

# **NOAA 2017**



# **Annual Inventory**

Table of Contents

Inventory Team ..... 3

To generate the Review Campaign Base Assets Report..... 3

How to conduct the annual inventory ..... 6

Barcode Scanner installation and Operations ..... 8

Recording Inventory Results..... 9

Recording Inventory Assets Online Declarative Resolutions or Online Physical Resolutions ..... 10

Recording Inventory Assets Confirmed Unaccounted Resolutions..... 13

To create a Confirmed Unaccounted Resolution ..... 13

Recording Agreement Assets Resolutions..... 15

To create an Agreement Asset Resolution ..... 15

Review Resolution Summary Report..... 18

Inventory and UPR Certification..... 24

Sunflower Inventory Certification Document Storage and Approval Process ..... 25

Running Sunflower Inventory Certification Reports ..... 35

## Inventory Team

**In compliance with DOC PPMM paragraph 3.807.** It is the responsibility of the PAO to work with supervisors in obtaining personnel to assist in conducting physical inventories. The Personnel conducting the inventory in this instruction are termed as “The Inventory Team”. The Property Custodian (PC) may assist with physical inventories as considered necessary and appropriate by the Property Accountability Officer (PAO). A PC, whenever possible, shall not be given the sole responsibility for taking a physical inventory of property assigned to his/her custodial area. Exceptions to this policy must be approved by the NOAA Property Management Officer (PMO).

This instruction provides step-by-step procedures to generate the annual inventory listings, how to conduct an annual inventory, how to record inventory resolutions, how to generate the Resolution Summary Report and how to submit annual inventory results with attachments.

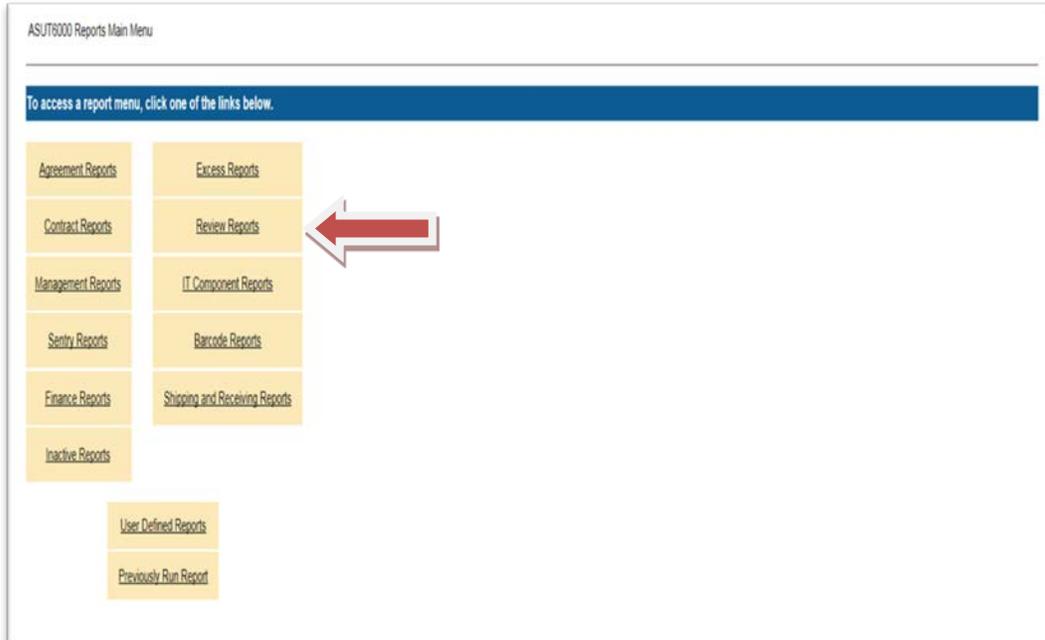
Please note. Electronic signatures are accepted.

### **To generate the Review Campaign Base Assets Report**

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

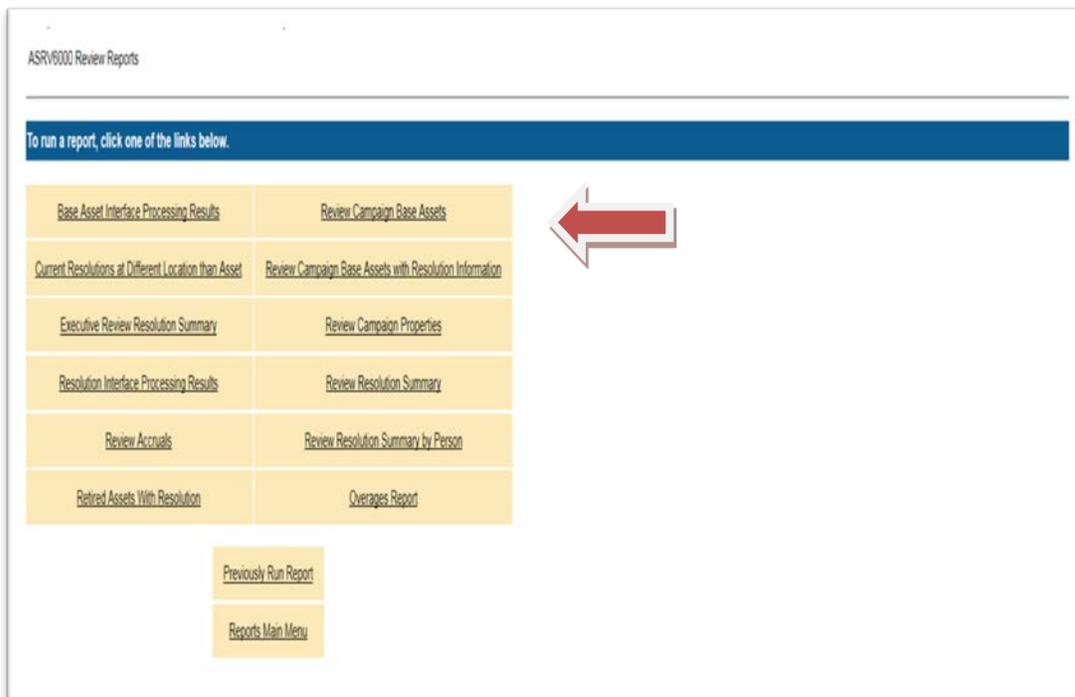


In the Sunflower Property Reports Menu, select “Review Reports”.



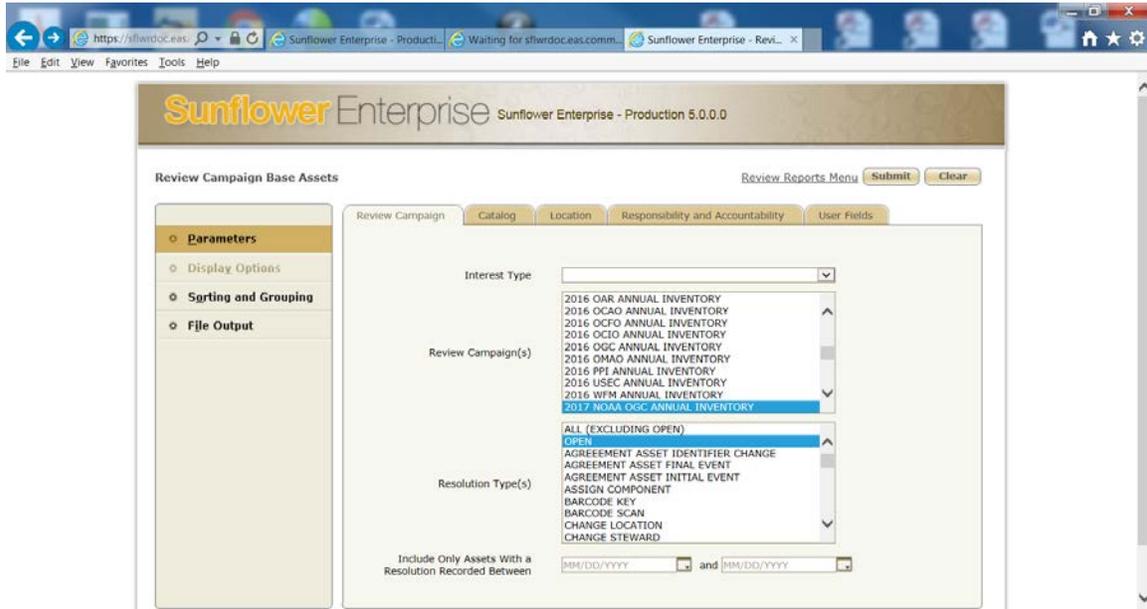
Select “Review Campaign Base Assets”.

Click on Tab: Review Campaign



1. Select your Line Office Fiscal Year Annual Inventory (from drop down menu).
2. Resolution Type: Select “Open.

**Note. Do not select Interest Type**



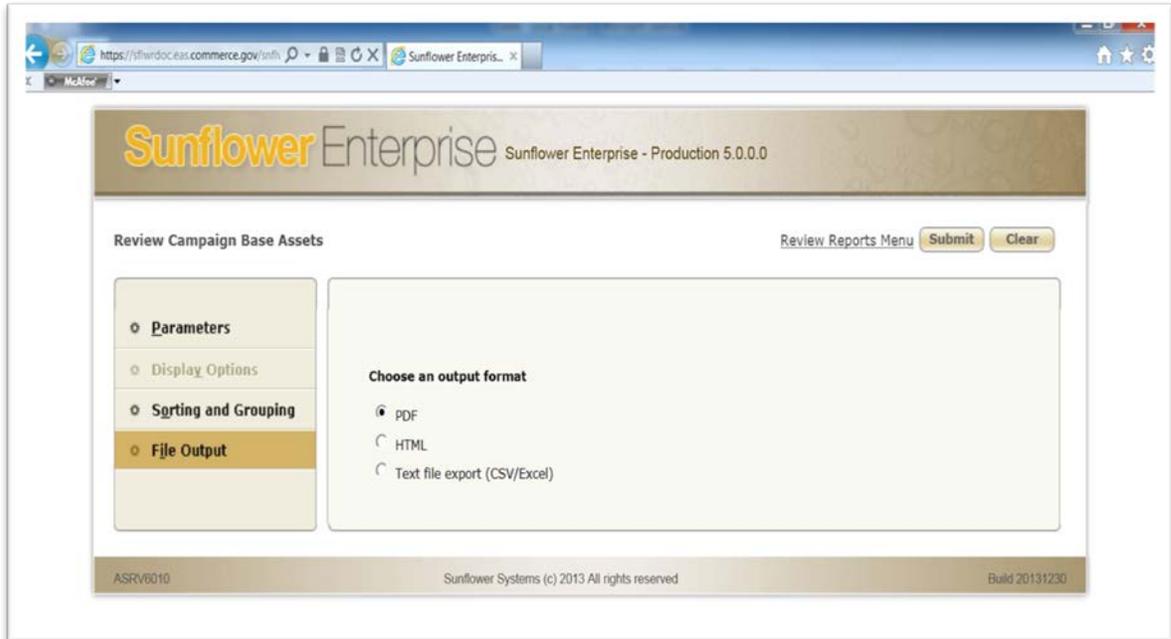
Click on Tab: Responsibility and Accountability.

Enter custodial area number.



Click on File Output.

1. Select PDF.
2. Click Submit.



3. Click Execute.
4. Print Report.

## **How to conduct the annual inventory**

### **Conducting an Inventory**

Prior to the inventory, the Inventory Team 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. The Inventory Team should use the Review Campaign Base Assets Report as a list of accountable items (Sorted by barcode number.) A second report sorted by location is also very useful in identifying items of interest.

The Property Custodian will ensure that a Current User is assigned to each asset in Sunflower. The below link provides guidance for assigning the Current Users in Sunflower;

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

The DOC Hand Receipt Reports are printed for each Current User. The Current User and Property Custodian signs and dates this report. The below link provides guidance for printing the DOC Hand Receipt Report;

[http://www.pps.noaa.gov/inventory\\_upr/ppmb\\_hand\\_receipt\\_guidance.pdf](http://www.pps.noaa.gov/inventory_upr/ppmb_hand_receipt_guidance.pdf) .

The Inventory Team will reconcile the DOC Hand Receipts Report for accuracy. The Inventory Team will screen the DOC Hand Receipt reports and Sunflower's Current User Field to account personal property maintained both on and off site.

The Inventory Team will conduct a physical sweep of the organization's area and 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.

The Inventory Team will use the following steps in reconciliation process:

#### **Property with a barcode, but is not on the Review Campaign Base Property Report**

- Check Sunflower "Maintain Asset" screen to identify whether a record exists and belong to another Custodial Area.
- If the Property belongs to another Custodial Area, contact the Custodial Area Property Custodian or PPMB for assistance.
- If the barcode is not in Sunflower "Create New asset" and attach the acquisition documentation or submit "Found" Personal Property Certification for Property
- Annotate the barcodes and action on the Review Campaign Base Assets Report
- Screen the Property against the UPR

#### **Property without a barcode**

- Search for the model and serial number in Sunflower
- Attach a new barcode to the property
- If the model and serial number is recorded in Sunflower, request a retag be entered into Sunflower,
- If the model and serial number is not recorded in Sunflower "Create New asset" and attach the acquisition documentation or submit "Found" Personal Property Certification for Property
- Annotate the new barcode on the Review Campaign Base Assets Report
- Screen the Property against the UPR

Note. Property without barcodes will not appear on the Sunflower generated Review Campaign Base Assets Report.

**Sighted Property**

- Place check by the barcode on the Review Campaign Base Property Report
- Annotate location and /or Current Users changes on the Review Campaign Base Assets Report

**Unsighted Property**

- Circulated a list of **unsighted Property** within the organization
- Screen all transfers records, excess, and loan documentations
- Screen all hand receipts
- Screen all Computer Help desk Logs
- Contact the last known user
- Check for open Final Event Request
- Submit Online CD-52 Final Event Request for missing, lost or stolen property with all support documentation available
- Annotate the Final Event Request number on the Review Campaign Base Assets Report
- Coordinate submission of a BOR package with the PAO

**Barcode Scanner installation and Operations**

Barcode scan should be the primary means of obtaining a positive resolution for accountable personal property when scanners are available. The following link provides guidance for Scanner installation:

[http://www.pps.noaa.gov/forms\\_guides/aids\\_tools/021111\\_installation-and-configuration-synclink-and-mobile-trak.pdf](http://www.pps.noaa.gov/forms_guides/aids_tools/021111_installation-and-configuration-synclink-and-mobile-trak.pdf)

The following link provides scanner operation instruction:

[http://www.pps.noaa.gov/inventory\\_upr/inventory/Scanner\\_Operations.pdf](http://www.pps.noaa.gov/inventory_upr/inventory/Scanner_Operations.pdf)

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

Sunflower contact for purchasing scanners:

John Peiler

Senior Director of Finance & Operations

Annams Systems Corporation (dba Sunflower Systems)

2420 Camino Ramon, Suite 130, San Ramon, CA 94583

(925) 242-4216 (phone)

(925) 355-1213 (fax)

[jpeiler@sunflowersystems.com](mailto:jpeiler@sunflowersystems.com)

## **Recording Inventory Results**

Recording resolutions for the Property in Sunflower ensure that all the Organization's Property are accounted for during a review campaign and provide an electronic history of Property accountability. NOAA will use the following resolutions when barcode scanners are not used:

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

Sunflower HTML pages are used to record the "Online Declarative Resolutions" and "Online Physical Resolutions" for **Inventory Module Assets**.

Sunflower Forms are used to record the "Confirmed Unaccounted Resolutions" for **Inventory Module Assets**.

Sunflower Forms are used to record the "Online Declarative Resolutions", "Online Physical Resolutions" and "Confirmed Unaccounted Resolutions" for **Agreement Module Assets**

### **Online Declarative Resolutions:**

The Inventory Teams can use this resolution for Property not barcode scanned that are physically touched, electronically touched, verified through existence testing, or email verified and does not require location change or adjustments to the Property record.

### **Online Physical Resolutions:**

The Inventory Teams can use this resolution for Property physically touched, electronically touched, verified through existence testing, or email verified. This resolution can be used when a location change is required. **The Inventory Teams must always update the Site, Building, and room if applicable when using this resolution.**

## Recording Inventory Assets Online Declarative Resolutions or Online Physical Resolutions

Select “HTML Transaction pages”

Select “to record a resolution”



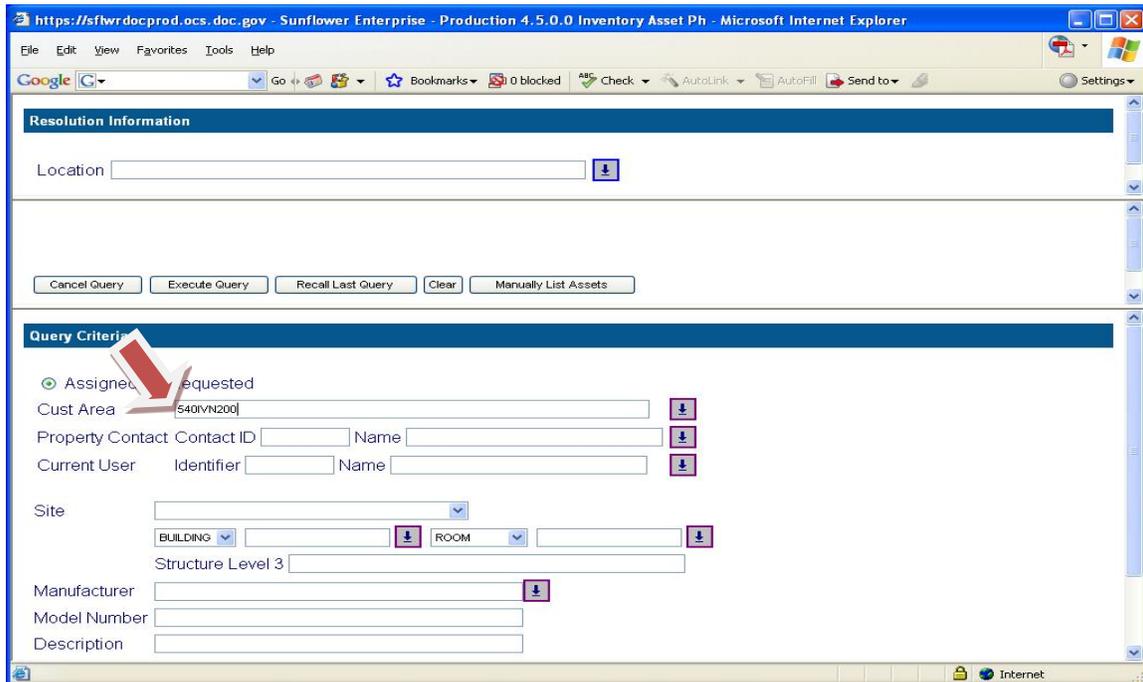
Click: “to record a **declarative resolution** or **physical resolution** for Property where I’m the **Property Contact**”. (Applicable to both **Property Custodian** and **Property Contact**)



# Click: Enter Query!!



# Enter Custodial Area!!



**Note. Remove Property Contact information and then click execute query.**

Inventory Asset Declarative Resolutions (Larry Gates) - Sunflower Enterprise - Production 5.0.0 - Internet Explorer

https://stfwrdoc.eas.commerce.gov/stfwrdoc/ai\_owa\_html\_xactn\_asset\_changes

File Edit View Favorites Tools Help

Cancel Query Execute Query Recall Last Query Clear Manually List Assets

**Query Criteria**

Assigned  Requested

Cust Area: SAD/N200

Property Contact: Contact ID: Name: GATES LARRY M 26420

Current User: Identifier: Name:

Site: BUILDING: ROOM: Structure Level 3

Manufacturer: Model Number: Description: Serial Number: Barcode #: Unique Name: Resolution Type: Review Campaign:

**Click: Execute Query!!**

**Check all property that were sighted**

Inventory Asset Declarative Resolutions (Larry Gates) - Sunflower Enterprise - Production 5.0.0 - Internet Explorer

https://stfwrdoc.eas.commerce.gov/stfwrdoc/ai\_owa\_html\_xactn\_asset\_changes

File Edit View Favorites Tools Help

Save Enter Query Select All De-select All Show Asset Details Manually List Assets

**Query Results**

Bottom

Choose assets by clicking the Resolve checkbox and then click the [Save] button above

Resolve	Barcode #	Manufacturer	Model Number	Description	Resolution Date
<input type="checkbox"/>	CD0000396028	HEWLETT-PACKARD DEVELOPMENT COMPANY, L.P.	LASERJET 9050DN	PRINTER, LASER	11/09/2015 13:57:25
<input type="checkbox"/>	CD0000396042	HEWLETT-PACKARD DEVELOPMENT COMPANY, L.P.	OFFICEJET 8500	MULTIFUNCTION FAX/PRINTER/SCANNER	11/09/2015 13:57:25
<input checked="" type="checkbox"/>	CD0000396762	HEWLETT-PACKARD DEVELOPMENT COMPANY, L.P.	9050	PRINTER, LASER	11/09/2015 13:57:25
<input type="checkbox"/>	CD0000480517	CTX INTERNATIONAL	EZPRO 580	PROJECTOR	11/09/2015 13:57:25
<input type="checkbox"/>	CD0000506399	DELL INC.	P2210F	MONITOR	11/09/2015 13:57:28
<input type="checkbox"/>	CD0000506400	DELL INC.	P2210F	MONITOR	11/09/2015 13:57:28
<input type="checkbox"/>	CD0000506402	DELL INC.	P2210F	MONITOR	11/09/2015 13:57:28

**Click Save to record your resolution**

Resolve	Barcode #	Manufacturer	Model Number	Description	Resolution Date
<input type="checkbox"/>	CD0000396028	HEWLETT-PACKARD DEVELOPMENT COMPANY, L.P.	LASERJET 9050DN	PRINTER, LASER	11/09/2015 13:57:25
<input type="checkbox"/>	CD0000396042	HEWLETT-PACKARD DEVELOPMENT COMPANY, L.P.	OFFICEJET 8500	MULTIFUNCTION FAX/PRINTER/SCANNER	11/09/2015 13:57:25
<input checked="" type="checkbox"/>	CD0000396762	HEWLETT-PACKARD DEVELOPMENT COMPANY, L.P.	9050	PRINTER, LASER	06/23/2016 05:53:57

## Recording Inventory Assets Confirmed Unaccounted Resolutions

Confirmed Unaccounted are used to remove open resolutions from the Review Campaign Property Base Report. This resolution will be used for unsighted Property deemed missing, lost or stolen.

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

### To create a **Confirmed Unaccounted Resolution**

Select: Sunflower Enterprise Forms.

**Sunflower**Enterprise Sunflower Enterprise - Production 4.5.0.0

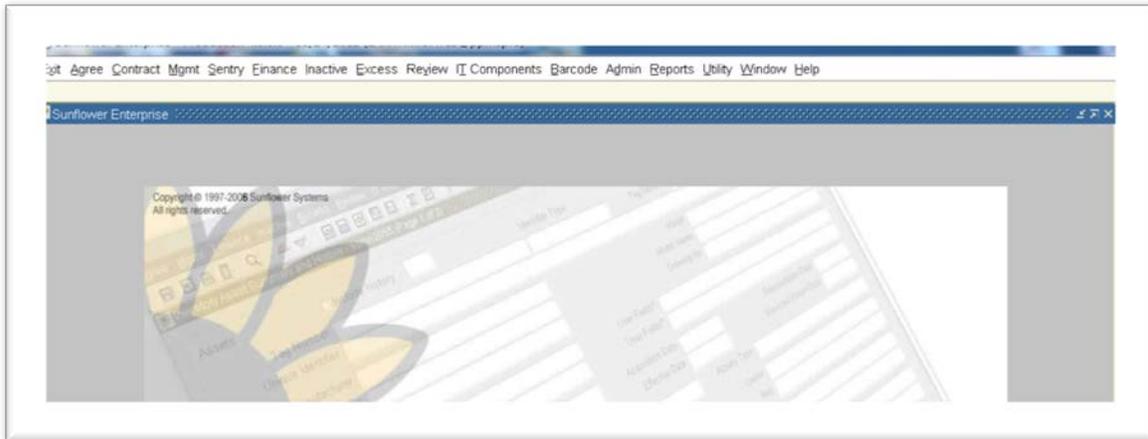
Welcome: Larry Oates

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](#)

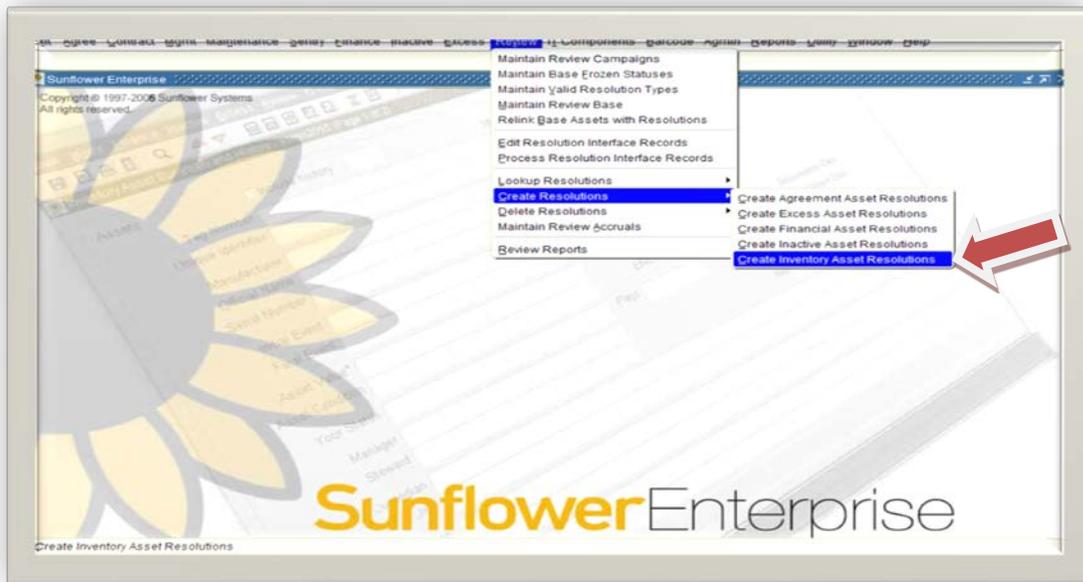
[Logoff](#)

Click Review.



Click Create Resolutions.

Click Create **Inventory Asset Resolutions**



Select **Confirmed Unaccounted.**

Tab

Justification: select Lost /Stolen / Missing.

Enter and select your Last Name.

Screenshot of Sunflower Enterprise software showing the 'Create Inventory Asset Resolutions' form. The 'Resolutions' section has 'Type' set to 'CONFIRMED UNACCOUNTED', 'Justification' set to 'LOST / STOLEN / MISSING', and 'Authorized By' set to '264420'. The 'Assets' section is a table with columns for 'Barcode #', 'Manufacturer / Model / Official Name\*', 'Location\*', 'Stock Number', 'Quantity', and 'Unit of Measure'. A red arrow points to the 'Barcode #' column header.

Enter - The barcode or barcodes in the Barcode field of the Property block.  
 Click - The Tab key and the Property information automatically populates.  
 Click – F10 to Save.  
 Sunflower will check Ok in the check box next to the barcode.

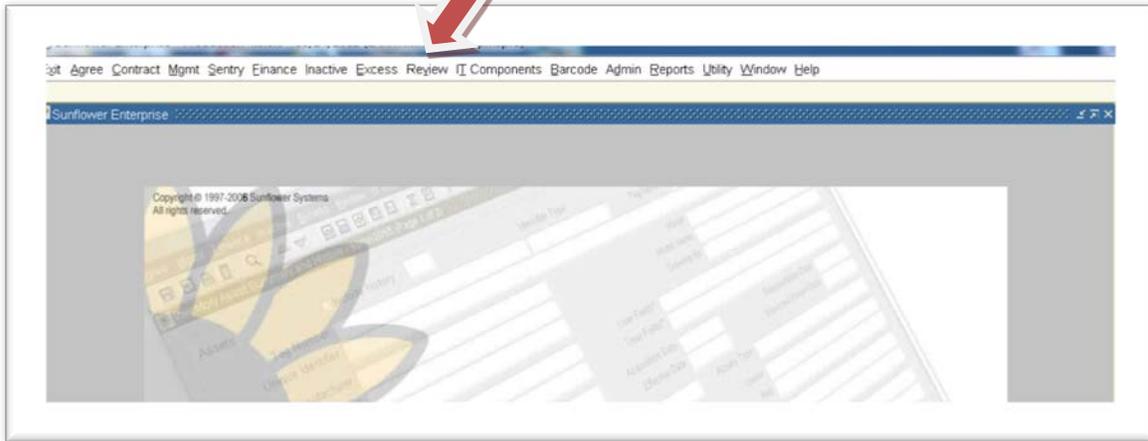
## Recording Agreement Assets Resolutions

To create an Agreement Asset Resolution

Select: Sunflower Enterprise Forms.

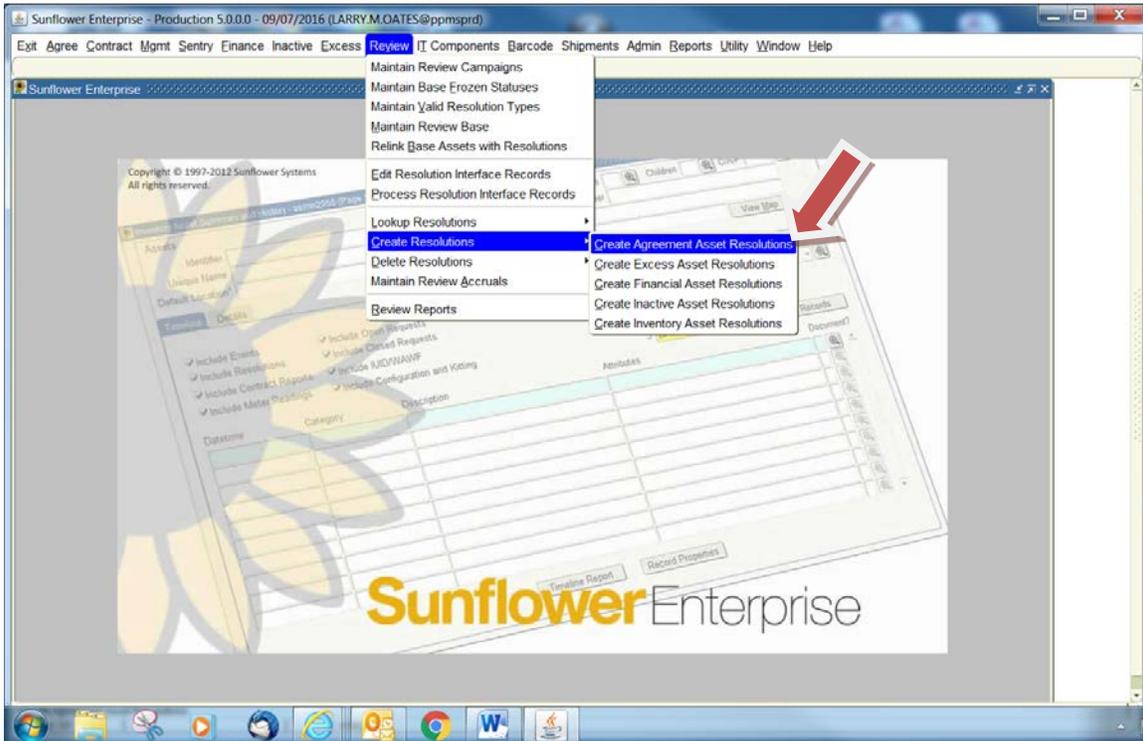
Screenshot of the Sunflower Enterprise login page. The page displays the Sunflower Enterprise logo and the text "Sunflower Enterprise - Production 4.5.0.0". Below the logo, it says "Welcome: Larry Oates". A blue banner reads "To enter, click one of the the links below." A list of links is provided: "Sunflower Enterprise Forms", "Sunflower Enterprise Reports", "Sunflower Enterprise HTML Transaction Pages", "Stock Asset Management", "Search Attachments and Comments", and "CD 50 / 52 Transaction Menu". A red arrow points to the "Sunflower Enterprise Forms" link. A "Logoff" link is at the bottom left.

Click Review.

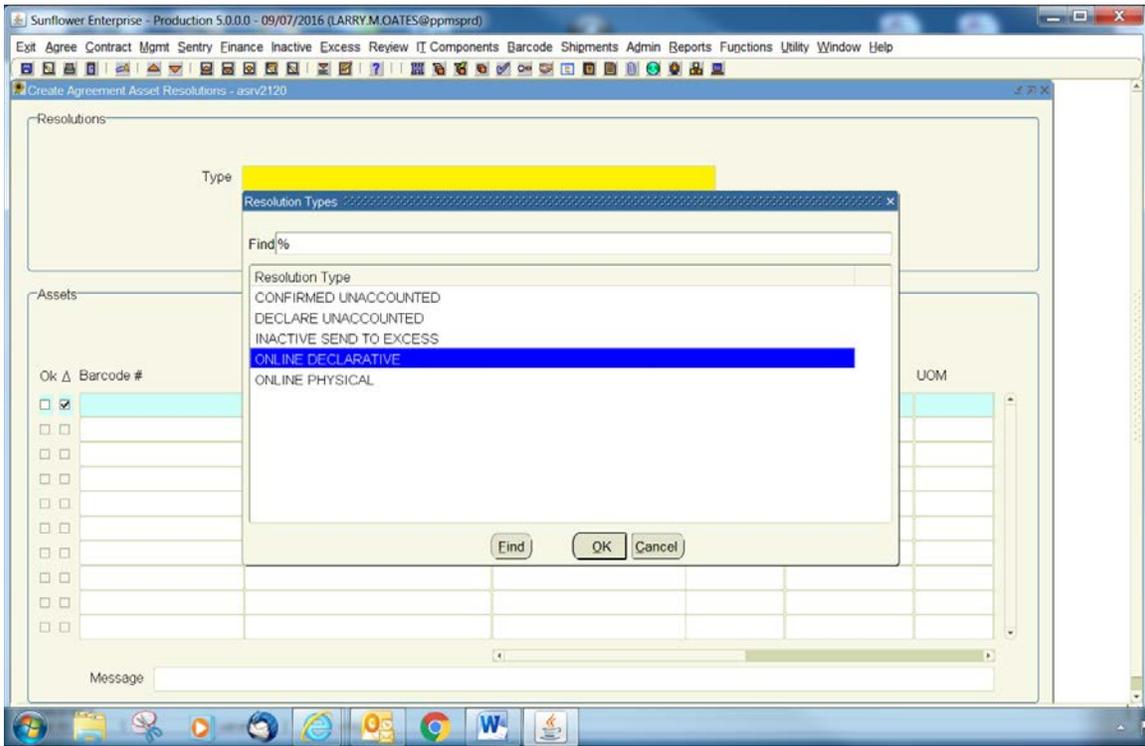


Click Create Resolutions.

Click Create **Agreement Asset Resolutions** for GSA Leases and leased equipment

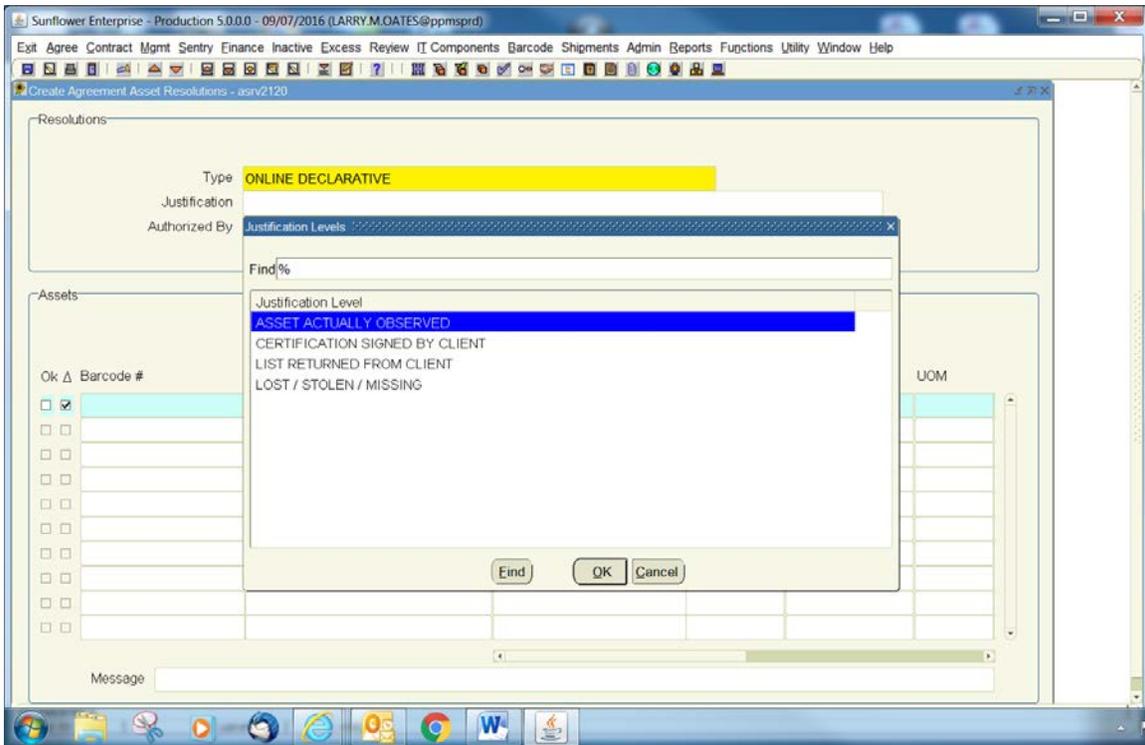


Select one following: **Online Declarative, Online Physical or Confirmed Unaccounted**



Tab

Select applicable Justifications: Asset Actually Observed or Lost /Stolen / Missing.



Enter and select your Last Name.

Screenshot of Sunflower Enterprise software showing the 'Create Inventory Asset Resolutions' form. The 'Resolutions' section has 'Type' set to 'CONFIRMED UNACCOUNTED', 'Justification' set to 'LOST / STOLEN / MISSING', and 'Authorized By' set to '264420'. The 'Assets' section is a table with columns for Barcode #, Manufacturer / Model / Official Name\*, Location\*, Stock Number, Quantity, and Unit of Measure. A 'Message' field is at the bottom.

Enter - The barcode or barcodes in the Barcode field

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

Click – F10 to Save.

Sunflower will check Ok in the check box next to the barcode.

## **Review Resolution Summary Report**

This Review Resolution Summary report provides a summary of all recorded inventory resolutions. There should be no “**OPEN**” resolutions reflected on this report. This report will be submitted as an attachment in the completed inventory packaged.

The PC will login to Sunflower.

Select “Sunflower Enterprise Reports”.

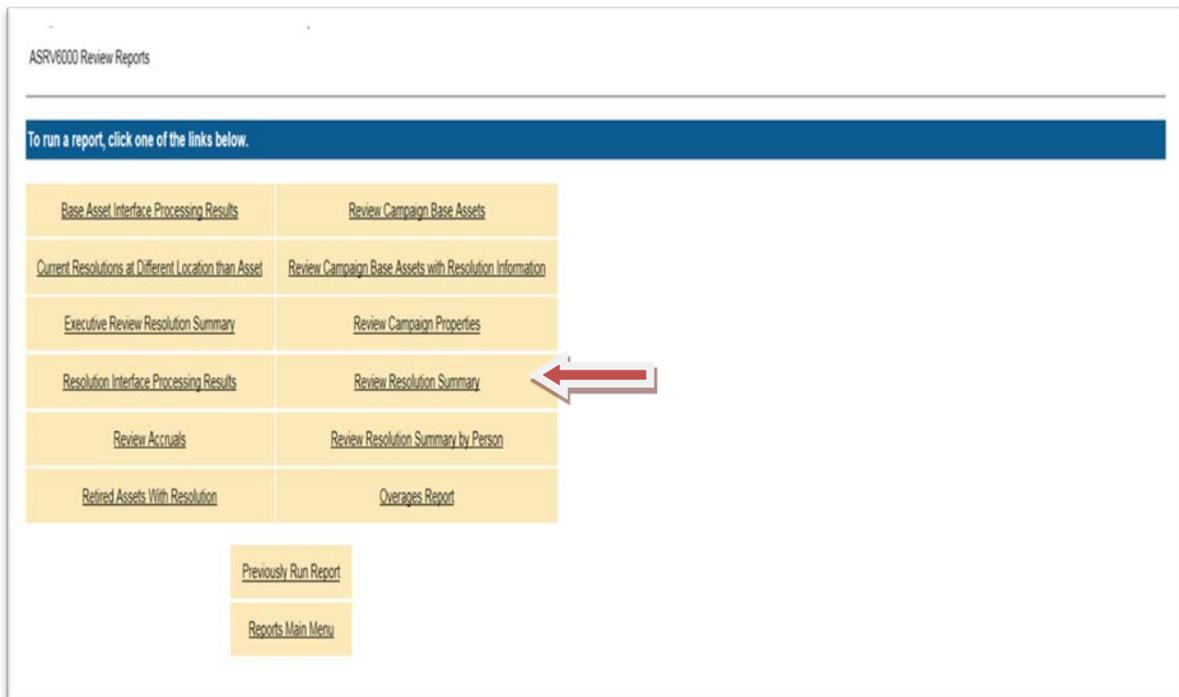
To enter, click one of the the links below.

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

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



Select – “Review Resolution Summary”.



Click on Tab: Review Campaign

1. Select: Fiscal Year Review Campaign for your Line Office.



Click on Tab: Responsibility and Accountability

1. Enter custodial area number.



Click on File Output.

1. Select PDF.
2. Click Submit.



1. Click Execute.
2. Print Report.

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	27.50	\$ 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	47.37	\$ 99,229.21	39.17
<b>Subtotal</b>	<b>27</b>		<b>\$ 129,211.61</b>	
<b>% of Totals</b>	<b>40.70</b>			<b>37.41</b>

ONLINE DECLARATIVE

Flags	Count	% by Count	Value	% by Value
Sensitive	19	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	60.88
<b>Subtotal</b>	<b>39</b>		<b>\$ 214,293.57</b>	
<b>% of Totals</b>	<b>58.21</b>			<b>62.08</b>

CHANCE STEWARD

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
<b>Subtotal</b>	<b>1</b>		<b>\$ 1,662.00</b>	
<b>% of Totals</b>	<b>1.49</b>			<b>.48</b>

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	\$ 91,599.53	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	\$ 253,567.68	100.00
<b>Subtotal</b>	<b>67</b>		<b>\$ 345,167.18</b>	
<b>% of Report Totals</b>	<b>100.00</b>			<b>100.00</b>

**Submitting the Annual Inventory Package**

At the completion of the Annual Inventory, the PC will certify and submit to their PAO the below attachments:

- Inventory and UPR Certification, (signed and dated by the PAO and PC)
- Review Resolution Summary Report (with no Open Resolution)
- UPR and CWIP UPR Printout (with no payments older than 45 days)
- BOR package for all Confirmed Unaccounted Resolutions.

The PAO will certify and submit to the Staff/Line Office Property Manager.

The inventory results will be submitted electronically using the “Sunflower Inventory Certification Document Storage and Approval Process”

Property Accountability Officer and the Property Custodian will retain a copy of the complete inventory package for future audits.

# 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

**Unsighted (Lost, Missing or Stolen) assets: # \_\_\_\_\_ and total acquisition value  
 \$ \_\_\_\_\_**

**Inventory Checklist:**

- 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)
- Copy of BOR packages (If unsighted assets were reported)

**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:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Rev FY2017

## 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 log into Sunflower.
2. Go the CD-50/52 Transaction Menu.
3. Click “to create physical inventory certification”.

 <b>Sunflower Enterprise - Production</b> <b>Smc Noaouser</b>
<a href="#">Click</a> to request a change of asset detail
<a href="#">Click</a> to request creation of an asset
<a href="#">Click</a> to request an excess receival
<a href="#">Click</a> to request retirement of asset
<a href="#">Click</a> to maintain comments
<a href="#">Click</a> to maintain pictures/attachments
<a href="#">Click</a> to create physical inventory certification 
<a href="#">Click</a> to accept/deny a change of asset detail request
<a href="#">Click</a> to accept/deny excess receival request
<a href="#">Click</a> to accept/deny retirement of assets
<a href="#">Click</a> to accept/deny a physical inventory certification

4. Select the custodial area for this certification:

The screenshot shows a web browser window with the Sunflower Enterprise - Production 4.5.0.0 interface. The page title is "Smc Noauser" and the main heading is "Create Inventory Certification". There are two dropdown menus: "Custodial Area" and "Review Campaign". The "Review Campaign" dropdown is open, showing three options: 54005M003, 54007M001, and 540IQE510.

5. Select the Review Campaign for this certification:

The screenshot shows the same web browser window as above. The "Review Campaign" dropdown is open, showing three options: 2010 OAR ANNUAL INVENTORY, 2010 OCFO ANNUAL INVENTORY, and 2010 OCIO ANNUAL INVENTORY.

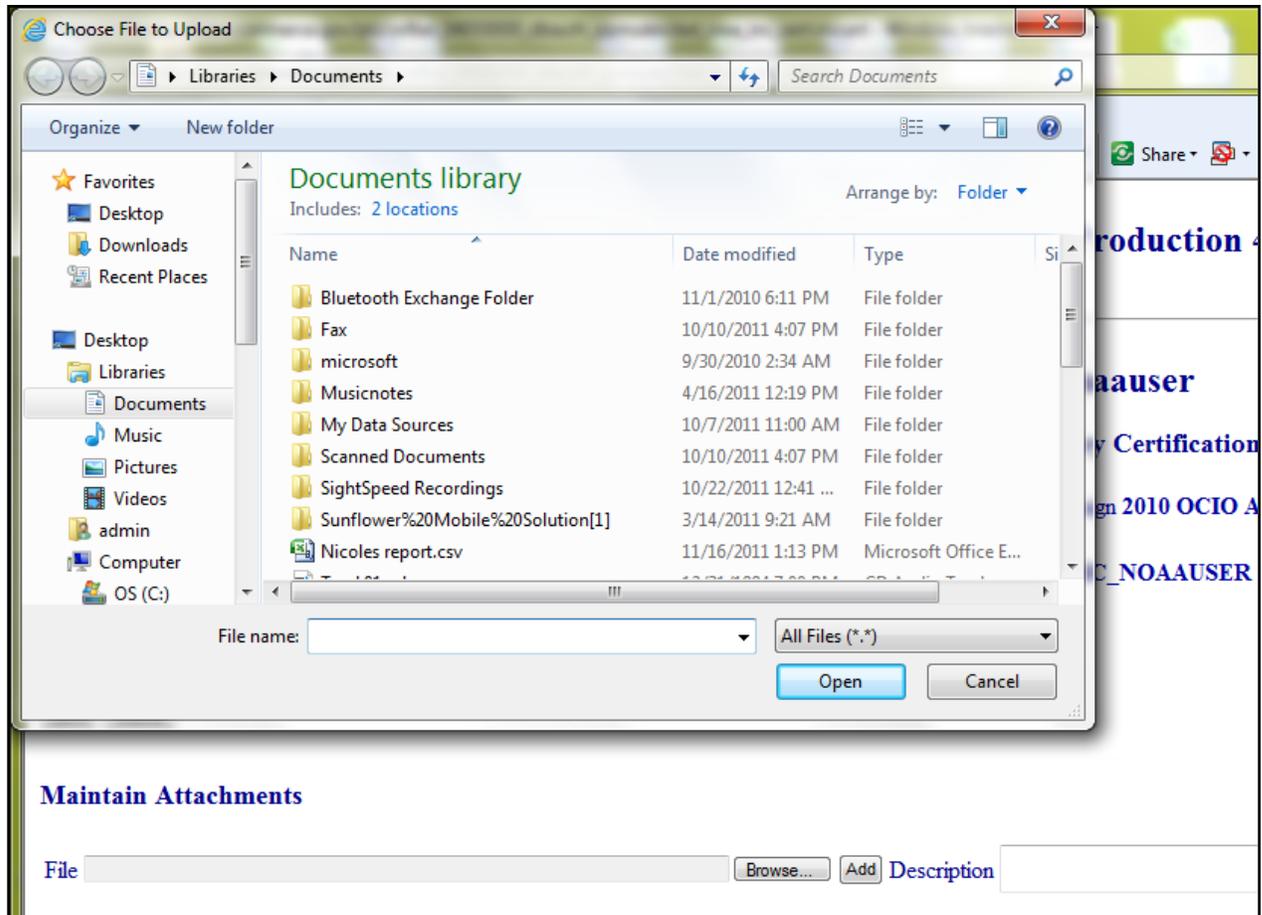
**NOTE** – The Property Custodian can save this certification at any time by clicking the **Save** button, and then return to it by repeating steps 1-5 above.

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

The screenshot shows a web interface for managing inventory. At the top right, there is a 'Create' link. Below it, the text 'Custodial Area 5430BN400 Rev' is displayed. Further down, the status is shown as 'Status Created Created By NOAAUSER'. A 'Comments' section contains a text area with the placeholder text 'YOUR COMMENTS GO HERE' and a vertical scrollbar. Below the text area are 'Save' and 'Submit' buttons. A 'Maintain Attachments' section follows, featuring a 'File' input field, a 'Browse...' button, an 'Add' button, and a 'Description' label.

- 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 current CWIP UPR Report

8. 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**.

**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
<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-** The Property Custodian may delete an attachment by clicking the **Delete** button, and clicking **SAVE**.

**Maintain Attachments**

File    Description

<input type="button" value="Save"/>	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 have submitted, the Property Custodian cannot make any changes unless the PAO denies the Certification. Only one certification is allowed per Custodial Area per Review Campaign.

**Comments**

YOUR COMMENTS GO HERE

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

**Smc Noauser**

**Create Inventory Certification**

Custodial Area **5430BN400** Review Campaign **2011 NMFS ANNUAL INVENTORY**

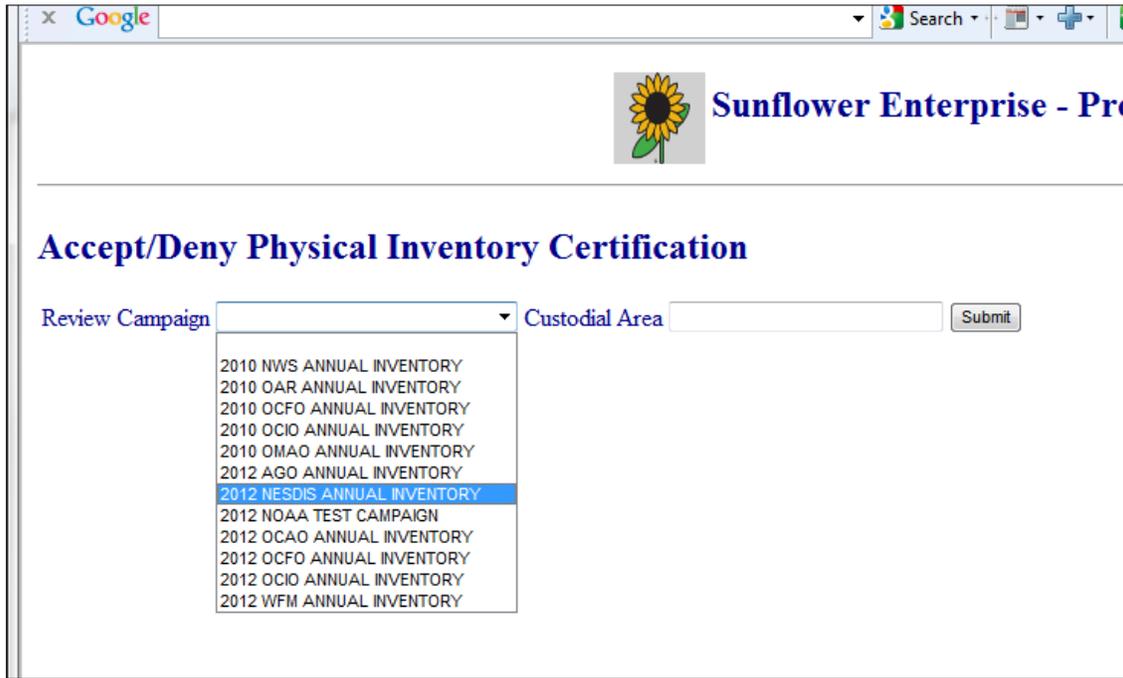
Status **Waiting for PAO Approval** Created By **NOAAUSER SMC SMC\_NOAAUSER** Created On **11/17/2011 09:01:31**

## 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”.

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

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



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.



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		<input type="text"/>	<input type="button" value="Browse...."/>	<input type="button" value="Add"/>	Description <input type="text"/>
<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**.

## 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		

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.

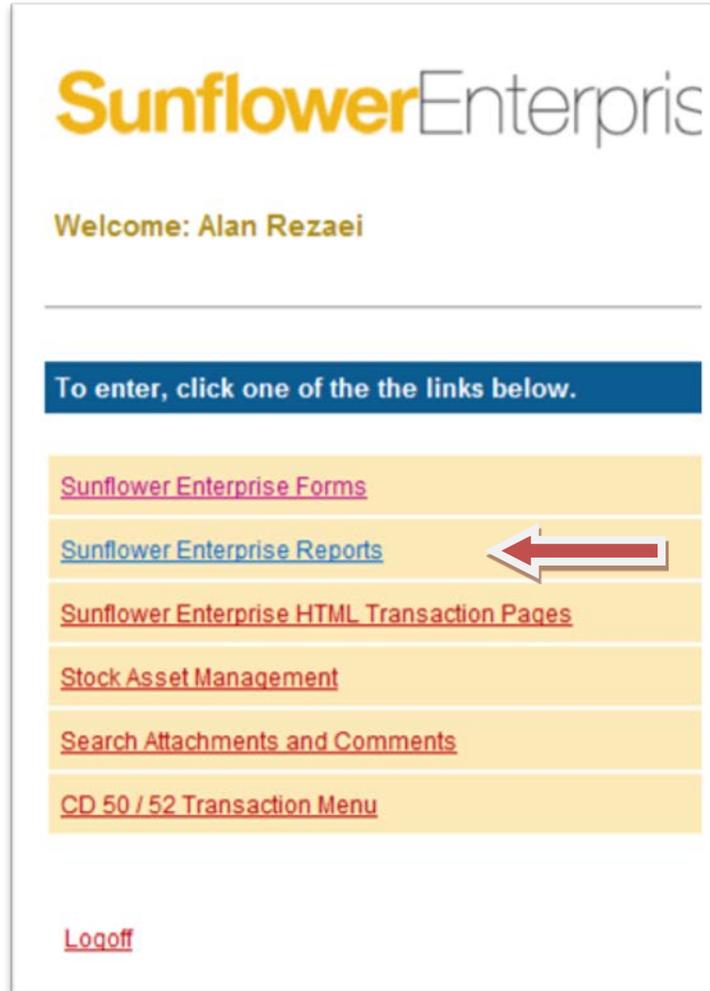
**Approvers Information**

Accept	Deny	Organization	Approver	Date	Comments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	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		

Save

## **Running Sunflower Inventory Certification Reports**

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



2. Click on User Defined Reports.

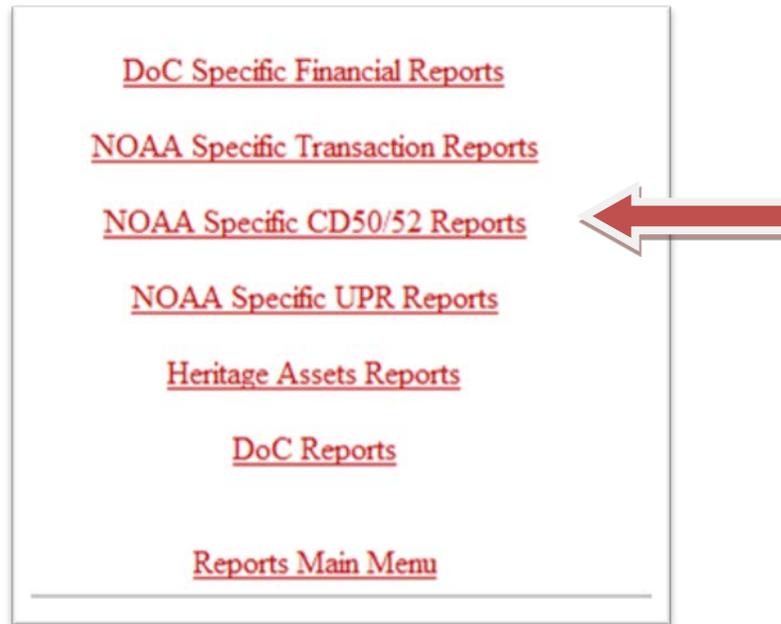
Sunflower Enterprise Sunflow

ASUT6000 Reports Main Menu

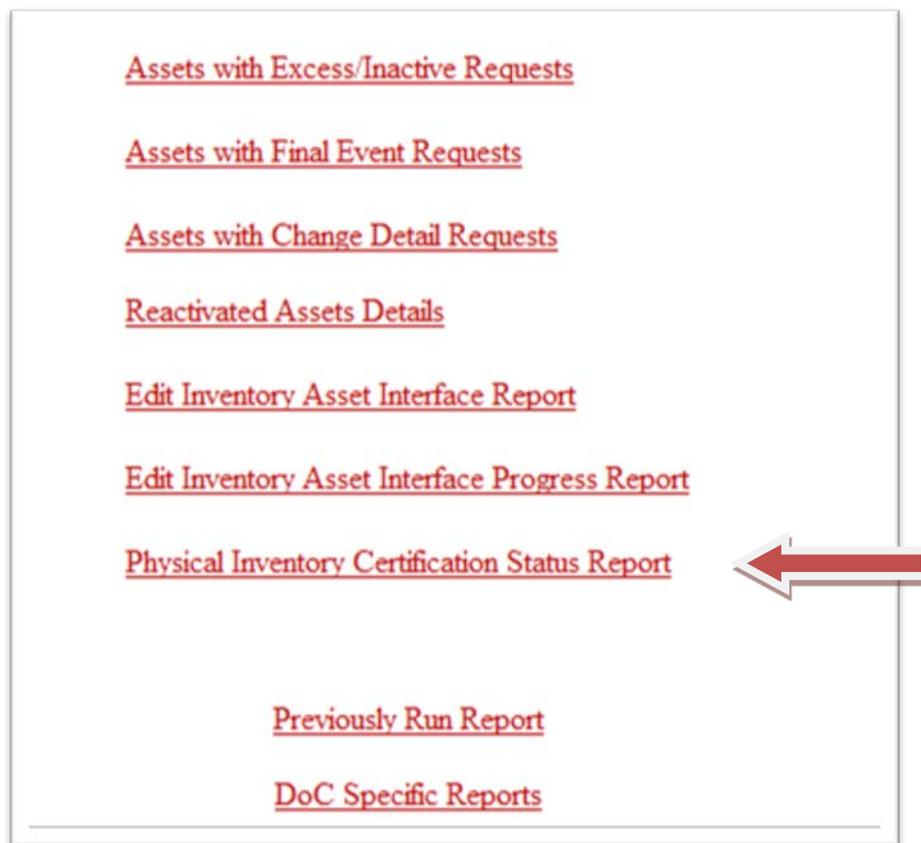
To access a report menu, click one of the links below.

- [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.



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

The screenshot shows the Sunflower Enterprise interface for generating a report. The title is "Sunflower Enterprise" with "Sunflower" in orange and "Enterprise" in grey. Below the title, it says "Sunflower Enterprise - Production 4.5.0.0 NOAA Specific CD50/52 Reports". The report title is "EXT8070 Physical Inventory Certification Status Report". A blue banner asks "How Would You Like to Select the Assets that Appear on the Report?". Below this are four selection fields: "Review Campaign" (dropdown menu set to "ALL"), "Line office" (dropdown menu set to "ALL"), "Organization" (text input field), and "Status" (dropdown menu with a list of 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"). The "Status" dropdown is currently open, showing the list of options. At the bottom left are "Submit" and "Reset" buttons. At the bottom right 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: [Text Input]

Status: ALL

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

Submit Reset

[NOAA Specific CD50/52 Reports](#)

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**

<b>Selected by</b>	<b>Value</b>
Review Campaign	ALL
Line Office	ALL
Organization	
Status	Completed

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:

```

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

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