

# Commodity Asset Creation

Inventory Clerk

M > Mgmt > Maintain Inventory Assets

Maintain Inventory Assets

The screenshot shows a web browser window with the title 'Maintain Inventory Assets - asmn2010 (Page 1 of 2)'. The form is titled 'Inventory Assets' and contains the following fields and controls:

- Barcode # (highlighted in yellow)
- Barcode Type
- Existing interest asset
- Type
- Barcode #
- Released?
- Default Location\*
- Copy to Location?
- Catalog Identifier\*
- Commodity Asset
- Parents
- Children
- C/P/A
- Manufacturer
- Model Number
- Description
- Model Name
- Serial Number
- Drawing No.
- Initial Event
- User Fields\*
- Asset Value\*
- Acquisition Date
- Responsibility Date (highlighted in yellow)
- Asset Condition
- Effective Date
- Expected Return Date
- Utilization Code
- Flags\*
- Activity Type
- Bureau or Region
- Property Accountability Office
- Cust Area
- Accepted?
- Property Custodian
- Contact ID
- Last Name\*
- First
- Mid
- User
- Last Name\*
- First
- Mid
- Location\*
- Document\*
- User Fields\*
- Global User Fields\*

At the bottom of the form, there are four buttons: 'Page 2', 'Commodity', 'Comment / Picture / Attachment', and 'Re-Request'. Below the form, a status bar displays the text: 'The tracking identifier assigned to the interest asset' and 'Record: 1/1'.

1. Enter a . (period) in the **Barcode #** field and **Tab**.

Result – The system will automatically generate a barcode number.

2. Check the **Commodity Asset** checkbox next to the **Catalog Identifier** field.
3. Enter the mandatory property information in the fields below, and **Tab** through the screen as you go.

Field	Description
<b>Manufacturer</b>	Enter <b>NON-BARCODED</b> as the Manufacturer.
<b>Model Number</b>	Enter the model number for the asset. (Can be furniture, monitors, typewriters, etc.) Once you <b>Tab</b> , the <b>Catalog Number</b> and <b>Description</b> fields will automatically populate (based on the Manufacturer and Model Number combination.)
<b>Serial Number</b>	Enter the serial number of the asset, if known. Otherwise <b>leave it blank</b> .

4. Complete the information on the source of the asset for the following fields:

Field	Description
<b>Initial Event</b>	Select the appropriate value about how the property was acquired from the LOV.
<b>User Fields*</b>	Enter additional information about the asset the <b>User Fields*</b>

	and <b>Save</b> . <u>Note:</u> These <b>User Fields*</b> will be driven by the <b>Initial Event</b> selection.
<b>Asset Value</b>	Enter the acquisition value for the asset. <u>Note:</u> For Commodity Assets, the Asset Value field is <b>not</b> a complex field.
<b>Acquisition Date</b>	Enter the date the item was received by DOC. If date is not known (as in the case of Found During Inventory, for example), Sunflower requires you to use the date the item was entered in Sunflower.
<b>Responsibility Date</b>	Enter the date the item was received by DOC. The date defaults to the same date as asset creation in Sunflower, however this date can be modified.
<b>Asset Condition</b>	Change if necessary.
<b>Effective Date</b>	The date defaults to the date a particular transaction occurred. For example, if the item was transferred to another PC or retired, the <b>Effective Date</b> will automatically change.

5. Complete the information to identify location and user information or select an option from the LOV for the following fields:

<b>Field</b>	<b>Description</b>
<b>Utilization Code</b>	Will autofill to <b>IN SERVICE</b> . Do not change.
<b>Flags</b>	Set the <b>Non Accountable</b> flag to <b>Y</b> .
<b>Activity Type</b>	Select from a list of values. Typically assets are <b>Agency Owned</b> .
<b>Bureau or Region</b>	Identifies which Bureau or Region to which the asset is assigned.
<b>Property Accountability Office</b>	Will identify the PAO for the bureau or region selected.
<b>Custodial Area</b>	Enter your custodial area. This selection will automatically populate the <b>Prop Custodian</b> field.
<b>Contact ID</b>	Identifies the secondary Property Custodian for the asset. Select the <b>Last Name</b> from the list of values and then select a <b>First</b> name from the LOV. This will automatically populate the Secondary Custodian's ID in the <b>Contact ID</b> .
<b>User</b>	Select the <b>Last Name</b> from the list of values, and then select a <b>First</b> name from the LOV. This will automatically populate the User's badge number in the <b>User</b> field.
<b>Location</b>	Select the <b>Location</b> of the asset by double clicking into the field.
– <b>Site</b>	Enter or select using the LOV.
– <b>Building</b>	Enter or select using the LOV.
– <b>Room</b>	Enter or select using the LOV.

6. Select the **Location\*** field to enter the location information.

Result: The **Maintain Locations** window opens:

7. Enter or select **Site** from the LOV.
8. Enter or select from the LOV a **Building** name and **Room** number in the requisite fields. Optionally enter **Mail Stop**.
9. Select the **Save** button from the toolbar to save the **Location** record.
10. Select the **Commodity** button at the bottom of the screen.

Result – The **Commodity Information** window opens:

11. Enter the **Quantity** of the assets. (e.g. **12**)
12. Enter the **Unit of Measure** (e.g. **Each**)
13. Enter a **Long Description** (e.g. **Broken Chairs**). If necessary, type over the default information (i.e. the Description of the asset).
14. Select the **Ok** button.

Result: You are returned to the **Maintain Inventory Assets** screen.

15. Select the **Save** button from the toolbar.

**End of activity.**