

Excess Process Job Aid

For Property Custodians:

Submit Excess Receival Requests

1. Navigate to **Excess->Request Excess Receival->Request Inventory Asset Excess Receival**.
2. In the **Pickup Location** field, enter the location at which the assets are to be picked up
3. In the **Deliver To** Location field, enter the location to which the assets will be delivered
4. Place your cursor in the **Barcode** field
5. Click the flashlight icon
6. In **Custodial Area** field, enter the custodial area of the excess assets
7. Click **“Execute”**
8. Using the scroll bar to the right, go through each asset record and be sure each has an **Asset Condition** assigned (Condition Code **“4 –Used-Major Repairs Not Required”** should be the code assigned when null).
9. Click **Save**. Excess Requests will be generated for each of the assets.

The screenshot shows the Sunflower Enterprise software interface. The title bar reads "Sunflower Enterprise - Production 4.5.0.0 - 09/17/2012 (RBAXLEY@ppmsdev)". The menu bar includes: Exit, Agree, Contract, Mgmt, Sentry, Finance, Inactive, Excess, Review, IT Components, Barcode, Admin, Reports, Functions, Utility, Window, Help. The toolbar contains various icons for file operations and navigation. The main window title is "Request Inventory Asset Excess Receival - asex2120".

Request Information

Excess in-place?

Pick-up Location *

Deliver-to Location *

Assets

Ok	Barcode #	Manufacturer	Model Number	Description	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="RBTEST070212"/>	<input type="text" value="DELL INC."/>	<input type="text" value="D1226H"/>	<input type="text" value="MONITOR"/>

Request No

Asset Condition

Comment

Additional Information*

Message

For Property Management Officers/Designated Approvers

Generate Report for Assets with Pending Excess Requests to See if Acceptance is Necessary

1. Navigate to **Excess > Excess Reports**.
2. Select **Assets with Pending Excess/Inactive Requests**.
3. In the **Include Only Request Recorded Between** fields (scroll down the page to view), specify the *Date Range* of the request for Excess Assets.
4. Specify the **Pick-Up Location** information of the request for Excess Assets (or leave it blank, and Group by Pick-Up Location).
5. Select the **Submit** button.
6. Review your parameters and select the **eXecute** button.

Accept Excess Receipt Requests

1. Navigate to **Excess->Maintain Excess Assets**
2. Enter the barcode of the asset that has been requested to Excess as seen in the report above
3. Hit **TAB** and the asset's information should come up
4. Place your cursor in the **Rvw Category** field and type FULL SCREENING to select it
5. Place your cursor in the **Last Name** field associated with **User** line and enter the last name of the user and hit **TAB**. Select the desired user.
6. Hit **SAVE**

Sunflower Enterprise - Production 4.5.0.0 - 09/27/2012 (RBAXLEY@ppmsdev)

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

Maintain Excess Assets - asex2010 (Page 1 of 3)

Excess Assets

Barcode #	RBTEST070212	Barcode Type	Existing Interest Asset	Type	INV	Barcode #	RBTEST070212
Unique Name							
Default Location*							
Catalog Identifier*	OS145451	<input type="checkbox"/> Commodity	Parents	0	Children	0	C/P/A
Manufacturer	DELL INC.		Model Number	D1226H			
Description	MONITOR		Model Name	D1226H			
Serial Number	0712		Drawing No.				
Initial Event	RECEIVE EXCESS ASSET		User Fields*				
Asset Value*	\$6,000.00		Acquisition Date	07/02/2012		Responsibility Date	
Asset Condition	1 NEW OR UNUSED		Effective Date	09/27/2012		Expected Return Date	
Excess Lot			Flags*	0			
Rvw Category			Batch/Line				
Bureau or Region	OS		Property Accountability Office	51OASA			
Cust Area	51OASAPPMD		Property Custodian	OSUSER SMC SMC_OSUSER			
Contact ID		Last Name*		First		Mid	
User		Last Name*		First		Mid	
Location*	WASHINGTON, DC_BUILDING_HCHB_ROOM_500						
Document*	PURCHASE CARD++070212						
User Fields*							
Global User Fields*							

For all users with Sunflower Access

Review Excess Assets that are Available within the Bureau and the Department

1. Navigate to **Sunflower Enterprise Reports->Excess Reports-> Excess Assets**
2. Scroll down to the field **Review Type**
3. Select **Department** to see all Excess assets available in the Department level of internal screening. Select **Bureau** to see all assets that are available in the Bureau level of internal screening. If you select bureau, it is suggested that you put your bureau's name in the Bureau or Region Field at the top of the report.
4. Select the **Submit** button.
5. Review your parameters and select the **eXecute** button.

Excess Assets (Robin Baxley) - Windows Internet Explorer

https://sflwrdoc.eas.commerce.gov/pls/sflwr_04050000_report_ppmsprd/as_owa_excess.form_3?p_application_name=Sunflower+Enterprise+Prod...

File Edit View Favorites Tools Help

Excess Assets (Robin Baxley)

SunflowerEnterprise

Sunflower Enterprise - Production 4.5.0.0 Excess Reports

ASEX6010 Excess Assets

How Would You Like to Select the Assets that Appear on the Report?

Bureau or Region

Property Accountability Office

Cust Area

Include the Cust Area's child Organizations

Description

Manufacturer

Model Number

Fed. Supply Group

FSC/National Stock Number

Review Category

Review Type **DEPARTMENT** ▼

Lot Master Type

Lot Master Identifier

Lot Identifier

Batch Status

Batch Identifier

Location Site/Off-Site Type Stlv1 Type **BUILDING** ▼ Stlv1 Identifier Stlv2 Type **ROOM** ▼ Stlv2

Include Only Excess Assets with Review Ending Between (MM/DD/YYYY) and (MM/DD/YYYY)

Done Internet 100%

