

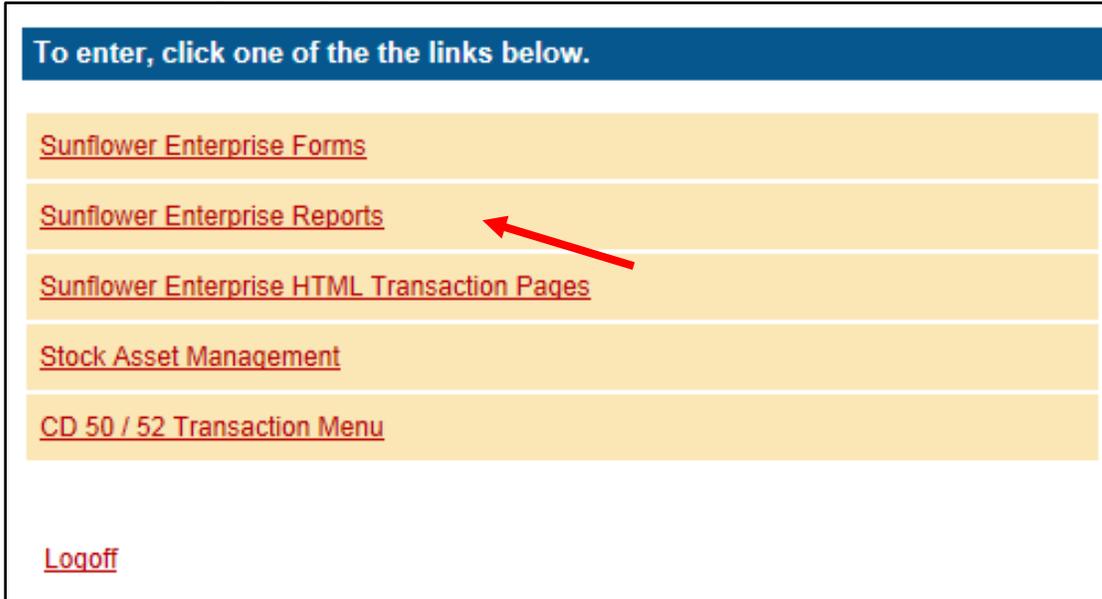
# CAPITALIZED INVENTORY PROCEDURES

## Step by Step Procedures for Generating Capitalized Inventory

(Note: If you get a blank report or your custodial account code isn't listed, this means that you **do not** have any capitalized assets. If this is the case, please follow the instructions on page 5.)

1) Log into Sunflower

2) Click on "Sunflower Enterprise Reports"



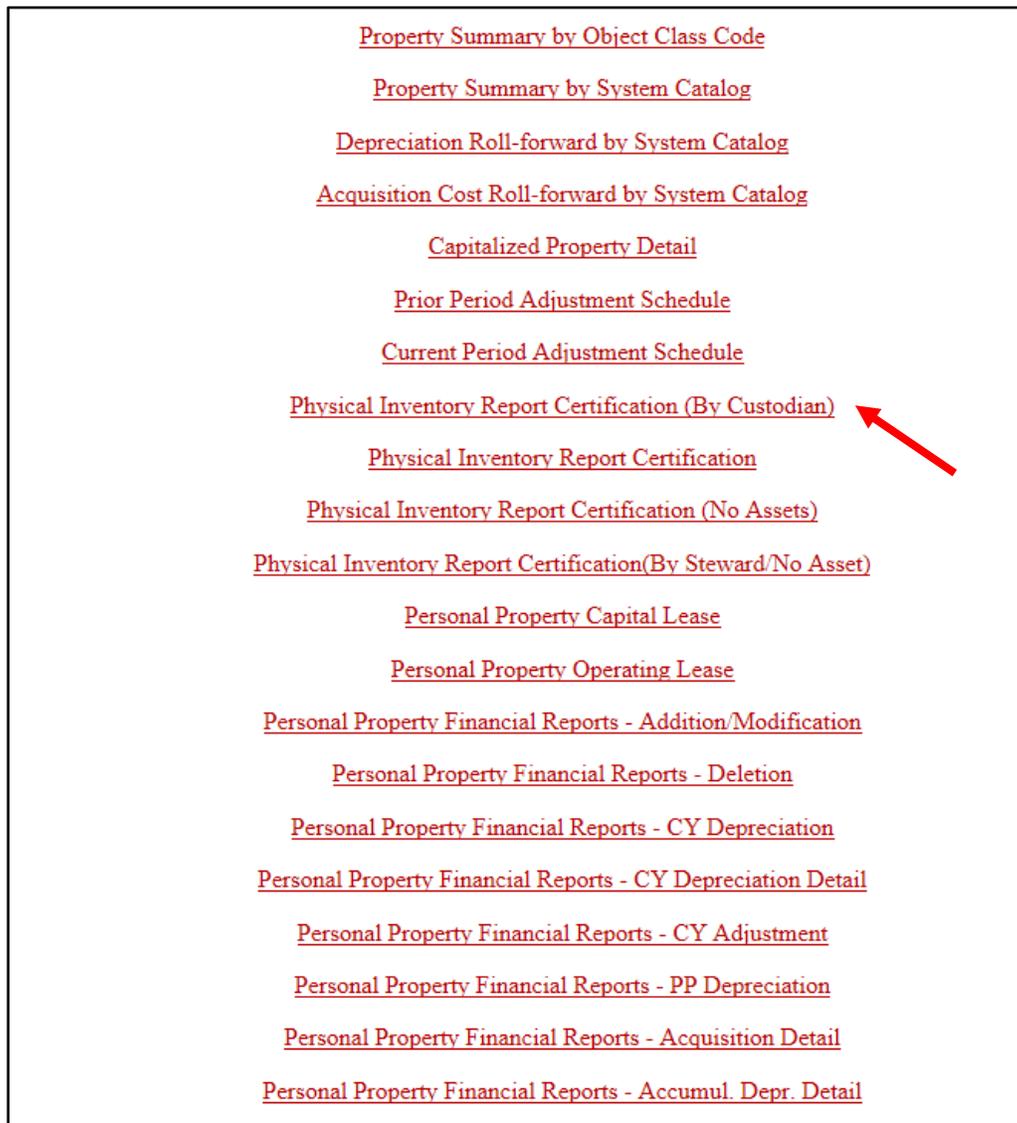
3) Click on "User Defined Reports"



4) Select "NOAA Financial Reports"



5) At next screen, select "Physical Inventory Report Certification (By Custodian)"



6) At next screen, click the drop down and select your custodian account code in the Custodian block

EXT6100 Physical Inventory Report Certification (By Custodian)

---

**Include**

Custodian

NOAA Finan

- 54001E004
- 54001N371
- 54001W051
- 54001W052
- 54001W053
- 54001W054
- 54001W056
- 54001W057
- 54001W058
- 54001W065
- 54001W068
- 54001W070
- 54001W073
- 54001W074
- 54001W075
- 54001W076
- 54001W305
- 54002M001
- 54002M003
- 54002M007
- 54002W032
- 54002W033
- 54002W034
- 54002W035
- 54002W037
- 54002W040
- 54002W046
- 54002W224
- 54002W255
- 54003E008

7) Click "Submit"

EXT6100 Physical Inventory Report Certification (By Custodian)

---

**Include**

Custodian

[NOAA Financial Reports](#)

8) At the next screen, select "Acrobat" as the output format and click "Execute"

**EXT6100 Physical Inventory Report Certification (By Custodian)**

---

**Choose an output format**

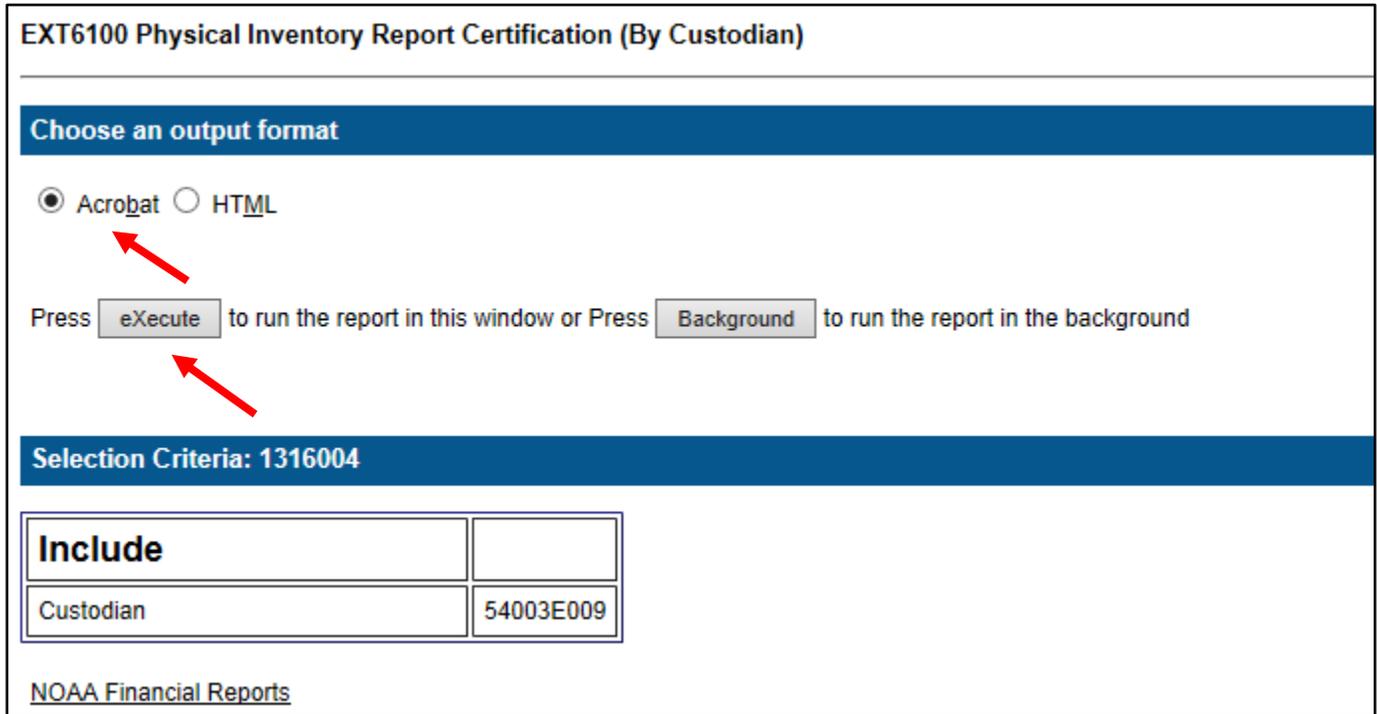
Acrobat  HTML

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

**Selection Criteria: 1316004**

<b>Include</b>	
Custodian	54003E009

[NOAA Financial Reports](#)



9) "Open" the file and print

***IF YOU DO NOT HAVE CAPITAL ASSETS FOLLOW THESE STEPS:***

- 1) Log into Sunflower
- 2) Click on "Sunflower Enterprise Reports"



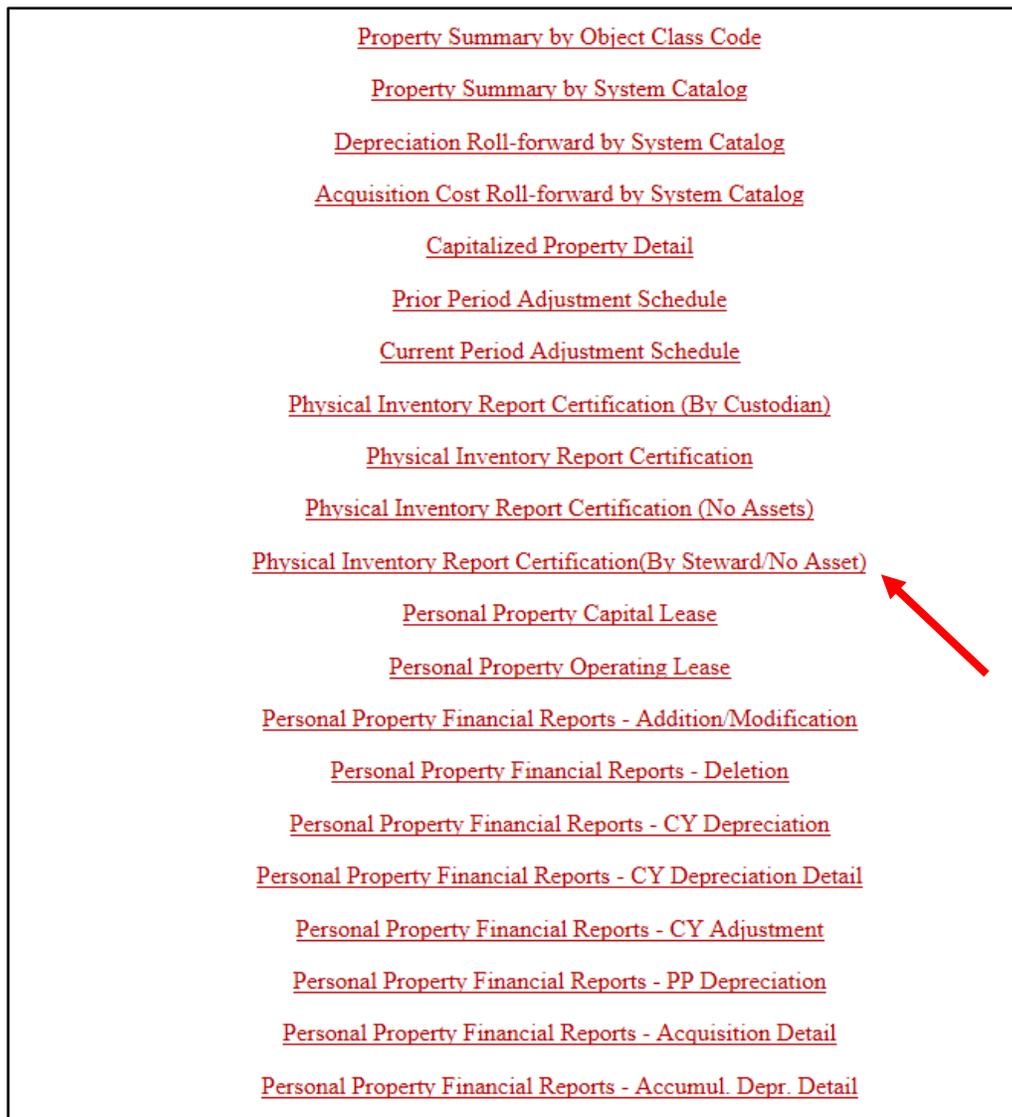
- 3) Click on "User Defined Reports"



4) Select "NOAA Financial Reports"



5) Select "Physical Inventory Report Certification (By Steward/No Asset)"



6) At next screen, click the drop down and select your custodian account code in the Custodian block

EXT6100B1 Physical Inventory Report Certification(By Steward/No Asset)

### Select steward organization

Organization

Submit Reset

NOAA Financial

- 54050M023
- 54050M024
- 54051E081
- 54051E082
- 54052E138
- 54052E138
- 54052E139
- 54052E139
- 54052E139
- 54052E140
- 54052E140
- 54052E237
- 54052E237
- 54053E083
- 54053E083
- 5405IE310
- 5405IN300
- 5405IW320
- 5405IW320
- 54062E
- 54062E084
- 54062E084
- 54062E200
- 54062E200
- 54072E
- 54072E089
- 54072E089
- 540IH600
- 540ION000
- 540IOW200
- 540IPF310

7) Click "Submit"

EXT6100B1 Physical Inventory Report Certification(By Steward/No Asset)

### Select steward organization

Organization

Submit Reset

[NOAA Financial Reports](#)



8) At the next screen, select "Acrobat" as the output format and click "execute"

**EXT6100B1 Physical Inventory Report Certification(By Steward/No Asset)**

---

**Choose an output format**

Acrobat  HTML

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

**Selection Criteria: 1316005**

Steward area	54022E106
--------------	-----------

[NOAA Financial Reports](#)

9) "Open" the file and print

**All Capitalized Inventory Certifications will be routed using the “Sunflower Inventory Certification Document Storage and Approval Process”**

**The Review Campaign name is “2014 CAPITALIZED ASSETS AUDIT”.**

**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”

<a href="#">Click to maintain asset</a>
<a href="#">Click to create asset</a>
<a href="#">Click to request an excess receival</a>
<a href="#">Click to request retirement of asset</a>
<a href="#">Click to maintain comments</a>
<a href="#">Click to maintain pictures/attachments</a>
<a href="#">Click to suppress payments records</a>
<a href="#">Click to create physical inventory certification</a> 
<a href="#">Click to accept/deny a change of asset detail request</a>
<a href="#">Click to accept/deny excess receival request</a>
<a href="#">Click to accept/deny retirement of assets - old</a>
<a href="#">Click to accept/deny retirement of assets</a>
<a href="#">Click to accept/deny a physical inventory certification</a>

4. Select the custodial area for this certification:

**Sunflower Enterprise - Production 4.5.0.0**

---

### Smc Nmsreqpc

#### Create Inventory Certification

Custodial Area

Review Campaign

5. Select the Review Campaign for this certification:

**Sunflower Enterprise - Production 4.5.0.0**

---

### Smc Nmsreqpc

#### Create Inventory Certification

Custodial Area

Review Campaign

**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.

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

## Smc Nmfsreqpc

### Create Inventory Certification

Custodial Area 54013W045 Review Campaign NOAA 2014 CAPITALIZED ASSETS AUDIT

Status **Created** Created By **NMFSREQPC SMC SMC\_NMFSREQPC** Created On **03/25/2014 07:38:37**

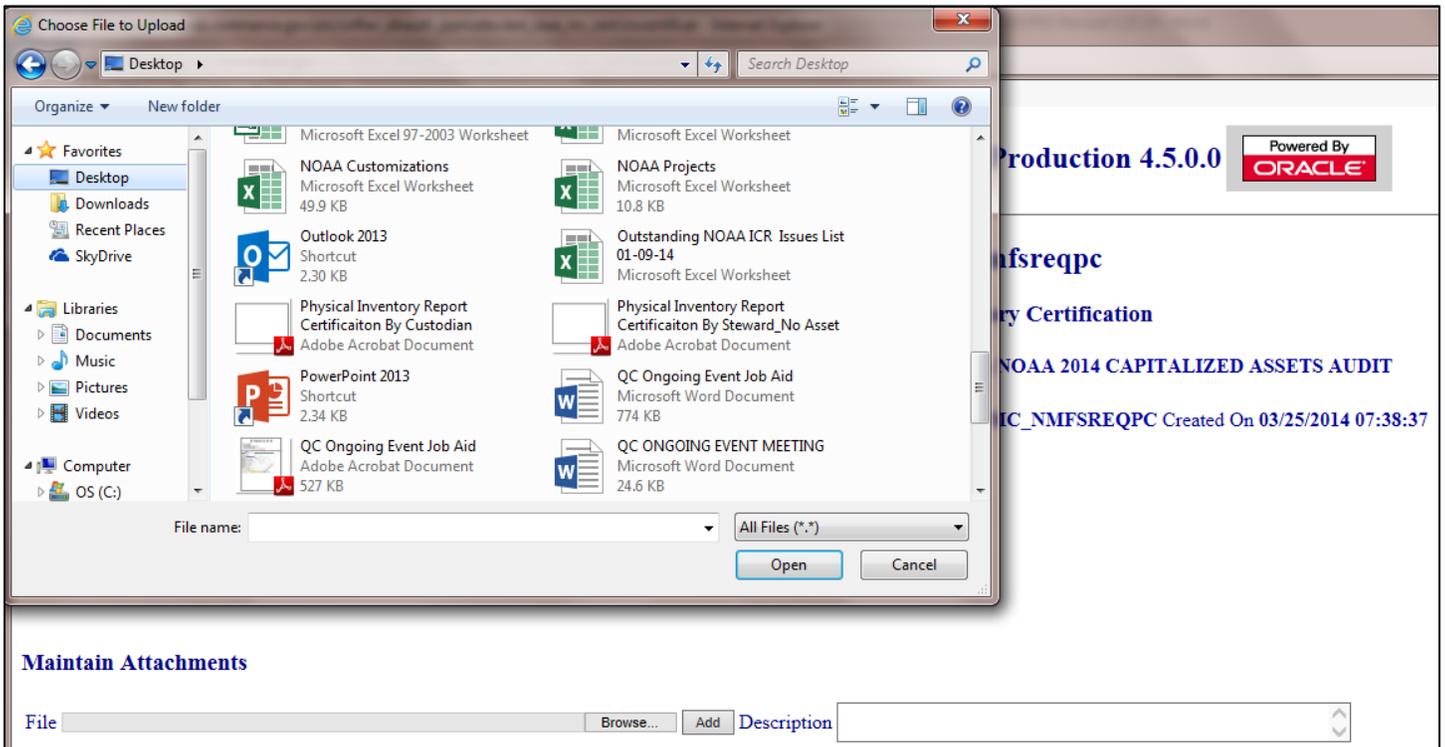
Comments

#### Maintain Attachments

File    Description

- Upload the required inventory certification attachments:
  - Physical Inventory Report Certification (By Custodian)
  - Physical Inventory Report Certification (By Steward/No Asset)

- Click on Browse  
 Select the inventory PDF documents from your computer  
 Click Open



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

Click **Add**

**Smc Nmfsreqpc**  
**Create Inventory Certification**

Custodial Area **54013W045** Review Campaign **NOAA 2014 CAPIT**

Status **Created** Created By **NMFSREQPC SMC SMC\_NMFSREQPC**

Comments

**Maintain Attachments**

File    Description

10. The attachment is uploaded and appears at the bottom

**Maintain Attachments**

File    Description

<input type="button" value="Save"/>	Delete?	Name	Description	MIME Type	Size (Bytes)
<input type="button" value="View"/>	<input type="checkbox"/>	Physical Inventory Report Certificaion By Custodian.pdf	THIS WAS SIGNED BY PC ON 3/1/14 AND PAO OF	ATTACHMENT	844

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"/>	Delete?	Name	Description	MIME Type	Size (Bytes)
<input type="button" value="View"/>	<input type="checkbox"/>	Physical Inventory Report Certificaion By Custodian.pdf	THIS WAS SIGNED BY PC ON 3/1/14 AND PAO OF	ATTACHMENT	844
<input type="button" value="View"/>	<input type="checkbox"/>	Physical Inventory Report Certificaion By Steward_No Asset.pdf	THIS WAS SIGNED BY PC ON 3/1/13 AND PAO OF	ATTACHMENT	844

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.



The screenshot shows a web form with a text area labeled "Comments" containing the placeholder text "YOUR COMMENTS GO HERE". Below the text area are two buttons: "Save" and "Submit". A red arrow points to the "Submit" button.

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



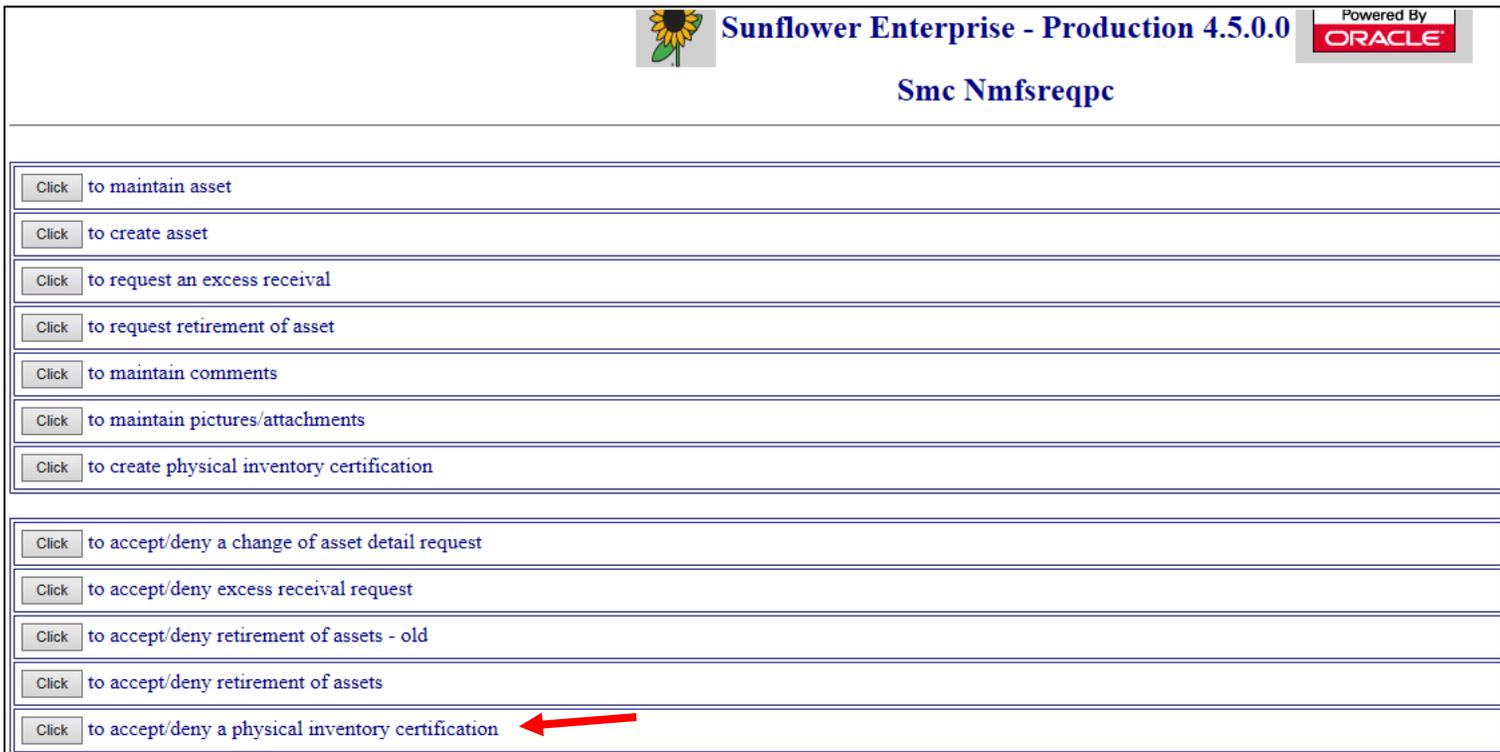
The screenshot shows a web page with the following text:

**Smc Nmfsreqpc**  
**Create Inventory Certification**  
Custodial Area 54013W045 Review Campaign NOAA 2014 CAPITALIZED ASSETS AUDIT  
Status **Waiting for PAO Approval** Created By NMFSREQPC SMC SMC\_NMFSREQPC Created On 03/25/2014 07:38:37

A red arrow points to the status text "Status **Waiting for PAO Approval**".

# 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 Enterprise - Production 4.5.0.0 Powered By ORACLE

Smc Nmsreqpc

Click to maintain asset

Click to create asset

Click to request an excess receival

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 receival request

Click to accept/deny retirement of assets - old

Click to accept/deny retirement of assets

Click to accept/deny a physical inventory certification ←

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



Sunflower Enterprise - Production 4.5.0.0 Powered By ORACLE

### Accept/Deny Physical Inventory Certification

Review Campaign  Custodial Area   ←

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.


Sunflower Enterprise - Production 4.5.0.0

Powered By  
**ORACLE**

### Accept/Deny Physical Inventory Certification

Review Campaign NOAA 2014 CAPITALIZED ASSETS AUDIT Custodial Area

Custodial Area	Review Campaign	Status	Created By	Created On
<span style="color: red;">54013W045</span>	NOAA 2014 CAPITALIZED ASSETS AUDIT	Waiting for PAO Approval	NMFSREQPC SMC SMC_NMFSREQPC	03/25/2014 07:38:37

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

Save	Delete?	Name	Description	MIME Type	Size (Bytes)
<input type="button" value="View"/>	<input type="checkbox"/>	Physical Inventory Report Certificaion By Custodian.pdf	THIS WAS SIGNED BY PC ON 3/1/14 AND PAO OF	ATTACHMENT	844
<input type="button" value="View"/>	<input type="checkbox"/>	Physical Inventory Report Certificaion By Steward_No Asset.pdf	THIS WAS SIGNED BY PC ON 3/1/13 AND PAO OF	ATTACHMENT	844

**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**.

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"/>	54013W045	NMFSREQPC SMC SMC_NMFSREQPC	03/25/2014	YOUR COMMENTS GO HERE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	54013W	NMFSPAO SMC SMC_NMFSPAO		THIS IS DENIED BECAUSE THE MOBILE TRAK REPORT IS SHOWING THE WRONG BCR NUMBERS
<input type="checkbox"/>	<input type="checkbox"/>	NMFS	NMFSPMO SMC SMC_NMFSPMO		
<input type="checkbox"/>	<input type="checkbox"/>	PPMB	NMFSLOR SMC SMC_NMFSLOR		

Save

- 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"/>	54013W045	NMFSREQPC SMC SMC_NMFSREQPC	03/25/2014	YOUR COMMENTS GO HERE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	54013W	NMFSPAO SMC SMC_NMFSPAO		I APPROVE ALL DOCUMENTS
<input type="checkbox"/>	<input type="checkbox"/>	NMFS	NMFSPMO SMC SMC_NMFSPMO		
<input type="checkbox"/>	<input type="checkbox"/>	PPMB	NMFSLOR SMC SMC_NMFSLOR		

Save

# Running Sunflower Inventory Certification Reports

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

Welcome: Smc Nmfspao

To enter, click one of the the links below.

[Sunflower Enterprise Forms](#)

[Sunflower Enterprise Reports](#) 

[Sunflower Enterprise HTML Transaction Pages](#)

[Stock Asset Management](#)

[CD 50 / 52 Transaction Menu](#)

[Logoff](#)

2. Click on **User Defined Reports**

ASUT6000 Reports Main Menu

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

[Agreement Reports](#)

[Excess Reports](#)

[Contract Reports](#)

[Review Reports](#)

[Management Reports](#)

[IT Component Reports](#)

[Sentry Reports](#)

[Barcode Reports](#)

[Finance Reports](#)

[Administration Reports](#)

[Inactive Reports](#)

[User Defined Reports](#) 

[Previously Run Report](#)

3. Click on NOAA Specific CD50/52 Reports



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



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

**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

Line office

Organization

Status

[NOAA Specific CD50/52 Reports](#)

6. Click Submit
7. Select an output format and 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 the report in the background

**Selection Criteria: 1318102**

Selected by	Value
Review Campaign	NOAA 2014 CAPITALIZED ASSETS AUDIT
Line Office	ALL
Organization	
Status	ALL

[NOAA Specific CD50/52 Reports](#)

8. You should see the report:

## Report Title Page

<b>Sunflower Assets</b>	
<b>Physical Inventory Certification Status Report</b>	
<b>ext8070</b>	
Run by	
NMFSPAO SMC SMC_NMFSPAO	
Run date	
03/25/2014 08:39	
<b>SELECTION CRITERIA</b>	
REVIEW CAMPAIGN:	NOAA 2014 CAPITALIZED ASSETS AUDIT
LINE OFFICE:	ALL
ORGANIZATION CODE:	
STATUS:	ALL

## 2<sup>nd</sup> Page – Values listed

Sunflower Assets ext8070	<b>Physical Inventory Certification Status Report</b>				Page 2 of 3 03/25/2014 08:39	
Review Campaign	Custodial Area Property Custodian	PAO Area PAO Contact	Line Office LO-PM Contact      LO-PPMB Contact		Current Status	Date of Submission
NOAA 2014 CAPITALIZED ASSETS AUDIT	54013W045 NMFSPAO SMC SMC_NMFSPAO 03/25/2014	54013W NMFSPAO SMC SMC_NMFSPAO	NMFSPMO SMC SMC_NMFSPMO	NMFS NMFSLOR SMC SMC_NMFSLOR	Waiting for PAO Approval	03/25/2014 07:54:51