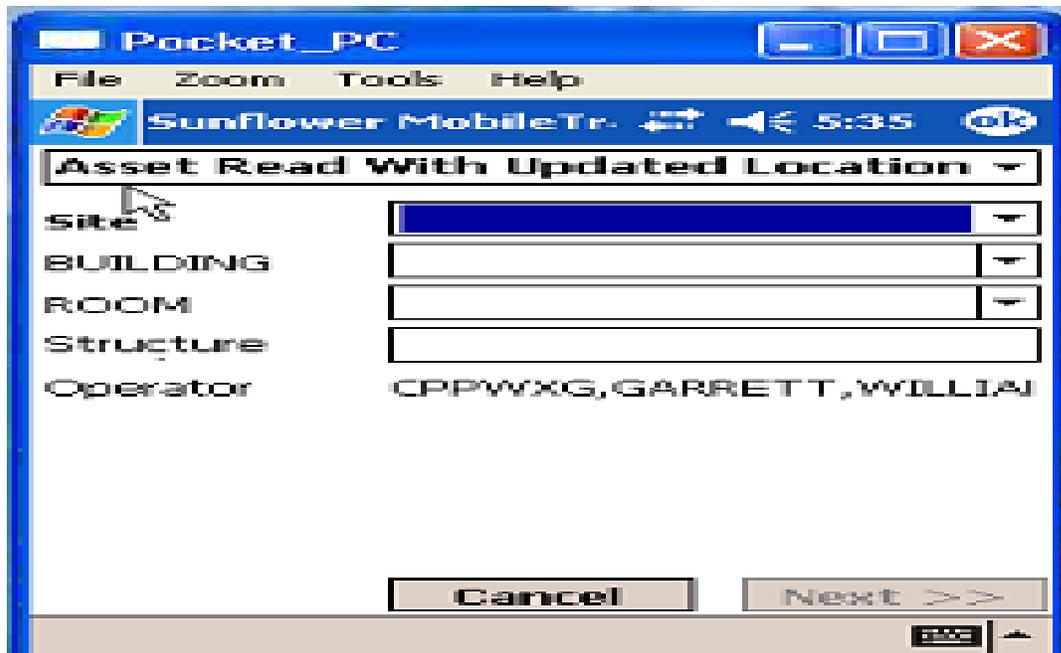
Click: OK

Property Custodian Inventory Procedures

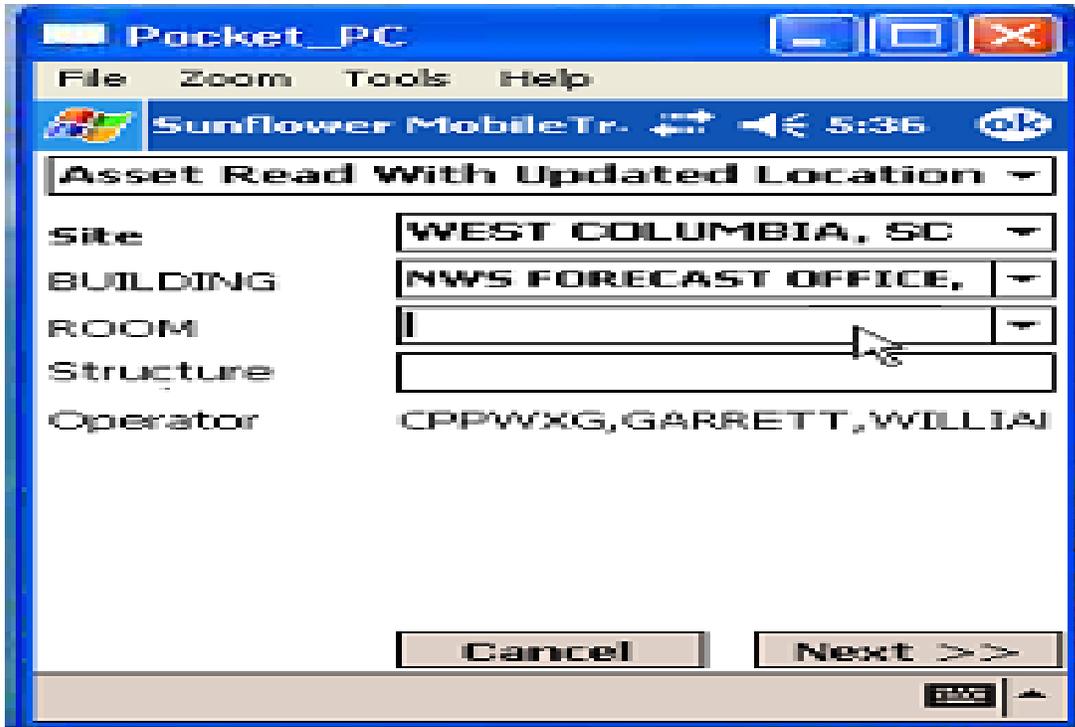
Select: Asset Read



Use Dropdown menu to enter Site, Building and Room Number

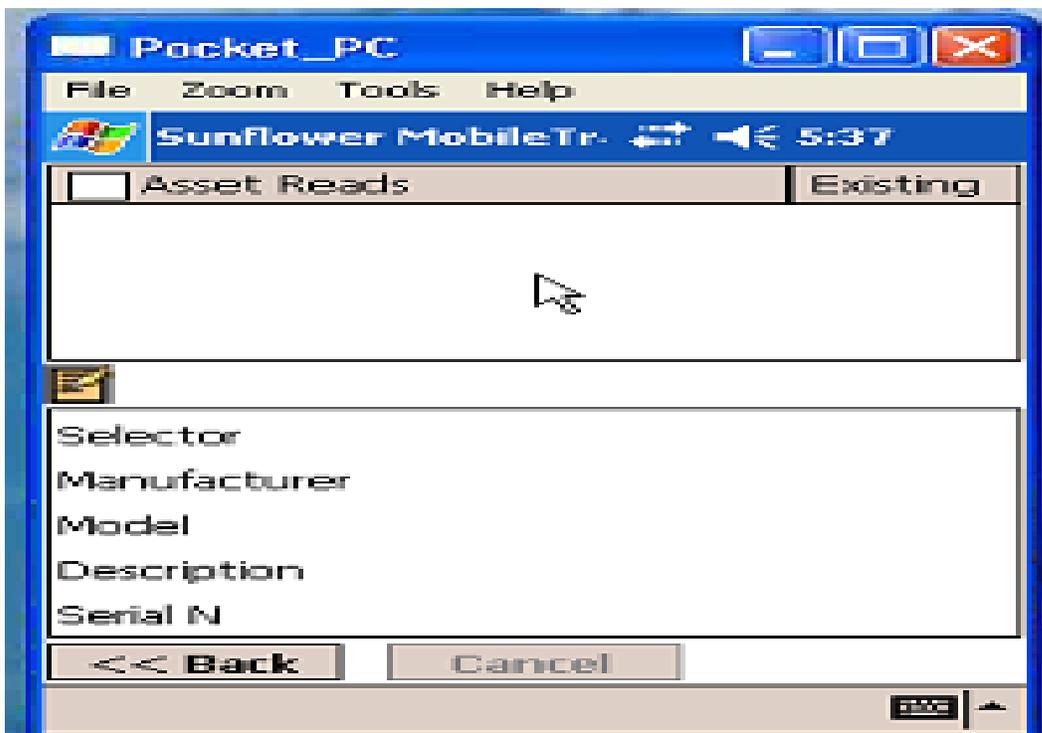


Property Custodian Inventory Procedures



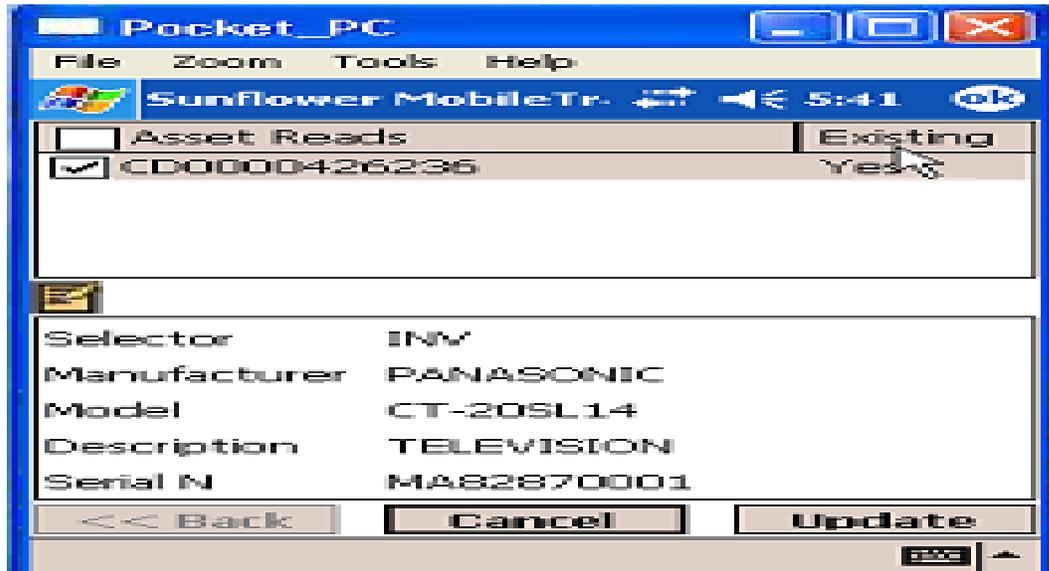
Click: Next

Place the cursor in the scan box (yellow arrow)

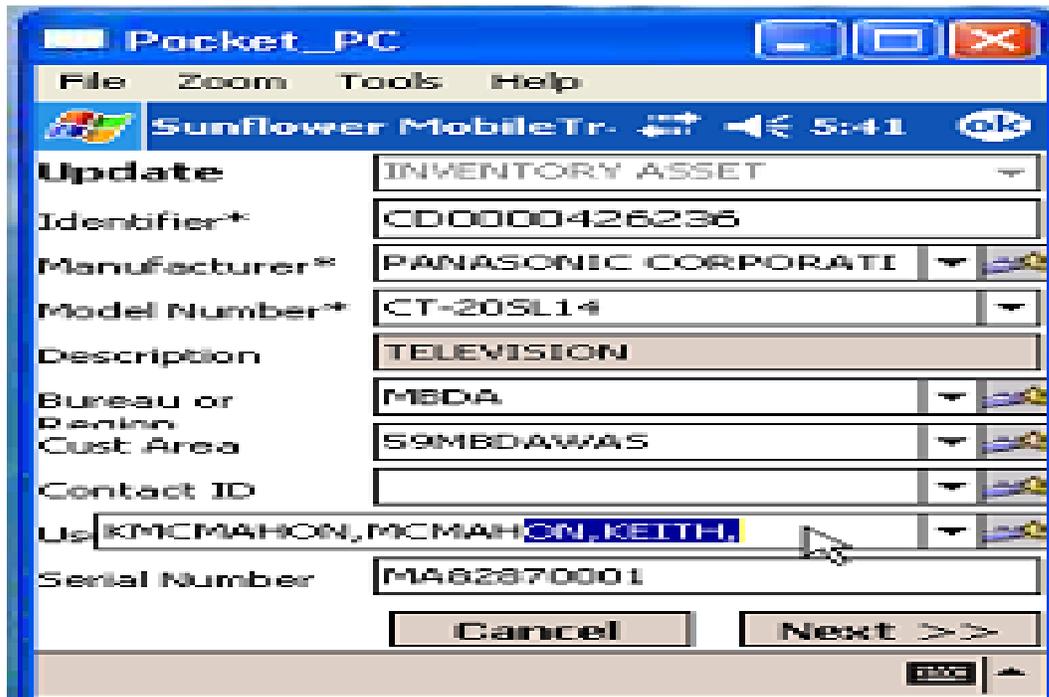


Property Custodian Inventory Procedures

Scan Barcode

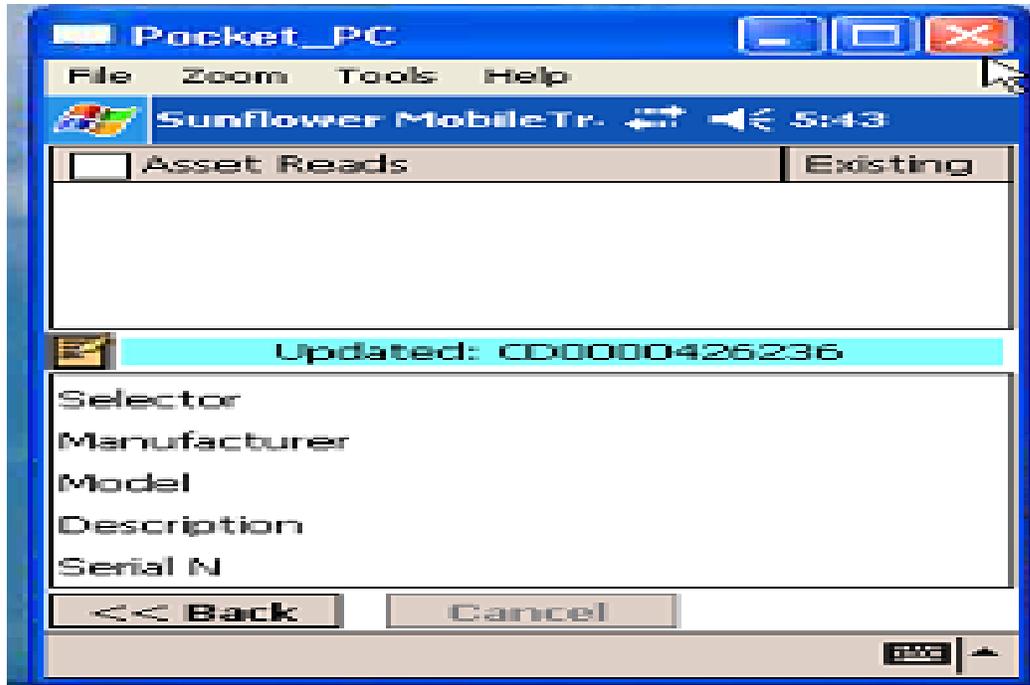


Click: Update to record data



Click: Next

Property Custodian Inventory Procedures



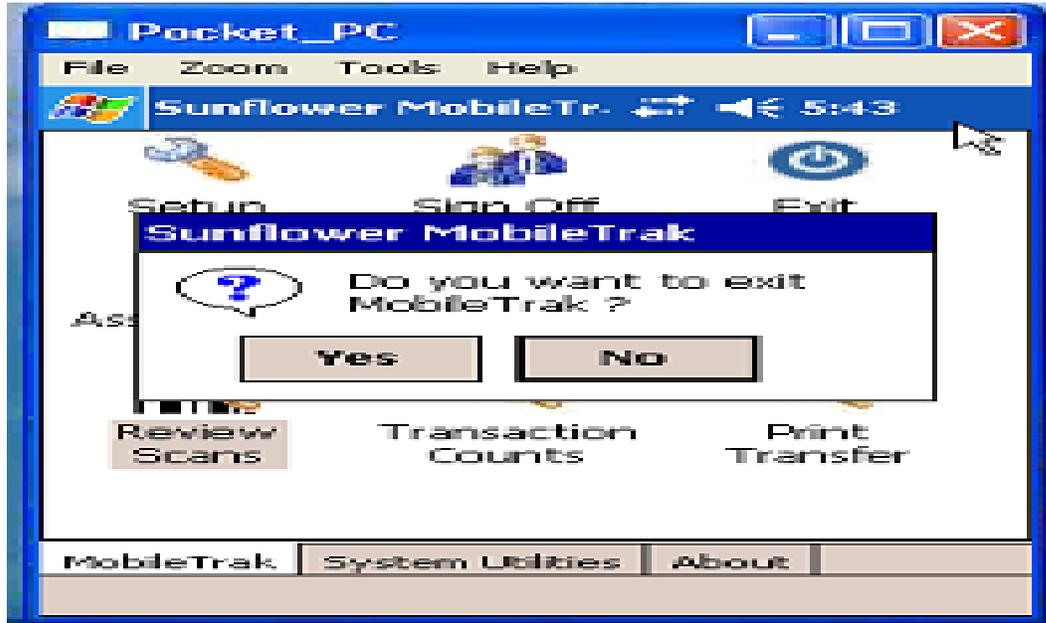
Click: ok
Click: Back
Click: ok



At any time during the scanning process you can select Review Scans from MobileTrak's main menu and review/delete individual barcode scan records

Property Custodian Inventory Procedures

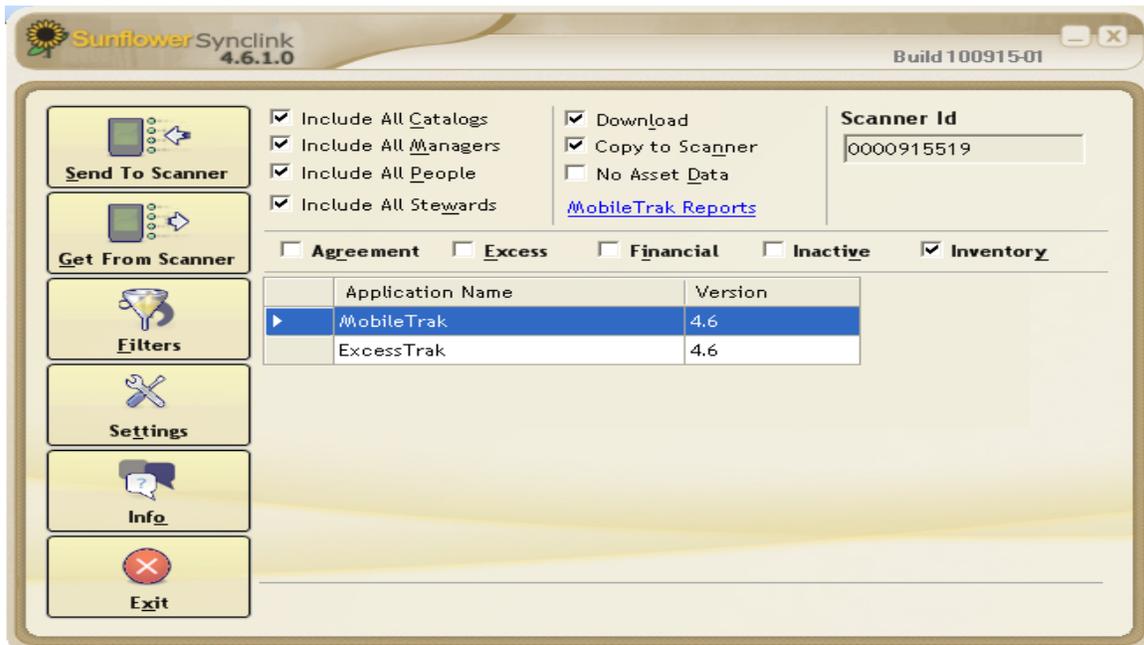
Select: Exit



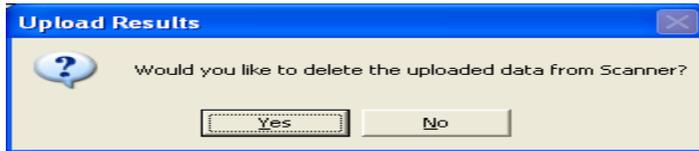
Click: Yes

Upload Scanner data to Sunflower
Place the scanner in the cradle.

Click: Get from Scanner



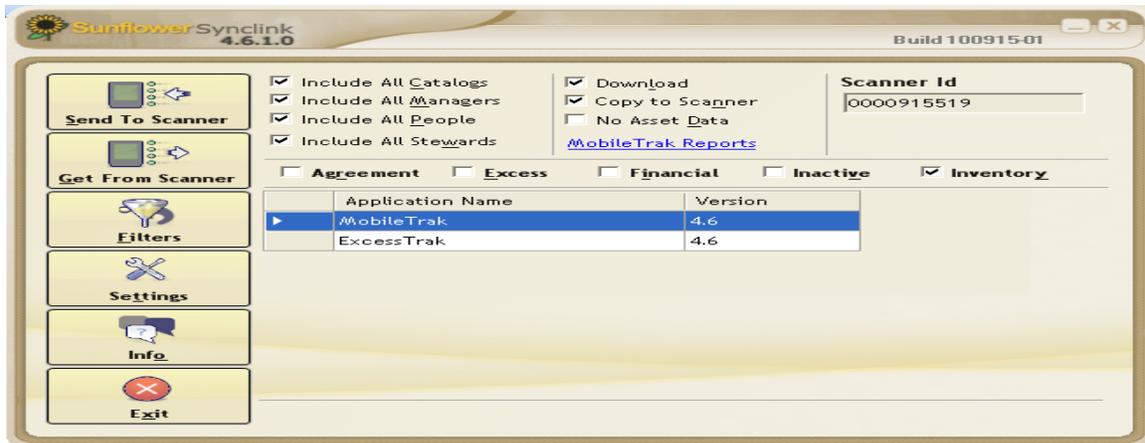
Property Custodian Inventory Procedures



CLICK YES!!



Click: Run Mobile Trak Report !!



Property Custodian Inventory Procedures

The screenshot shows a web browser window titled "Reports" for Sunflower Enterprise. The page header includes the Sunflower logo and "Sunflower Enterprise - Production 4.5.0.0 Management Reports". Below this, it displays "ASMN6090 Interest Asset Interface Processing Results". A blue bar prompts the user to "Choose an output format", with radio buttons for "Acrobat" (selected) and "HTML". Below this, instructions state: "Press **eXecute** to run the report in this window or Press **Background** to run the report in the background". A second blue bar shows "Selection Criteria: 1059163". A table below lists selection criteria:

Selected by	Value
Load Group	BCR-030607081807

At the bottom, there is a link for "Management Reports".

Once all assets are scanned and the scanner data has been uploaded into Sunflower, the Property Custodian will run the “Review Campaign Base Assets Report”. The report will contain only property that was not scanned.

Property Custodians should;

- Continue to search, locate, and scan the property or
- Process Online Resolutions for property accounted for but unavailable to be scanned.
- Record Declared Unaccounted Resolutions or Confirmed Unaccounted Resolutions for assets with CD-52 Final Event Report for lost or stolen assets (See Manual Inventory Process)

Manual Inventory Process

Recording resolutions for the assets in Sunflower ensure that all the Organization’s assets are accounted for during a review campaign and provide an electronic history of asset accountability. NOAA will use the following resolutions when barcode scanning can't be accomplished:

- Online Declarative Resolutions
- Online Physical Resolutions
- Declared Unaccounted Resolutions
- Confirmed Unaccounted Resolutions

Sunflower HTML pages are used to record the “Online Declarative Resolutions” and “Online Physical Resolutions.”

Sunflower Forms are used to record the “Declared Unaccounted Resolutions” and “Confirmed Unaccounted Resolutions.”

Property Custodian Inventory Procedures

Online Declarative Resolutions:

NOAA Property Custodians will use this resolution for an asset sighted and does not require any changes to the asset record.

NOAA Property Custodians can use this resolution for excess assets when the Property Custodian has signed and dated documentation reflecting the disposal of the asset.

Online Physical Resolutions:

NOAA Property Custodians can use this resolution when the barcode scanner cannot be used and there is a change in the property location.

NOAA Property Custodians can use this resolution for those assets that cannot be seen but you know exist through electronic signals or data submission. In some cases, these assets may be inaccessible because it is located at an off-site location or has been loaned out.

NOAA Current User can record this resolution at the time they sign the DOC Hand Receipt

NOAA Property Custodians must enter the complete location of the property (i.e. Site, Building and Room if applicable)

Note - The location changes must be annotated on the Review Campaign Base Assets Report.

Recording Online Declarative Resolutions and Online Physical Resolutions

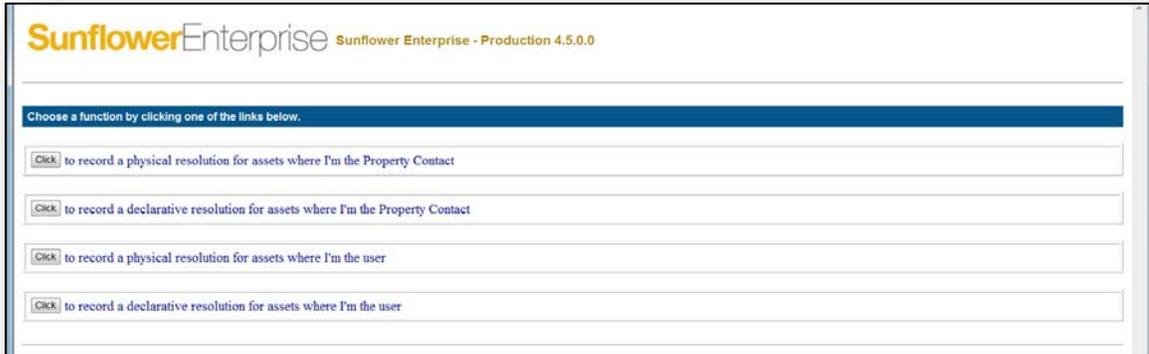
Select “HTML Transaction pages”

Select “to record a resolution”

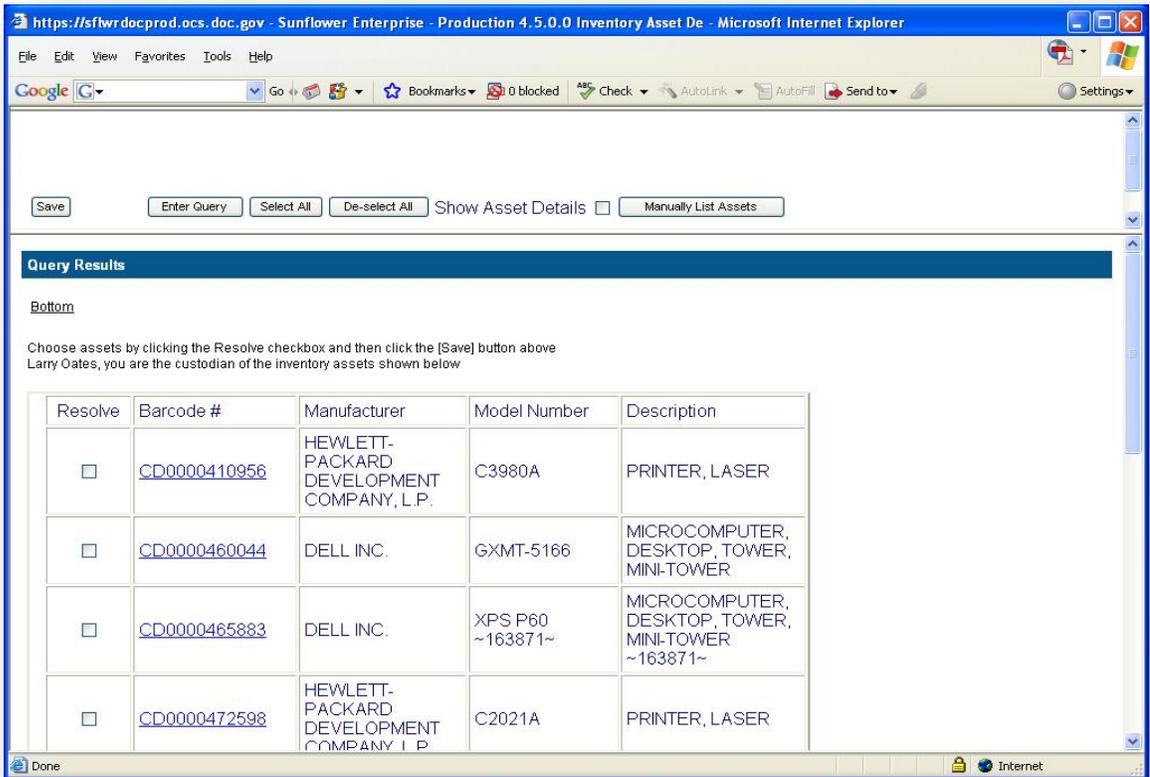


Property Custodian Inventory Procedures

Click: “to record a **declarative resolution** or **physical resolution** for assets where I'm the **Property Contact**”



Click: Enter Query!!



Property Custodian Inventory Procedures

Enter Custodial Area !!
Click: Execute Query !!

The screenshot shows the 'Resolution Information' section with a 'Location' input field and a download icon. Below it are buttons for 'Cancel Query', 'Execute Query', 'Recall Last Query', 'Clear', and 'Manually List Assets'. The 'Query Criteria' section includes radio buttons for 'Assigned' (selected) and 'Requested'. It contains several input fields: 'Cust Area' (with value '5401V200'), 'Property Contact' (with sub-fields for 'Contact ID' and 'Name'), 'Current User' (with sub-fields for 'Identifier' and 'Name'), 'Site' (with a dropdown menu), 'BUILDING' and 'ROOM' (with dropdown menus and download icons), 'Structure Level 3', 'Manufacturer', 'Model Number', and 'Description'. Each input field has a download icon to its right.

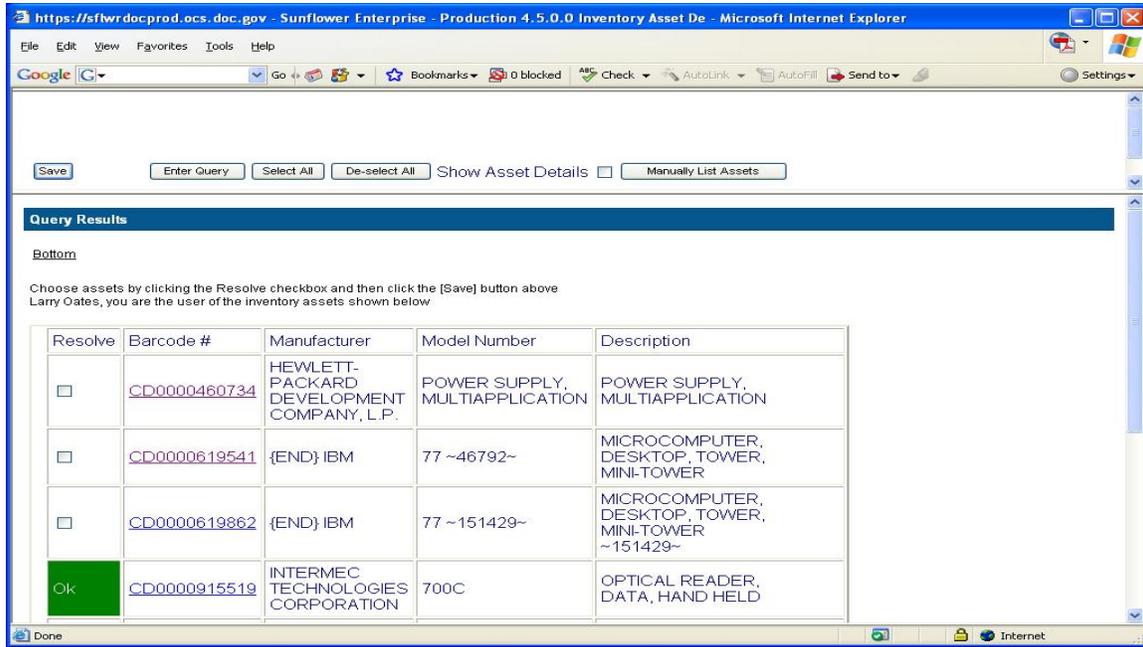
Check all property that were sighted

The screenshot shows the 'Query Results' section. At the top are buttons for 'Save', 'Enter Query', 'Select All', 'De-select All', 'Show Asset Details' (with a checkbox), and 'Manually List Assets'. Below the buttons is a section titled 'Bottom' with instructions: 'Choose assets by clicking the Resolve checkbox and then click the [Save] button above. Larry Oates, you are the user of the inventory assets shown below.' A table displays the results:

Resolve	Barcode #	Manufacturer	Model Number	Description
<input type="checkbox"/>	CD0000460734	HEWLETT-PACKARD DEVELOPMENT COMPANY, L.P.	POWER SUPPLY, MULTIAPPLICATION	POWER SUPPLY, MULTIAPPLICATION
<input type="checkbox"/>	CD0000619541	{END} IBM	77 ~46792~	MICROCOMPUTER, DESKTOP, TOWER, MINI-TOWER
<input type="checkbox"/>	CD0000619862	{END} IBM	77 ~151429~	MICROCOMPUTER, DESKTOP, TOWER, MINI-TOWER ~151429~
<input checked="" type="checkbox"/>	CD0000915519	INTERMEC TECHNOLOGIES CORPORATION	700C	OPTICAL READER, DATA, HAND HELD

Click Save to record your resolution

Property Custodian Inventory Procedures



Declared Unaccounted Resolutions and Confirmed Unaccounted

Declared Unaccounted Resolutions and Confirmed Unaccounted are used to remove open resolutions from the Review Campaign Assets Base Report. These resolutions will be used for unsighted assets deemed missing, lost or stolen.

NOTE. An online CD 52 Final Event Final Request and a Board of Review (BOR) package must be submitted within 30 days after the submission of the Annual Inventory package. Guidance for the Board of Review packages can be found on the Personal Property website.

Declared Unaccounted Resolutions

NOAA Property Custodians can use Declared Unaccounted Resolutions for assets reported as Missing, Lost or Stolen that were recorded with Confirmed Unaccounted Resolution during a prior year inventory.

Confirmed Unaccounted Resolutions

NOAA Property Custodians will use Confirmed Unaccounted Resolution for current year Missing, Lost or Stolen assets.

Property Custodian Inventory Procedures

To create a **Declared Unaccounted or Confirmed Unaccounted Resolution**

Select: Sunflower Enterprise Forms



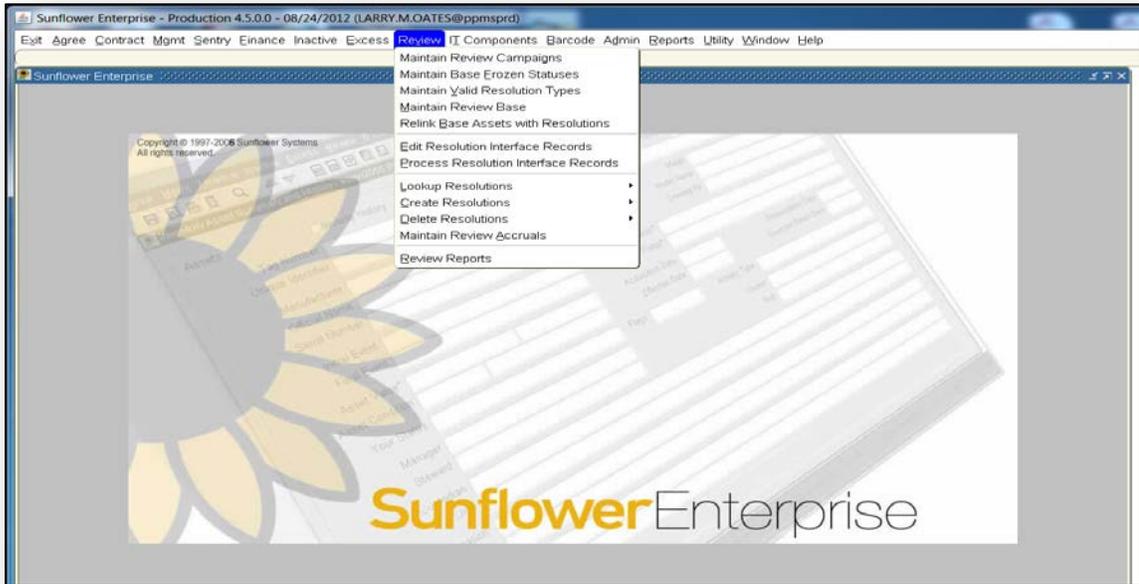
Click Review



Property Custodian Inventory Procedures

Click Create Resolutions

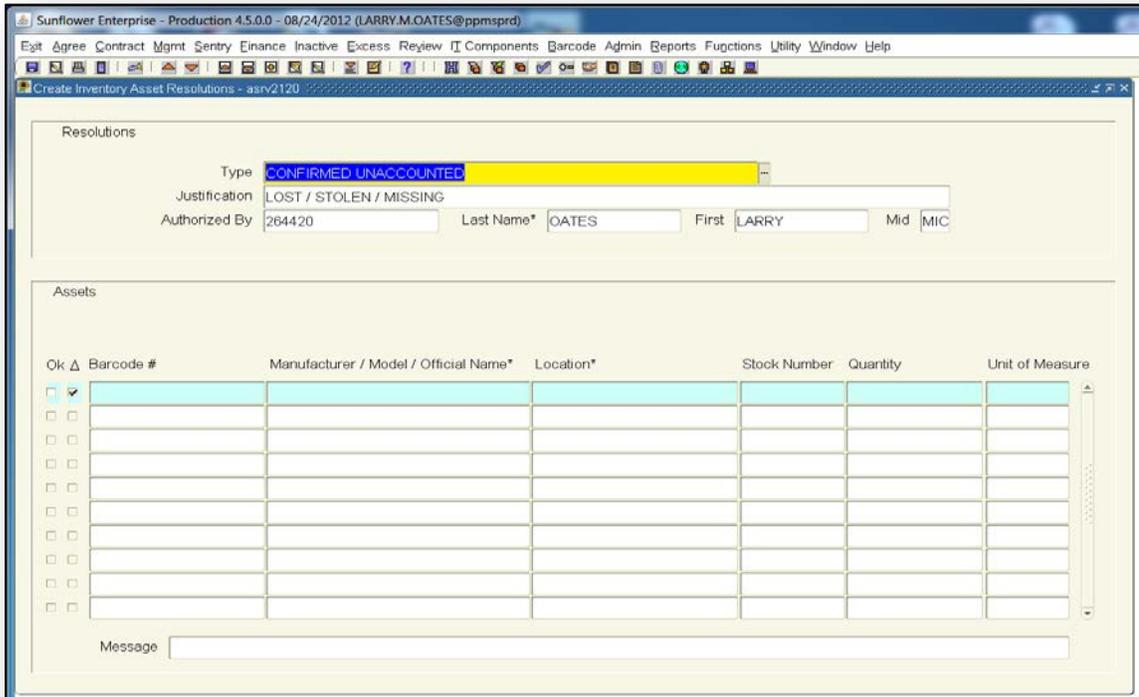
Click Create **Inventory** Asset Resolution



Select Declared Unaccounted or Confirmed Unaccounted
Tab

Justification: select Lost /Stolen / Missing

Enter and select your Last Name



Property Custodian Inventory Procedures

Enter - The asset's barcode in the Barcode field of the Assets block.

Click - The Tab key and the asset information automatically populates.

Click – F10 to Save

Sunflower will check Ok in the check box next to those assets

Review Resolution Summary Report

This report provides a summary of inventory resolutions. There should be no “**OPEN**” resolutions reflected on this report. This report should be printed and maintained in the Completed Inventory Folder.

Property Custodian will login to Sunflower
Select “Sunflower Enterprise Reports”

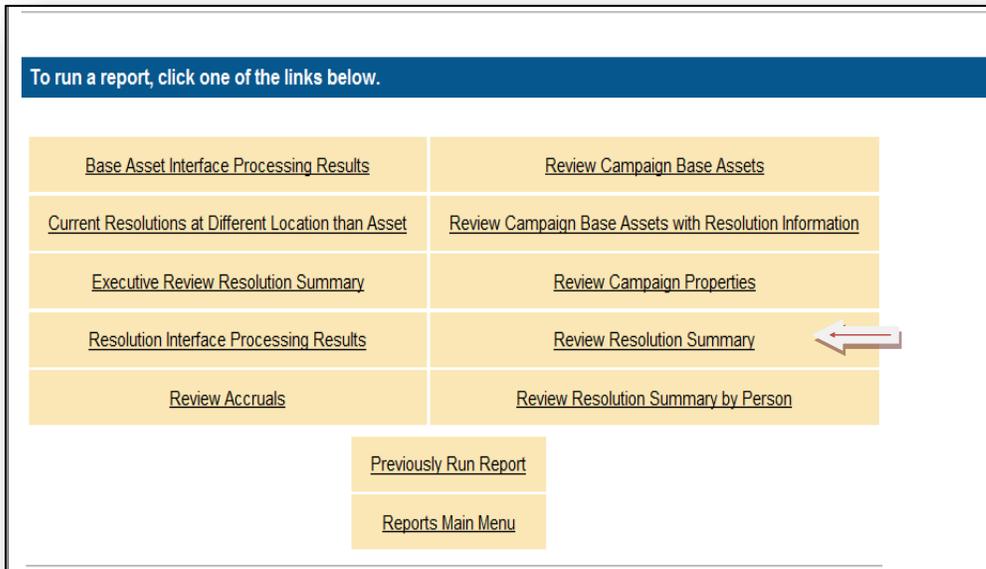


In the Sunflower Assets Reports Menu, select “Review Reports”

Property Custodian Inventory Procedures



Select – “Review Resolution Summary”



Select – “The Review Campaign”
Select – “Interest Type (INVENTORY)”
Enter – “Custodial Area”
Click – “Submit”
Select – “Acrobat”
Print

Property Custodian Inventory Procedures

Sunflower Assets ASRV6030		Review Resolution Summary			Page 2 of 5 08/05/2005 15:04	
ONLINE PHYSICAL						
Flags	Count	% by Count	Value	\$	% by Value	
Sensitive	18	37.50	\$ 29,882.40		32.62	
Funded	0	.00	\$ 0.00		.00	
Bulk Purchase	0	.00	\$ 0.00		.00	
Estimate	0	.00	\$ 0.00		.00	
Workflow	0	.00	\$ 0.00		.00	
OTHER	9	47.87	\$ 99,229.21		39.17	
Subtotal	27		\$ 129,211.61			
% of Totals	40.70				37.41	
ONLINE DECLARATIVE						
Flags	Count	% by Count	Value	\$	% by Value	
Sensitive	29	60.42	\$ 60,355.13		65.56	
Funded	0	.00	\$ 0.00		.00	
Bulk Purchase	0	.00	\$ 0.00		.00	
Estimate	0	.00	\$ 0.00		.00	
Workflow	0	.00	\$ 0.00		.00	
OTHER	10	52.63	\$ 154,238.44		60.83	
Subtotal	39		\$ 214,293.57			
% of Totals	58.21				62.08	
CHANCE SENEWARD						
Flags	Count	% by Count	Value	\$	% by Value	
Sensitive	1	2.08	\$ 1,662.00		1.81	
Funded	0	.00	\$ 0.00		.00	
Bulk Purchase	0	.00	\$ 0.00		.00	
Estimate	0	.00	\$ 0.00		.00	
Workflow	0	.00	\$ 0.00		.00	
OTHER	0	.00	\$ 0.00		.00	
Subtotal	1		\$ 1,662.00			
% of Totals	1.49				.41	

Sunflower Assets ASRV6030		Review Resolution Summary			Page 3 of 5 08/05/2005 15:04	
Totals						
Flags	Count	% by Count	Value	\$	% by Value	
Sensitive	48	100.00	\$ 91,599.52		100.00	
Funded	0	.00	\$ 0.00		.00	
Bulk Purchase	0	.00	\$ 0.00		.00	
Estimate	0	.00	\$ 0.00		.00	
Workflow	0	.00	\$ 0.00		.00	
OTHER	19	100.00	\$ 252,567.65		100.00	
Subtotal	67		\$ 345,167.18			
% of Report Totals	100.00				100.00	

Submitting the Annual Inventory Package

At the completion of the Annual Inventory, Property Custodian will certify and submit to their PAOs. The PAOs will certify and submit to their Corp/Line Office Property Manager

- Inventory and UPR Certification Office and Property Custodian.

Property Custodian Inventory Procedures

- Review Resolution Summary Report
- UPR and CWIP UPR Printout

Property Accountability Officers and Property Custodians will retain a copy of the complete inventory package for future audits. (In compliance with DOC PPMM sec 4.805 (chain of custody) which states; Property Accountability Officer shall maintain, for each Property Custodian, signed listing of documents that evidence assumption of custodial responsibility by Property Custodian).

Inventory and UPR Certification

NOAA Personal Property

Inventory and UPR Completion Certification Form

I, _____, as Personal Property Custodian for
(Print name)
Custodial Area _____ certify that the Personal Property Listing as of
date: ___/___/_____ is completed. I certify that my organization UPR and CWIP UPR has
been reconciled and reflect no payments greater than 45 days.

Organization/CBS code: _____

Was this inventory conducted with a Barcode Scanner? Yes or No

**Un sighted (Lost, Missing or Stolen) assets: # _____ and total acquisition value
\$ _____**

Inventory Check list:

Inventory and UPR Certification sign by both PAO and PC

Copy of the Resolution Summary Report (No Open Resolutions)

Copy of current UPR Report (CWIP and Non CWIP)

Property Custodian Signature: _____ Date: ___/___/_____
=====

I _____, Property Accountability Officer, certify that a thorough
inventory has been conducted, and this package contains all required documentation stated above.

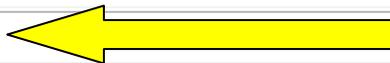
Property Accountability Officer Signature _____ Date: ___/___/_____

Sunflower Inventory Certification Document Storage and Approval Process

These below process outline the steps needed to create, accept, deny, and run reports on Physical Inventory Certifications in Sunflower.

1. The Property Custodian must logs into Sunflower
2. Go the CD-50/52 Transaction Menu
3. Click “to create physical inventory certification”

 Sunflower Enterprise - Production	
Smc Noauser	
<input type="button" value="Click"/>	to request a change of asset detail
<input type="button" value="Click"/>	to request creation of an 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 create physical inventory certification
<input type="button" value="Click"/>	to accept/deny a change of asset detail request
<input type="button" value="Click"/>	to accept/deny excess receival request
<input type="button" value="Click"/>	to accept/deny retirement of assets
<input type="button" value="Click"/>	to accept/deny a physical inventory certification



4. Select the custodial area for this certification:

Property Custodian Inventory Procedures

Screenshot of the Sunflower Enterprise - Production 4.5.0.0 interface. The page title is "Smc Noauser" and the main heading is "Create Inventory Certification". The "Custodial Area" dropdown is empty. The "Review Campaign" dropdown is open, showing a list of options: 54005M003, 54007M001, and 540IQE510.

5. Select the Review Campaign for this certification:

Screenshot of the Sunflower Enterprise - Production 4.5.0.0 interface. The page title is "Smc Noauser" and the main heading is "Create Inventory Certification". The "Custodial Area" dropdown is empty. The "Review Campaign" dropdown is open, showing a list of options: 2010 OAR ANNUAL INVENTORY, 2010 OCFO ANNUAL INVENTORY, and 2010 OCIO ANNUAL INVENTORY.

NOTE – The Property Custodian can save this certification at any time by clicking the **Save** button, and then return to it by repeating steps 1-5 above.

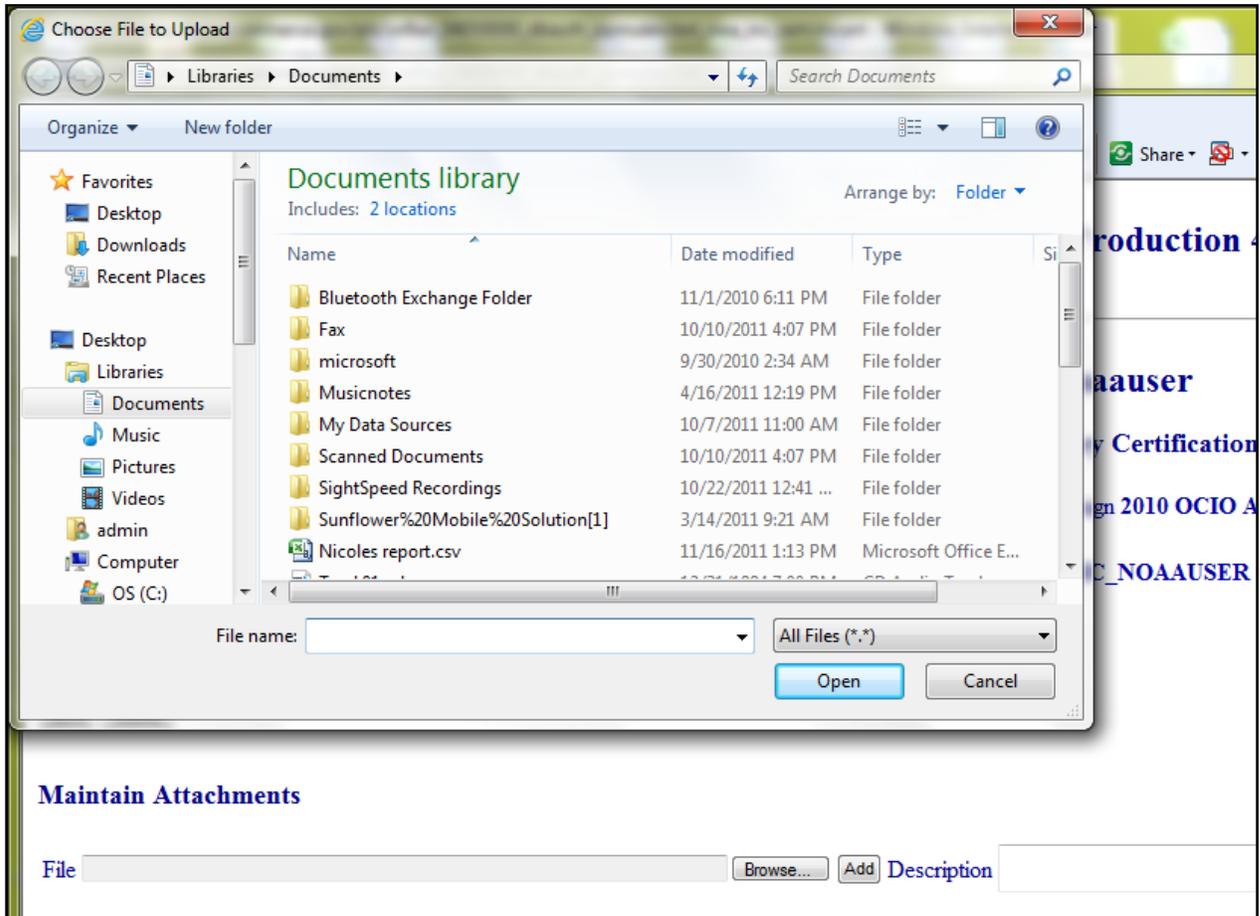
Property Custodian Inventory Procedures

6. The Property Custodian should insert comments about the inventory and attachments that will aid the PAO's review.

The screenshot shows a web form interface. At the top right, there is a blue link labeled "Create". Below it, the text "Custodial Area 5430BN400 Rev" is displayed. Further down, the status "Status Created" and "Created By NOAAUSER" are shown. A text area labeled "Comments" contains the placeholder text "YOUR COMMENTS GO HERE". Below the text area are two buttons: "Save" and "Submit". A section titled "Maintain Attachments" is visible, featuring a "File" input field, a "Browse..." button, and an "Add" button. To the right of the "Add" button, the word "Description" is partially visible.

7. Upload the required inventory certification attachments:
 - Signed Inventory and UPR Certification
 - Copy of the Review Resolution Summary Report
 - Copy of current UPR Report
 - Copy of Mobile Trak Reports if available (These reports provides load groups from the barcode scans)
8. Click on Browse
Select the inventory PDF documents from your computer
Click Open

Property Custodian Inventory Procedures



9. Type the **Description (always start with Custodial Area - and then the description)**
Click **Add**



10. The attachment is uploaded and appears at the bottom

Property Custodian Inventory Procedures

Maintain Attachments

File Description

<input type="button" value="Save"/>	<input type="button" value="Delete?"/>	Name	Description
<input type="button" value="View"/>	<input type="checkbox"/>	Review resolution summary report 5430BN400.docx	THIS IS THE REVIEW RESOLUTION SUMMARY REPORT

11. Repeat the process for the other documents.

NOTE- If the Property Custodian may delete an attachment by clicking the **Delete** button, and click **SAVE**.

Maintain Attachments

File Description

<input type="button" value="Save"/>	<input type="button" value="Delete?"/>	Name	Description
<input type="button" value="View"/>	<input type="checkbox"/>	Review resolution summary report 5430BN400.docx	THIS IS THE REVIEW RESOLUTION SUMMARY REPORT
<input type="button" value="View"/>	<input type="checkbox"/>	Signed inventory and UPR certification for 5430BN400.docx	THIS WAS SIGNED ON 11/12 BY PC AND PAO OF 5430BN400.
<input type="button" value="View"/>	<input type="checkbox"/>	Mobile Trak Report 5430BN400.docx	THIS IS THE MOBILE TRAK REPORT FOR 5430BN400
<input type="button" value="View"/>	<input type="checkbox"/>	Current UPR Report for 5430BN400.docx	UPR REPORT

12. **Only** click the **Submit** button when you are ready to submit to the Property Accountability Officer.

NOTE- Once you submitted, the Property Custodian cannot make any changes unless the PAO deny the Certification. Only one certification is allowed per Custodial Area per Review Campaign.

Comments

13. The status will change to **Waiting for PAO Approval** once Property Custodian submit and an email notification is sent to the Property Accountability Officer for that Custodial Area.

Property Custodian Inventory Procedures

Smc Noauser

Create Inventory Certification

Custodial Area 5430BN400 Review Campaign 2011 NMFS ANNUAL INVENTORY

Status **Waiting for PAO Approval** Created By NOAAUSER SMC SMC_NOAAUSER Created On 11/17/2011 09:01:31

To Accept/Deny a Physical Inventory Certification

1. Log into Sunflower
2. Go the CD-50/52 Transaction Menu
3. Click “to accept/deny a physical inventory certification”

 Sunflower Enterprises Smc N
Click to request a change of asset detail
Click to request creation of an asset
Click to request an excess receipt
Click to request retirement of asset
Click to maintain comments
Click to maintain pictures/attachments
Click to create physical inventory certification
Click to accept/deny a change of asset detail request
Click to accept/deny excess receipt request
Click to accept/deny retirement of assets
Click to accept/deny a physical inventory certification 

Property Custodian Inventory Procedures

4. Select the appropriate **Review Campaign**, or type in the **Custodial** or **PAO Area**, and click **Submit**



Screenshot of the Sunflower Enterprise - Production 4.5.0.0 web application. The page title is "Accept/Deny Physical Inventory Certification". The form includes a "Review Campaign" dropdown menu and a "Custodial Area" text input field, followed by a "Submit" button. The dropdown menu is open, showing a list of inventory campaigns:

- 2010 NWS ANNUAL INVENTORY
- 2010 OAR ANNUAL INVENTORY
- 2010 OCFO ANNUAL INVENTORY
- 2010 OCIO ANNUAL INVENTORY
- 2010 OMAO ANNUAL INVENTORY
- 2012 AGO ANNUAL INVENTORY
- 2012 NESDIS ANNUAL INVENTORY**
- 2012 NOAA TEST CAMPAIGN
- 2012 OCAO ANNUAL INVENTORY
- 2012 OCFO ANNUAL INVENTORY
- 2012 OCIO ANNUAL INVENTORY
- 2012 WFM ANNUAL INVENTORY

5. Click on the Custodial Area you want to review/accept/deny.

NOTE – If the Status is “Created”, the Property Custodian has started the certification but has not yet submitted it.



Screenshot of the Sunflower Enterprise - Production 4.5.0.0 web application. The page title is "Accept/Deny Physical Inventory Certification". The form includes a "Review Campaign" dropdown menu and a "Custodial Area" text input field, followed by a "Submit" button. The dropdown menu is set to "2010 OCIO ANNUAL INVENTORY". Below the form is a table with the following data:

Custodial Area	Review Campaign	Status	Created By	Created On
54005M003	2010 OCIO ANNUAL INVENTORY	Waiting for PAO Approval	NOAAUSER SMC SMC_NOAAUSER	11/09/2011 15:11:20
540IQE510	2010 OCIO ANNUAL INVENTORY	Created	NOAAUSER SMC SMC_NOAAUSER	11/08/2011 13:24:48

Property Custodian Inventory Procedures

6. If the Certification is waiting for your approval, you can do the following:

- View a document by clicking **View**
- Remove a document by clicking **Delete?**, then **Save** button
- Add a document:
 - Click **Browse**
 - Select a file from your computer
 - Click **Open**
 - Type a **Description**
 - Click **Add**

Maintain Attachments

File Description

<input type="button" value="Save"/>	Delete?	Name	Description	MIME Type	Size (Bytes)
<input type="button" value="View"/>	<input type="checkbox"/>	Signed Inventory and UPR Certification 54022E178.docx	SIGNED BY BOTH POA AND PC FOR 54022E178	ATTACHMENT	10351
<input type="button" value="View"/>	<input type="checkbox"/>	Review Resolution Summary Report 54022E178.docx	DESCRIPTION GOES HERE	ATTACHMENT	10347
<input type="button" value="View"/>	<input type="checkbox"/>	UPR Certification 54022E178.docx	UPR DESCRIPTION GOES HERE	ATTACHMENT	10237
<input type="button" value="View"/>	<input type="checkbox"/>	Mobile Trak Report 54022E178.docx	MOBILE TRAK REPORT	ATTACHMENT	10374

NOTE- If the certification is not at your approval point, the documents will be in Read Only Mode. You can read the documents by clicking **View**.

Property Custodian Inventory Procedures

7. Accept or Deny the request:

- To Deny, click the **Deny** checkbox
- Write in your reason for denial in the comments box
- Click **Save** below
- If denied, a notification email will be sent to the previous approver, and the certification status will update.

Approvers Information

Accept	Deny	Organization	Approver	Date	Comments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	54022E178	NOAAUSER SMC SMC_NOAAUSER	11/21/2011	PROPERTY CUSTODIAN COMMENTS GO HERE!!!
<input type="checkbox"/>	<input checked="" type="checkbox"/>	54022E	NOAAAPPROVER SMC SMC_NOAAAPPROVER		THIS IS DENIED BECAUSE THE MOBILE TRAK REPORT IS SHOWING THE WRONG BCR NUMBERS
<input type="checkbox"/>	<input type="checkbox"/>	NWS	NOAAAPPROVER SMC SMC_NOAAAPPROVER		
<input type="checkbox"/>	<input type="checkbox"/>	PPMB	REZAEI ALAN AREZAEI		

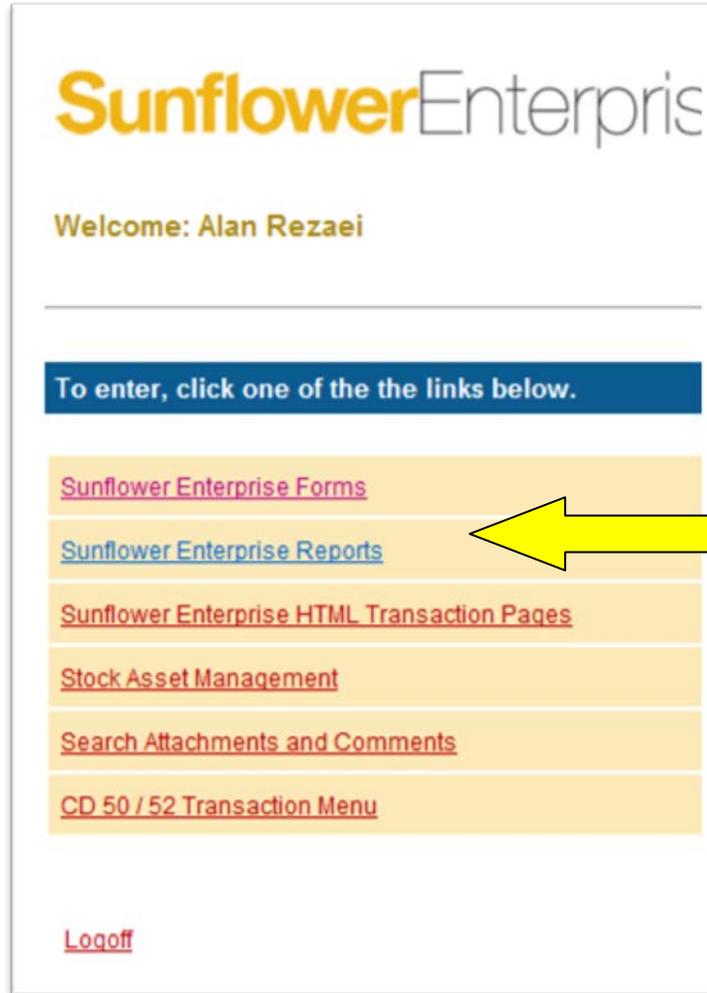
- To Accept, click the **Accept** checkbox
- Write in your reason for approval in the comments box
- Click **Save** below
- If approved, a notification email will be sent to the next approver, and the certification status will update.

Approvers Information

Accept	Deny	Organization	Approver	Date	Comments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	54022E178	NOAAUSER SMC SMC_NOAAUSER	11/21/2011	PROPERTY CUSTODIAN COMMENTS GO HERE!!!
<input checked="" type="checkbox"/>	<input type="checkbox"/>	54022E	NOAAAPPROVER SMC SMC_NOAAAPPROVER		I APPROVE ALL DOCUMENTS
<input type="checkbox"/>	<input type="checkbox"/>	NWS	NOAAAPPROVER SMC SMC_NOAAAPPROVER		
<input type="checkbox"/>	<input type="checkbox"/>	PPMB	REZAEI ALAN AREZAEI		

Running Sunflower Inventory Certification Reports

1. Log into Sunflower and go to **Sunflower Enterprise Reports**



2. Click on **User Defined Reports**

Property Custodian Inventory Procedures

Sunflower Enterprise Sunflow

ASUT6000 Reports Main Menu

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

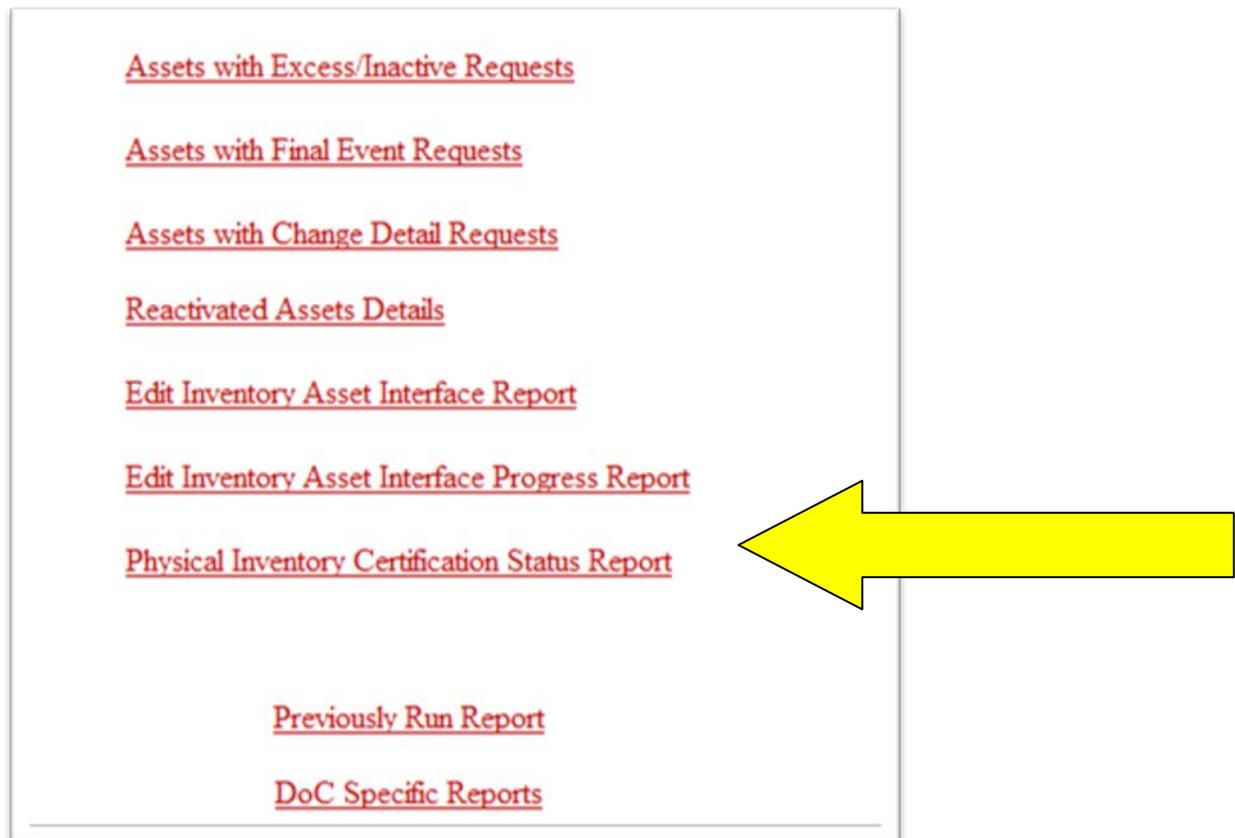
- [Agreement Reports](#)
- [Contract Reports](#)
- [Management Reports](#)
- [Sentry Reports](#)
- [Finance Reports](#)
- [Inactive Reports](#)
- [Excess Reports](#)
- [Review Reports](#)
- [IT Component Reports](#)
- [Barcode Reports](#)
- [Administration Reports](#)
- [User Defined Reports](#)
- [Previously Run Report](#)

3. Click on NOAA Specific CD50/52 Reports

Property Custodian Inventory Procedures



4. Click on **Physical Inventory Certification Status Report**



Property Custodian Inventory Procedures

5. Select the specific report parameters from the dropdowns listed:

- Review Campaign
- Line Office
- Organization – Type in the Custodial Area or Line office
- Status- Search by a particular status

The screenshot displays the Sunflower Enterprise interface for generating a report. The title is "Sunflower Enterprise - Production 4.5.0.0 NOAA Specific CD50/52 Reports". Below this, the report name is "EXT8070 Physical Inventory Certification Status Report". A blue banner asks "How Would You Like to Select the Assets that Appear on the Report?". The form includes four dropdown menus: "Review Campaign" (set to ALL), "Line office" (set to ALL), "Organization" (empty), and "Status" (set to ALL with a dropdown menu open). The open dropdown menu lists the following status options: ALL, Created, Waiting for PC Approval, Waiting for PAO Approval, Waiting for Line Office PM Approval, Waiting for Line Office ACR Approval, and Completed. There are "Submit" and "Reset" buttons. At the bottom, there is a link for "NOAA Specific CD50/52 Reports".

Sunflower Enterprise

Sunflower Enterprise - Production 4.5.0.0 NOAA Specific CD50/52 Reports

EXT8070 Physical Inventory Certification Status Report

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

Review Campaign: ALL

Line office: ALL

Organization:

Status: ALL

Submit Reset

ALL
Created
Waiting for PC Approval
Waiting for PAO Approval
Waiting for Line Office PM Approval
Waiting for Line Office ACR Approval
Completed

[NOAA Specific CD50/52 Reports](#)

Property Custodian Inventory Procedures

6. Click Submit
7. Select an output format
Click Execute

EXT8070 Physical Inventory Certification Status 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 t

Selection Criteria: 409864

Selected by	Value
Review Campaign	ALL
Line Office	ALL
Organization	
Status	Completed

Property Custodian Inventory Procedures

8. You should see the report:

Report Title Page

```

Sunflower Assets
Physical Inventory Certification Status Report
ext8070

Run by
NOAAUSER SMC SMC_NOAAUSER

Run date
11/18/2011 14:46

SELECTION CRITERIA

REVIEW CAMPAIGN:      ALL
LINE OFFICE:          ALL
ORGANIZATION CODE:
    
```

2nd Page – Values listed

Review Campaign	Custodial Area Property Custodian	FAO Area FAO Contact	Line Office		Current Status	Date of Submission
			LO-FM Contact	LO-PPMB Contact		
012 WFM ANNUAL INVENTORY	5403IR610	5403IE		WFM	Completed	11/15/2011 13:20:04
	DARKE BENITA D 266576	ADKINS LINDA 45939	NELSON MELISSA A 3730	OATES LARRY M 264420 11/15/2011		
012 WFM ANNUAL INVENTORY	5403IR630	5403IE		WFM	Completed	11/15/2011 13:20:04
	WILBUR BLAINE R 12638	ADKINS LINDA 45939	NELSON MELISSA A 3730	OATES LARRY M 264420		