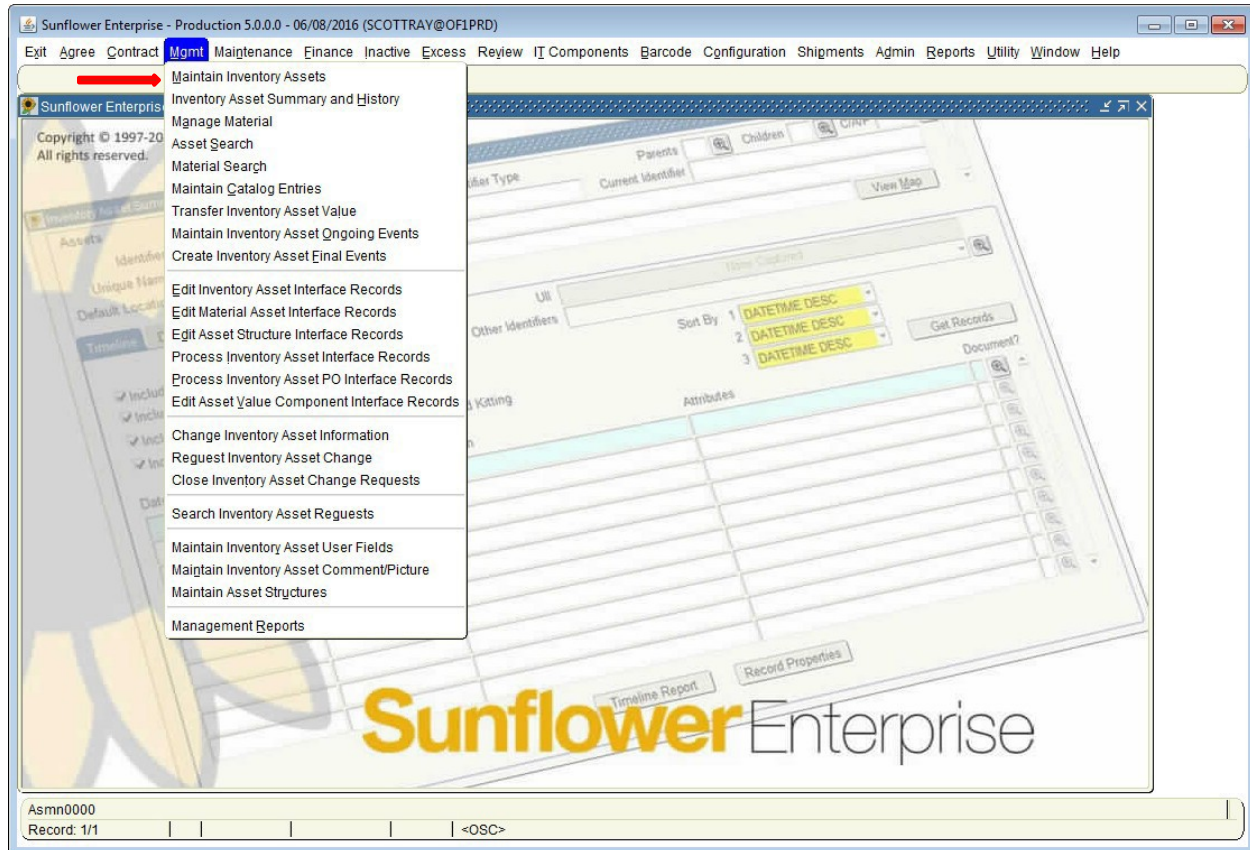


SUNFLOWER USER GUIDE

Creating an Asset Record from Scratch

For use with Stanford
property

Sunflower User Guide



To create a record from scratch select 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 displays 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, IT Components, Barcode, Configuration, Shipments, Admin, Reports, Functions, Utility, Window, and Help. The title bar indicates 'Maintain Inventory Assets - asmn2010 (Page 1 of 2)'. The form is titled 'Inventory Assets' and contains various input fields and checkboxes. A red circle highlights the 'SU Barcode #' field, which is currently blank. Other fields include 'Default Location*', 'Catalog Identifier*', 'Manufacturer', 'Official Name', 'Serial Number', 'Acquisition Method' (set to PURCHASE), 'Acquisition Cost*', 'Asset Condition', 'Activity Status' (set to IN SERVICE), 'Business Unit', 'Department', 'Custodian', 'User', 'Location*', 'Document*', 'Do Not Use*', and 'Global User Fields*'. There are also checkboxes for 'Commodity Asset', 'Material', 'Parents', 'Children', 'C/A/P', 'Model', 'Model Name', 'Drawing No.', 'Flags*', 'Accepted?', 'Owner', 'DPA', 'First', 'Mid', and 'Released?'. The bottom of the form has buttons for 'Add'l Information', 'Commodity', 'Comment / Picture / Attachment', 'Re-Request', 'Asset Configuration', and 'Asset Kit'. A status bar at the bottom shows 'The tracking identifier assigned to the interest asset' and 'Record: 1/1'.

The screen that appears is also the screen you normally see for maintaining records, 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 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

Existing interest asset

Type: SU Barcode # Released? N

Default Location* ☒ Copy to Location?

Catalog Identifier* ☐ Commodity Asset

Manufacturer ☐ Material

Official Name Parents Children C/A/P

Serial Number Model

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

Flags* Do Not Use

Business Unit Owner

Department Accepted? ☐ DPA

Custodian Last Name* First Mid

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.

Other Acquisition Methods include:

- Donation
- Lease
- Loan (incoming)

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

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

Model

Find 836%

Model Number	Manufacturer	Official Name
8363	APPLE COMPUTERS INCORPORATED	COMPUTER, LAPTOP
836XL SCANNER	EN POINTE TECHNOLOGIES	SCANNER
83623B	HEWLETT PACKARD COMPANY (HP)	SIGNAL GENERATOR
83650A	HEWLETT PACKARD COMPANY (HP)	SYNTHESIZER
83651A	HEWLETT PACKARD COMPANY (HP)	SWEEPER, SYNTHESIZED
83603	KARL SUSS	ALIGNER
83640B	KEYSIGHT TECHNOLOGIES, INC.	SIGNAL GENERATOR
836L	SEIKO EPSON CORPORATION	SCANNER
836XL	SEIKO EPSON CORPORATION	SCANNER
836XL PC	SEIKO EPSON CORPORATION	SCANNER

End OK Cancel

Business Unit Owner

Department Accepted? ☐ DPA

Custodian Last Name* First Mid

User Last Name* First Mid

Location* Container Number

Document*

Do Not Use*

Global User Fields*

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

Choices in list: 14

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

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 Model#/Manufacturer combination.

Highlight that and click the **OK** button.

Note: If you do not see the combination you need, submit a Catalog Request via SPARC

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/T: T Existing interest asset: Type: SU Barcode #: Released?: N

Default Location*: Copy to Location? ☒

Catalog Identifier*: 151282 ☐ Commodity Asset ☐ Material

Manufacturer: KEYSIGHT TECHNOLOGIES, INC. Parents: Children: C/A/P:

Official Name: SIGNAL GENERATOR Model: 83640B

Serial Number: Model Name: 10MHZ-40MHZ

Acquisition Method: PURCHASE User Fields*: Drawing No.:

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 Flags*: Do Not Use:

Business Unit: Owner:

Department: Accepted?: DPA:

Custodian: Last Name*: First: Mid:

User: Last Name*: First: Mid:

Location*: Container Number:

Document*: Do Not Use:

Global User Fields*: Add'l Information Commodity Comment / Picture / Attachment Re-Request Asset Configuration Asset Kit

The serial number assigned by the manufacturer

Record: 1/1 <OSC>

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 is frequently used as a secondary verification method, should the Property tag fall off.

Ensure your record includes the serial number whenever possible.

Sunflower User Guide

The screenshot displays the Sunflower Enterprise - Production 5.0.0.0 - 06/08/2016 (SCOTTRAY@OF1PRD) window. The 'Initial Event Types' dialog box is open, showing a list of event types. The 'PURCHASE' option is selected and highlighted in blue. A red arrow points to the 'OK' button. The main window shows various fields for asset acquisition, including 'U/I', 'Type', 'SU Barcode #', 'Released?', 'Existing interest asset', 'Commodity Asset', 'Material', 'Parents', 'Children', 'C/A/P', 'Model', 'Model Name', 'Drawing No.', 'User Fields*', 'Acquisition Date', 'Record Last Updated', 'Flags*', 'Do Not Use', 'Owner', 'DPA', 'First', 'Mid', 'Last Name*', 'Location*', 'Document*', 'Do Not Use*', 'Global User Fields*', 'Container Number', and 'Add'l Information' buttons.

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

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/T T Type SU Barcode # Released? N

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* Acquisition Date 06/08/2016 Today's Date

Maintain Inventory Assets - asmn2010 (Page 3 of 3)

Asset Value Components

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

The value of the change, positive or negative

Record: 1/1 <OSC>

Acquisition Cost

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 shows 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 displays the "Custom Attributes for Asset Value Components - saue2010" form. The form has the following fields:

- Purchase Order Number: 61208337
- Purchase Order Line Number: (empty)
- Supplier: (empty)
- SPO Number: (empty)
- Oracle Award Number: (empty)
- Funding Source Award Number: (empty)

At the bottom of the window, there is a status bar showing "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

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 Type: Existing interest asset: Released?: N

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 Date: 06/08/2016 Today's Date:

Maintain Inventory Assets - asmn2010 (Page 3 of 3)

Asset Value Components

Datetime	Value Type	Acquisition Cost	User Fields*	Cap?
06/08/2016 10:46:46 AM	ACQUISITION COST	\$15,380.67	61208337	No

The user defined fields. Press Edit to display or edit user defined fields.

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

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 – you can disregard it, the Sunflower financial module is not used by Stanford.

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

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 Type: SU Barcode #: Released?: N

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 Date: 06/08/2016 Today's Date:

Acquisition Cost*: \$15,380.67 Record Last Updated: 06/08/2016 Due Date (PMO Use Only):

Asset Condition: Activity Status: IN SERVICE Flags*: Do Not Use:

Business Unit: Accepted?: Owner:

Department: DPA:

Custodian: Last Name*: First: Mid:

User: Last Name*: First: Mid:

Location*: Container Number:

Document*: Do Not Use*: Global User Fields*:

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

The value of the change, positive or negative

Record: 1/1 <OSC>

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” defaults to the current date.

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

Asset Conditions

Find %

Condition	Description
1	GOOD CONDITION
2	POOR CONDITION
3	MINOR REPAIR
4	MAJOR REPAIR
5	BEYOND REPAIR
UNK	UNKNOWN

Find OK Cancel

U/I None Captured

Other Identifiers (0)

Type SU Barcode # Released? N

Existing interest asset

Copy to Location?

Commodity Asset Parents Children C/A/P

Material Model 83640B

Model Name 10MHZ-40MHZ

Drawing No.

User Fields*

Acquisition Date 04/15/2016 Today's Date 06/08/2016

Record Last Updated 06/08/2016 Due Date (PMO Use Only)

Flags* Do Not Use

Accepted? Owner

DPA

First Mid

First Mid

Location* Container Number

Document*

Do Not Use*

Global User Fields*

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

Choices in list 6

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

Asset Condition

Asset condition is "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 displays the 'Sunflower Enterprise - Production 5.0.0.0 - 06/08/2016 (SCOTTRAY@OF1PRD)' window. The 'Maintain Inventory Assets - asmn2010 (Page 1 of 2)' form is open. The 'Inventory Assets' section shows the following data:

SU Barcode #	U/T	Type	SU Barcode #	Released?
7259746	T			N

Other Identifiers (0) is shown as 'None Captured'. The 'Existing interest asset' field is empty. The 'Default Location*' field is empty, and the 'Copy to Location?' checkbox is checked. The 'Catalog Identifier*' is 151282, 'Manufacturer' is KEYSIGHT TECHNOLOGIES, INC., 'Official Name' is SIGNAL GENERATOR, and 'Serial Number' is 3844A00616. The 'Acquisition Method' is PURCHASE. The 'Acquisition Cost*' is \$15,380.67, 'Acquisition Date' is 04/15/2016, and 'Record Last Updated' is 06/08/2016. The 'Asset Condition' is 1, and 'GOOD CONDITION' is selected. The 'Activity Status' is IN SERVICE, which is circled in red. The 'Business Unit', 'Department', 'Custodian', 'User', 'Location*', 'Document*', 'Do Not Use*', and 'Global User Fields*' are all empty. The 'User Fields*' section includes 'Acquisition Date', 'Today's Date' (06/08/2016), 'Due Date (PMO Use Only)', 'Flags*', 'Do Not Use', 'Owner', 'DPA', 'First', 'Mid', and 'Last Name*'. The 'Container Number' field is empty. 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 'The flags assigned to the asset' and 'Record: 1/1'.

The screen defaults to “In Service” for the Activity Status (Please do not use Excess as an activity status – that is automatic when the excess record is completed.)

Flags is an optional important. If you wish to enter this information, double-click on this field to access the sub-window.

Sunflower User Guide

The screenshot displays the Sunflower Enterprise software interface. The main window is titled '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 shows the 'Maintain Inventory Assets - asmn2010 (Page 1 of 2)' form. A dialog box titled 'Asset Flags - asmn0010' is open, showing a list of asset flags: 'Capital' (with a dropdown arrow), 'Sensitive' (N), 'ElectronicWaste' (N), 'Hazardous' (N), 'Bulk' (N), and 'Donated' (N). The 'Capital' flag is highlighted with a red box. The main form includes fields for 'U/I', 'Other Identifiers (0)', 'Type', 'SU Barcode #', 'Released?' (N), 'Existing interest asset', 'Copy to Location?' (checked), 'Commodity Asset', 'Material', 'Parents', 'Children', 'C/A/P', 'Model' (83640B), 'Model Name' (10MHZ-40MHZ), 'Drawing No.', 'User Fields*', 'Acquisition Date' (04/15/2016), 'Record Last Updated' (06/08/2016), 'Today's Date' (06/08/2016), 'Due Date (PMO Use Only)', 'Flags*', 'Do Not Use', 'Accepted?', 'Owner', 'DPA', 'First', 'Mid', 'Name*', 'Container Number', 'Location*', 'Document*', 'Do Not Use*', and 'Global User Fields*'. At the bottom of the main form are buttons: 'Add'l Information', 'Commodity', 'Comment / Picture / Attachment', 'Re-Request', 'Asset Configuration', and 'Asset Kit'. The status bar at the bottom indicates 'The asset is capitalized in FA' and 'Record: 1/1'.

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 UPA 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

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

Type: Existing interest asset

Released?: N

Default Location*:

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

Asset Condition: 1 GOOD CONDITION

Activity Status: IN SERVICE

Business Unit:

Department:

Custodian:

User:

Location*:

Document*:

Do Not Use*:

Global User Fields*:

Acquisition Date: 04/15/2016

Record Last Updated: 06/08/2016

Today's Date: 06/08/2016

Due Date (PMO Use Only):

Flags*: C

Do Not Use:

Owner:

DPA:

First:

Mid:

Container Number:

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

The flags assigned to the asset

Record: 1/1

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

The overarching area of the University that your department 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

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

Other Identifiers (0)

Find %

SU Barcode # 7259746 U/T T Existing interest asset

Type

Default Location*

Catalog Identifier* 151282 ☐ Commodity Asset Parents

Manufacturer KEYSIGHT TECHNOLOGIES, INC. ☐ Material Model

Official Name SIGNAL GENERATOR Model Name

Serial Number 3844A00616 Drawing No.

Acquisition Method PURCHASE User Fields*

Acquisition Cost* \$15,380.67 Acquisition Date 04/15/2016

Asset Condition 1 GOOD CONDITION Record Last Updated 06/08/2016

Activity Status IN SERVICE Flags* C Do Not Use

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

Department Accepted? ☐ DPA

Custodian Last Name* First Mid

User Last Name* First Mid

Location* Container Number

Document*

Do Not Use*

Global User Fields*

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

Choices in list: 4

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

Owner

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

The screenshot shows the 'Sunflower Enterprise - Production 5.0.0.0 - 06/08/2016 (SCOTTRAY@OF1PRD)' window. The 'Maintain Inventory Assets' window is open, showing a list of assets. A dropdown menu for 'Organizations' is open, displaying a list of departments. The 'Department' field is highlighted in yellow, and a red arrow points to the 'OK' button. The 'Asset Condition' field is also highlighted in yellow.

Inventory Assets

Find[M%]

Steward

Default Location* MNOP - CENTER FOR ADVANCED STUDY IN THE BEHAV

Catalog Identifier* MPST - POST DOC STIPENDS

Manufacturer MRLE - STANFORD PRE-COLLEGIATE STUDIES OPERAT

Official Name MSKC - MACROMOLECULAR STRUCTURE KNOWLEDGE

Serial Number MUGY - GINZTON LABORATORY OPERATIONS

Acquisition Method MULD - GINZTON LAB-CRYSTAL POLISHING SHOP

Acquisition Cost* MUPI - GINZTON LAB-MACHINE SHOP

Asset Condition* MUTN - GINZTON LAB-MICROFAB LAB

Activity Status MUXS - GINZTON LAB-SOLID STATE SHOP

Business Unit

Department M

Custodian

User

Location*

Document*

Do Not Use*

Global User Fields*

Find

OK

Cancel

Ull None Captured

er Identifiers (0)

Type SU Barcode # Released? N

isting interest asset

Copy to Location?

Parents Children C/A/P

Model 83640B

Model Name 10MHZ-40MHZ

Drawing No.

Fields*

n Date 04/15/2016 Today's Date 06/08/2016

updated 06/08/2016 Due Date (PMO Use Only)

Do Not Use

Owner STANFORD UNIVERSITY

DPA

First Mid

First Mid

Container Number

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

Choices in list: 27

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

Department Name

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

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

People

Find EM%

Last Name	Prefix	First	Middle	Suffix	Identifier
EMMS		LAURENCE	ANTHONY		05529673
EMORI		SATORU			05534786
EMORY		ADRIENNE			05638105
EMORY		SUE			05363512
EMPEY		CARA	L		09860453
EMPIRE		ROTH			06029842
EMPTING		EVA	LEA ELISABETH		06116728
EMRALINO		JANICE	G.		99970230
EMRAN		MOHAMMAD	SHAHE		04085833
EMRANI		ELNAZ			09667349

Find OK Cancel

Business Unit: MAAA - VICE PROVOST AND DEAN OF RESEARCH
Department: MWHQ - GLAM OPERATIONS
Custodian: 05534786
User: Last Name* EM
Location*:
Document*:
Do Not Use*:
Global User Fields*:
Owner: STANFORD UNIVERSITY
DPA:
First: SATORU
Mid:
First:
Mid:
Container Number:
Accepted?:
Released?: N
Copy to Location?:
Children: C/A/P:
Today's Date: 06/08/2016
Date (PMO Use Only):

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

Choices in list 114
Record: 1/1 | ... | List of Valu... | <OSC>

Custodian

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

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 Type: SU Barcode #: Released?: N

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*: Container Number:

Document*:

Do Not Use*:

Global User Fields*:

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>

User

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

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

Action Edit Query Block Record Field Lookup Help Window

Maintain Locations - sac2110

Locations

Quad BLDG-FLOOR ROOM Leave Blank

GPS 1 GPS 2 GPS 3

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* Container Number

Document*

Do Not Use*

Global User Fields*

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

The site's long name, e.g. LIVERMORE

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

Location

The multi-part location screen consists of 3 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-Room** combination you can enter the numbers and hit tab to move quickly through each field.

Sunflower User Guide

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

Action Edit Query Block Record Field Lookup Help Window

Maintain Locations - sac2110

Locations

Quad **04 - NEAR WEST**

BLDG-FLOOR 480-01 ROOM Leave Blank

Leave Blank

GPS 1 GPS 2

Manufacturer KEYSIGHT TECHNOLOGIES, INC. ☐ Mate

Official Name SIGNAL GENERATOR

Serial Number 3844A00616

Acquisition Method PURCHASE

Acquisition Cost* \$15,380.67

Asset Condition 1 GOOD CONDITION

Activity Status IN SERVICE

Business Unit MAAA - VICE PROVOST AND DEAN OF RE

Department MWHQ - GLAM OPERATIONS

Custodian 05534786 Last Name* EMORI

User Last Name*

Location*

Document*

Do Not Use*

Global User Fields*

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

Find %

Identifier	Name	Type
171	171	ROOM
172	172	ROOM
173	173	ROOM
174	174	ROOM
176	176	ROOM
177	177	ROOM
178	178	ROOM
179	179	ROOM
180	180	ROOM
181	181	ROOM

Find OK Cancel

Choices in list: 43

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

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

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

Action Edit Query Block Record Field Lookup Help Window

Maintain Locations - sac2110

Locations

Quad 04 - NEAR WEST

BLDG-FLOOR 480-01 ROOM 171 Leave Blank

GPS 1 GPS 2 GPS 3

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* Container Number

Document*

Do Not Use*

Global User Fields*

Add'l 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...

When all information has been entered, select the “Save” or click the blue 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/T: T Existing interest asset: Type: SU Barcode #: Released?: N

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*:

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.

Global User Fields

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

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

Other Description Additional Information if needed

Location Detail If needed

Department Tag Number

Asset User

Net Book Value

Year Manufactured 2016

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

This is where you can enter additional description and location detail information. The field of greatest importance here is the year of manufacture.

Additional Fields Include:

- Other Description
- Location Detail
- Fleet Garage ID #

If the asset you are creating the record for is a vehicle, be sure to enter the four digit Fleet Garage ID # in the field.

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

U/I: None Captured

Other Identifiers (0)

SU Barcode #: 7259746 U/I: T Type: Existing interest asset: Released?: N

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

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.