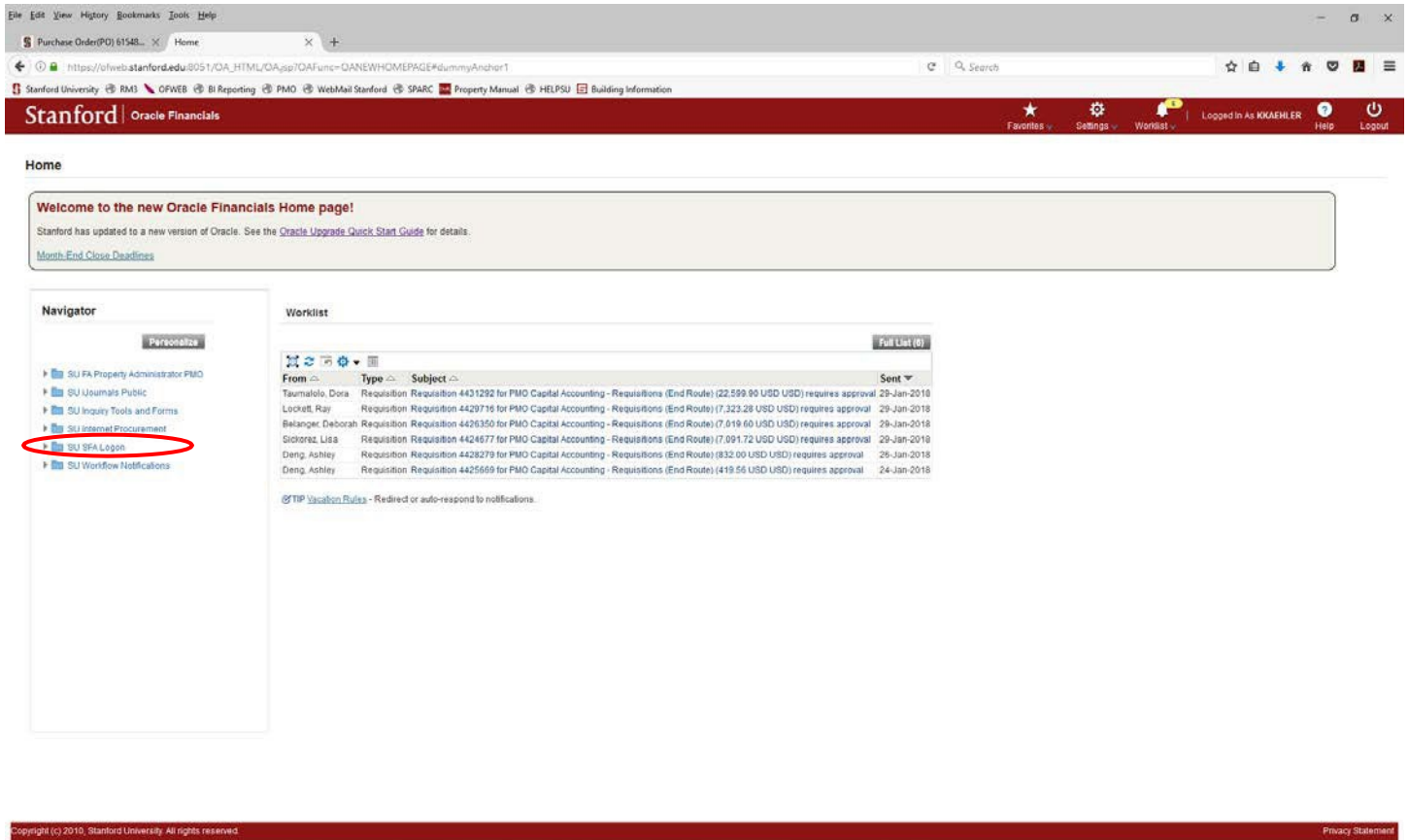


SUNFLOWER USER GUIDE

Accessing Sunflower Enterprise Assets

For use with Stanford
property only

Sunflower User Guide

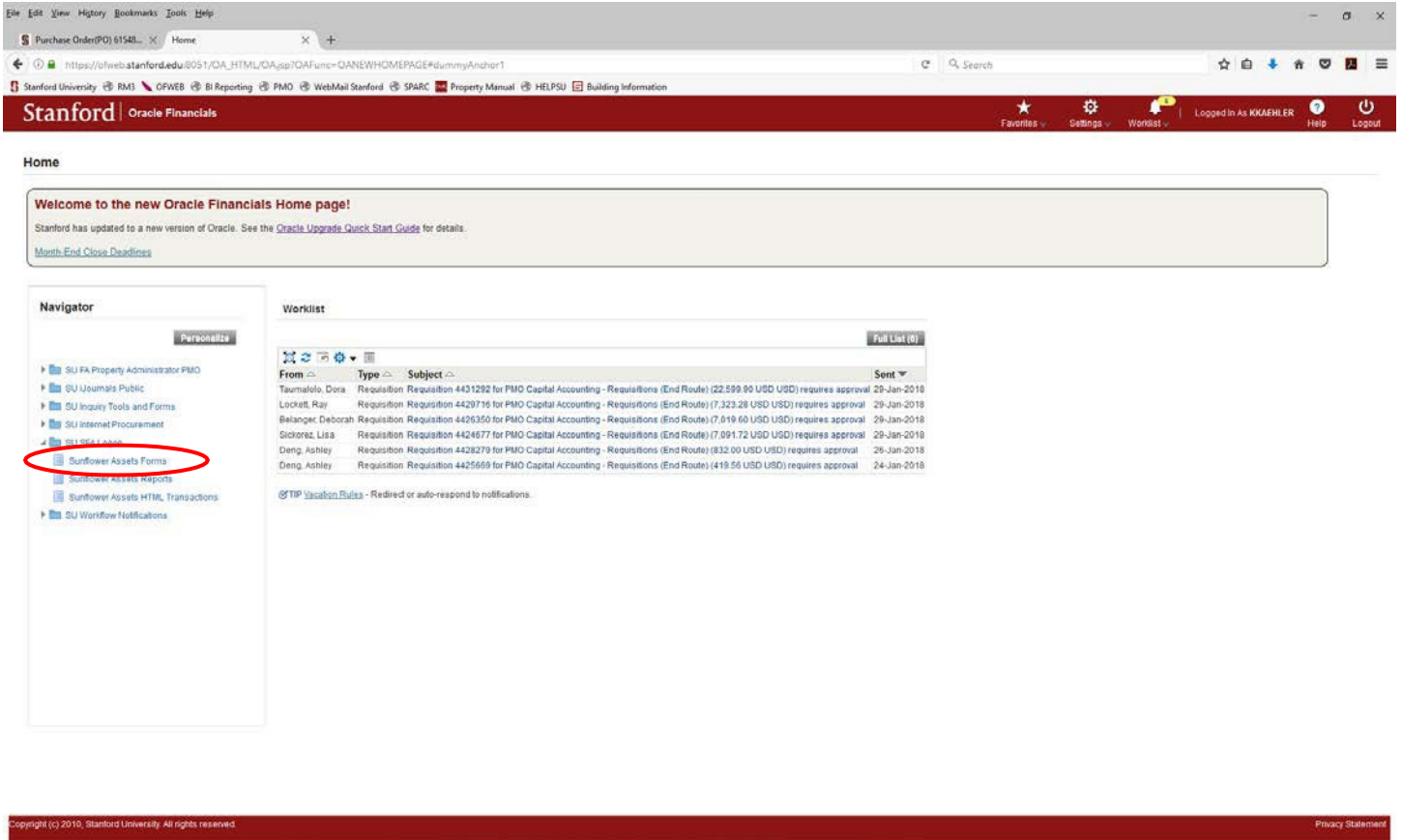


Access to Sunflower is through the Oracle Financials portal, which can be found by typing in 'ofweb' into your browser or by typing ofweb.stanford.edu in the address bar of your internet browser (when in the campus network).

Click on the [SU SFA Logon](#) link.

Note: Sunflower, as with all other Oracle applications, works best in Mozilla Firefox.

Sunflower User Guide



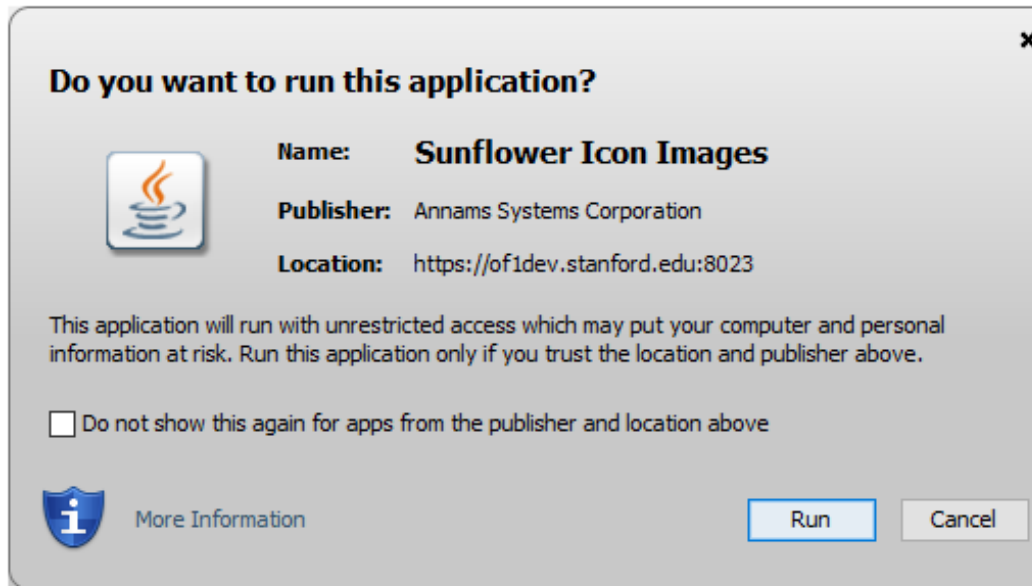
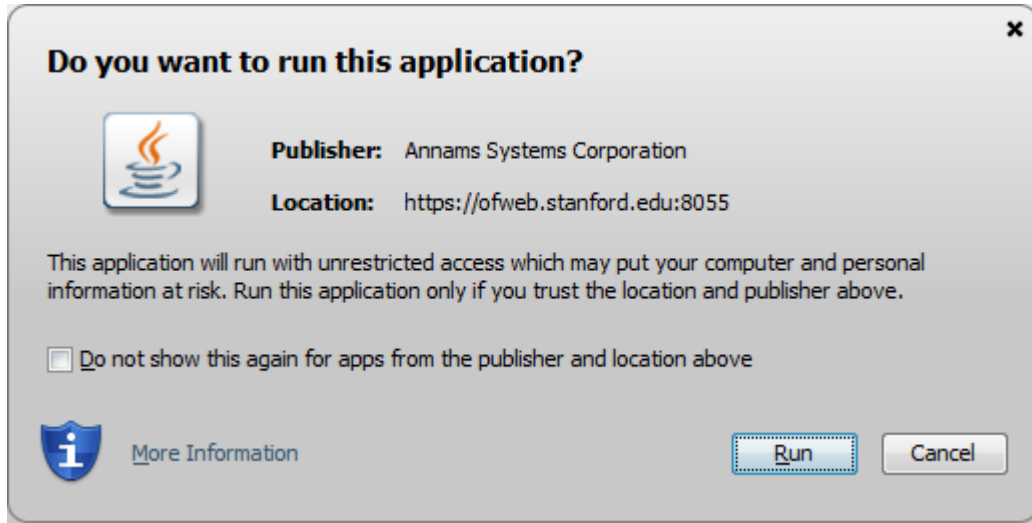
The above screen will appear. There are three choices for Sunflower entry. Forms, Reports, and HTML Transactions. Unless you only wish to run a report, the best choice is to access via Forms – reports can be accessed from there as well.

This action will open one internet browser window and will launch a java application. It is important that the windows remain open for the system to work. They may be minimized but should not be closed.

Note: HTML Transactions is currently not in use, so this link is inactive. Also, some people who have been granted reporting access only will see only the Reports link.

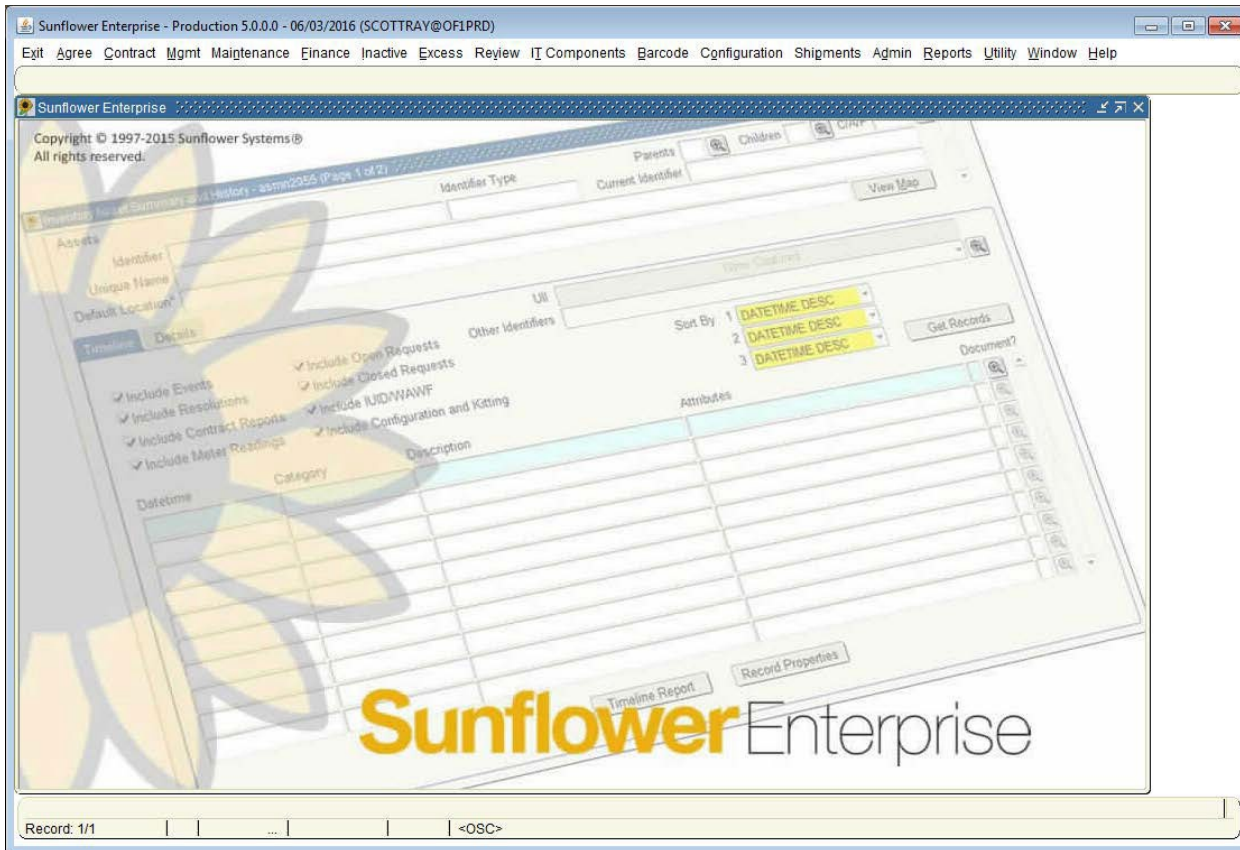
If you encounter an error message, please contact your PPM.

Sunflower User Guide



This is an example of the two prompts you will see after you click on the Sunflower Assets Forms link. Be sure to select 'run' on each.

Sunflower User Guide



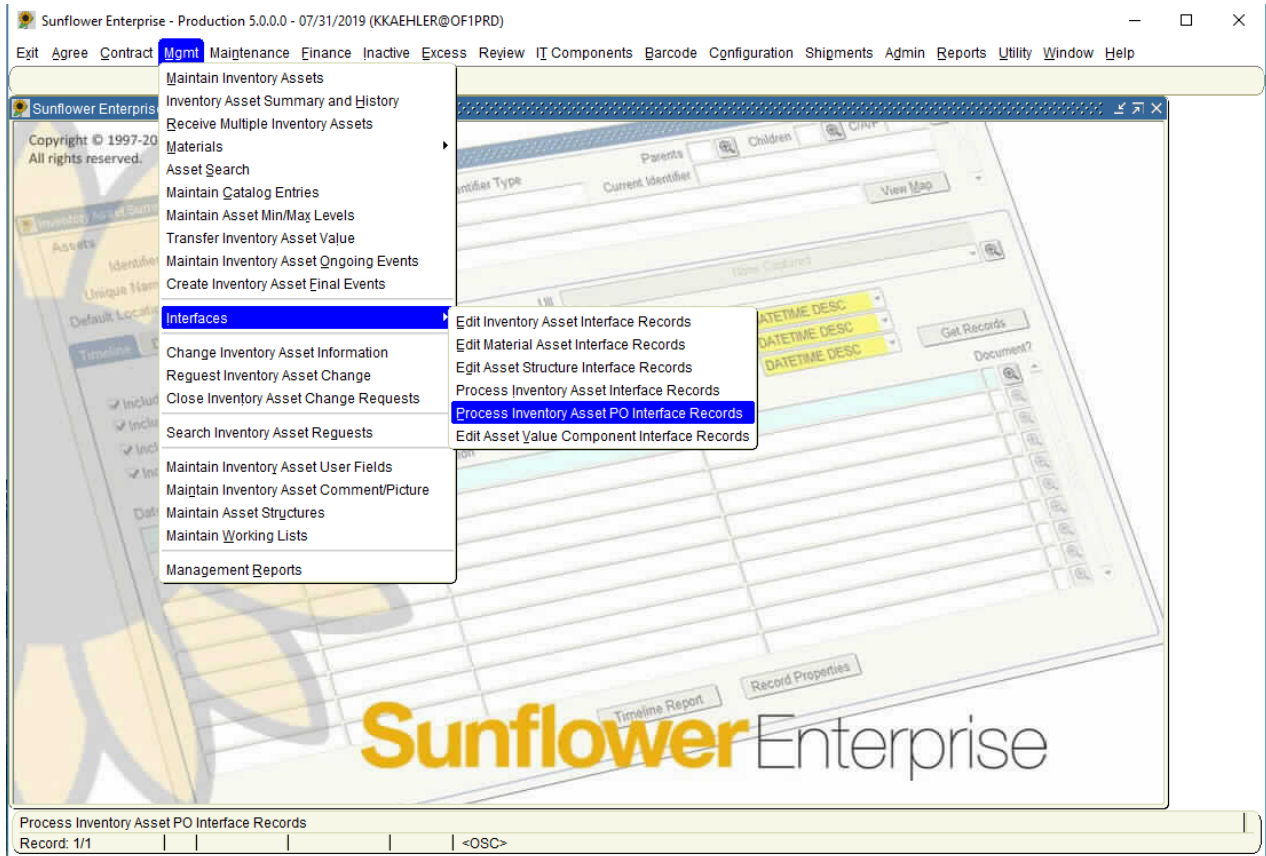
This is the screen you will see once you have successfully logged into Sunflower.

SUNFLOWER USER GUIDE

Creating Records through the PO Interface

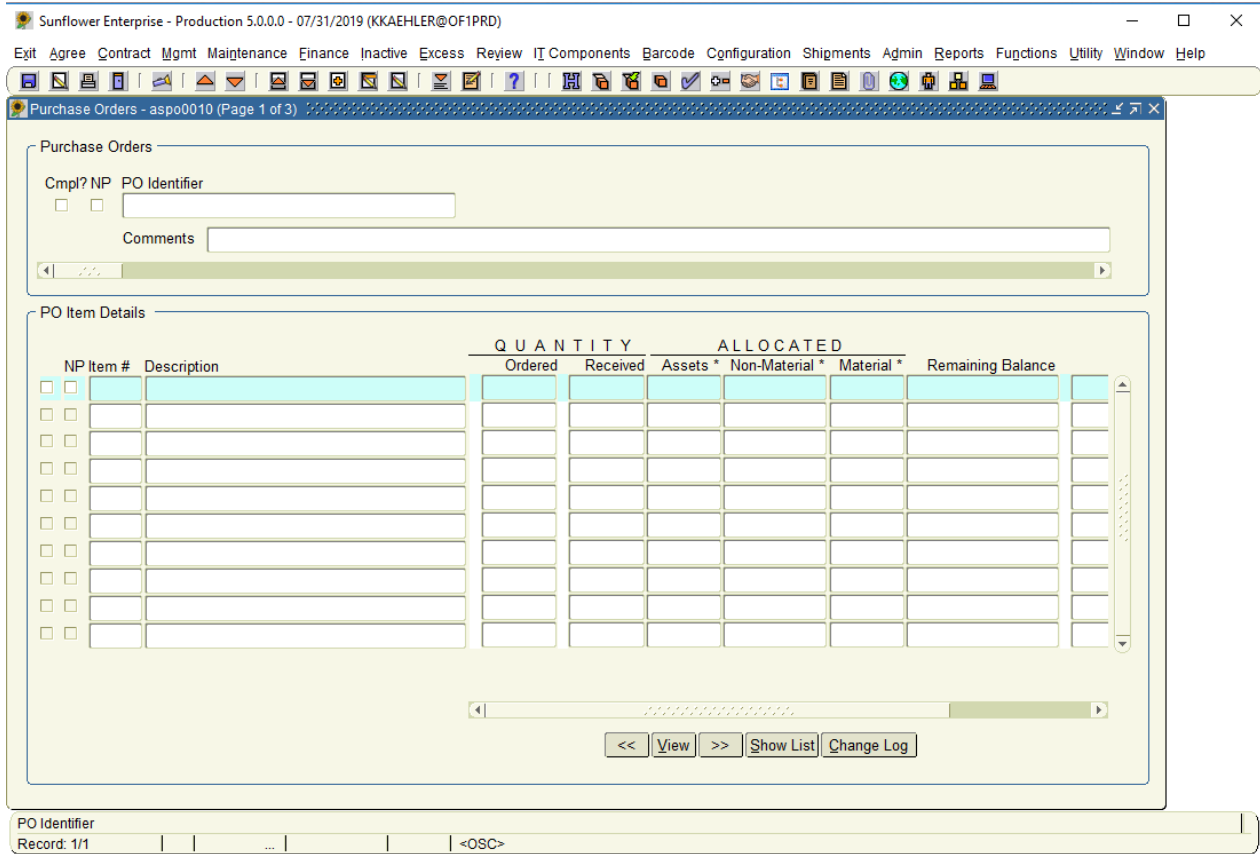
For use with Stanford
property only

Sunflower User Guide



From the Mgmt pull-down menu, select the choice “Interfaces” then “Process Inventory Asset PO Interface Records”.

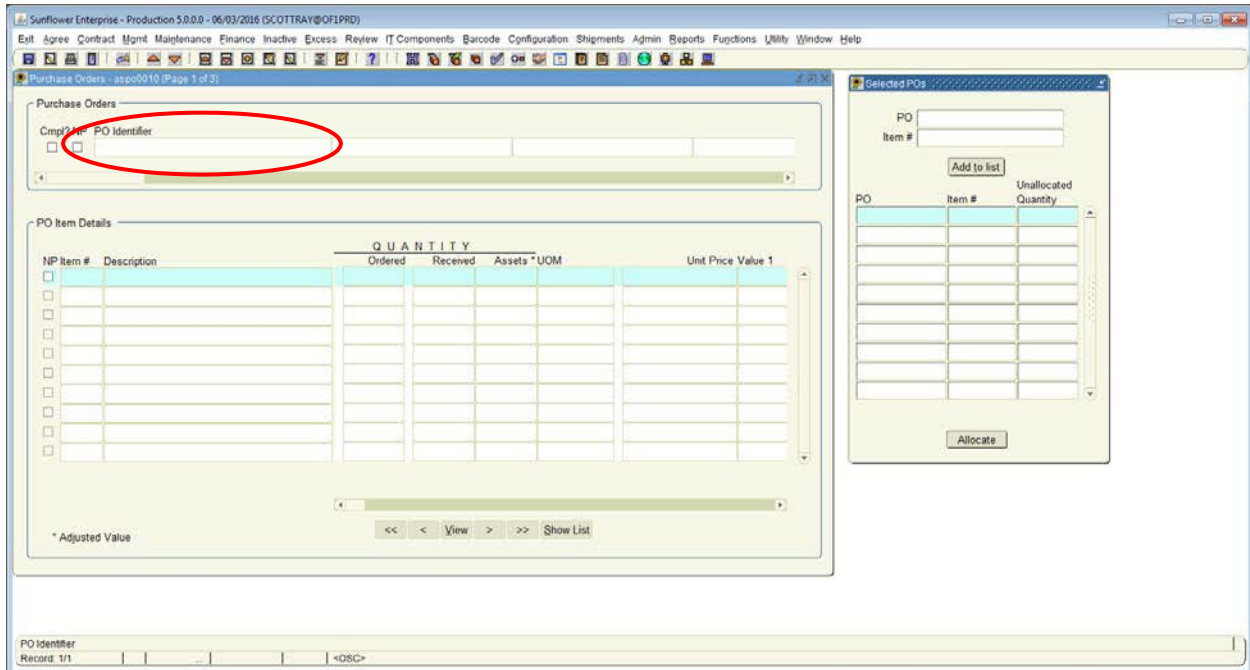
Sunflower User Guide



To make the screens more user-friendly, it is recommended that you maximize the size of the active window. To do this, click on the box shape in the upper right corner of the active screen.

There are three symbols here, a “minus sign”, a “box”, and an “X”. Click on the one that looks like a box.

Sunflower User Guide



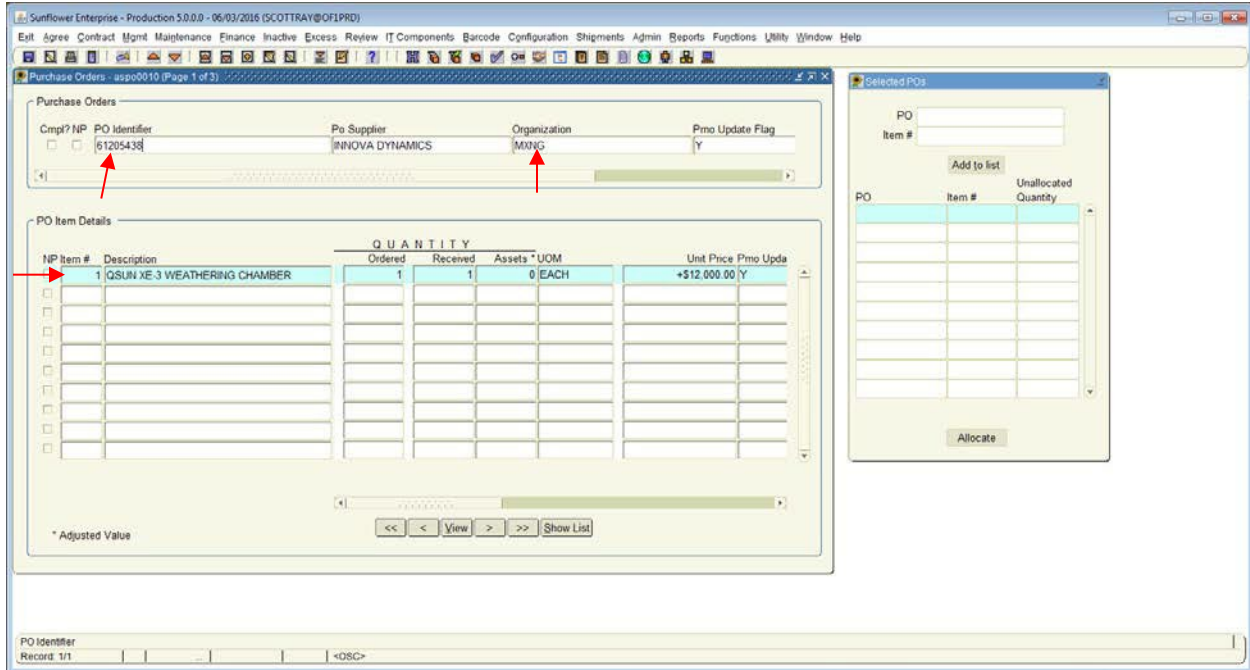
The next step is to enter the PO number in the PO field. Then hit the 'enter' or 'tab' key on your keyboard.

If the PO is available in the interface, the information will populate in the data fields (see next page)

If the PO is not in the interface, you will receive an error message stating "no identifier found"

Note: It takes an overnight process in Oracle Financials for a PO to migrate into Sunflower after it has been received in the iProcurement system.

Sunflower User Guide

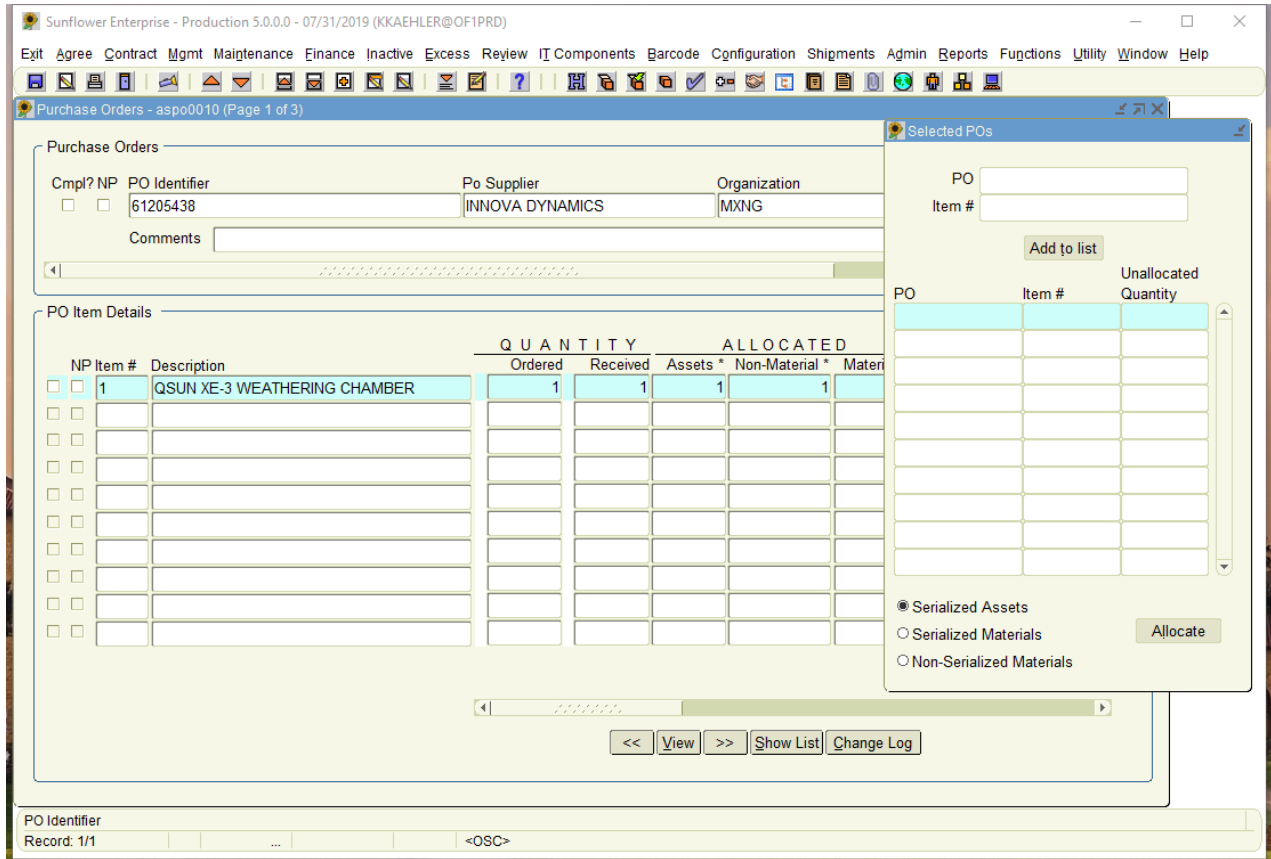


Here is an example of a PO in the interface. Notice that in the header box the PO number, the Supplier, and the four-alpha org code appear. The PO lines appear below, in the PO Item Details screen.

Note: You can search for POs using the 4-alpha org code as well. To do this, click on the flashlight icon, hit the tab key twice to position the cursor in the correct field, enter the org code with a % sign on both sides of it (for example %WZAU%), and click the flashlight icon again. All POs that involve that org will be available to view and process. Place the cursor in the PO number field, and use the up and down arrow keys on your keyboard to scroll through the POs.

Hint: When you first click the flashlight icon, the titles of the fields may disappear. This is OK, just hit tab twice to place the cursor in the correct field.

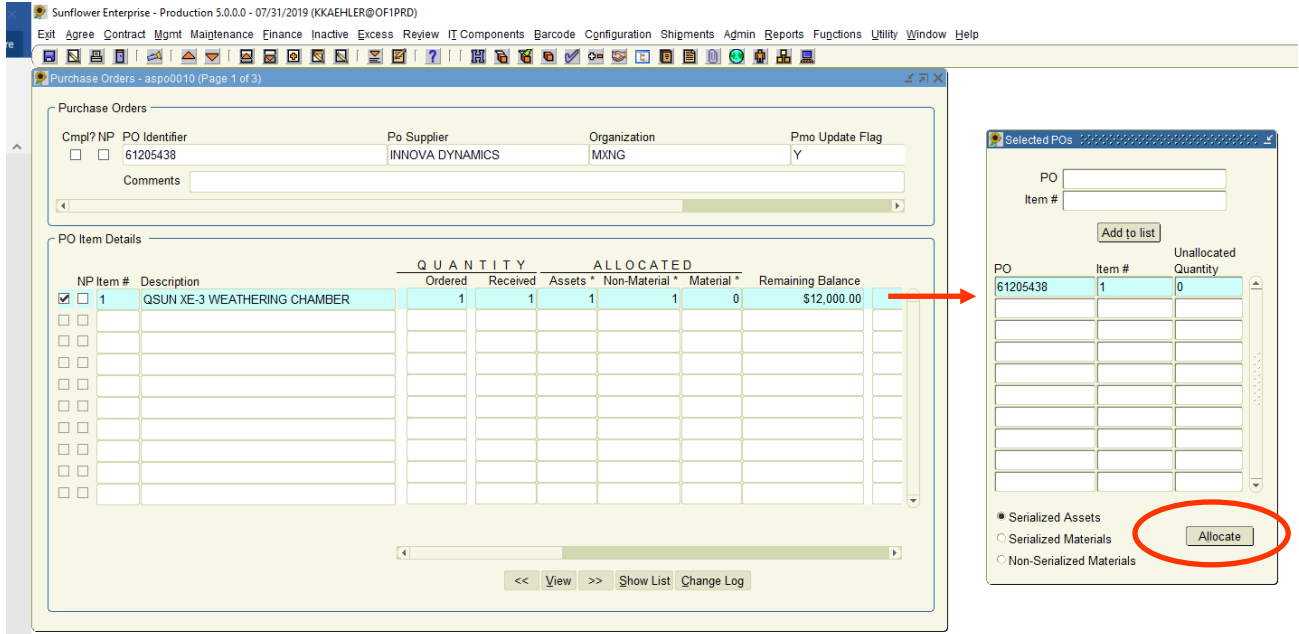
Sunflower User Guide



Click the small box to the far left of the line you wish to include on your record. Repeat this action for each line you wish to include in the asset record.

Note: If *ALL* of the lines in the PO should be included, you can move them all at once by using the ">>" button. If you move a line into the Allocation screen in error, you can remove it by highlighting it in the Allocation screen, and clicking on the "<<" button.

Sunflower User Guide



Notice that the line(s) selected have entered the Allocation screen. Once you have all of the lines you want in the Allocation screen, click the “Allocate” button.

Note: If more than one PO is involved in the asset being recorded, before hitting the “Allocate” button, you may search for and process additional POs, again selecting the lines to move into the Allocation screen. The Allocation screen can hold as many lines from as many POs as necessary.

Hint: If your asset involves multiple POs, make sure all of the POs are in the PO Interface before you begin the process.

Sunflower User Guide

The screenshot displays the Sunflower Enterprise Asset Information Entry screen. The interface is divided into several sections:

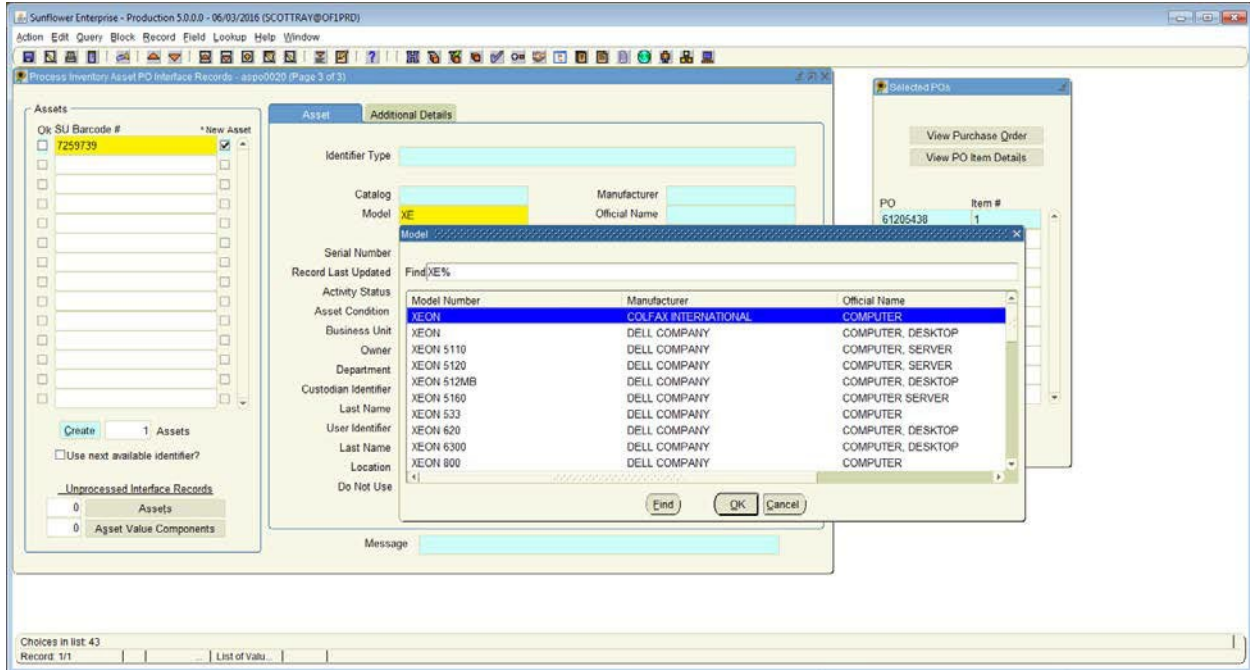
- Assets:** A table with columns "OK SU Barcode #" and "*New Asset". One row is highlighted in yellow. A red arrow points to this row.
- Asset:** A form with tabs for "Asset" and "Additional Details". The "Asset" tab is active, showing fields for Identifier Type, Catalog, Model, Manufacturer, Official Name, Serial Number, Record Last Updated (06/03/2016), Activity Status, Asset Condition, Business Unit, Owner, Department, Custodian Identifier, Last Name, User Identifier, Location, and Do Not Use. A red arrow points to the Identifier Type field.
- Selected POs:** A window with buttons for "View Purchase Order" and "View PO Item Details", and a table with columns "PO" and "Item #". One row is visible with PO 61205438 and Item # 1.

At the bottom of the main window, a status bar shows "The tracking Identifier assigned to the interest asset" and "Record: 1/1".

This is the Asset Information Entry screen, where you will input the physical information about the asset. In the background, all of the lines you have allocated for this record are “rolled together” financially into this single record.

Enter the SUID tag number (the last seven digits of the barcode tag) in the “Tag Needed” field. When completed hit the ‘tab’ key, creating the framework for the Asset Record and moving your cursor to the Identifier Type field.

Sunflower User Guide



In this example, the first two characters of the model number are “XE”. When that is entered in the field, and we double-click, we get a list of all model numbers that begin with XE. Simply scroll down the list, highlight the manufacturer/model/description you want, then click the OK button.

Note: If the model number you need is not on the list, and you’ve verified that the number is correct, please contact your PPM to have the new model number added to the database. This is a real-time entry, and the selection will be immediately available for you to use.

Sunflower User Guide

Sunflower Enterprise - Production 5.0.0.0 - 06/03/2016 (SCOTTRAY@OF1PRD)

Action Edit Query Block Record Field Lookup Help Window

Process Inventory Asset PO Interface Records - aspo0020 (Page 3 of 3)

Assets

Ok: SU Barcode # * New Asset

7259739

Create 1 Assets

Use next available identifier?

Unprocessed Interface Records

0 Assets

0 Asset Value Components

Asset Additional Details

Identifier Type TAGGABLE

Catalog 15114 Model XE-3

Manufacturer INJOVA Official Name WEATHERING CHAMBER

Serial Number Acquisition Date

Record Last Updated 06/03/2016 Today's Date

Activity Status IN SERVICE Flags

Asset Condition

Business Unit

Owner

Department

Custodian Identifier

Last Name First Mid

User Identifier

Last Name First Mid

Location

Do Not Use

Message

Selected POs

View Purchase Order

View PO Item Details

PO	Item #
61205438	1

The identifier assigned to the catalog
Record 1/1

Notice that all of the fields that pertain to the make and model automatically populate in the appropriate fields.

Sunflower User Guide

The screenshot displays the Sunflower Enterprise interface for processing inventory asset PO interface records. The main window is titled "Process Inventory Asset PO Interface Records - aspo0020 (Page 3 of 3)". It features a left-hand "Assets" list with a search bar and a "Create" button. The central "Asset" form is under the "Additional Details" tab and includes the following fields:

- Identifier Type: TAGGABLE
- Catalog: 151145
- Manufacturer: INJOVA
- Model: XE-3
- Official Name: WEATHERING CHAMBER
- Serial Number: 15127161X3H (highlighted with a red circle)
- Acquisition Date: [blank]
- Record Last Updated: 06/03/2016
- Today's Date: [blank]
- Activity Status: IN SERVICE
- Flags: [blank]
- Asset Condition: [blank]
- Business Unit: [blank]
- Owner: [blank]
- Department: [blank]
- Custodian Identifier: [blank]
- Last Name: [blank] First: [blank] Mid: [blank]
- User Identifier: [blank]
- Last Name: [blank] First: [blank] Mid: [blank]
- Location: [blank]
- Do Not Use: [blank]

On the right, a "Selected POs" window shows a table with columns "PO" and "Item #". The first row contains the values "61205438" and "1".

At the bottom of the main window, a status bar reads: "The serial number assigned by the manufacturer Record 1/1".

When entering the serial number, please omit any spaces, dashes, or other non-alphanumeric characters. This will facilitate searches based on serial numbers in the future.

If there is no serial number, please leave the field blank – do not enter “none”, “NA”, “NV”, or any other entry of that sort. If you do, subsequent entries using the same model combination could run into difficulty, as the system will not permit catalog items with identical serial numbers.

Sunflower User Guide

Sunflower Enterprise - Production 5.0.0.0 - 06/03/2016 (SCOTTRAY@OF1PRD)

Action Edit Query Block Record Field Lookup Help Window

Process Inventory Asset PO Interface Records - aspo0020 (Page 3 of 3)

Assets

Ok SU Barcode # * New Asset

7259739

Create 1 Assets

Use next available identifier?

Unprocessed Interface Records

0 Assets

0 Asset Value Components

Asset Additional Details

Identifier Type TAGGABLE

Catalog 151145 Manufacturer INJOVA

Model XE-3 Official Name WEATHERING CHAMBER

Serial Number 15127161X3H Acquisition Date 04/16/2016

Record Last Updated 06/03/2016 Today's Date

Activity Status IN SERVICE Flags

Asset Condition

Business Unit

Owner

Department

Custodian Identifier

Last Name First Mid

User Identifier

Last Name First Mid

Location

Do Not Use

Message

Selected POs

The activity status' long name, e.g. IN-SERVICE

Record 1/1 List of Valu...

Use the tab key to move through the next field, and allow “effective date” to default to the date you are entering the record. The acquisition date should be the date the item was physically received (or installation completed, if being installed by the vendor).

Activity status defaults to “In Service”, which is correct unless you will be placing the asset into storage for at least thirty days.

The next field is the “Flags” field, which is optional. If you wish to enter the Flags field information, double-click in the “Flags” field.

Sunflower User Guide

The screenshot shows the Sunflower Enterprise software interface. The main window displays an Asset PO interface record for a 'WEATHERING CHAMBER'. The record details include: Identifier Type: TAGGABLE, Catalog: 151145, Model: XE-3, Manufacturer: INNOVA, Official Name: WEATHERING CHAMBER, Serial Number: 15127161X3H, Acquisition Date: 04/16/2016, Last Updated: 06/03/2016, Activity Status: IN SERVICE. A pop-up window titled 'Asset Flags' is open, showing six checkboxes: Capital, Sensitive, ElectronicWaste, Hazardous, Bulk, and Donated. Below the checkboxes are two summary boxes: 'Unprocessed Interface Records' for Assets (0) and Asset Value Components (0). A status bar at the bottom indicates 'The asset is capitalized in FA'.

A pop-up box appears with 6 fields. A “Y” or “N” must be entered into each of these fields, indicating whether the asset meets the specific criteria for each.

- **Capital** means the asset cost \$5,000 or more (including tax & freight).
- **Sensitive** means the asset could contain electronic data, or is a high theft item.
- **Electronic Waste** means the asset requires special disposal to prevent electronic components from entering landfills.
- **Hazardous** means the asset will be used in a lab environment that is subject to biohazards or radiological contaminants and/or contains Freon.
- **Bulk** is rarely used. If the PO has 25 or more identical items, each of which is over \$400, the items could be considered a bulk purchase. Contact your PPM if you think this may be the case.
- **Donated** is self-explanatory – contact your PPM though!!

Tip: You can navigate between the fields simply by hitting the down or up arrow on your keyboard.

Sunflower User Guide

The screenshot shows the Sunflower Enterprise interface. The 'Asset Flags' dialog box is open, with a red arrow pointing to the 'Donated' field. The 'Donated' field is currently set to 'N'. The main window displays the following asset details:

Field	Value
Identifier Type	TAGGABLE
Catalog	151145
Manufacturer	INNOVA
Model	XE-3
Official Name	WEATHERING CHAMBER
Serial Number	15127161X3H
Acquisition Date	04/16/2016
Last Updated	06/03/2016
Today's Date	
Activity Status	IN SERVICE
Flags	
Asset Condition	
Business Unit	
Owner	
Department	
Median Identifier	
Last Name	First Mid
User Identifier	
Last Name	First Mid
Location	
Do Not Use	

At the bottom of the dialog box, there is a section for 'Unprocessed Interface Records' with two rows: 'Assets' (0) and 'Asset Value Components' (0). A status bar at the bottom of the window indicates 'The asset is donated' and 'Record 1/1'.

Once all of the fields are populated with Y or N, you must **SAVE** the data by clicking on the blue save icon in the upper left corner.

Sunflower User Guide

Sunflower Enterprise - Production 5.0.0.0 - 06/03/2016 (SCOTTRAY@OF1PRD)

Action: Edit Query Block Record Field Lookup Help Window

Process Inventory Asset PO Interface Records - aspo0020 (Page 3 of 3)

Assets

Ok: SU Barcode # * New Asset

7259739

Create 1 Assets

Use next available identifier?

Unprocessed Interface Records

0 Assets

0 Asset Value Components

Asset Additional Details

Identifier Type TAGGABLE

Catalog 151145 Manufacturer INJOVA

Model XE-3 Official Name WEATHERING CHAMBER

Serial Number 15127161X3H Acquisition Date 04/16/2016

Record Last Updated 06/03/2016 Today's Date

Activity Status IN SERVICE Flags C

Asset Condition 1 GOOD CONDITION

Business Unit MAAA - VICE PROVOST AND DEAN OF RESEARCH

Owner STANFORD UNIVERSITY

Department MWHQ - GLAM OPERATIONS

Custodian Identifier

Last Name First Mid

User Identifier

Last Name First Mid

Location

Do Not Use

Message

Selected POs

An Identifier assigned by the institution, e.g. badge no

Record 1/1

Notice that the Flags field has populated with the corresponding first letter of each box marked with a 'Y'.

Next, enter the appropriate condition. Double-click on the field, and the 5 choices will appear. (New assets should be "good condition")

Next, enter the appropriate Business Unit, Owner, Department based on your department and the ownership of the asset. Contact your PPM if you are unsure which to choose.

Tip: Entering just the first few characters of any of these fields and hitting Tab will bring up a narrowed-down list of choices to select from, or will even auto populate the field if there is only one choice in the database that begins with that sequence.

The name of the primary DPA for the department will automatically populate in the DPA field.

Sunflower User Guide

The screenshot shows the Sunflower Enterprise software interface. The main window is titled "Sunflower Enterprise - Production 5.0.0.0 - 06/03/2016 (SCOTTRAY@OF1PRD)". The active window is "Process Inventory Asset PO Interface Records - aspo0020 (Page 3 of 3)".

The interface is divided into two main sections: "Assets" on the left and "Asset" details on the right. The "Assets" section shows a list of assets with a "Create" button and a "Use next available identifier?" checkbox. The "Asset" section is titled "Additional Details" and contains the following fields:

- Identifier Type: TAGGABLE
- Catalog: 151145
- Model: XE-3
- Manufacturer: INJOVA
- Official Name: WEATHERING CHAMBER
- Serial Number: 15127161X3H
- Acquisition Date: 04/16/2016
- Record Last Updated: 06/03/2016
- Today's Date: [empty]
- Activity Status: IN SERVICE
- Flags: C
- Asset Condition: 1 (GOOD CONDITION)
- Business Unit: MAAA - VICE PROVOST AND DEAN OF RESEARCH
- Owner: STANFORD UNIVERSITY
- Department: MWHQ - GLAM OPERATIONS
- Custodian Identifier: [empty]
- Last Name: [empty]
- User Identifier: [empty]
- Last Name: [empty]
- Location: [empty]
- Do Not Use: [empty]

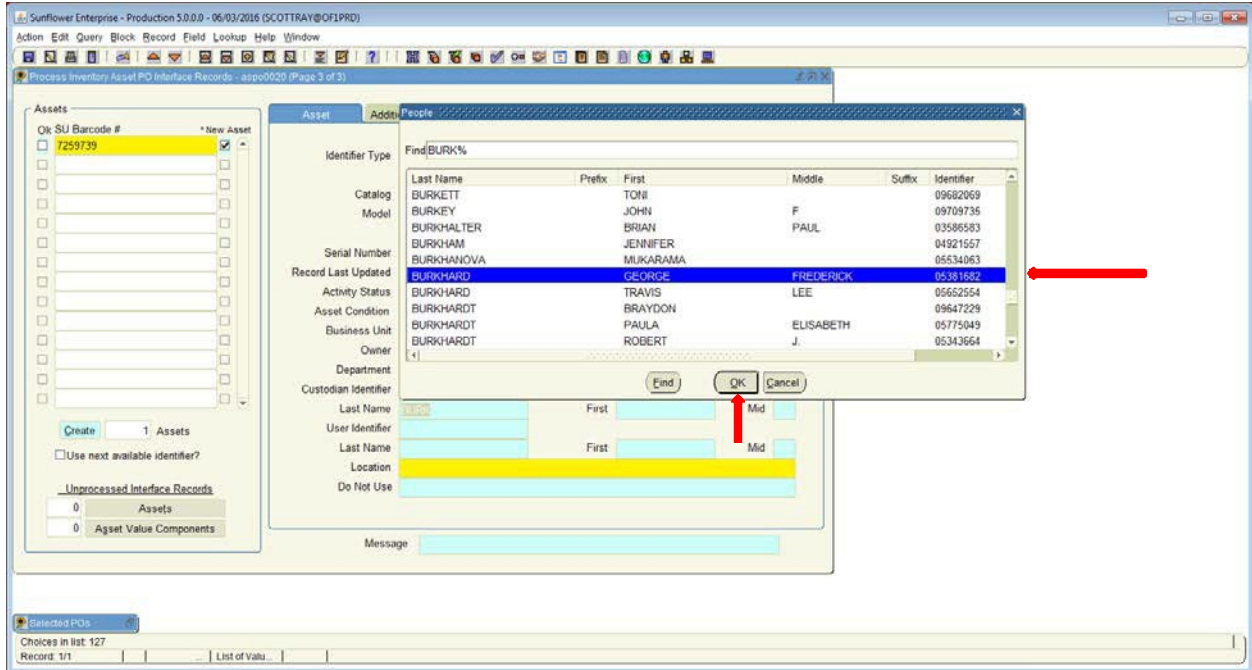
Two red arrows point to the "Custodian Identifier" and "Last Name" fields, indicating they are the next fields to be completed. The "Assets" section shows 1 Asset and 0 Asset Value Components. The "Selected POs" section at the bottom shows 1 record.

The next field to complete is the Custodian field. The Custodian is the person who has control over the asset's use and movement – usually a PI or Administrative Manager.

To select the name, type the last name of the custodian into the "Last Name" field, and hit the Tab key. A list of all personnel with that last name will appear, as seen on the next page.

Note: The first field in the Custodian line is the employee ID number. Skip that field and go to the field for the custodian's last name.

Sunflower User Guide



From the list that appears, highlight the name of the custodian and click the OK button. All of the custodian fields will populate accordingly, as shown on the next page.

Sunflower User Guide

The screenshot displays the Sunflower Enterprise software interface. The main window is titled "Process Inventory Asset PO Interface Records - aspo0020 (Page 3 of 3)". The interface is divided into several sections:

- Assets:** A list of assets with columns for "Ok", "SU Barcode #", and "New Asset". The first asset has a barcode of "7259739".
- Asset Details:** A form for editing asset information. The "Additional Details" tab is active. Fields include:
 - Identifier Type: TAGGABLE
 - Catalog: 151145
 - Model: XE-3
 - Manufacturer: INNOVA
 - Official Name: WEATHERING CHAMBER
 - Serial Number: 15127161X3H
 - Acquisition Date: 04/16/2016
 - Record Last Updated: 06/03/2016
 - Today's Date: (blank)
 - Activity Status: IN SERVICE
 - Flags: C
 - Asset Condition: 1 (GOOD CONDITION)
 - Business Unit: MAAA - VICE PROVOST AND DEAN OF RESEARCH
 - Owner: STANFORD UNIVERSITY
 - Department: MWHQ - GLAM OPERATIONS
 - Custodian Identifier: 05381682
 - Last Name: BURKHARD
 - First: GEORGE
 - Mid: FRE
 - User Identifier: 05381682
 - Last Name: BURKHARD
 - First: GEORGE
 - Mid: FRE
 - Location: (blank)
 - Do Not Use: (blank)
- Unprocessed Interface Records:** A section with two rows: "Assets" (0) and "Asset Value Components" (0).
- Selected POs:** A section at the bottom with a message: "The person's last name, e.g. SMITH" and "Record 1/1".

User should be completed the same way as the custodian field. If the user is not a Stanford employee, or is a group of people, leave this field blank – there is an additional space for entering free-form user names.

Location is an important and required field. To enter a location, you must first double-click on the field, and a pop-up multi-part field will appear.

Sunflower User Guide

The multi-part location screen consists of 5 fields. “Quad” is where you enter the Quad number.

Double-click on this field for the list of quads. Highlight the quad you want and click OK.

There is a quad name/number conversion chart available at:

https://mapssecure.stanford.edu/sims/campus_queries/address.cfm

Next is “Building-Floor”, which is the blank field underneath Quad. You can enter the number directly, or double-click for a list of buildings in the selected quad.

“Room” number is treated the same way as building – double-click and you get a list of all rooms in the selected building.

Note: Room numbers are in numeric order, but there’s a catch – the order first lists all rooms that are purely numeric, then lists all rooms that are alphanumeric, and finally lists all rooms that are purely alphabetic.

Tip: If you already know the Quad, Bldg-Floor and room combination you can enter the numbers and hit tab to move quickly through each field.

Sunflower User Guide

The screenshot displays the Sunflower Enterprise software interface. The window title is "Sunflower Enterprise - Production 5.0.0.0 - 06/03/2016 (SCOTTRAY@OF1PRD)". The menu bar includes "Action", "Edit", "Query", "Block", "Record", "Field", "Lookup", "Help", and "Window". The toolbar contains various icons, with a blue save icon circled in red. The main window is titled "Maintain Locations - eac2110".

The "Locations" section shows the following fields:

- Quad: 04 - NEAR WEST
- BLDG-FLOOR: 480-02
- ROOM: 277
- Leave Blank: []
- GPS 1: []
- GPS 2: []
- GPS 3: []

The "Assets" section shows the following details:

- Serial Number: 15127161X3H
- Acquisition Date: 04/16/2016
- Record Last Updated: 06/03/2016
- Today's Date: []
- Activity Status: IN SERVICE
- Flags: C
- Asset Condition: 1 GOOD CONDITION
- Business Unit: MAAA - VICE PROVOST AND DEAN OF RESEARCH
- Owner: STANFORD UNIVERSITY
- Department: MWHQ - GLAM OPERATIONS
- Custodian Identifier: 05381682
- Last Name: BURKHARD
- First: GEORGE
- Mid: FRE
- User Identifier: 05381682
- Last Name: BURKHARD
- First: GEORGE
- Mid: FRE
- Location: []
- Do Not Use: []

At the bottom left, there are buttons for "Create" (1 Assets) and "Use next available identifier?". Below these are "Unprocessed Interface Records" with counts for "Assets" (0) and "Asset Value Components" (0).

The status bar at the bottom shows "Selected POS:" and a message: "The institutional mailstop assigned to the location, e.g. B2332-2".

Once all of the location fields are completed, be sure to SAVE the data by clicking on the blue save icon in the upper left corner.

Sunflower User Guide

The screenshot displays the Sunflower Enterprise interface for creating an asset. The main form is titled 'Asset' and 'Additional Details'. The 'Location' field is highlighted with a red arrow and contains the string '04 - NEAR WEST_BLDG-FLOOR_480-02_ROOM_277'. Other fields include Identifier Type (TAGGABLE), Catalog (151145), Model (XE-3), Manufacturer (INJOVA), Official Name (WEATHERING CHAMBER), Serial Number (15127161X3H), Acquisition Date (04/16/2016), Record Last Updated (06/03/2016), Activity Status (IN SERVICE), Asset Condition (1 GOOD CONDITION), Business Unit (MAAA - VICE PROVOST AND DEAN OF RESEARCH), Owner (STANFORD UNIVERSITY), Department (MWHQ - GLAM OPERATIONS), Custodian Identifier (05381682), Last Name (BURKHARD), First (GEORGE), Mid (FRE), User Identifier (05381682), and Last Name (BURKHARD), First (GEORGE), Mid (FRE). The 'Assets' list on the left shows one asset with SU Barcode # 7259739. The 'Unprocessed Interface Records' section shows 0 Assets and 0 Asset Value Components. The bottom status bar indicates 'Selected POs: The location of the asset. Press Edit to display or edit location. Record 1/1'.

Notice the information entered in the location screen populates as a string of data in the main record. By placing the cursor in this field, you can scroll left and right to view the data in the string.

You are ALMOST done.

Sunflower User Guide

The screenshot displays the Sunflower Enterprise interface. The main window title is "Sunflower Enterprise - Production 5.0.0.0 - 06/03/2016 (SCOTTRAY@OF1PRD)". The browser address bar shows "Process Inventory Asset PO Interface Records - aspo0020 (Page 3 of 3)".

On the left, there is a list of assets with a "Create" button and "1 Assets" count. Below this are "Unprocessed Interface Records" for Assets (0) and Asset Value Components (0).

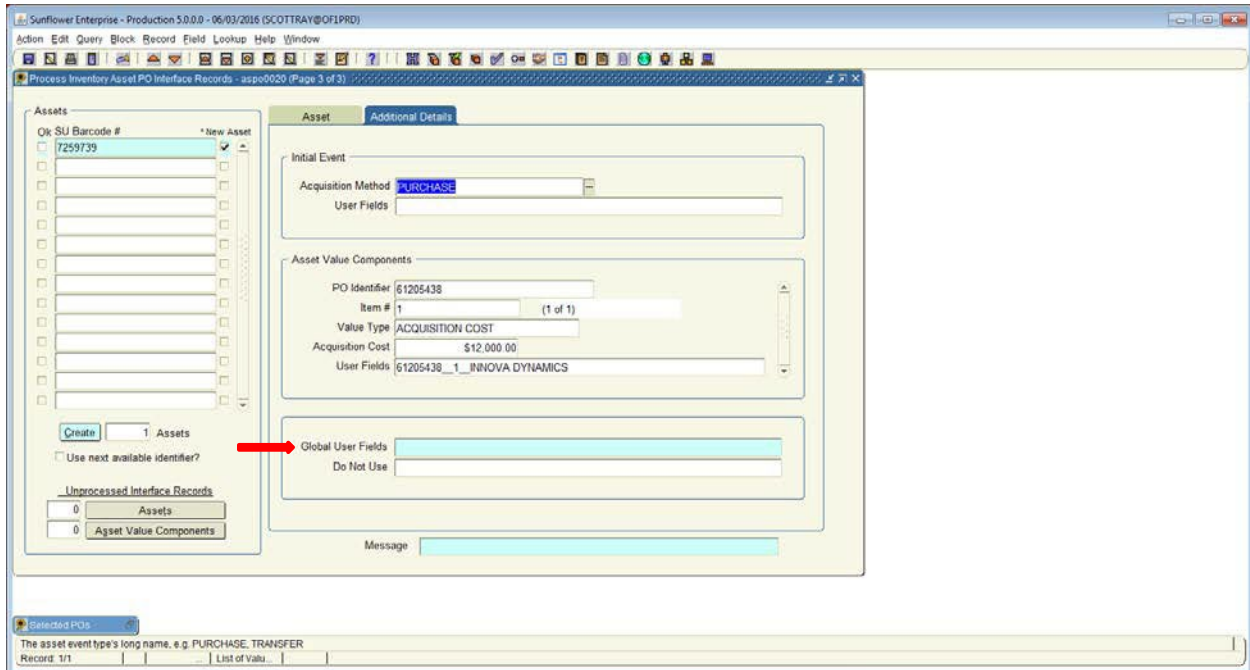
The main area is titled "Asset" and has a tab labeled "Additional Details" circled in red. The asset details are as follows:

Identifier Type	TAGGABLE		
Catalog	151145	Manufacturer	INNOVA
Model	XE-3	Official Name	WEATHERING CHAMBER
Serial Number	15127161X3H	Acquisition Date	04/16/2016
Record Last Updated	06/03/2016	Today's Date	
Activity Status	IN SERVICE	Flags	C
Asset Condition	1 GOOD CONDITION		
Business Unit	MAAA - VICE PROVOST AND DEAN OF RESEARCH		
Owner	STANFORD UNIVERSITY		
Department	MWHQ - GLAM OPERATIONS		
Custodian Identifier	05381682	First	GEORGE
Last Name	BURKHARD	Mid	FRE
User Identifier	05381682	First	GEORGE
Last Name	BURKHARD	Mid	FRE
Location	04 - NEAR WEST_BLDG-FLOOR_480-02_ROOM_277		
Do Not Use			

At the bottom, there is a "Selected POs" section with the text "The location of the asset. Press Edit to display or edit location" and "Record 1/1".

Next click on the “Additional Details” tab at the top of the page.

Sunflower User Guide



When the new tab opens, look for the “Global User Fields” towards the bottom and double click inside the box.

This will open the final screen you need to complete.

Sunflower User Guide

The screenshot displays the 'Sunflower Enterprise - Production 5.0.0.0 - 06/03/2016 (SCOTTRAY@OF1PRD)' application window. The main area is titled 'Custom Attributes of Asset States - save2010'. It features a list of attributes with corresponding input fields:

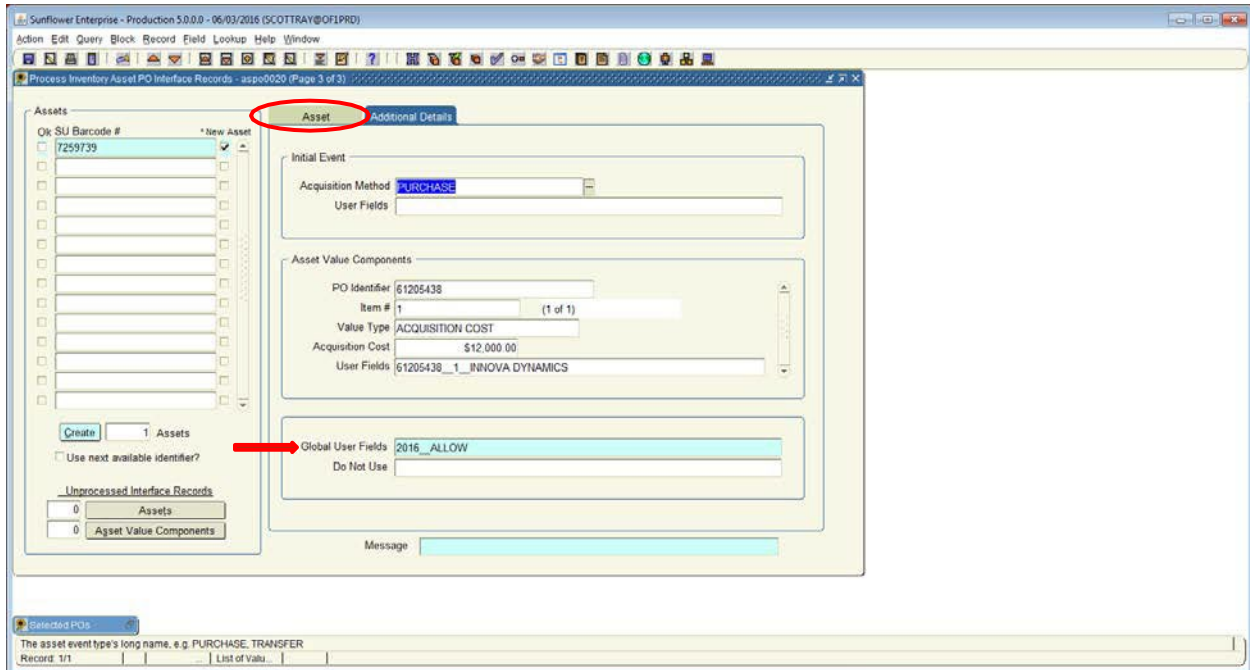
- FA Asset ID
- Other Description
- Location Detail
- Department Tag Number
- Asset User
- Net Book Value
- Year Manufactured (containing '2016')
- Date Retired
- Cost Retired
- Retirement Status
- Alternate Location
- IDC Flag (PMO Use Only) (containing 'ALLOW')
- Last Calibration/Maintenance
- Next Calibration/Maintenance
- PMO Audit
- Fleet Garage ID#
- Fab 1st Notice
- Fab 2nd Notice
- Fab Completion Form

At the bottom, a 'Selected POS' section shows 'NUMBER(4,0) The year the asset was manufactured' and 'Record 1/1'. The top toolbar includes a 'save' icon circled in red.

In this tab you can enter additional description details and location detail. For example: if the asset was located in a box on a shelf on the right lab bench, you could enter that in the location detail section.

The other area of importance is the “Year Manufactured” box. Please complete this with the appropriate date and once finished click the “save” icon.

Sunflower User Guide

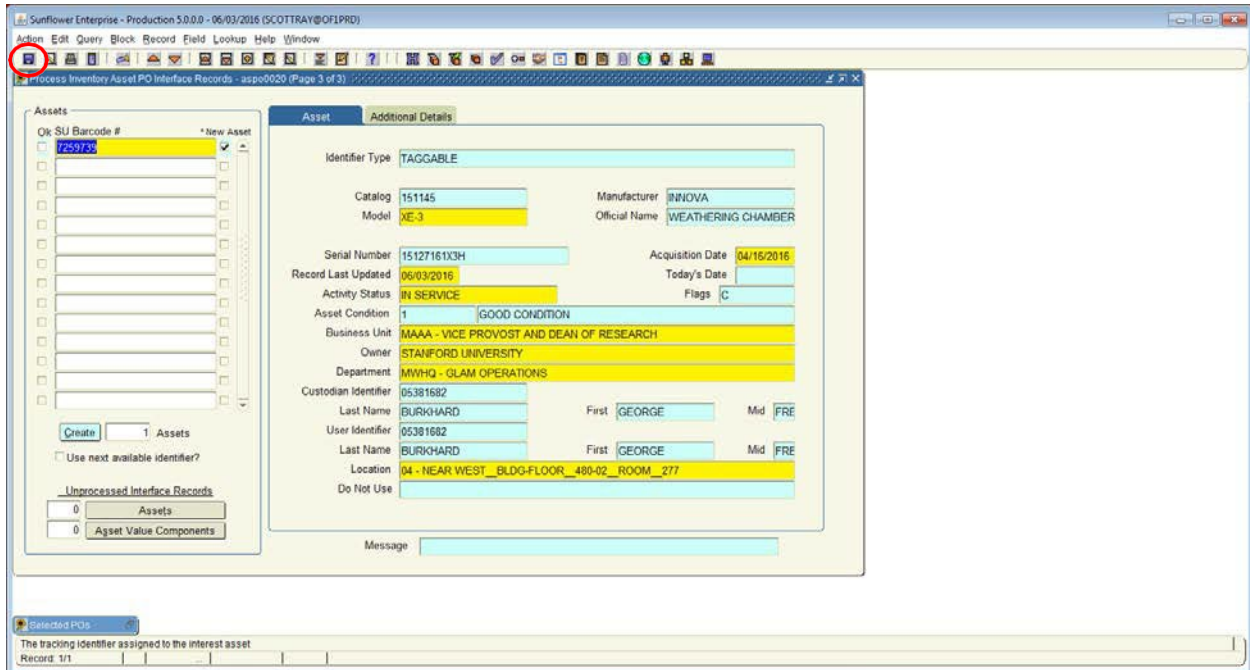


Once saved, you will return to the to the additional details tab.

Next click on the assets tab to return to the original page.

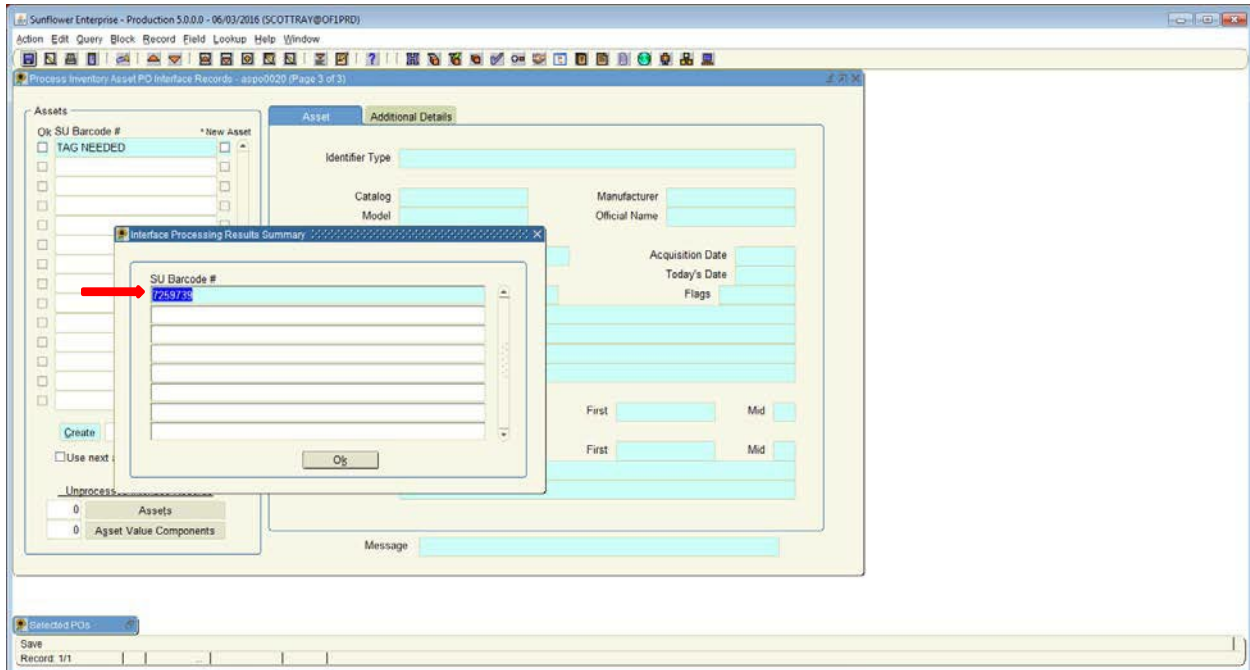
NOTE: The record is not yet saved.

Sunflower User Guide



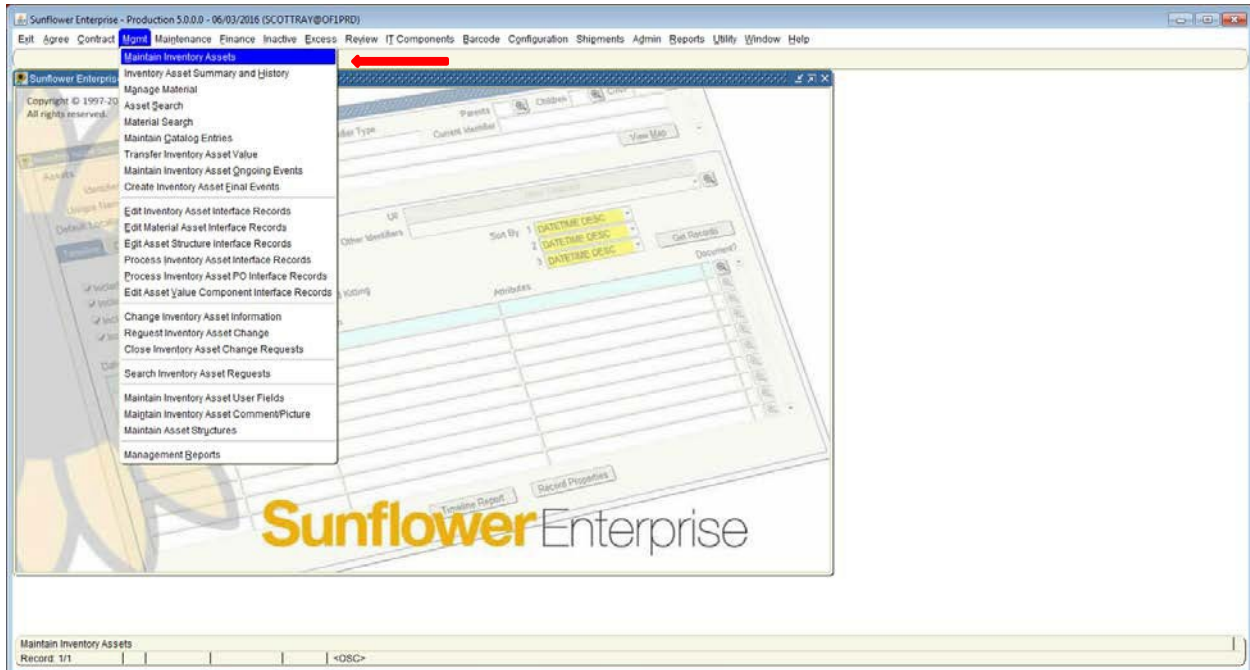
Review the information one final time and when ready, select the “save” icon to save the record.

Sunflower User Guide



You will receive the confirmation above if the record saves correctly. If it does not save you will see an “N” on the far right of the pop-up box.

Sunflower User Guide



IF you would like to visit the newly created record. Close the open windows within Sunflower and to the “MGMT” tab and select “Maintain Inventory Assets”.

A blank record will open.

Sunflower User Guide

The screenshot displays the 'Inventory Assets' form in the Sunflower Enterprise software. The form is titled 'Inventory Assets' and is part of the 'Maintain Inventory Assets - asme2010 (Page 1 of 2)' window. The form is populated with the following data:

- SU Barcode #:** 7259739 (highlighted in yellow)
- U/T:** T
- Other Identifiers (1):** INV / 7259739
- Default Location*:** (empty)
- Catalog Identifier*:** 151145
- Manufacturer:** INNOVA
- Official Name:** WEATHERING CHAMBER
- Serial Number:** 15127161X3H
- Acquisition Method:** PURCHASE
- Acquisition Cost*:** \$12,000.00
- Acquisition Date:** 04/16/2016
- Asset Condition:** 1 (GOOD CONDITION)
- Record Last Updated:** 06/03/2016
- Activity Status:** IN SERVICE
- Flags*:** C
- Business Unit:** MAAA - VICE PROVOST AND DEAN OF RE
- Department:** MWHQ - GLAM OPERATIONS
- Accepted?:** Y
- Owner:** STANFORD UNIVERSITY
- DPA:** (empty)
- Custodian:** 05381682 (Last Name: BURKHARD)
- User:** 05381682 (Last Name: BURKHARD)
- First:** GEORGE (Mid: FRE)
- First:** GEORGE (Mid: FRE)
- Location*:** 04 - NEAR WEST_BLDG-FLOOR_480-02_ROOM_277
- Container Number:** (empty)
- Document*:** (empty)
- Do Not Use*:** (empty)
- Global User Fields*:** 2016_ALLOW

At the bottom of the form, there are several buttons: 'Add Information', 'Commodity', 'Comment / Picture / Attachment', 'Re-Request', 'Asset Configuration', and 'Asset Kit'. Below the form, there is a status bar that reads: 'The tracking identifier assigned to the interest asset' and 'Record 1/1'.

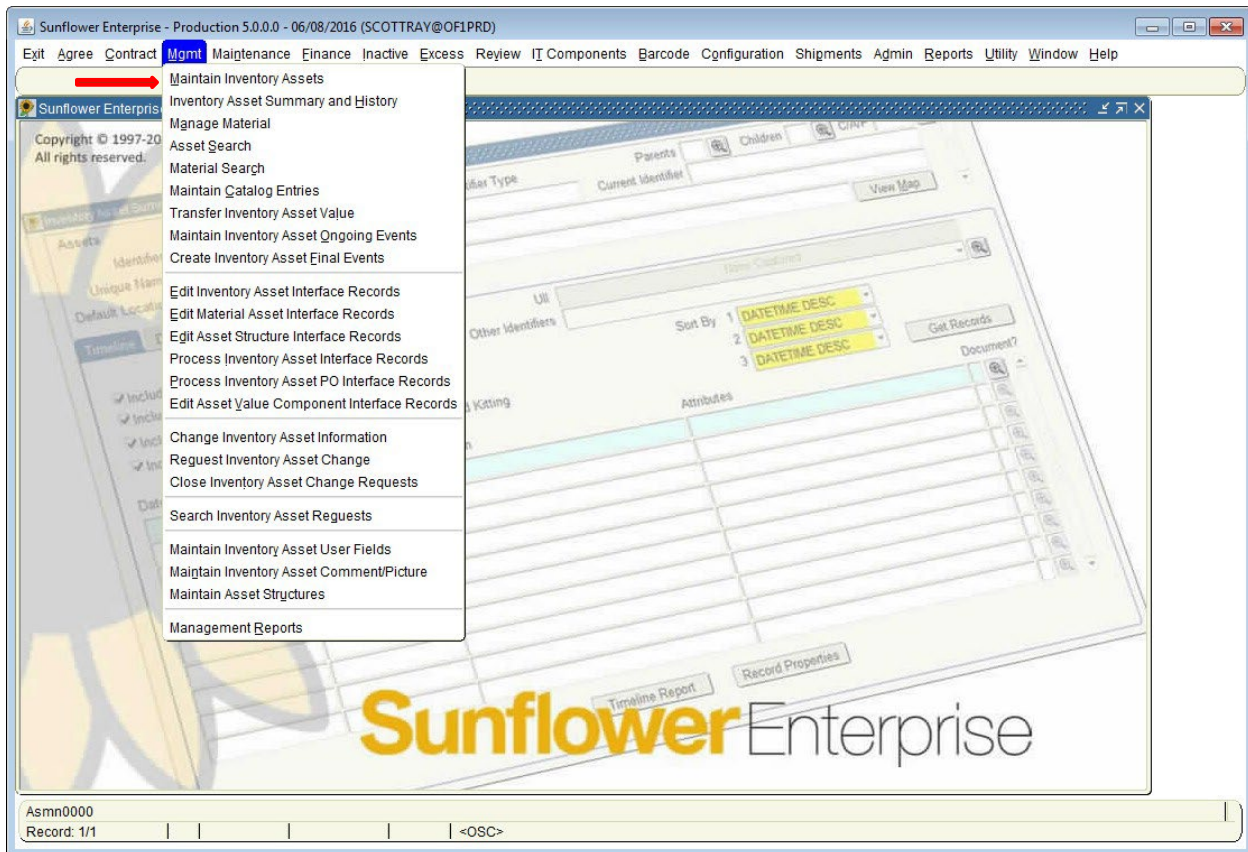
Enter the new tag number and hit tab. The record will populate with the newly created asset information.

SUNFLOWER USER GUIDE

Creating an Asset Record from Scratch

For use with Stanford
property

Sunflower User Guide



To create a record from scratch use the Maintain Inventory Assets from the Mgmt pull-down menu.

Note: If the PO information exists in the PO interface, please create the record in that module, in order to correctly capture the financial data that flows into Sunflower from the Oracle financial systems.

Sunflower User Guide

The screenshot shows the 'Sunflower Enterprise - Production 5.0.0.0 - 06/08/2016 (SCOTTRAY@OF1PRD)' window. The main menu includes: Exit, Agree, Contract, Mgmt, Maintenance, Finance, Inactive, Excess, Review, II Components, Barcode, Configuration, Shipments, Admin, Reports, Functions, Utility, Window, Help. The title bar of the active window reads 'Maintain Inventory Assets - asmn2010 (Page 1 of 2)'. The form is titled 'Inventory Assets' and contains the following fields and controls:

- U/I: None Captured
- Other Identifiers (0): [Dropdown]
- SU Barcode #: [Field, highlighted with a red oval]
- Existing interest asset: [Field]
- Type: [Field]
- Released?: N
- Default Location*: [Field]
- Copy to Location?:
- Catalog Identifier*: [Field]
- Commodity Asset:
- Parents: [Field]
- Children: [Field]
- C/A/P: [Field]
- Manufacturer: [Field]
- Material:
- Model: [Field]
- Official Name: [Field]
- Model Name: [Field]
- Serial Number: [Field]
- Drawing No.: [Field]
- Acquisition Method: PURCHASE
- User Fields*: [Field]
- Acquisition Cost*: [Field]
- Acquisition Date: 06/08/2016
- Today's Date: [Field]
- Asset Condition: [Field]
- Record Last Updated: 06/08/2016
- Due Date (PMO Use Only): [Field]
- Activity Status: IN SERVICE
- Flags*: [Field]
- Do Not Use: [Field]
- Business Unit: [Field]
- Owner: [Field]
- Department: [Field]
- Accepted?:
- DPA: [Field]
- Custodian: [Field]
- Last Name*: [Field]
- First: [Field]
- Mid: [Field]
- User: [Field]
- Last Name*: [Field]
- First: [Field]
- Mid: [Field]
- Location*: [Field]
- Container Number: [Field]
- Document*: [Field]
- Do Not Use*: [Field]
- Global User Fields*: [Field]

Buttons at the bottom: Add'l Information, Commodity, Comment / Picture / Attachment, Re-Request, Asset Configuration, Asset Kit.

Footer: The tracking identifier assigned to the interest asset. Record: 1/1 | ... | <OSC>

The screen that appears is also the screen you normally see for maintaining records, but all fields are blank.

Enter the SU Barcode tag number in the first field (SU Barcode #), then hit enter or tab.

Sunflower User Guide

Sunflower Enterprise - Production 5.0.0.0 - 06/08/2016 (SCOTTRAY@OF1PRD)

Exit Agree Contract Mgmt Maintenance Finance Inactive Excess Review II Components Barcode Configuration Shipments Admin Reports Functions Utility Window Help

Maintain Inventory Assets - asmn2010 (Page 1 of 2)

Inventory Assets

U/I: None Captured

Other Identifiers (0)

SU Barcode #: 7259746

Existing interest asset: Type SU Barcode # Released? N

Default Location* [] Copy to Location?

Catalog Identifier* [] Commodity Asset Material

Manufacturer [] Parents [] Children [] C/A/P []

Official Name [] Model []

Serial Number [] Model Name []

Drawing No. []

Acquisition Method: PURCHASE

Acquisition Cost* [] Acquisition Date: 06/08/2016 Today's Date []

Asset Condition [] Record Last Updated: 06/08/2016 Due Date (PMO Use Only) []

Activity Status: IN SERVICE

Business Unit [] Flags* [] Do Not Use []

Department [] Accepted? [] Owner []

Custodian [] Last Name* [] DPA []

User [] Last Name* [] First [] Mid []

Location* [] Container Number []

Document* []

Do Not Use* []

Global User Fields* []

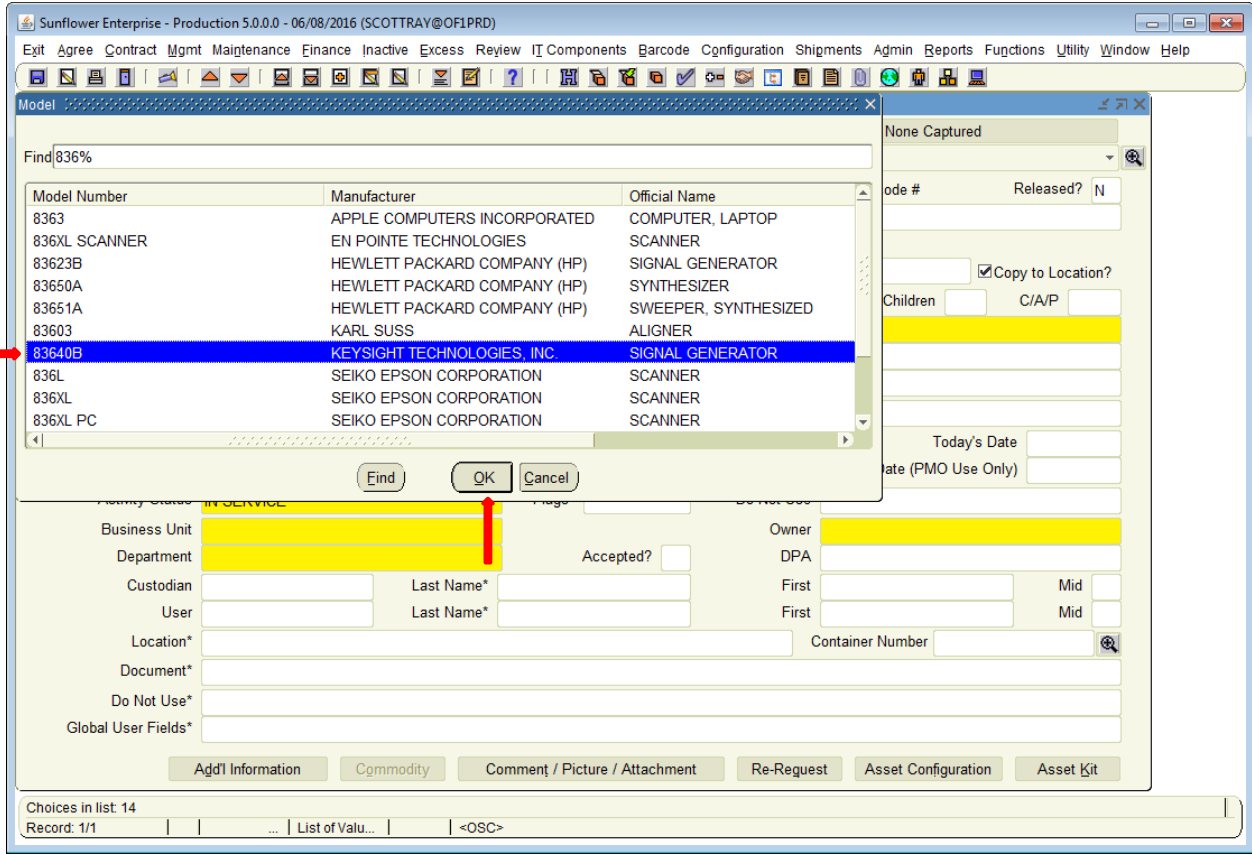
Buttons: Add'l Information, Commodity, Comment / Picture / Attachment, Re-Request, Asset Configuration, Asset Kit

The tracking identifier assigned to the interest asset

Record: 1/1 | ... | <OSC>

The Acquisition Method and the Activity Status automatically default to Purchase and In Use – these can be changed to other values as needed when you get to them. The “existing interest asset” fields are not used, nor is default location, so skip those and place the cursor directly in the field for Model.

Sunflower User Guide



Enter the first few characters of the model number and then double-click on the field. The list of all catalog combinations that have model numbers beginning with those characters will appear. This list is arranged in alphabetical order by Manufacturer. Scroll through the list until you find the correct combination. Highlight that and click the OK button.

Note: If you do not see the combination you need, please contact your PPM and request a new catalog entry.

Sunflower User Guide

The screenshot shows the 'Maintain Inventory Assets' form in Sunflower Enterprise. The form is titled 'Inventory Assets' and includes a menu bar at the top with options like 'Exit', 'Agree', 'Contract Mgmt', etc. The main form area contains several sections of input fields:

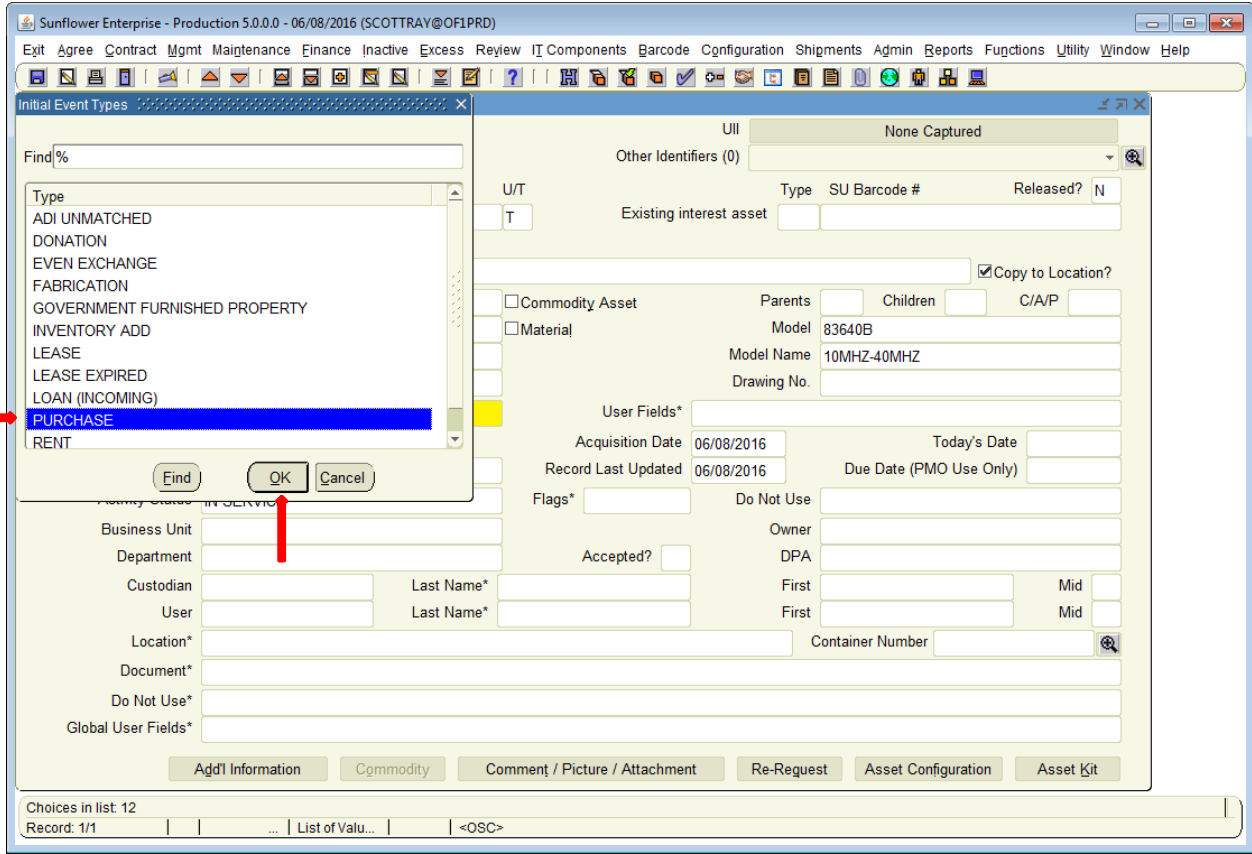
- Inventory Assets:** U/I (None Captured), Other Identifiers (0), Existing interest asset, Type, SU Barcode #, Released? (N).
- Default Location*:** (Empty), Copy to Location? (checked).
- Catalog Identifier*:** 151282, Commodity Asset (unchecked), Material (unchecked).
- Manufacturer:** KEYSIGHT TECHNOLOGIES, INC. (highlighted with a red circle).
- Official Name:** SIGNAL GENERATOR (highlighted with a red circle).
- Model:** 83640B (highlighted with a red circle).
- Model Name:** 10MHZ-40MHZ (highlighted with a red circle).
- Acquisition Method:** PURCHASE.
- Acquisition Cost*:** (Empty).
- Acquisition Date:** 06/08/2016, Today's Date (Empty).
- Asset Condition:** (Empty).
- Record Last Updated:** 06/08/2016, Due Date (PMO Use Only) (Empty).
- Activity Status:** IN SERVICE, Flags* (Empty), Do Not Use (unchecked).
- Business Unit:** (Empty), Owner (Empty).
- Department:** (Empty), Accepted? (unchecked), DPA (Empty).
- Custodian:** (Empty), Last Name* (Empty), First (Empty), Mid (Empty).
- User:** (Empty), Last Name* (Empty), First (Empty), Mid (Empty).
- Location*:** (Empty), Container Number (Empty).
- Document*:** (Empty).
- Do Not Use*:** (Empty).
- Global User Fields*:** (Empty).

At the bottom of the form, there are buttons for 'Add'l Information', 'Commodity', 'Comment / Picture / Attachment', 'Re-Request', 'Asset Configuration', and 'Asset Kit'. A status bar at the very bottom indicates 'The serial number assigned by the manufacturer' and 'Record: 1/1'.

After you've selected the model combination, enter the serial number for the asset. If there is no serial number, leave the field blank.

Note: Serial number is one the most useful pieces of information you can enter for an asset. It can be used as a secondary verification method, should the Property tag fall off. Always ensure you record the serial number whenever possible.

Sunflower User Guide



Acquisition method, as noted earlier, defaults to Purchase. If that needs to be changed, double-click on the field for acquisition method to obtain the list of values. Select the appropriate choice and click the OK button.

Sunflower User Guide

The screenshot shows the Sunflower Enterprise software interface. The main window is titled 'Maintain Inventory Assets - asmn2010 (Page 1 of 2)'. It contains several input fields and checkboxes for asset details. A sub-window titled 'Maintain Inventory Assets - asmn2010 (Page 3 of 3)' is open, displaying a table of 'Asset Value Components'. The table has the following columns: Datetime, Value Type, Acquisition Cost, User Fields, and Cap?. The first row of the table is highlighted in yellow, and the 'ACQUISITION COST' field in this row is circled in red.

Datetime	Value Type	Acquisition Cost	User Fields*	Cap?
06/08/2016 10:46:46 AM	ACQUISITION COST			No

Next, double-click in the acquisition cost field to open a sub-window. Here you will enter the cost and purchasing information for the item.

Note: If this is a capital asset, it is important that the correct purchase information be entered here for reconciliation by the Property Management Office.

Enter the cost (including tax and freight) and then double-click on the Purchase Information field. This will open a window for entering purchase order information.

Sunflower User Guide

The screenshot displays the Sunflower Enterprise application window. The title bar reads "Sunflower Enterprise - Production 5.0.0.0 - 06/08/2016 (SCOTTRAY@OF1PRD)". The menu bar includes "Action", "Edit", "Query", "Block", "Record", "Field", "Lookup", "Help", and "Window". The toolbar contains various icons, with the "Save" icon (a floppy disk) circled in red. The main window is titled "Custom Attributes for Asset Value Components - saue2010". It contains a form with the following fields:

- Purchase Order Number: 61208337 (indicated by a red arrow)
- Purchase Order Line Number: [empty]
- Supplier: [empty]
- SPO Number: [empty]
- Oracle Award Number: [empty]
- Funding Source Award Number: [empty]

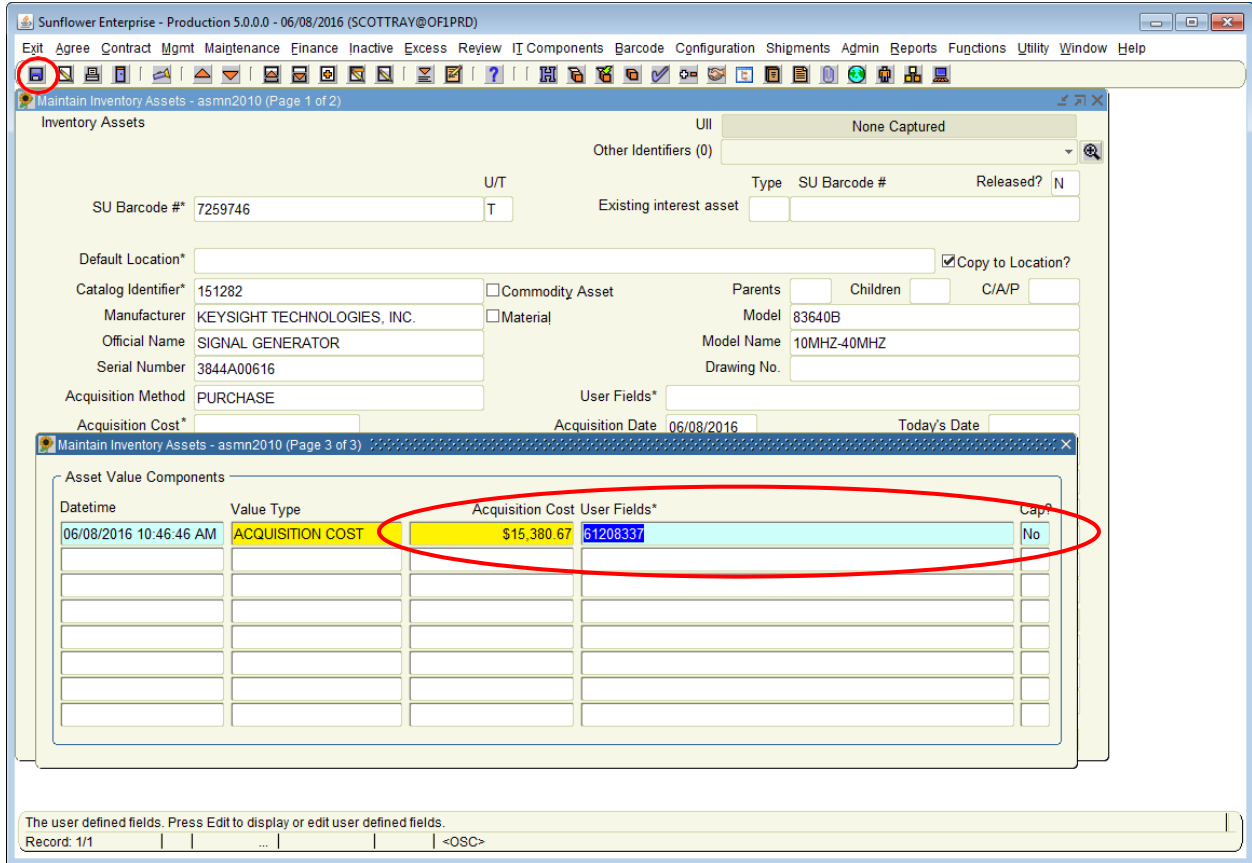
The status bar at the bottom of the window shows "VARCHAR2(25) Purchase Order Number" and "Record: 1/1".

In this window, enter the PO number. There are also fields to record the purchase account number (project and task) and funding source award number.

Even if the record is non-capital, or for departmental use only, it's a good idea to at least enter the PO number in the record. Much information can be found on the PO.

After entering the data in the various fields, click on the *SAVE* icon.

Sunflower User Guide



When you save the submenu for PO information, the data becomes a string in the Asset Value Components window. The “Cap?” box defaults to no – just ignore it, we don’t use the Sunflower financial module.

Now click on the *SAVE* icon again, to save the entire block of acquisition cost data.

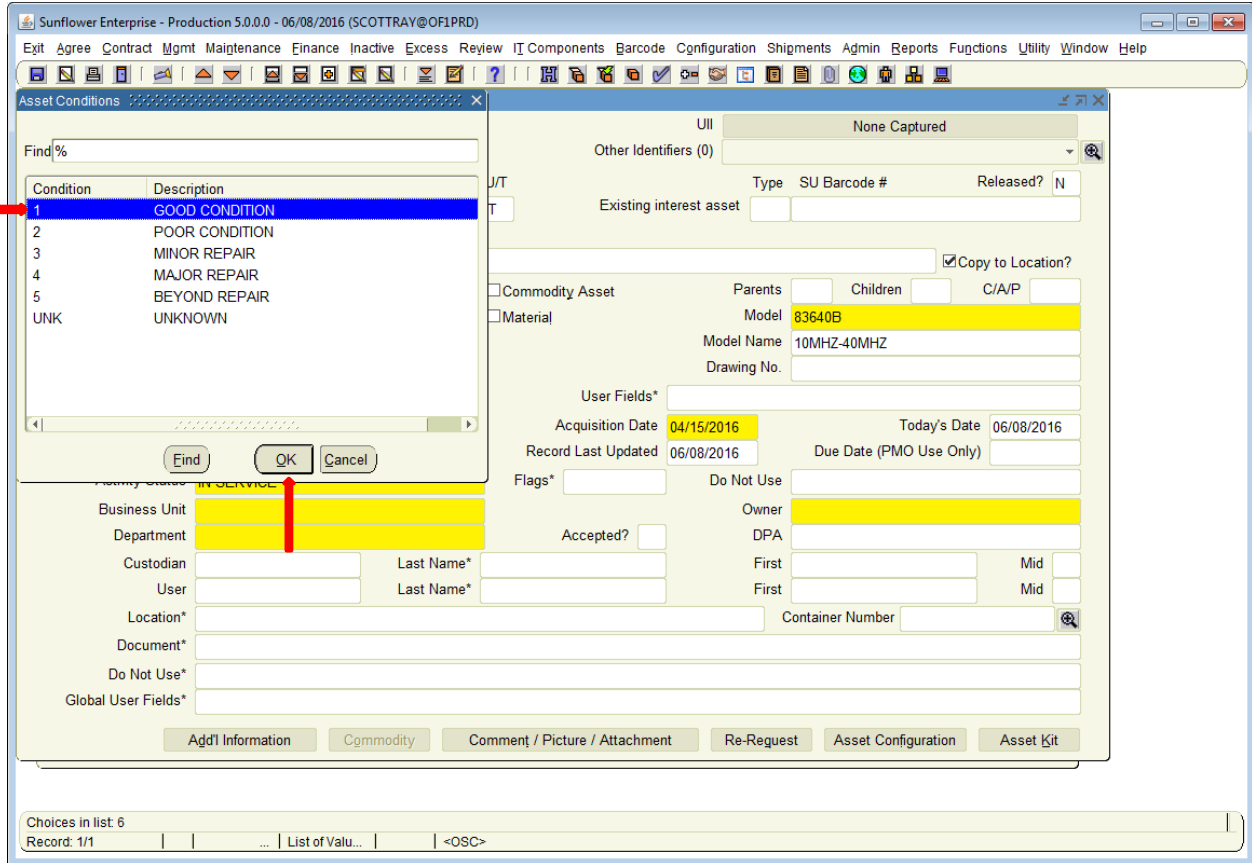
Sunflower User Guide

The screenshot displays the 'Maintain Inventory Assets' form in Sunflower Enterprise. The form is titled 'Inventory Assets' and includes various fields for asset management. The 'Acquisition Date' field is highlighted with a red circle and contains the date '06/08/2016'. Other visible fields include 'SU Barcode #' (7259746), 'Acquisition Cost' (\$15,380.67), 'Record Last Updated' (06/08/2016), and 'Today's Date'. The form also features sections for 'User Fields', 'Flags', and 'Do Not Use'. At the bottom, there are buttons for 'Add'l Information', 'Commodity', 'Comment / Picture / Attachment', 'Re-Request', 'Asset Configuration', and 'Asset Kit'. A status bar at the bottom indicates 'Record: 1/1'.

Next is the Acquisition Date – this is the date the item is physically received. If the asset record is for a non-capital item, this can be approximate – otherwise it should be as exact as possible. Ideally, this date should match the receiving date in the purchasing system.

The “Record Last Updated” and “Not in Use” date fields have no benefit or effect for the university, but are required by the application, so let them default to the current date.

Sunflower User Guide



Asset condition is usually “Good” for a new acquisition. Double-click on the field for the list of choices, or simply enter the appropriate number (1 for Good) in the first condition field and hit TAB. The condition description will populate automatically.

Sunflower User Guide

The screenshot shows the 'Maintain Inventory Assets' form in Sunflower Enterprise. The 'Activity Status' field is circled in red and contains the text 'IN SERVICE'. The form includes the following fields and values:

Field	Value
SU Barcode #	7259746
U/T	T
Other Identifiers (0)	None Captured
Existing interest asset	
Default Location*	
Copy to Location?	<input checked="" type="checkbox"/>
Catalog Identifier*	151282
Commodity Asset	<input type="checkbox"/>
Parents	
Children	
C/A/P	
Manufacturer	KEYSIGHT TECHNOLOGIES, INC.
Material	<input type="checkbox"/>
Model	83640B
Official Name	SIGNAL GENERATOR
Model Name	10MHZ-40MHZ
Serial Number	3844A00616
Drawing No.	
Acquisition Method	PURCHASE
User Fields*	
Acquisition Cost*	\$15,380.67
Acquisition Date	04/15/2016
Today's Date	06/08/2016
Asset Condition	1 GOOD CONDITION
Record Last Updated	06/08/2016
Due Date (PMO Use Only)	
Activity Status	IN SERVICE
Flags*	
Do Not Use	
Business Unit	
Owner	
Department	
Accepted?	<input type="checkbox"/>
DPA	
Custodian	
First	
Mid	
User	
Last Name*	
First	
Mid	
Location*	
Container Number	
Document*	
Do Not Use*	
Global User Fields*	

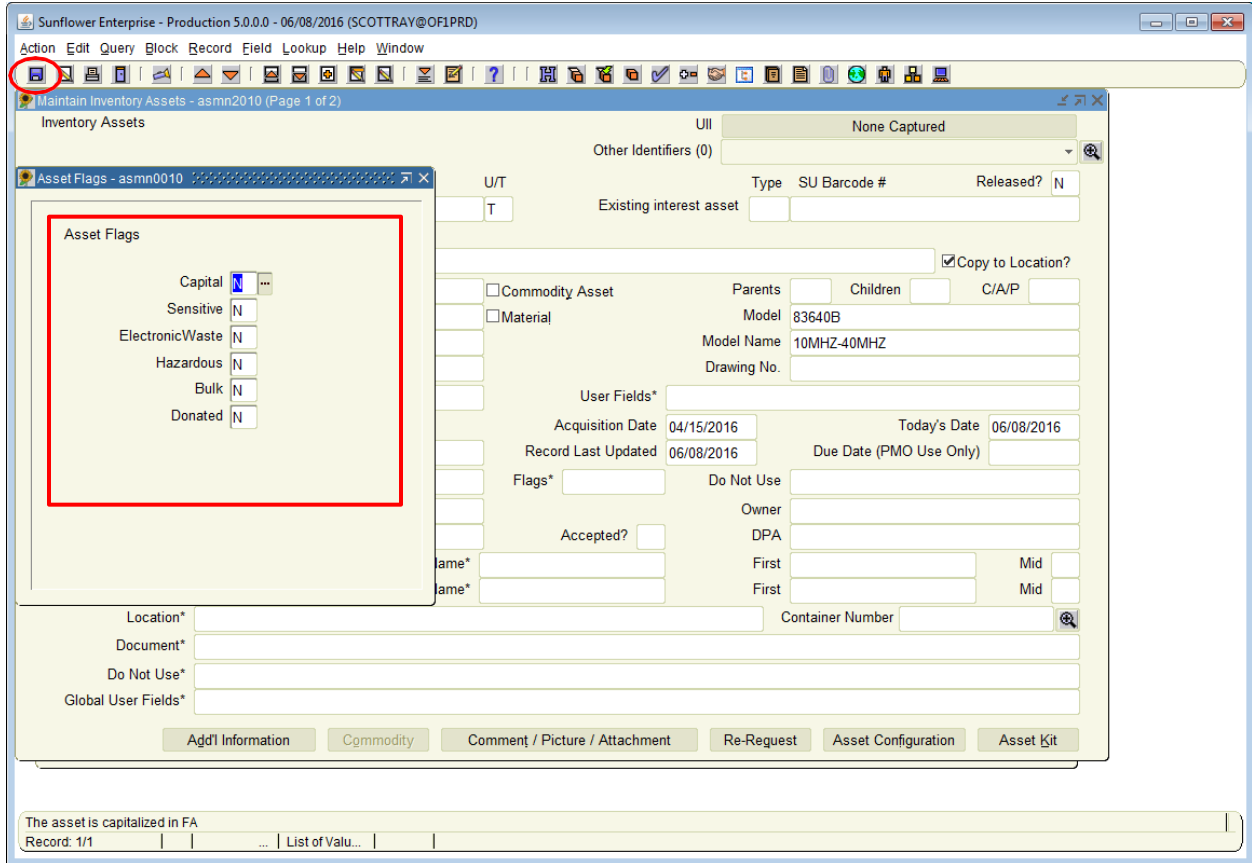
Buttons at the bottom: Add'l Information, Commodity, Comment / Picture / Attachment, Re-Request, Asset Configuration, Asset Kit

Footer: The flags assigned to the asset, Record: 1/1, <OSC>

The screen defaults to “In Service” for the Activity Status. If the asset will be in storage, or otherwise not in use for an extended period of time, double-click on this field and select “Inactive”. (Please do not use Excess as an activity status – that is automatic when the excess record is completed.)

Flags is an optional form, if you wish to include this information, double-click on this field to access the sub-window.

Sunflower User Guide



Enter a **Y** or **N** in each of the boxes as they pertain to the asset.

Capital – \$5K or more (incl. tax and freight) and useful life over one year

Sensitive – capable of holding data or electronic information

Electronic Waste – contains electronic circuitry so requires recycling

Hazardous – will be used in a biohazard or radioactive lab setting and/or contains Freon

Bulk – Contact PPM before using, requires approval – see property manual

Donated – the equipment was donated to the university

After entering an answer to each of the criteria, click on the **SAVE** icon to save the attributes.

Tip: You can use the down arrows to quickly navigate through each box.

Sunflower User Guide

The screenshot shows the 'Maintain Inventory Assets' form in Sunflower Enterprise. The 'Flags*' field is circled in red and contains the letter 'C'. The form includes the following fields and values:

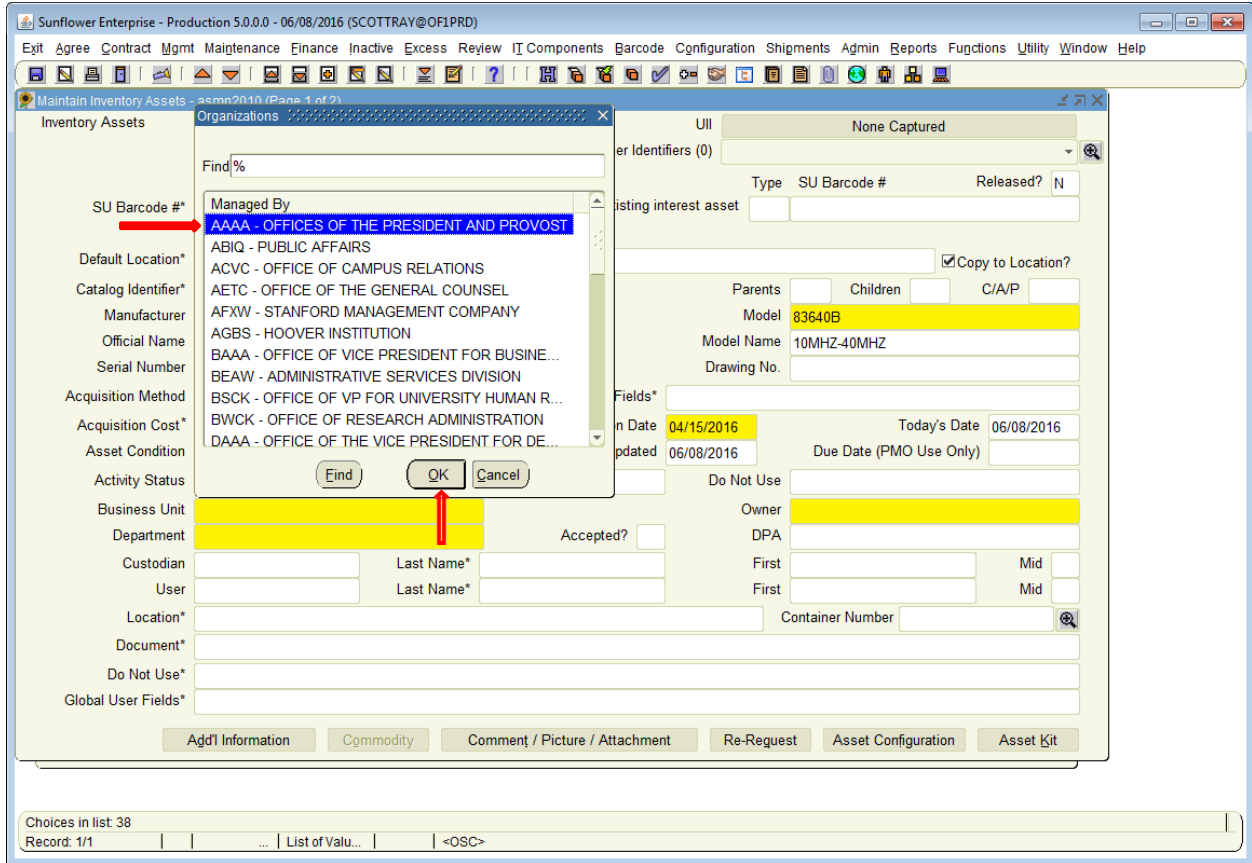
- SU Barcode #: 7259746
- U/T: T
- Default Location*: [Empty]
- Copy to Location?:
- Catalog Identifier*: 151282
- Commodity Asset:
- Material:
- Manufacturer: KEYSIGHT TECHNOLOGIES, INC.
- Official Name: SIGNAL GENERATOR
- Serial Number: 3844A00616
- Acquisition Method: PURCHASE
- Acquisition Cost*: \$15,380.67
- Acquisition Date: 04/15/2016
- Record Last Updated: 06/08/2016
- Today's Date: 06/08/2016
- Asset Condition: 1 GOOD CONDITION
- Activity Status: IN SERVICE
- Business Unit: [Empty]
- Department: [Empty]
- Accepted?:
- Do Not Use: [Empty]
- Owner: [Empty]
- DPA: [Empty]
- Custodian: [Empty]
- User: [Empty]
- Location*: [Empty]
- Container Number: [Empty]
- Document*: [Empty]
- Do Not Use*: [Empty]
- Global User Fields*: [Empty]

Buttons at the bottom: Add'l Information, Commodity, Comment / Picture / Attachment, Re-Request, Asset Configuration, Asset Kit.

Footer: The flags assigned to the asset. Record: 1/1. <OSC>

After saving the flags, the field will populate with the first letter of each of the attributes that apply (for example C = Capital).

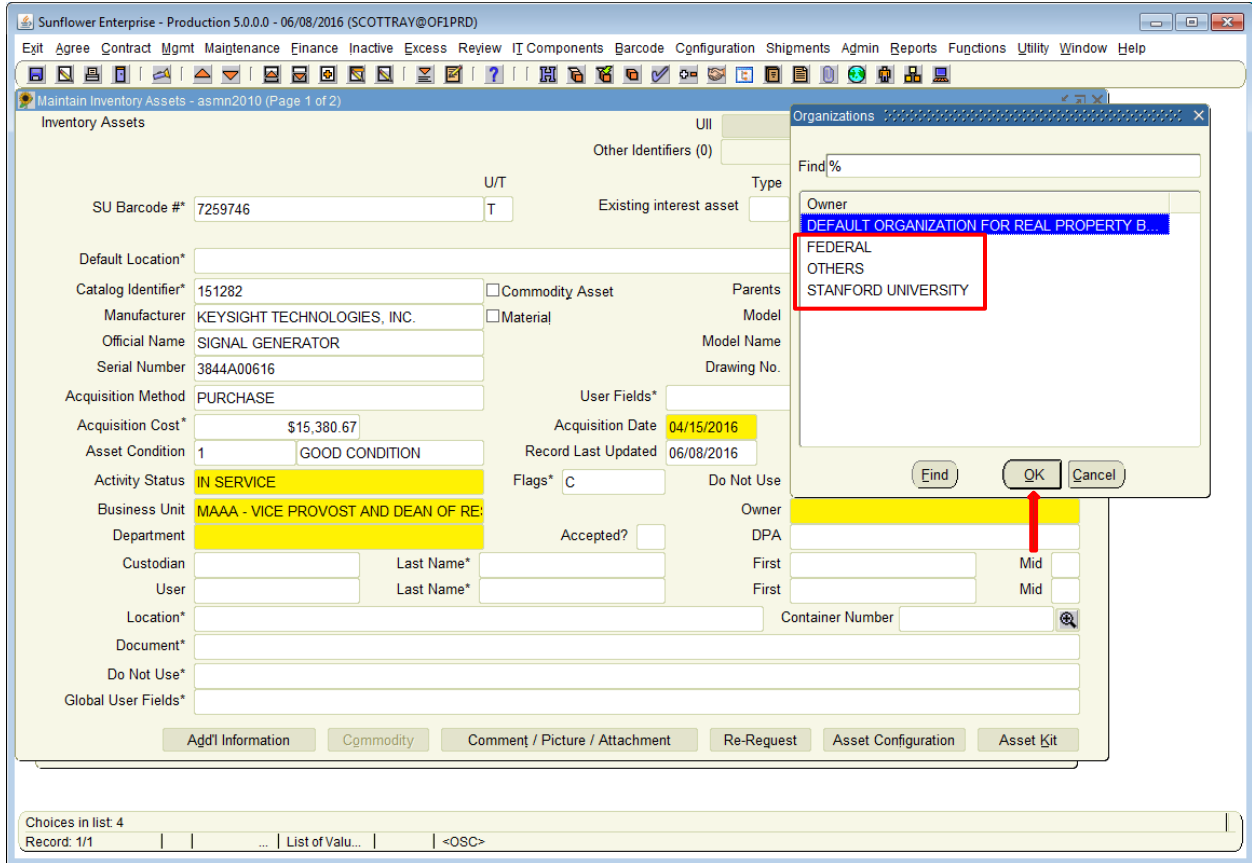
Sunflower User Guide



Business Unit is the overarching area of the University that your departments falls under. These are high-level organizations such as a School or major Administrative group. Either double-click on the field for the entire list, or enter the first few characters to narrow it down for faster selection.

Double-click on, or highlight the correct choice and hit OK to complete the field.

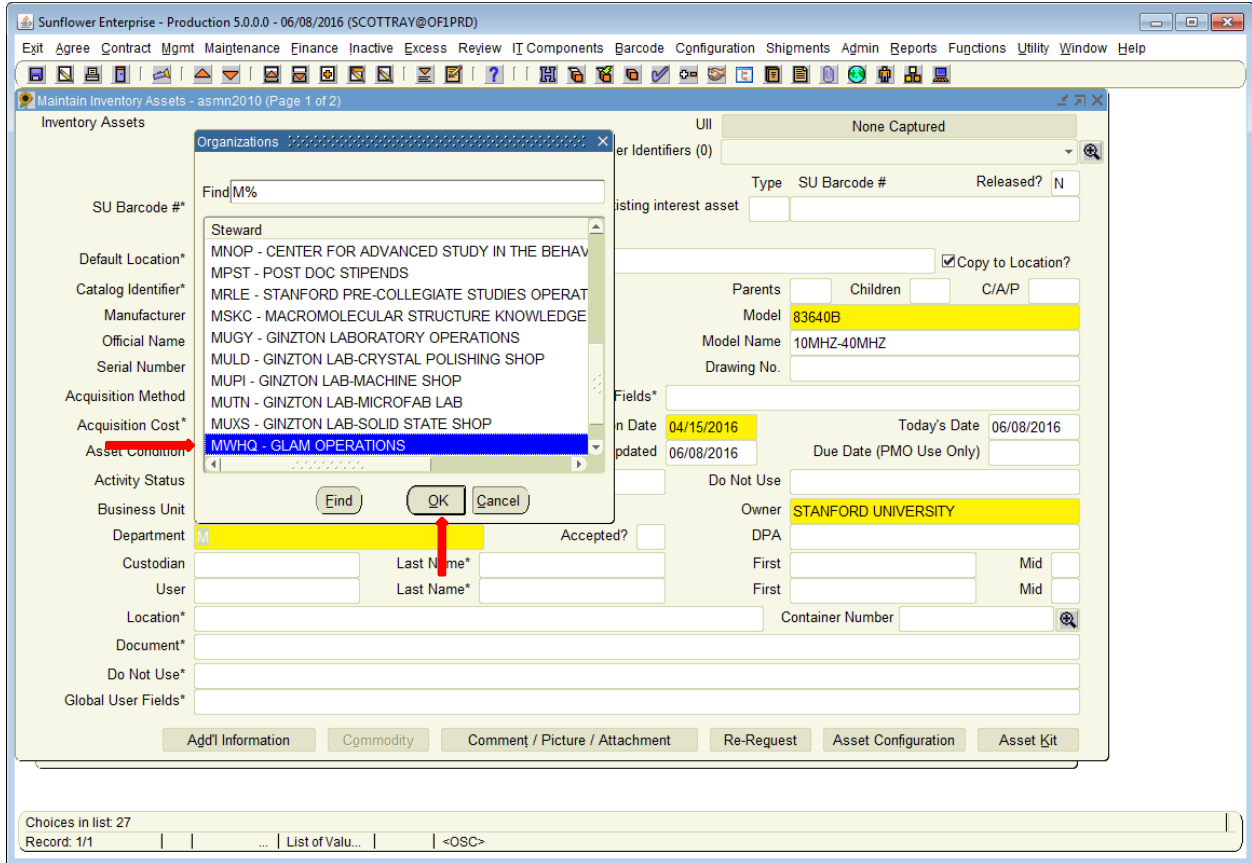
Sunflower User Guide



The next field is Owner, which can be one of three choices: “Stanford University”, “Federal”, or “Others”. Select from the double-click list of values and hit OK,

Hint: As a shortcut, simply enter the first letter of the choice you want (S, F, O) and hit TAB.

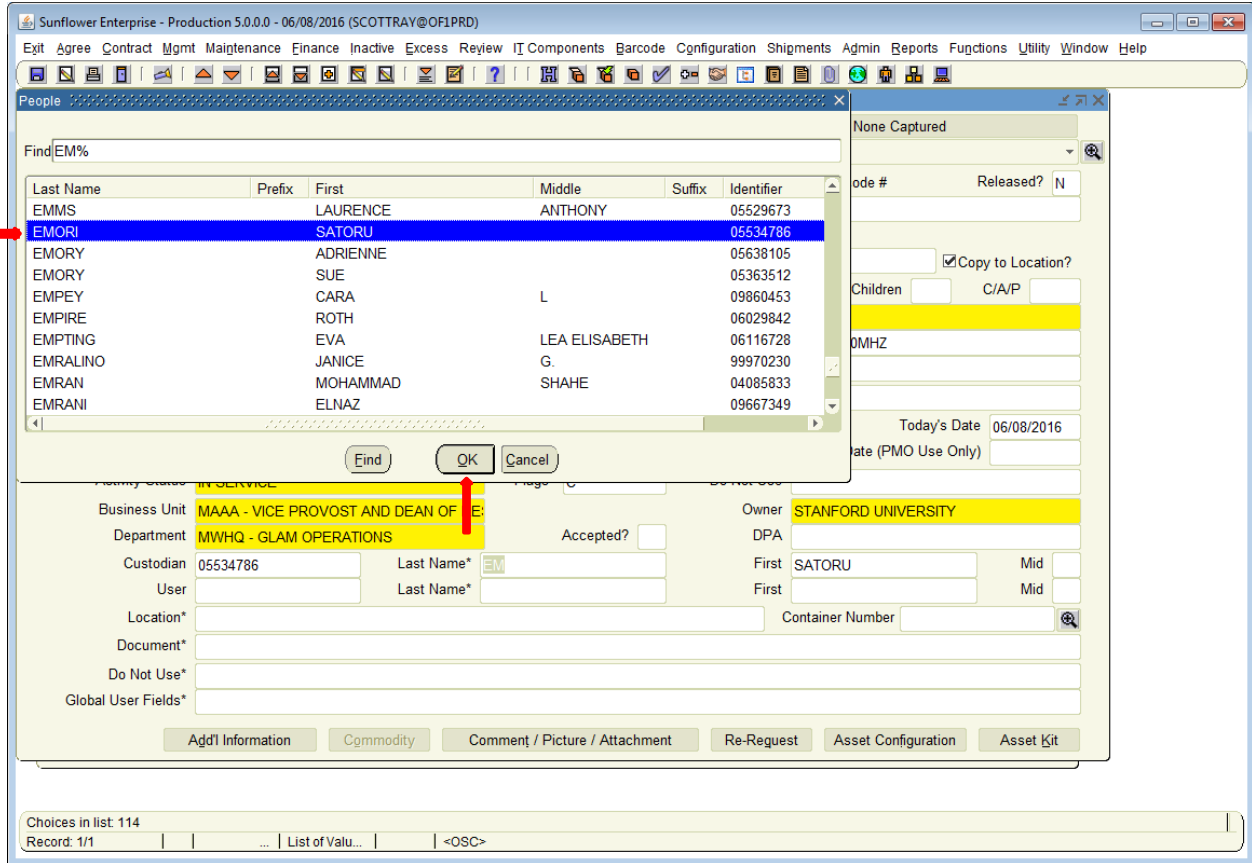
Sunflower User Guide



Now enter your Department name in the Department field (aka Steward). Again, you can either type in the name, or double-click in the field and select from the list of values.

Typing the first few characters before double-clicking (or hitting TAB) will bring up a shorter list for faster selection.

Sunflower User Guide



Enter the last name (or first few characters) of the Custodian into that field and hit TAB. From the resulting list of values, select the correct name and double-click on it or hit the OK button.

The custodian should be the person who has authority over the use, movement, and ultimate disposition of the asset. This could be a PI, a lab manager, or office administrator. It must be a permanent employee of the University (not a student or a temporary affiliate).

Sunflower User Guide

The screenshot displays the 'Maintain Inventory Assets' form in the Sunflower Enterprise application. The form is titled 'Inventory Assets' and includes the following fields and values:

- SU Barcode #: 7259746
- U/T: T
- Default Location*: [Empty]
- Copy to Location?:
- Catalog Identifier*: 151282
- Commodity Asset:
- Material:
- Manufacturer: KEYSIGHT TECHNOLOGIES, INC.
- Official Name: SIGNAL GENERATOR
- Serial Number: 3844A00616
- Acquisition Method: PURCHASE
- Acquisition Cost*: \$15,380.67
- Acquisition Date: 04/15/2016
- Today's Date: 06/08/2016
- Asset Condition: 1 GOOD CONDITION
- Record Last Updated: 06/08/2016
- Due Date (PMO Use Only): [Empty]
- Activity Status: IN SERVICE
- Flags*: C
- Do Not Use: [Empty]
- Business Unit: MAAA - VICE PROVOST AND DEAN OF RE...
- Department: MWHQ - GLAM OPERATIONS
- Accepted?:
- Owner: STANFORD UNIVERSITY
- DPA: [Empty]
- Custodian: 05534786
- Last Name*: EMORI
- First: SATORU
- Mid: [Empty]
- User: [Empty] (indicated by a red arrow)
- Last Name*: [Empty]
- First: [Empty]
- Mid: [Empty]
- Location*: [Empty]
- Container Number: [Empty]
- Document*: [Empty]
- Do Not Use*: [Empty]
- Global User Fields*: [Empty]

Buttons at the bottom of the form include: Add'l Information, Commodity, Comment / Picture / Attachment, Re-Request, Asset Configuration, and Asset Kit.

Do the same for the User, if desired (this is an optional field). This should be the day-to-day user of the item. The only requirement for user is that they be in the Human Resources system (PeopleSoft).

Note: To record a group or a non-Stanford user, there is a free-form field in Global User Fields that can be used for that.

Sunflower User Guide

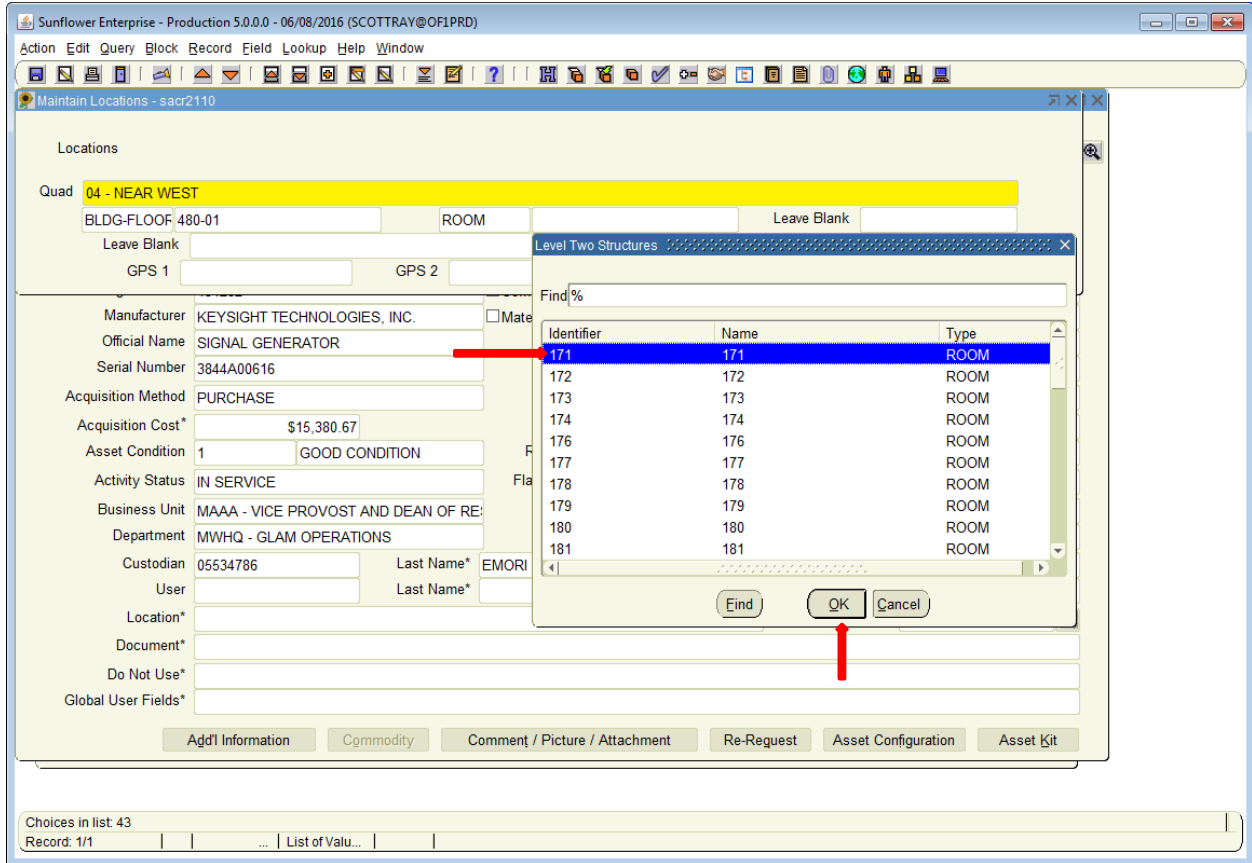
The screenshot shows the 'Sunflower Enterprise - Production 5.0.0.0 - 06/08/2016 (SCOTTRAY@OF1PRD)' window. The 'Maintain Locations - sacr2110' window is open, displaying a form for asset location management. The 'Locations' section at the top contains five input fields: 'Quad', 'BLDG-FLOOR', 'ROOM', 'Leave Blank', and 'Leave Blank'. Red arrows point to the 'Quad' and 'ROOM' fields. Below this is a 'Manufacturer' section with various fields for asset details like 'KEYSIGHT TECHNOLOGIES, INC.', 'SIGNAL GENERATOR', and '3844A00616'. At the bottom, there are buttons for 'Add'l Information', 'Commodity', 'Comment / Picture / Attachment', 'Re-Request', 'Asset Configuration', and 'Asset Kit'.

The multi-part location screen consists of 5 fields. “Quad” is where you enter the Quad number. Double-click on this field for the list of quads. Highlight the quad you want and click OK.

Next is “Building-Floor”, which is the blank field underneath Quad. You can enter the number directly, or double-click for a list of buildings in the selected quad.

Tip: If you already know the Quad, Bldg-Floor and room combination you can enter the numbers and hit tab to move quickly through each field.

Sunflower User Guide



“Room” number is treated the same way as building – double-click and you get a list of all rooms in the selected building.

Note: Room numbers are in numeric order, but there’s a catch – the order first lists all rooms that are purely numeric, then lists all rooms that are alphanumeric, and finally lists all rooms that are purely alphabetic.

Sunflower User Guide

The screenshot displays the Sunflower Enterprise software interface. The main window is titled "Maintain Locations - sacr2110". The form is divided into several sections:

- Locations:** Quad 04 - NEAR WEST, BLDG-FLOOR 480-01, ROOM 171, Leave Blank, GPS 1, GPS 2, GPS 3.
- Manufacturer:** KEYSIGHT TECHNOLOGIES, INC. (Material checkbox is unchecked), Model 83640B.
- Official Name:** SIGNAL GENERATOR, Model Name 10MHZ-40MHZ.
- Serial Number:** 3844A00616, Drawing No.
- Acquisition Method:** PURCHASE, User Fields*.
- Acquisition Cost:** \$15,380.67, Acquisition Date 04/15/2016, Today's Date 06/08/2016.
- Asset Condition:** 1 GOOD CONDITION, Record Last Updated 06/08/2016, Due Date (PMO Use Only).
- Activity Status:** IN SERVICE, Flags* C, Do Not Use.
- Business Unit:** MAAA - VICE PROVOST AND DEAN OF RE: Owner STANFORD UNIVERSITY.
- Department:** MWHQ - GLAM OPERATIONS, Accepted? checkbox.
- Custodian:** 05534786, Last Name* EMORI, First SATORU, Mid.
- User:** Last Name*, First, Mid.
- Location*:** Container Number.
- Document*:**
- Do Not Use*:**
- Global User Fields*:**

At the bottom of the form, there are buttons for "Add'l Information", "Commodity", "Comment / Picture / Attachment", "Re-Request", "Asset Configuration", and "Asset Kit". The "Save" icon in the top toolbar is circled in red.

The number assigned to the structure by the institution, e.g. 1000C
Record: 1/1 | ... | List of Valu...

When all information has been entered, select the “Save” icon to return to the main screen.

Sunflower User Guide

Sunflower Enterprise - Production 5.0.0.0 - 06/08/2016 (SCOTTRAY@OF1PRD)

Exit Agree Contract Mgmt Maintenance Finance Inactive Excess Review IT Components Barcode Configuration Shipments Admin Reports Functions Utility Window Help

Maintain Inventory Assets - asmn2010 (Page 1 of 2)

Inventory Assets

U/I: None Captured

Other Identifiers (0)

SU Barcode #: 7259746 U/I: T Existing interest asset: []

Default Location*: [] Copy to Location? [x]

Catalog Identifier*: 151282 Commodity Asset: [] Parents: [] Children: [] C/A/P: []

Manufacturer: KEYSIGHT TECHNOLOGIES, INC. Material: [] Model: 83640B

Official Name: SIGNAL GENERATOR Model Name: 10MHZ-40MHZ

Serial Number: 3844A00616 Drawing No.: []

Acquisition Method: PURCHASE User Fields*: []

Acquisition Cost*: \$15,380.67 Acquisition Date: 04/15/2016 Today's Date: 06/08/2016

Asset Condition: 1 GOOD CONDITION Record Last Updated: 06/08/2016 Due Date (PMO Use Only): []

Activity Status: IN SERVICE Flags*: C Do Not Use: []

Business Unit: MAAA - VICE PROVOST AND DEAN OF RE Owner: STANFORD UNIVERSITY

Department: MWHQ - GLAM OPERATIONS Accepted?: [] DPA: []

Custodian: 05534786 Last Name*: EMORI First: SATORU Mid: []

User: [] Last Name*: [] First: [] Mid: []

Location*: 04 - NEAR WEST_BLDG-FLOOR_480-01_ROOM_171 Container Number: []

Document: []

Do Not Use*: []

Global User Fields*: []

Buttons: Add'l Information Commodity Comment / Picture / Attachment Re-Request Asset Configuration Asset Kit

The location of the asset. Press Edit to display or edit location

Record: 1/1 <OSC>

After location information has been entered. You will see the full Quad-Bldg.-Floor-Room combination listed within the location field on the record.

Finally, select “Global User Fields” towards the bottom and double click inside the box.

This will open the final screen you need to complete.

Sunflower User Guide

Screenshot of the Sunflower Enterprise software interface. The window title is "Sunflower Enterprise - Production 5.0.0.0 - 06/08/2016 (SCOTTRAY@OF1PRD)". The menu bar includes "Action", "Edit", "Query", "Block", "Record", "Field", "Lookup", "Help", and "Window". The toolbar contains various icons, with the "Save" icon circled in red. The main window displays the "Custom Attributes of Asset States - saue2010" form. The form contains the following fields:

FA Asset ID	<input type="text"/>
Other Description	<input type="text" value="Additional Information if needed"/>
Location Detail	<input type="text" value="If needed"/>
Department Tag Number	<input type="text"/>
Asset User	<input type="text"/>
Net Book Value	<input type="text"/>
Year Manufactured	<input type="text" value="2016"/>
Date Retired	<input type="text"/>
Cost Retired	<input type="text"/>
Retirement Status	<input type="text"/>
Alternate Location *	<input type="text"/>
IDC Flag (PMO Use Only)	<input type="text" value="ALLOW"/>
Last Calibration/Maintenance	<input type="text"/>
Next Calibration/Maintenance	<input type="text"/>
PMO Audit	<input type="text"/>
Fleet Garage ID#	<input type="text"/>
Fab 1st Notice	<input type="text"/>
Fab 2nd Notice	<input type="text"/>
Fab Completion Form	<input type="text"/>

At the bottom of the form, it displays "VARCHAR2(250)" and "Record: 1/1".

This is where you can enter additional description and location detail information. You need to also note the year of manufacture.

Once finished, click on the “Save” icon and you will return to the record.

Sunflower User Guide

Sunflower Enterprise - Production 5.0.0.0 - 06/08/2016 (SCOTTRAY@OF1PRD)

Exit Agree Contract Mgmt Maintenance Finance Inactive Excess Review IT Components Barcode Configuration Shipments Admin Reports Functions Utility Window Help

Maintain Inventory Assets - asmn2010 (Page 1 of 2)

Inventory Assets

UII None Captured

Other Identifiers (0)

SU Barcode # 7259746 U/T T Existing interest asset

Default Location* Copy to Location?

Catalog Identifier* 151282 Commodity Asset Parents Children C/A/P

Manufacturer KEYSIGHT TECHNOLOGIES, INC. Material Model 83640B

Official Name SIGNAL GENERATOR Model Name 10MHZ-40MHZ

Serial Number 3844A00616 Drawing No.

Acquisition Method PURCHASE User Fields*

Acquisition Cost* \$15,380.67 Acquisition Date 04/15/2016 Today's Date 06/08/2016

Asset Condition 1 GOOD CONDITION Record Last Updated 06/08/2016 Due Date (PMO Use Only)

Activity Status IN SERVICE Flags* C Do Not Use

Business Unit MAAA - VICE PROVOST AND DEAN OF RE Owner STANFORD UNIVERSITY

Department MWHQ - GLAM OPERATIONS Accepted? DPA

Custodian 05534786 Last Name* EMORI First SATORU Mid

User Last Name* First Mid

Location* 04 - NEAR WEST_BLDG-FLOOR_480-01_ROOM_171 Container Number

Document*

Do Not Use*

Global User Fields* Additional Information if needed. If needed 2016 ALLOW

Buttons: Add'l Information Commodity Comment / Picture / Attachment Re-Request Asset Configuration Asset Kit

The assets global user defined fields. Press Edit to display global user defined fields.

Record: 1/1 <OSC>

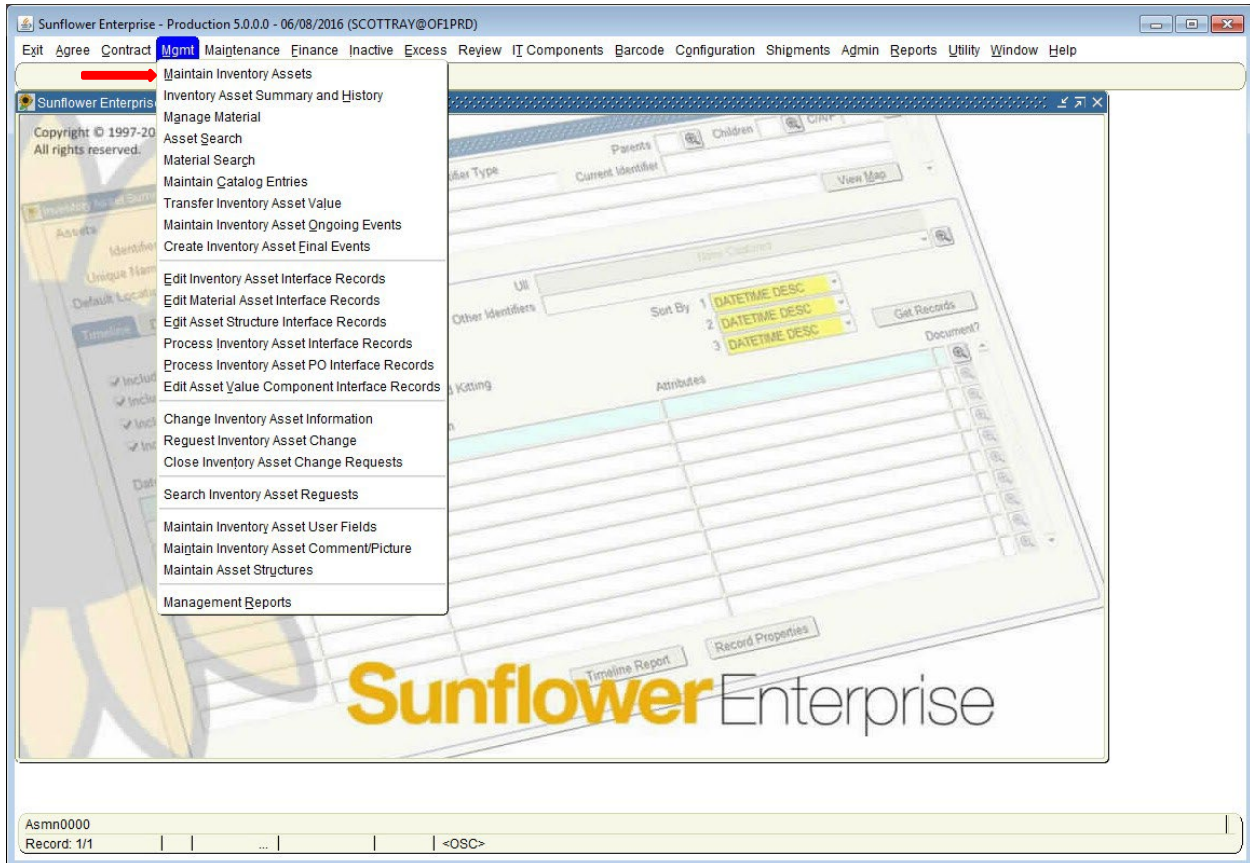
Once you return to the record, you will see the full list of information entered in the Global User Fields.

To save the record, click on the “Save” icon one final time and the record will be saved.

SUNFLOWER USER GUIDE

Sunflower Asset Record Maintenance

Sunflower User Guide



To change or update information in the Sunflower record, access the record through the Mgmt pull-down menu, selecting “Maintain Inventory Assets”

Sunflower User Guide

Sunflower Enterprise - Production 5.0.0.0 - 06/08/2016 (SCOTTRAY@OF1PRD)

Exit Agree Contract Mgmt Maintenance Finance Inactive Excess Review IT Components Barcode Configuration Shipments Admin Reports Functions Utility Window Help

Maintain Inventory Assets - asmn2010 (Page 1 of 2)

Inventory Assets

UII None Captured

Other Identifiers (1) AGR, INV / 3701706

SU Barcode # 3701706 U/T T

Existing interest asset

Default Location*

Catalog Identifier* 24925 Commodity Asset Parents 0 Children 0 C/A/P C

Manufacturer COHERENT INCORPORATED Material Model INNOVA 300

Official Name LASER Model Name

Serial Number 54808A Drawing No.

Acquisition Method PURCHASE User Fields*

Acquisition Cost* \$27,863.56 Acquisition Date 05/01/2006 Today's Date 05/01/2006

Asset Condition 1 GOOD CONDITION Record Last Updated 06/08/2016 Due Date (PMO Use Only)

Activity Status IN SERVICE Flags* C Do Not Use

Business Unit RAAA - SCHOOL OF ENGINEERING Owner STANFORD UNIVERSITY

Department SADW - ELECTRICAL ENGINEERING OPER Accepted? Y DPA GREEN KENNETH J 09926668

Custodian 09918053 Last Name* HAYDON First JAMES Mid C

User 05400569 Last Name* MALDONADO First JUAN Mid RAJ

Location* 90 - AREAS NOT IN 1-14_BLDG-FLOOR_998-99999_ROOM_9999999999 Container Number

Document*

Do Not Use*

Global User Fields* 1153836_0_2006_ALLOW

Add'l Information Commodity Comment / Picture / Attachment Re-Request Asset Configuration Asset Kit

The tracking identifier assigned to the interest asset

Record: 1/1 <OSC>

Enter the tag number of the record you want to access, then hit either Tab or Enter.

The record fields will populate with the current data.

Sunflower User Guide

The screenshot displays the 'Maintain Inventory Assets' form in the Sunflower Enterprise application. The form is titled 'Inventory Assets' and includes a search bar for 'Other Identifiers (1)' with the value 'AGR, INV / 3701706'. The 'SU Barcode #' field is highlighted in yellow and contains the value '3701706'. The 'Acquisition Cost' is '\$27,863.56' and the 'Acquisition Date' is '05/01/2006'. The 'Custodian' is listed as 'JAMES HAYDON'. The 'Location' is '90 - AREAS NOT IN 1-14_BLDG-FLOOR_998-99999_ROOM_9999999999'. The form also includes fields for 'Manufacturer' (COHERENT INCORPORATED), 'Model' (INNOVA 300), and 'Activity Status' (IN SERVICE). At the bottom of the form, there are several buttons: 'Add Information', 'Commodity', 'Comment / Picture / Attachment', 'Re-Request', 'Asset Configuration', and 'Asset Kit'. A status bar at the bottom indicates 'Record: 1/1'.

Most of the fields are available for updating, with some notable exceptions. Among those fields that are protected from update are:

- Cost and purchase data
- Department Name (unless you are authorized for both depts.)
- Mfr/Model/Description (catalog combination)

To change these elements, contact your PPM. However, other fields, such as location, custodian, user, activity status, and the global user field, can be updated at any time.

Simple fields, such as serial number, can be updated simply by deleting the current data, entering the new information, and clicking the Save icon. More complex changes, such as Custodian, Location and Flags, require opening the sub-window, changing the data within that window, and re-saving the record.

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Sunflower Enterprise - Production 5.0.0.0 - 06/08/2016 (SCOTTRAY@OF1PRD)

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Maintain Inventory Assets - asmn2010 (Page 1 of 2)

Inventory Assets

UII None Captured

Other Identifiers (1) AGR, INV / 3701706

SU Barcode # 3701706 U/T T Existing interest asset

Default Location*

Catalog Identifier* 24925 Commodity Asset Parents 0 Children 0 C/A/P C

Manufacturer COHERENT INCORPORATED Material Model INNOVA 300

Official Name LASER Model Name

Serial Number 54808A Drawing No.

Acquisition Method PURCHASE User Fields*

Acquisition Cost* \$27,863.56 Acquisition Date 05/01/2006 Today's Date 05/01/2006

Asset Condition 1 GOOD CONDITION Record Last Updated 06/08/2016 Due Date (PMO Use Only)

Activity Status IN SERVICE Flags* C Do Not Use

Business Unit RAAA - SCHOOL OF ENGINEERING Owner STANFORD UNIVERSITY

Department SADW - ELECTRICAL ENGINEERING OPER Accepted? Y DPA GREEN KENNETH J 09926668

Custodian 09918053 Last Name* HAYDON Mid C

User 05400569 Last Name* MALDONADO First JAMES Mid RAJ

Location* 90 - AREAS NOT IN 1-14_BLDG-FLOOR_998-99999_ROOM_9999999999 Container Number

Document*

Do Not Use*

Global User Fields* 1153836_0_2006_ALLOW

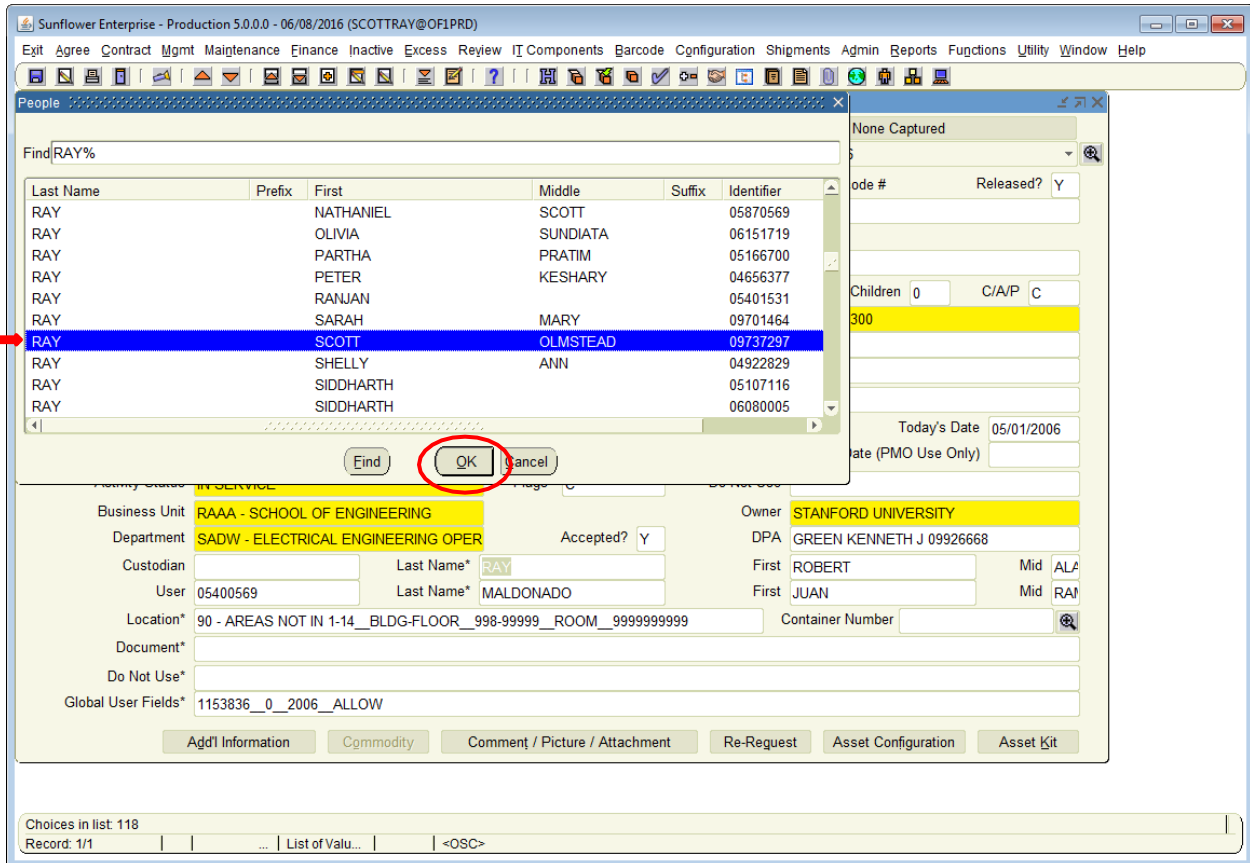
Add'l Information Commodity Comment / Picture / Attachment Re-Request Asset Configuration Asset Kit

The person's last name, e.g. SMITH

Record: 1/1 ... List of Valu... <OSC>

Changing Custodian is a common update to a record. To change the custodian name, simply highlight the current last name, delete it, and type in the new last name. Then hit Tab or Enter, and the list of people with that last name will appear.

Sunflower User Guide



Scroll down the list until you find the name you want to have on the record, and click OK (or you can double click on the desired name – either way works)

Hint: If unsure of the spelling, try entering just the first few characters of the name – the list will then include all names that begin with that combination of characters.

Sunflower User Guide

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Exit Agree Contract Mgmt Maintenance Finance Inactive Excess Review IT Components Barcode Configuration Shipments Admin Reports Functions Utility Window Help

Maintain Inventory Assets - asmn2010 (Page 1 of 2)

Inventory Assets

UII None Captured

Other Identifiers (1) AGR, INV / 3701706

SU Barcode # 3701705 U/T T Existing interest asset

Default Location*

Catalog Identifier* 24925 Commodity Asset Parents 0 Children 0 C/A/P C

Manufacturer COHERENT INCORPORATED Material Model INNOVA 300

Official Name LASER Model Name

Serial Number 54808A Drawing No.

Acquisition Method PURCHASE User Fields*

Acquisition Cost* \$27,863.56 Acquisition Date 05/01/2006 Today's Date 05/01/2006

Asset Condition 1 GOOD CONDITION Record Last Updated 06/08/2016 Due Date (PMO Use Only)

Activity Status IN SERVICE Flags* C Do Not Use

Business Unit RAAA - SCHOOL OF ENGINEERING Owner STANFORD UNIVERSITY

Department SADW - ELECTRICAL ENGINEERING OPER Accepted? Y DPA GREEN KENNETH J 09926668

Custodian 09737297 Last Name* RAY First SCOTT Mid OLN

User 05400589 Last Name* MALDONADO First JUAN Mid RAN

Location* 90 - AREAS NOT IN 1-14_BLDG-FLOOR_998-99999_ROOM_9999999999 Container Number

Document*

Do Not Use*

Global User Fields* 1153836_0_2006_ALLOW

Agd'l Information Commodity Comment / Picture / Attachment Re-Request Asset Configuration Asset Kit

An identifier assigned by the institution, e.g. badge no

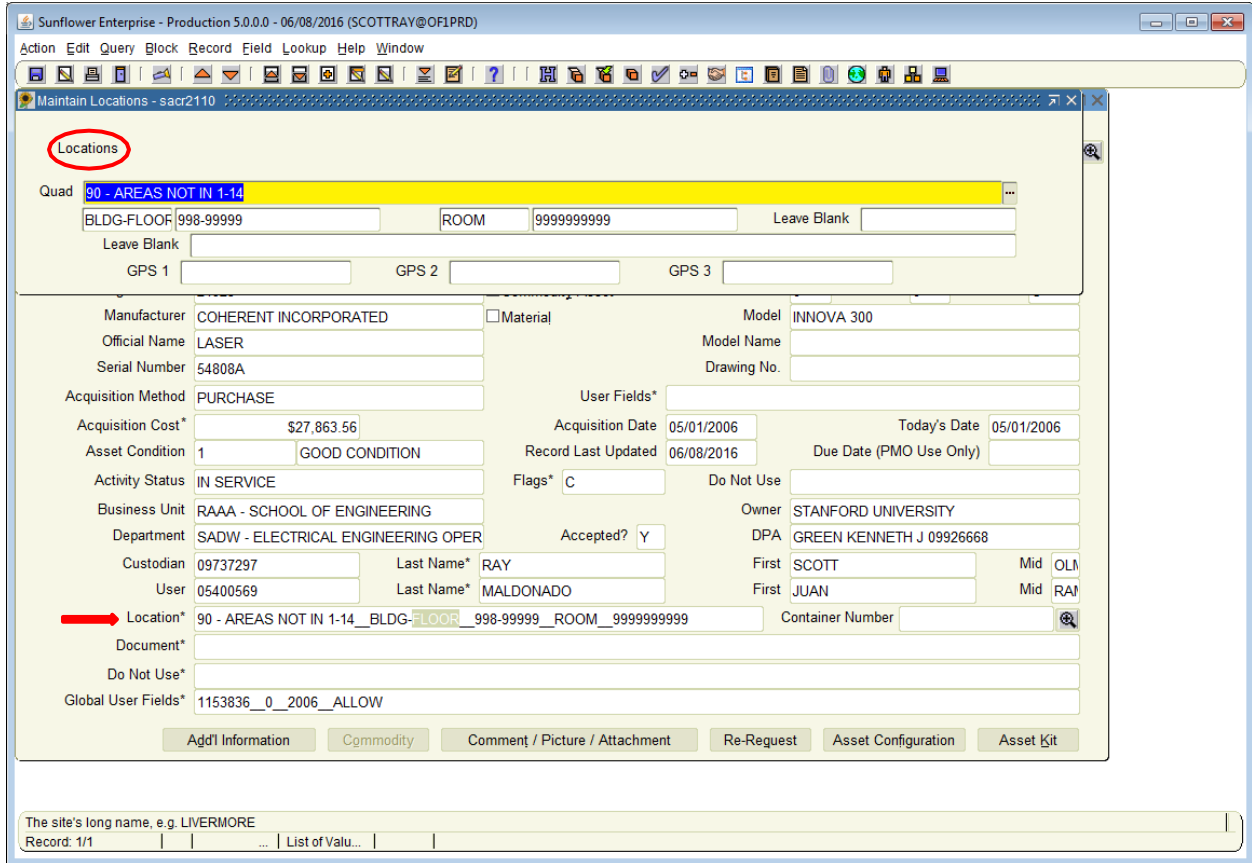
Record: 1/1 <OSC>

The new name is now in the record. Click on the SAVE icon if you are done.

(If you try to close the application or the active window without saving the new information, the system will prompt you to do so before closing the window.)

To change User, follow the same steps.

Sunflower User Guide



Changing the Location is just as simple – double click on the existing location to pop up the sub-window in order to update the individual data elements.

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Sunflower Enterprise - Production 5.0.0.0 - 06/08/2016 (SCOTTRAY@OF1PRD)

Maintain Locations - sacr2110

Locations

Quad **04 - NEAR WEST**

BLDG-FLOOR 060-01 ROOM 108

Manufacturer COHERENT INCORPORATED Model INNOVA 300

Official Name LASER Model Name

Serial Number 54808A Drawing No.

Acquisition Method PURCHASE User Fields*

Acquisition Cost* \$27,863.56 Acquisition Date 05/01/2006 Today's Date 05/01/2006

Asset Condition 1 GOOD CONDITION Record Last Updated 06/08/2016 Due Date (PMO Use Only)

Activity Status IN SERVICE Flags* C Do Not Use

Business Unit RAAA - SCHOOL OF ENGINEERING Owner STANFORD UNIVERSITY

Department SADW - ELECTRICAL ENGINEERING OPER Accepted? Y DPA GREEN KENNETH J 09926668

Custodian 09737297 Last Name* RAY First SCOTT Mid OLN

User 05400569 Last Name* MALDONADO First JUAN Mid RAL

Location* 90 - AREAS NOT IN 1-14_BLDG-FLOOR_998-99999_ROOM_9999999999 Container Number

Document*

Do Not Use*

Global User Fields* 1153836_0_2006_ALLOW

Agdl Information Commodity Comment / Picture / Attachment Re-Request Asset Configuration Asset Kit

The number assigned to the structure by the institution, e.g. 1000C

Record: 1/1 ... List of Valu...

Update the Quad, Building-Floor, and Room fields as needed, then click on the SAVE icon.

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Exit Agree Contract Mgmt Maintenance Finance Inactive Excess Review IT Components Barcode Configuration Shipments Admin Reports Functions Utility Window Help

Maintain Inventory Assets - asmn2010 (Page 1 of 2)

Inventory Assets

UII None Captured

Other Identifiers (1) AGR, INV / 3701706

SU Barcode # 3701706 U/T T Existing interest asset Type SU Barcode # Released? Y

Default Location*

Catalog Identifier* 24925 Commodity Asset Parents 0 Children 0 C/A/P C

Manufacturer COHERENT INCORPORATED Material Model INNOVA 300

Official Name LASER Model Name

Serial Number 54808A Drawing No.

Acquisition Method PURCHASE User Fields*

Acquisition Cost* \$27,863.56 Acquisition Date 05/01/2006 Today's Date 05/01/2006

Asset Condition 1 GOOD CONDITION Record Last Updated 06/08/2016 Due Date (PMO Use Only)

Activity Status IN SERVICE Flags* C Do Not Use

Business Unit RAAA - SCHOOL OF ENGINEERING Owner STANFORD UNIVERSITY

Department SADW - ELECTRICAL ENGINEERING OPER Accepted? Y DPA GREEN KENNETH J 09926668

Custodian 09737297 Last Name* RAY First SCOTT Mid OLN

User 05400569 Last Name* MALDONADO First JUAN Mid RAN

Location* 04 - NEAR WEST BLDG-FLOOR_060-01 ROOM 108 Container Number

Document*

Do Not Use*

Global User Fields* 1153836_0_2006_ALLOW

Agdl Information Commodity Comment / Picture / Attachment Re-Request Asset Configuration Asset Kit

The location of the asset. Press Edit to display or edit location

Record: 1/1 <OSC>

The new location information replaces the old in the string of location data in the main window. You still need to save the main record, though, so click on the SAVE icon again.

Sunflower User Guide

Sunflower Enterprise - Production 5.0.0.0 - 06/08/2016 (SCOTTRAY@OF1PRD)

Action Edit Query Block Record Field Lookup Help Window

Custom Attributes of Asset States - saue2010

FA Asset ID	1153836
Other Description	CHANGE- DELETE-ADD
Location Detail	CHANGE- DELETE-ADD
Department Tag Number	
Asset User	
Net Book Value	0
Year Manufactured	2006
Date Retired	
Cost Retired	
Retirement Status	
Alternate Location *	
IDC Flag (PMO Use Only)	ALLOW
Last Calibration/Maintenance	
Next Calibration/Maintenance	
PMO Audit	
Fleet Garage ID#	
Fab 1st Notice	
Fab 2nd Notice	
Fab Completion Form	

VARCHAR2(250)
Record: 1/1

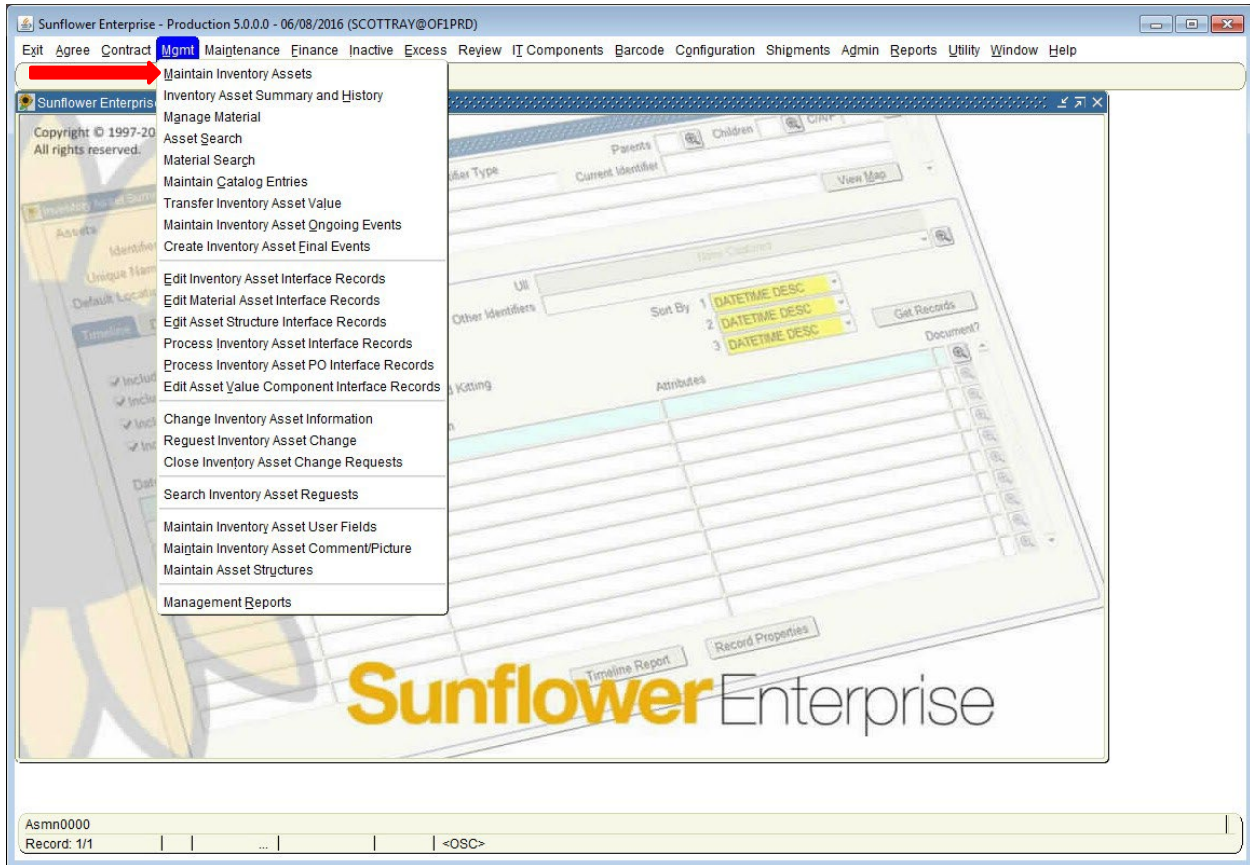
Here you can change the “Other Description”, “Location Detail”, “Department Tag Number”, the Year of Manufacture, or the maintenance/calibration dates.

The other fields in this view are auto-populated by the Oracle FA system, so are not changeable in this application. (FA Asset ID, Net Book Value, IDC Flag and Retirement information are all overwritten nightly – do not change the information in these fields)

SUNFLOWER USER GUIDE

Attaching documents and photos

Sunflower User Guide



When in Sunflower, select the MGMT tab and Maintain inventory assets.

Sunflower User Guide

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Exit Agree Contract Mgmt Maintenance Finance Inactive Excess Review IT Components Barcode Configuration Shipments Admin Reports Functions Utility Window Help

Maintain Inventory Assets - asmn2010 (Page 1 of 2)

Inventory Assets

UII None Captured

Other Identifiers (1) AGR, INV / 3701706

SU Barcode # 3701706 U/T T

Existing interest asset

Default Location*

Catalog Identifier* 24925 Commodity Asset Parents 0 Children 0 C/A/P C

Manufacturer COHERENT INCORPORATED Material Model INNOVA 300

Official Name LASER Model Name

Serial Number 54808A Drawing No.

Acquisition Method PURCHASE User Fields*

Acquisition Cost* \$27,863.56 Acquisition Date 05/01/2006 Today's Date 05/01/2006

Asset Condition 1 GOOD CONDITION Record Last Updated 06/08/2016 Due Date (PMO Use Only)

Activity Status IN SERVICE Flags* C Do Not Use

Business Unit RAAA - SCHOOL OF ENGINEERING Accepted? Y Owner STANFORD UNIVERSITY

Department SADW - ELECTRICAL ENGINEERING OPER DPA GREEN KENNETH J 09926668

Custodian 09918053 Last Name* HAYDON First JAMES Mid C

User 05400569 Last Name* MALDONADO First JUAN Mid RAJ

Location* 90 - AREAS NOT IN 1-14 _BLDG-FLOOR_998-99999 _ROOM_9999999999 Container Number

Document*

Do Not Use*

Global User Fields* 1153836_0_2006_ALLOW

Agd'l Information Commodity Comment / Picture / Attachment Re-Request Asset Configuration Asset Kit

The tracking identifier assigned to the interest asset

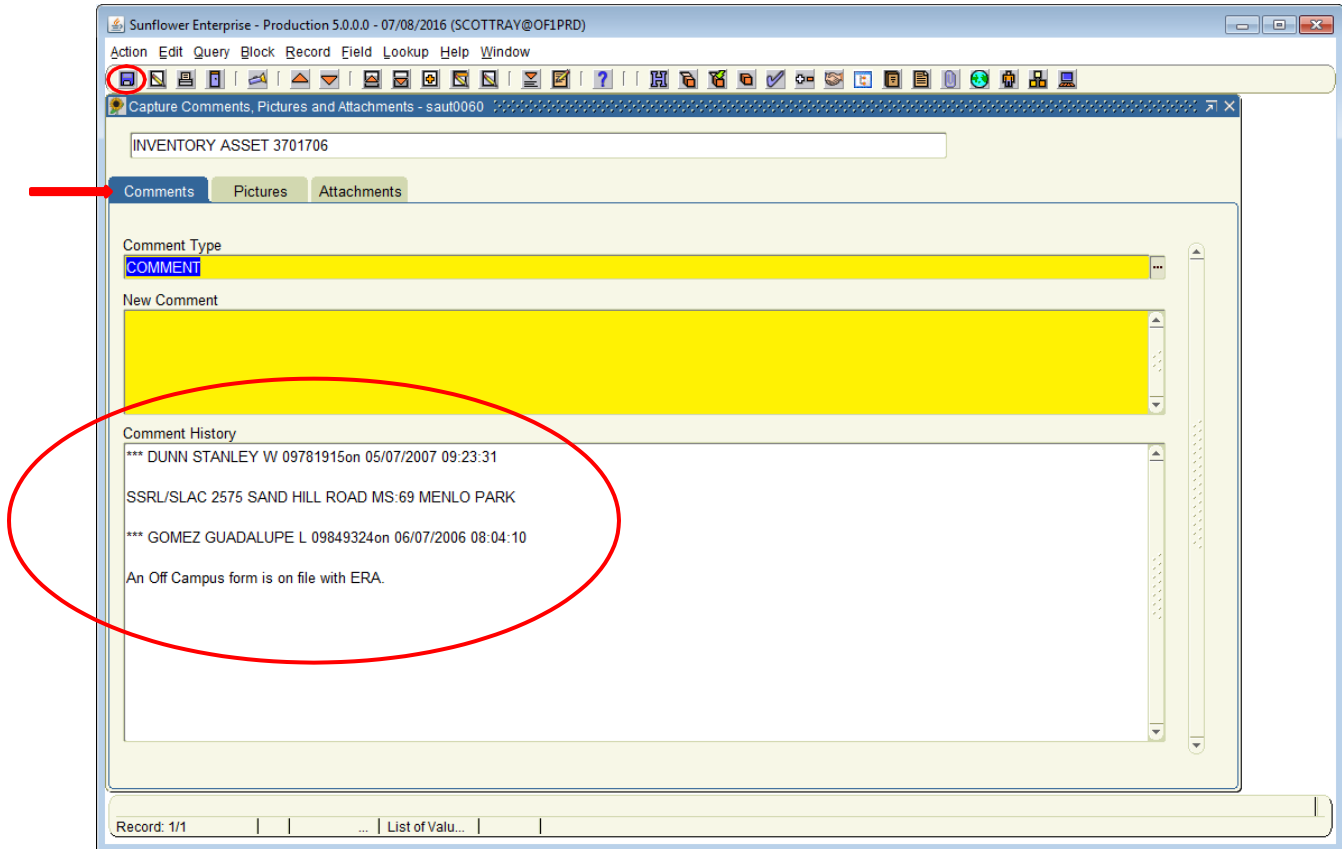
Record: 1/1 <OSC>

Enter the tag number of the record you want to access, then hit either Tab or Enter.

The record fields will populate with the current data.

Click on the Comment / Picture / Attachment tab at the bottom of the record.

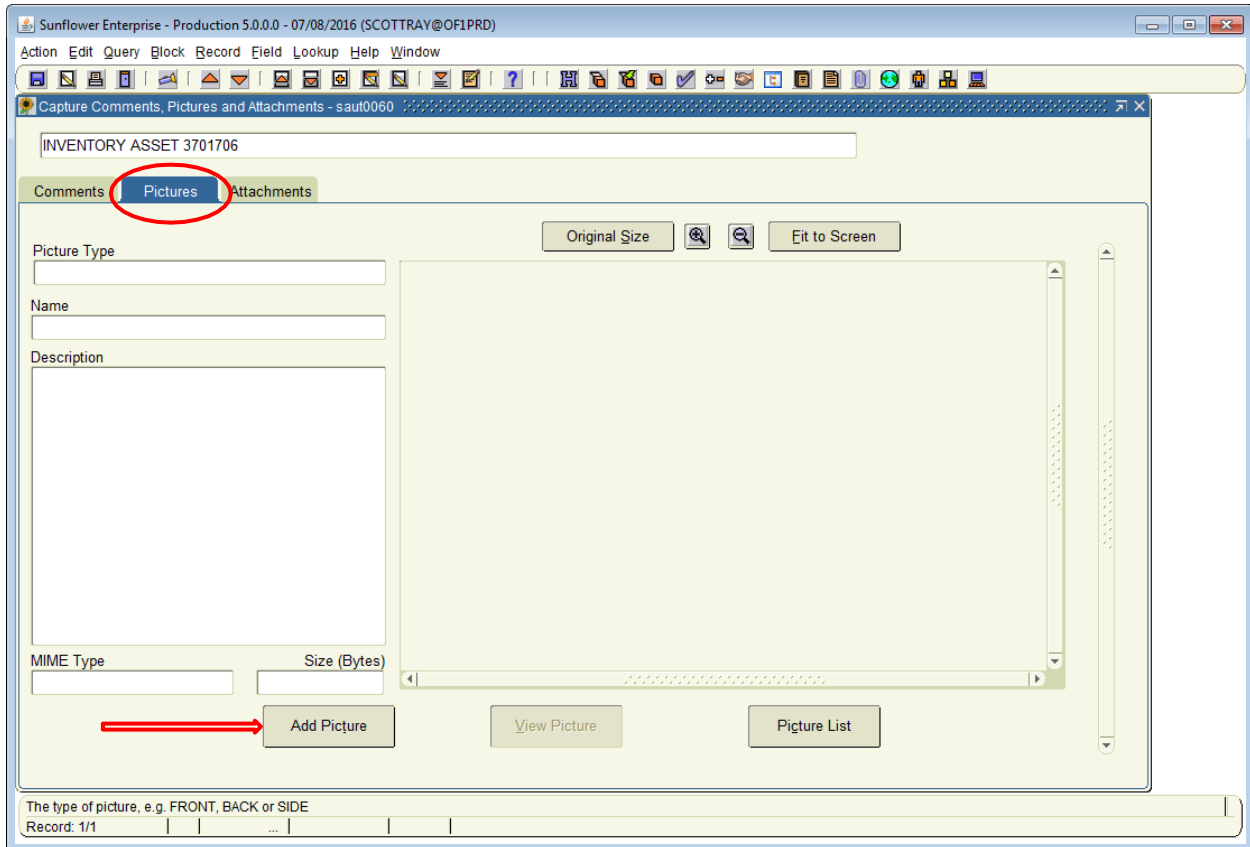
Sunflower User Guide



The next screen opens with the COMMENTS tab already selected. Here you can view and add notes, or any information specific to the record.

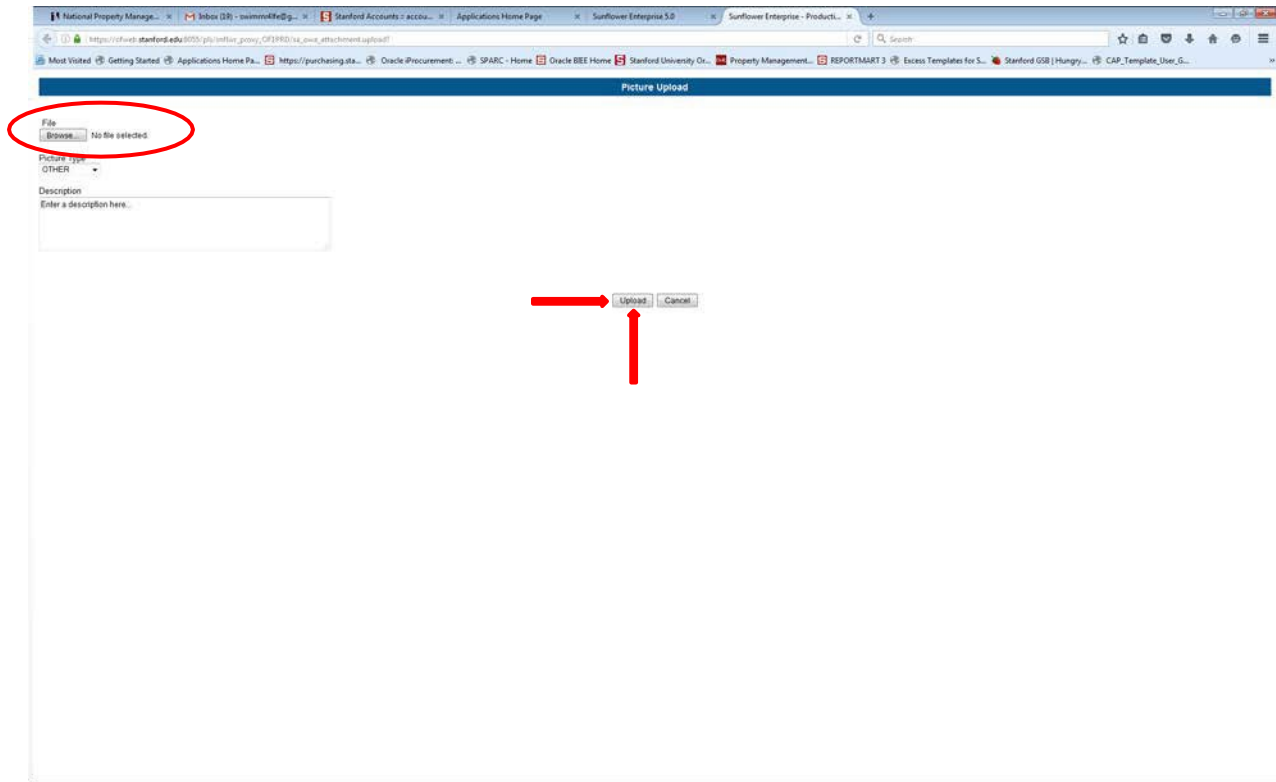
If you wish to enter a new comment, type or paste the comments in the large yellow box. To save, select the disk icon at the upper left of the record.

Sunflower User Guide



To add pictures, open the record, select the Comment / Picture / Attach tab and the Picture tab. Once inside, select Add picture

Sunflower User Guide

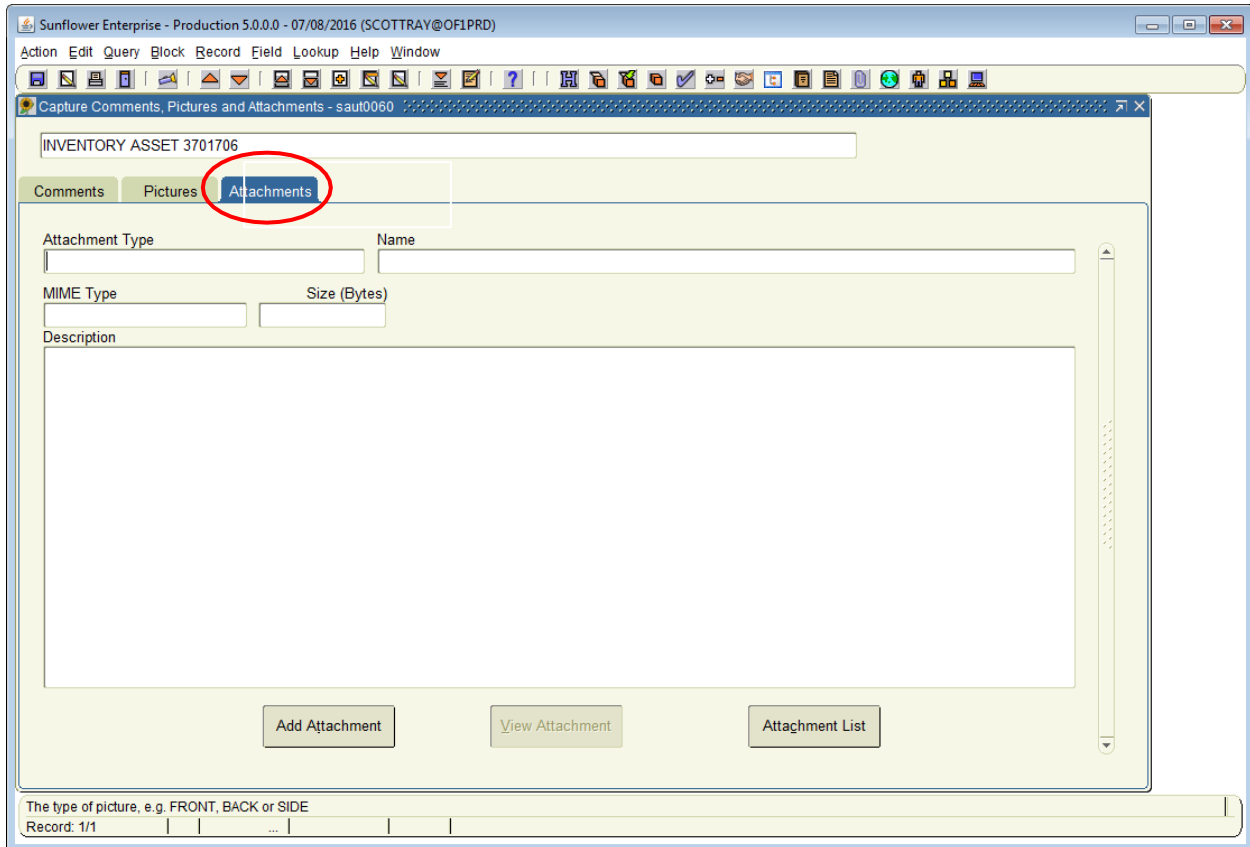


Next, you will be prompted to browse for your file. Once you select your file, select **UPLOAD**.

Once added, you will be prompted to re-query the picture. Go ahead and select **cancel**.

Then select the save icon and the picture is automatically saved to the record.

Sunflower User Guide



Attachments are done the same way as pictures, but instead of picture, you are looking to attach a supporting document.

You will see all the same screens that you would for a picture with the only difference being that this is for a document.