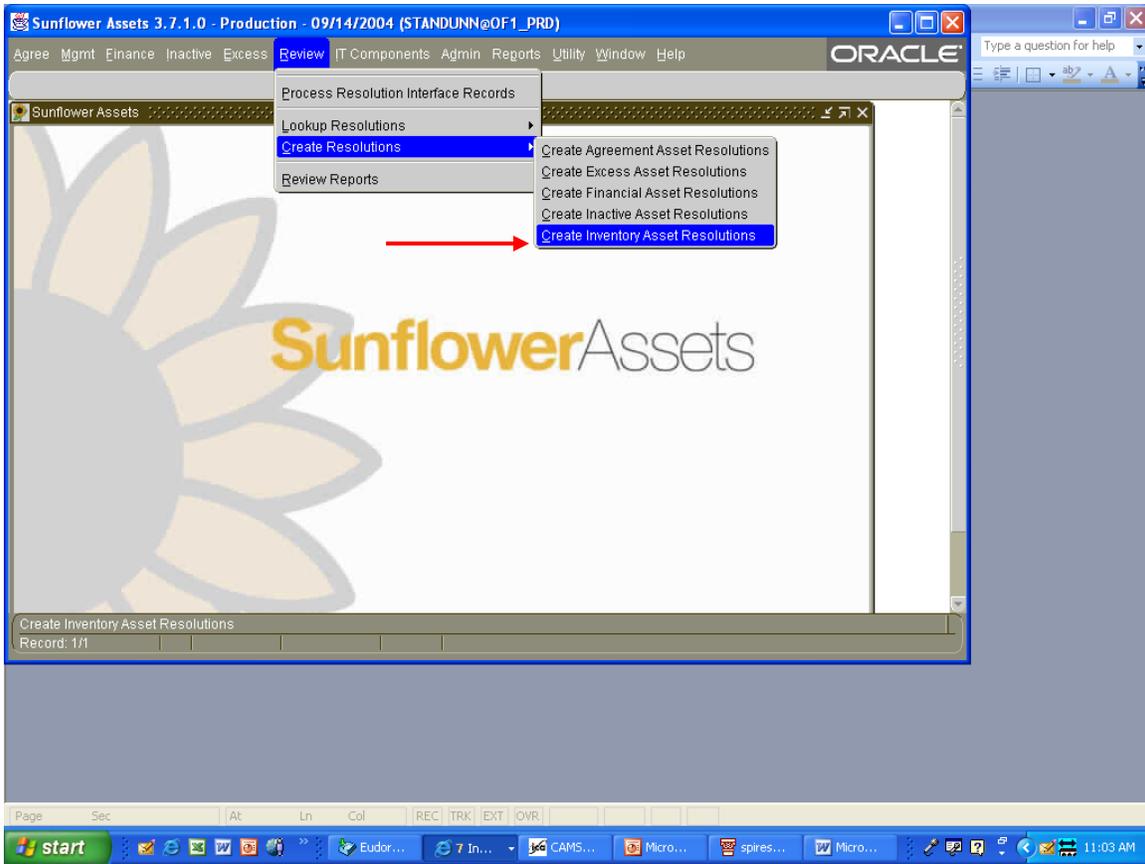


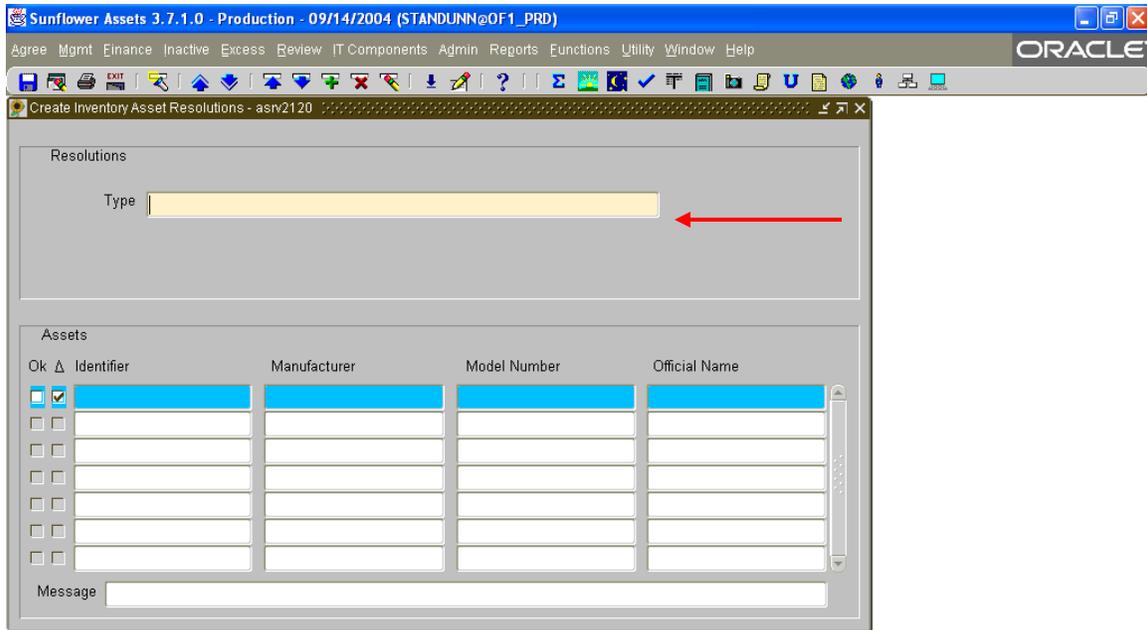
## Section 9

# Entering Inventory Resolutions

*Sunflower User's Guide*



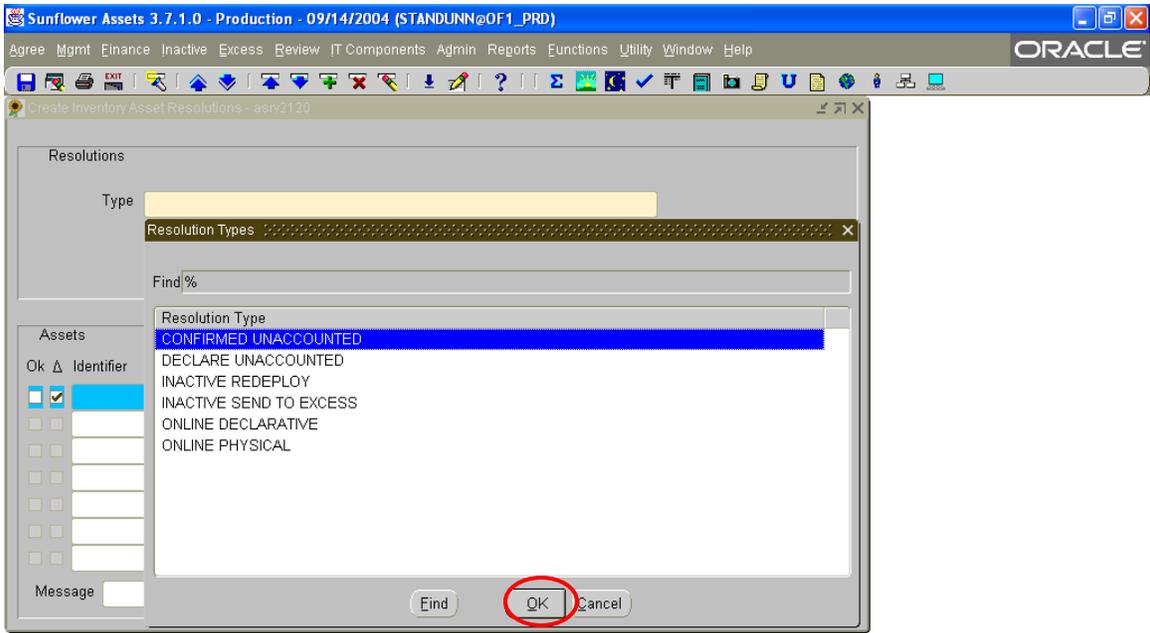
In the REVIEW module, select Create Resolutions, then Create Inventory Asset Resolutions, as shown above.



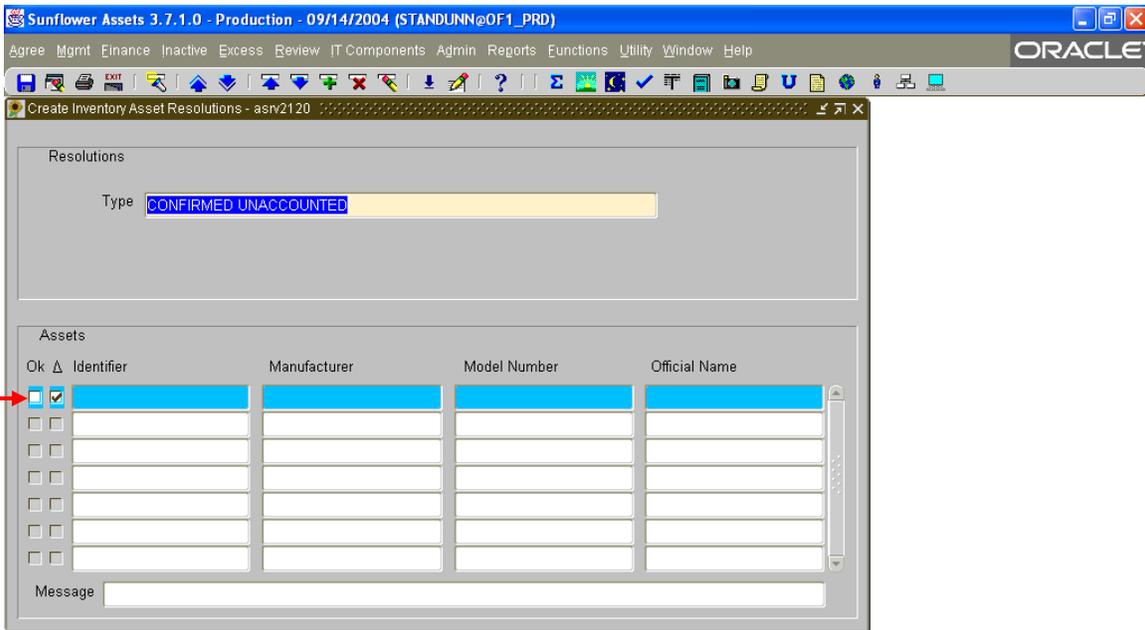
Double-click in the “Type” field to get the list of possible choices (List of Values), or place the cursor in the field and hit “Control-L” for the list. For DPAs, the only available choices should be as follows:

- Confirmed Unaccounted
- Declare Unaccounted
- Online Declarative
- Online Physical

More on when to use each of these in a moment.

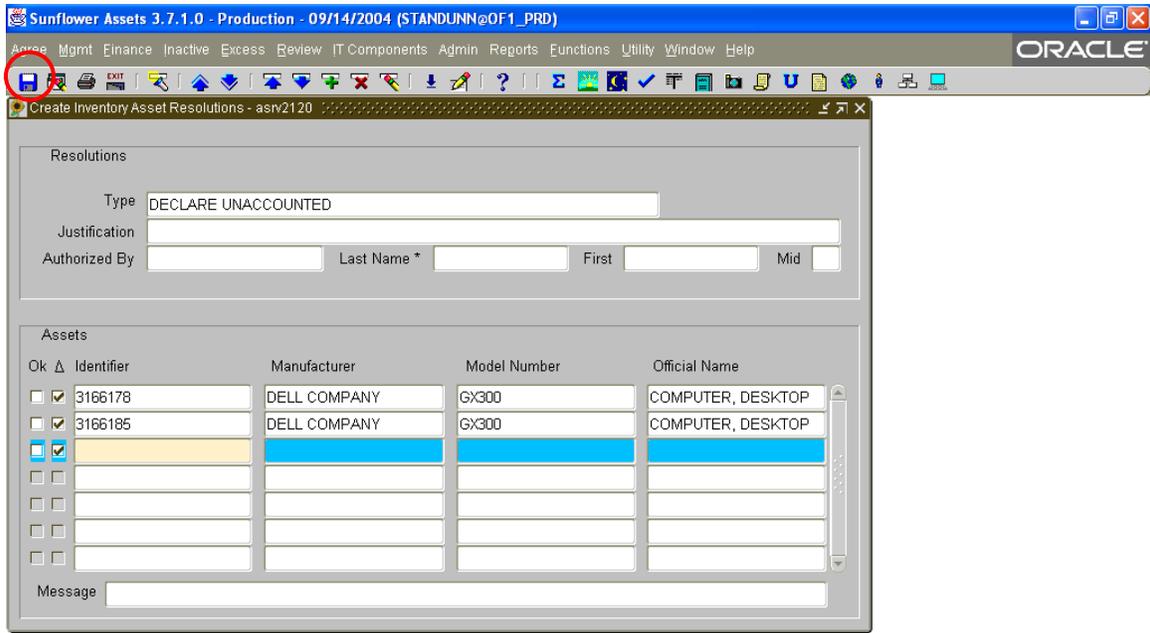


Select the appropriate choice from the list, and click 'OK'.



In the Identifier field, enter the tag number of the asset to which you are assigning the resolution, and hit 'TAB', and the asset information (Manufacturer, Model, and Description) will appear as it shows in the current property record. Eyeball this information and ensure it is the asset you mean to select.

Additional assets can be entered, if they have the same resolution type. Either use your mouse to click in the next Identifier field, or use the 'down arrow' key on your keyboard to navigate to the next Identifier field.



After entering the asset tag numbers of all the assets to which you are assigning this resolution, simply click on the SAVE icon in the upper left corner. You should get a message in the 'Message' field stating the transaction is 'Complete'.

To enter another set of resolutions, simply repeat these steps using another 'Type' of resolution, listing the tag numbers for those.

Please review the next page for the different resolution types and when they should be used.

## **Inventory Resolution Types**

(And When to Use Them)

### **Confirmed Unaccounted**

This is used to confirm every effort has been made to locate the asset, but it cannot be found. This resolution type may be used on both capital and non-capital assets, including those designated as “MinPI” (Minimum Physical Inventory Required). (Note: Only PMO can enter resolutions for capital assets)

### **Declare Unaccounted**

This is used to declare that no further effort will be put toward locating the asset. This resolution type may only be used for non-capital and MinPI assets. It means that the asset was not located during the initial inventory scan, but no additional effort will be made to locate it.

### **Online Physical**

This is used to state an asset has been *physically* located. This means the DPA has actually seen the asset. The property record should be updated to reflect the new location. For capital assets, this resolution type must be accompanied by a written affidavit from the DPA and input by PMO. Spot-check verification audits may be performed to ensure the integrity of these entries.

### **Online Declarative**

This is to be used in certain cases where the asset is known to be in a particular location, but has not been able to be physically verified by the DPA. This could be such circumstances as assets in storage and listed on a storage manifest; assets in a remote location, but known to still be there (antenna arrays, for example), or assets loaned to outside institutions, accompanied by appropriate loan documents. This type of resolution may be used for both capital and non-capital assets, including MinPI; but again, if capital, a written affidavit will be required, and the resolution input by PMO.