



## PO INTERFACE

**S***unflower* provides the Purchase Order (PO) Interface feature to view purchase orders that have been received from a purchasing system. This feature provides the ability to search the PO Interface table for purchase orders that are ready to allocate the financial value of one or more line items (PO Items) from one or more POs to one or more assets. Organizations can allocate the financial value of PO Items to existing assets as well as to new assets or to a mix of existing and new assets. The PO Interface can also be used to create assets on the fly as part of the process of allocating PO Items to assets. In this chapter, users will learn how to use the PO Interface to perform common asset management tasks for the organization.

### KEY CONCEPTS

This chapter includes the following discussion points and concepts:

- About The PO Interface
- PO Interface Records Process
- Create an Asset Record From a PO
- Variations on PO Interface Asset Creation
- PO Interface Records Field Terms
- Purchase Order Reports

## ABOUT THE PO INTERFACE

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As an asset management professional, one of the primary responsibilities is the creation of and maintenance of asset records. There are typically two methods for creating an asset within Sunflower applications. An asset can be created from scratch or from a purchase order. Sunflower provides a purchasing interface (PO Interface) that enables using data from a PO generated from a purchasing system to create an asset record within Sunflower.

The PO Interface design supports a variety of purchasing systems and purchase orders that are commonly in use. PO Items can be allocated to the following types of interest assets:

- Agreement
- Inventory
- Financial
- Inactive
- Excess

The process and the screen is identical for each interest type with two exceptions:

1. The screen label refers to the specific interest asset type.
2. Agreement Assets has an additional tab labeled “Agreement” appearing on the Process Agreement Asset PO Interface Records screen.

The following discussion illustrates how to use the PO Interface to create assets within Sunflower.

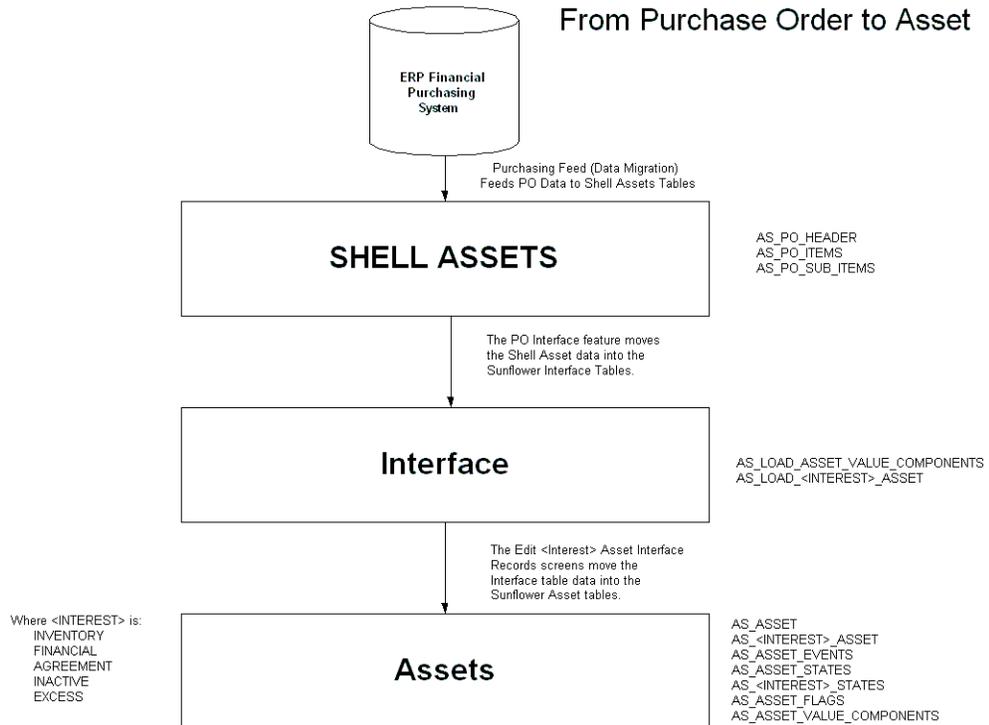
## PO INTERFACE RECORDS PROCESS

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When acquiring assets with a purchasing application, record assets with their acquisition cost. The PO interface enables capturing the acquisition costs from a purchase order (PO), delivery order, credit card purchase, or any other procurement document. Often, the cost of an asset is equal to the amount charged to purchase the asset and any associated costs to prepare the asset for its intended use. These associated costs could include freight, shipping, taxes, site preparation, installation, testing, and reconditioning.

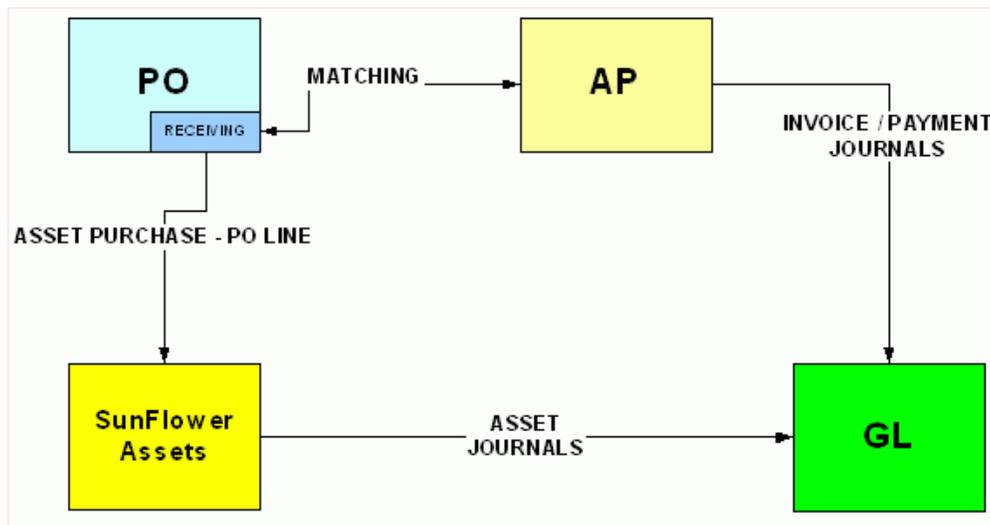
When a purchase order is transmitted to Sunflower, a shell asset is created for property related items. For example, after creating a PO but before receiving the associated assets, one can transmit PO information to Sunflower from a purchasing feed, which creates shell assets. These shell assets act, as placeholders for the assets that have been ordered but not received. Shell assets contain most of the information needed to create an asset record but they still require key pieces of information such as the **serial number**, **location**, **custodian** and **user**, which may not be able to be specified until the assets have been received and distributed.

The PO Interface feature enables the allocation of data to new and existing assets by moving the data from the shell assets tables to the interface tables where they reside until the required core asset information can be validated. Once the asset is validated, the data residing in the interface tables can be moved into the core asset record tables.



## STANDARD ACQUISITION PROCESS

The standard acquisition process for an asset includes cross checks (matching) to ensure an ordered item is received before being paid. When an asset is received, a receipt is created in a procurement system. This receipt is used to extract information from the PO to create the asset records. Once a property record is created and if capitalized, then the capital asset details can be reflected in the Finance module or added to a 3rd party financial system via a real-time process interface. Journal entries to record asset value and depreciation close the loop of the asset's lifecycle. The following example illustrates a Standard Acquisition Process using Sunflower Assets:



## CREATE AN ASSET RECORD FROM A PO

The PO Interface is available with the Sunflower Application modules (e.g. Agreement, Management, Finance, Inactive and Excess) enabling the creation of asset records from a PO for the interest asset of choice. The PO Interface feature moves newly acquired assets into the asset interface and the asset value component interface tables.

NOTE: Allocating PO items to existing assets stores the related asset value information in the asset value component interface table only.

Sunflower Assets provides two screens, (**Edit <Interest> Asset Interface Records** and **Edit <Interest> Asset Value Component Interface Records**), for viewing, editing and moving the data from the interface tables into the Sunflower asset tables.

NOTE: By enabling the **AUTOPROCPO** system parameter, records can be processed directly from the PO Interface tables into the asset record tables, provided there are no errors for the data that is processing. For more information about the **AUTOPROCPO** system parameter, see the Sunflower Enterprise Administration Guide.

Creating an asset record in Sunflower from a PO is a multi-step process:

- Step 1.** Acquire the PO information from a purchasing system feed.
- Step 2.** Retrieve a Purchase Order.
- Step 3.** Allocate Purchase Order Line Items.
- Step 4.** Edit data in the Sunflower interface tables.
- Step 5.** Move valid asset record data into the asset record tables.

The following sections illustrate how to allocate assets and asset value components to new and existing asset records using the PO Interface feature.

## RETRIEVE A PURCHASE ORDER

The first step of the PO Interface process is to query for POs that include items awaiting allocation. Each PO record includes information from the PO Header that can be configured to adapt to the organization's purchasing system and processes. The **PO Items Details** block of the **PO Interface Record** screen lists the PO line information for the selected PO.

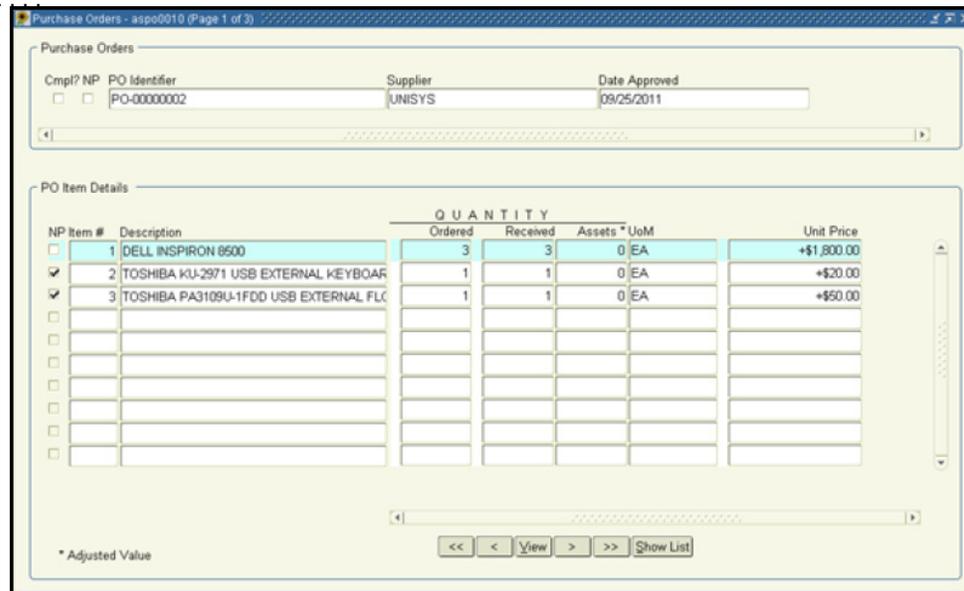
The **PO Item Details** block displays:

- Item Number
- Description
- Quantity Ordered
- Quantity Received
- Allocation of Assets (Quantity/Assets)
- Unit of Measure (UOM)
- Price (per unit)
- Name/Value pairs (according to how the organization defines them)

Scenario: The following graphic illustrates how to use the PO Interface to create an inventory asset. PO Identifier **PO-0000002**. has three line items that are awaiting allocation. The first line item is allocated as an asset. The second and third line items are treated as a non-property item that supports line item one.

**NAVIGATION**

- Click Mgmt
- Click Process Inventory Asset PO Interface Records



**Step 1.** Navigate to the **Process Inventory Asset PO Interface Records** screen.

**Step 2.** Enter the purchase order (PO) ID in the **PO Identifier** field for the purchase order to retrieve and process.

NOTE: Process POs for an interest asset by navigating to the same screen under the desired module. For example, From the **Agree** menu, select **Process Agreement Asset PO Interface Records**.

**Step 3.** To select a specific PO with line items awaiting allocation, click the **Find** icon to enter query mode, enter the desired PO identifier and click tab key to return the matching PO.

- If the specific PO ID to process is unknown or one would like to retrieve a series of POs available for processing, execute a query by clicking the **Find** icon twice. This returns all of the available purchase orders ready for processing.
- Use the **Previous Record** and **Next Record** icons to select the desired PO identifier. In this example, the purchase order ID is **PO-0000002**.

NOTE: If wishing to retrieve POs that contain only non-property items, check the **NP** box in the **Purchase Orders** block before executing a query.

## NON-PROPERTY FLAG

To indicate that all of the line items (**Item #**) for a selected PO are non-property, check the **NP** box in the **Purchase Orders** block and all of the items in the **PO Items Detail** block will be designated as non-property (**NP**). If marking a particular **Item #** as **NP**, then one cannot select that particular PO item for allocation. If a **PO Identifier** is marked as **NP**, then none of the PO items can be allocated from that PO. To change the non-property status of the PO or PO Item, uncheck the **NP** box. Non-property POs are sorted last when querying for POs.

## COMPLETED FLAG

The **Cmpl?** (completed) flag is used to denote POs whose processing, in regards to allocating assets, is complete. Check the **Cmpl?** box and save to indicate that the processing of the highlighted PO is complete. One cannot select PO line items from a PO marked as complete. To modify a completed PO, uncheck the **Cmpl?** box. Completed records are sorted last in a query.

Use the scroll bar under the **PO Identifier** field to see the **PO Header Details** for the selected record.

### NAVIGATION

- Click Mgmt
- Click View button

Cmpl? NP	PO Identifier	Supplier	Date Approved
<input type="checkbox"/>	<input type="checkbox"/> PO-00000002	UNISYS	09/25/2011

## ALLOCATE PURCHASE ORDER LINE ITEMS

The next step to creating an asset record is to allocate the retrieved PO items to an asset and its asset value component. One can apply the allocation process to a new or an existing asset. After receiving an asset, an Inventory Manager must determine which lines on a PO make up the asset. For example, if one has a capital equipment purchase on a PO that includes preparation and installation costs to make the equipment available for use, one could include the preparation and installation costs as part of the asset value component for the capital equipment. The line items specific to the preparation and installation costs would not be used to create separate assets but rather, would be allocated as part of the overall asset valuation component. Similarly, ongoing maintenance and upgrades to keep this same piece of capital equipment in good working order can be considered added asset value components to an existing asset. This work and any replacement parts (that one does not want to track as individual assets in the system) would be separate line items on a PO that by itself do not create a new asset but adds value to an existing asset.

### NAVIGATION

- Click Mgmt
- Click Process Inventory Asset PO Interface Records
- Click Find icon
- Enter PO Identifier  
PO-00000001
- Click Find icon
- Click the Show List button to view Selected POs window

NP Item #	Description	QUANTITY			Unit Price
		Ordered	Received	Assets * UoM	
<input type="checkbox"/> 1	DELL INSPIRON 8500	2	2	0 EA	+\$1,800.00
<input type="checkbox"/> 2	TOSHIBA A45-S151	1	1	0 EA	+\$1,500.00
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

**Step 1.** To begin the process of allocating PO line items to new or existing assets, click the **Show List** button to open the **Selected POs** screen.

**Step 2.** In the **PO Items Details** block, click the **Item #** field to highlight the PO line item being selected for allocation.

**Step 3.** Use the add button at the bottom of the **PO Items Details** block to move a highlighted PO line item or use the add all button to move all of the PO line items to the **Selected POs** screen.

- If wishing to remove a PO Item from the **Selected POs** screen, click the remove button to remove a highlighted item.
- Click the remove all button to remove all of the PO Line items on the Selected POs screen.

**Step 4.** Click the **Allocate** button to allocate the selected PO line items to a new or existing asset record.



The **Assets** block of the **Process Inventory Assets PO Interface Records** screen displays the following fields:

- \* **New Assets** - are identified with an '\*'.
- **OK** - Checked once the asset is processed successfully out of the PO Interface tables.
- **Identifier** - Asset Identifier/Tag Number.
- **Create** - Number of additional identical assets to create.
- **Unprocessed Interface Records** - The number of unprocessed assets displays (next to the **Assets** button). The number of unprocessed asset value component records displays (next to the **Asset Value Components** button).
  - Click the **Assets** button to open the **Edit Asset Interface Records** screen to view the unprocessed records.
  - Click the **Asset Value Components** button to open the **Edit Asset Value Component Interface Records** screen to view the unprocessed records.
- **Use Next Available Identifier** - Check to let the system select the next incremental asset identifier for the items being allocated.

**Step 1.** Enter the identifier for the new or existing asset for the PO line item that one is allocating in the **Identifier** field. Enter an asset identifier by typing an identifier directly or by duplication.

**Step 2.** Enter the asset details for the asset record being created or modified with the **Asset** tab. If modifying an existing asset, the asset information displays on the asset tab. If it is a new asset, one must populate the PO information fields by entering the data on the **Asset** tab. The Asset tab fields are populated like the **Maintain Inventory Assets** screen.

**Step 3.** Click the **Save** icon to save the **Asset** tab information.

## ADDITIONAL DETAILS TAB

The **Additional Details** tab displays descriptive information about an asset's initial event if the data is mapped from the PO record. If this information is not available from the PO record, select an initial event from the initial event list of values. One can also create a default initial event for the interest type. Specify these default initial event values by using the **DASINEVTP** application parameter.

### NAVIGATION

- Click Additional Details tab

The screenshot shows a software interface for managing asset records. On the left, there is a list of assets with a table structure. The first row is highlighted in light blue and contains the identifier '0903301'. Below the list is a 'Create' button and a counter showing '2 Assets'. There is also a checkbox for 'Use next available identifier?' and a section for 'Unprocessed Interface Records' with two rows: '0 Assets' and '0 Asset Value Components'. The main area on the right is titled 'Asset' and has a sub-tab 'Additional Details'. This tab contains three main sections: 'Initial Event' with a dropdown menu set to 'PURCHASED' and a 'User Fields' input box; 'Asset Value Components' with fields for 'PO Identifier' (PO-00000001), 'Item #' (1 of 1), 'Value Type' (ACQUISITION COST), and 'Asset Value' (\$1,800.00), along with a 'User Fields' input box; and 'Global User Fields' with a 'User Fields' input box. A 'Message' field is located at the bottom of the main area.

The **Additional Details** tab displays an asset's initial event, typically a purchase or transfer. It also displays the asset's Value Type (e.g. Acquisition Cost or Freight) and the associated dollar value that was mapped to the PO line item information. When allocating more than one line item, the value of one unit from each line item appears as individual asset value components for the assets that are processing. There may contain more than one asset value components record per asset depending on the number of line items that one decides to allocate. There is one asset value component record for each PO item that is allocated. Scroll through the records associated with the asset that is being created by using the Next Record and Previous Record icons or scroll bar.

The following informational fields are displayed on the Additional Details tab:

- **Initial Event** - Name of the Initial Event
- **Initial Event User Fields** - If the specified initial event has user defined fields (UDF) defined in the system, then each UDF appears with its label on the left and the value on the right. The value for each initial event UDF can be mapped over from any PO or PO Item field. This mapping can be coded in the [as\\_po\\_interfaceu.prepare\\_asinev\\_attributes](#) procedure. Users can capture up to 30 context related user defined fields. For more information about extending User Defined Fields, see the Sunflower Enterprise Administration Guide.
- **PO Identifier**
- **Item #** (Item # out of total number of line items being allocated from one or more POs)
- **Value Type** (Acquisition Cost)
- **Dollar Value**
- **Asset Value Component User Defined Fields** - If the Value Type has any user defined fields (UDF) defined in the system, then each UDF displays with its label on the left and the value on the right. The value for each UDF can be mapped over from any PO Item or PO Sub-Item field. This mapping can be coded in the [as\\_po\\_interfaceu.prepare\\_asvlcm\\_attributes](#) procedure. Users can capture up to 30 context related user defined fields.
- **Asset State User Fields** - If the asset has user defined fields (UDF) defined in the system, then each UDF appears with its label on the left and the value on the right. The value for each initial event UDF can be mapped over from any PO or PO Item field. This mapping can be coded in the [as\\_po\\_interfaceu.prepare\\_ast\\_attributes](#) procedure. Users can capture up to 30 context related user defined fields for Asset State. For more information about extending User Defined Fields, see the Sunflower Enterprise Administration Guide.
- **Interest Asset State User Fields** - If the interest asset state has user defined fields (UDF) defined in the system, then each UDF appears with its label on the left and the value on the right. The value for each initial event UDF can be mapped over from any PO or PO Item field. This mapping can be coded in the [as\\_po\\_interfaceu.prepare\\_ast\\_attributes](#) procedure. Users can capture up to 30 context related user defined fields for each interest. For more information about extending User Defined Fields, see the Sunflower Enterprise Administration Guide.

NOTE: After completing the allocation of the units, the records are moved out of the PO Interface tables and into the Sunflower Asset tables.

The fields on the asset Value Component portion of the PO Interface feature are populated with the PO Header and PO Line Item information.

## AGREEMENTS TAB

The **Agreement** tab is available to specify the agreement asset related information when mapping PO information that is tied to an agreement. Use the **Agreement** tab to define agreement specific information for each asset that defines the agreement or contract for which the asset is tied. In addition, use the **Agreement** tab to provide the method of how the asset was acquired (e.g. contractor acquired property or government furnished property etc.) and the **Classification** of the property (e.g. **Special Test Equipment** or **Special Tooling** etc.).

### NAVIGATION

- Click Agreement tab

The screenshot displays a software interface for managing asset records. The window title is "Process Agreement Asset PO Interface Records - aspo0010 (Page 3 of 3)". On the left, there is a table of assets with columns for "Ok", "Identifier", and "\* New Asset". The first row has the identifier "093233" and a checked box. Below the table are controls for "Duplicate" (set to 1) and "Use next available identifier?". At the bottom left, there are buttons for "Edit New Assets" and "Edit Existing Assets". On the right, the "Agreement" tab is active, showing a form with the following fields: Identifier (1999-10-01), Agreement Type (LEASE), Source (CONTRACTOR ACQUIRED PROPERTY), Classification, Alternate Id 1, Alternate Id 2, and Alternate Id 3. A "Message" field is at the bottom right.

The **Agreement** tab displays an asset's related agreement information. Use the **Agreement** tab to complete the PO line item selection process. Many of the fields on the **Agreement** tab contain the corresponding information received from the purchasing system feed.

The following editable fields are available on the **Agreement** tab:

- **Agreement Identifier**
- **Agreement Type**
- **Source** (required for Contract Reports)
- **Classification** (required for Contract Reports)
- **Alternate Identifier 1**
- **Alternate Identifier 2**
- **Alternate Identifier 3**

If the information is blank, complete the information in the same manner as the **Maintain Agreements** screen.

NOTE: This tab is only visible when allocating agreement assets.

## EDIT PO INTERFACE RECORDS

After updating and saving the shell asset with the required information on the **Asset** tab, the **Unprocessed Interface Records** field displays a value of **1**, next to the Assets button. Click the **Assets** button to launch the **Edit Inventory Asset Interface Records** screen. The screen dynamically populates with the related interface table data so that the current record can be edited for missing or erroneous information.

### NAVIGATION

- Click Asset tab

Process Inventory Asset PO Interface Records - asp00020 (Page 3 of 3)

Assets

Ok Identifier \* New Asset

3903301

Create 2 Assets

Use next available identifier?

Unprocessed Interface Records

1 Assets

0 Asset Value Components

Asset Additional Details

Identifier Type

Catalog 244

Manufacturer DELL

Model D600

Official Name COMPUTER, LAPTOP

Serial Number Acquisition Date 10/01/2011

Effective Date 10/04/2011 Responsibility Date 10/04/2011

Activity Status IN SERVICE Flags

Asset Condition

Manager SUNFLOWER SYSTEMS

Owner SUNFLOWER SYSTEMS

Steward ASSET CENTER 01

Custodian Identifier

Last Name First Mid

User Identifier

Last Name First Mid

Location LIVERMORE\_BUILDING\_G\_ROOM\_200

Activity Type

Message

Selected POs 6

AS-01389: Transaction complete. Successfully saved 1 of 1 record(s) in the interface table

Record: 1/1

## INVENTORY ASSET INTERFACE RECORDS

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The **Edit Asset Interface Records** screen has been reorganized to provide a more intuitive navigational structure. The new construct is due to enhancements of the APIs that support the Edit Asset Interface Records screen resulting in a corresponding change to the look, feel and usability as follows:

- Ability to set column values to **NULL**.

For example, if an Inventory Manager leaves a required field blank, it is still possible to commit the asset record to the database. Previously the Sunflower `as_load_inventory_asset` API would not allow this transaction to occur. The `sa_load_column_indicators` table indicates which columns contain a supplied value which enables the Load-APIs to treat a NULL value in various `as_load/sa_load` tables as a true NULL value.

- Addition of **Primary** and **Business** key columns to support interface tables.

The Load APIs have been enhanced by the addition of primary and business key columns.

## EDIT INVENTORY ASSET INTERFACE RECORDS

Use the **Edit Inventory Asset Interface Records** screen to move data from the interface tables to the asset record tables and to correct any errors that occur while attempting to load assets created with an Interface.

### NAVIGATION

- Click the Edit New Assets button on the PO Interface screen

or

- Click Mgmt
- Click Edit Inventory Asset Interface Records

The **Edit Inventory Asset Interface Records** screen displays the information that was entered by using the load interfaces. However, the information may require validation and corrections before the data can move from the interface tables to the asset record tables.

After reviewing the data, Click the **Save** icon to commit the record and determine if the load was successful or if the record requires further edits.

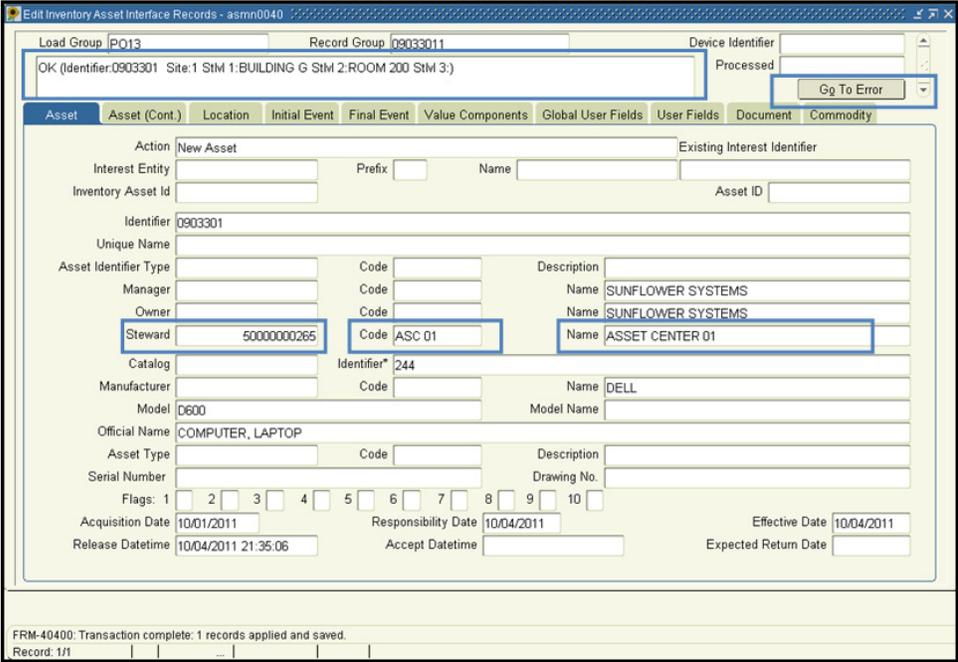
### REVIEWING ERRORS IN THE INTERFACE TABLES

Invalid data from the interface tables *cannot* be loaded into the asset record tables until the data is corrected. Review the error messages and edit the data accordingly.

In this example, the **Steward** must be specified before the data can be loaded into the asset record tables.

CORRECTING ERRORS IN THE INTERFACE TABLES

Use the **Edit Inventory Asset Interface Records** screen to correct any errors that occur while attempting to move data from the interface tables to the asset records tables. The following example tells us that at least one error is preventing the data from loading to the asset records tables. If one has trouble spotting the error on this screen, click the **Go To Error** button and the cursor displays in the field requiring an edit. Update the information accordingly. If there are multiple errors for an asset record, scroll through the error messages by clicking the **Next Record** icon to review all of the error messages.



Click through the tabs to view additional interface table data. This is the final step of moving a PO item into Sunflower as an asset record.

### VERIFYING ASSET RECORDS CREATED FROM THE PO INTERFACE

The following graphic verifies that a newly created asset now resides in the application as an inventory asset. The inventory asset identifier **0903301** from PO Identifier **PO-0000001** and Line Item **1** is now available in the application by viewing the asset record with the **Maintain Inventory Assets** screen.

The screenshot displays the 'Maintain Inventory Assets' interface. The window title is 'Maintain Inventory Assets - asmn2010 (Page 1 of 2)'. The main form contains the following data:

- Inventory Assets** section: Identifier **0903301** (highlighted in yellow), Unique Name, Default Location\*, Catalog Identifier\* **244**, Manufacturer **DELL**, Official Name **COMPUTER, LAPTOP**, Serial Number, Initial Event **PURCHASED**, Asset Value\* **\$1,800.00**, Asset Condition, Activity Status **IN SERVICE**, Manager **SUNFLOWER SYSTEMS**, Steward **ASSET CENTER 01**, Custodian, User, Location\* **LIVERMORE\_BUILDING\_G\_ROOM\_200**, Document\*, User Fields\*, Global User Fields\*.
- Other Identifiers (1)** section: UII **None Captured**, Other Identifiers (1) **INV / 0903301**.
- Type** section: Existing interest asset .
- Parents** section: Parents **0**, Children **0**, C/P/A .
- Model** section: Model **D600**, Model Name **D600**, Drawing No.
- User Fields\*** section: **PO-0000001\_\_1** (highlighted in blue), Acquisition Date **10/01/2011**, Responsibility Date **10/04/2011**, Effective Date **10/04/2011**, Expected Return Date.
- Flags\*** section: Activity Type, Owner **SUNFLOWER SYSTEMS**, Rep, First, Mid.
- Accepted?**  **Y**.

At the bottom of the form are several buttons: **Add Information**, **Commodity**, **Comment / Picture / Attachment**, **Re-Request**, **Asset Configuration**, and **Asset Kit**.

## VARIATIONS ON PO INTERFACE ASSET CREATION

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As mentioned before, there are several options to creating an asset when working with the PO Interface. Rather than detailing all of the steps required to create an asset using the PO Interface feature, the following discussion highlights the variations that one can use to create assets with the PO Interface feature. These variations include:

- Duplication (Creating multiple assets from one line item)
- Create an Asset From Multiple PO Line Items
- Non-Property Items

## DUPLICATION

The **PO Interface Duplication** feature can be used to create multiple assets from a single line item. For example, a common business practice could involve the purchase of several computers with the same manufacturer and model. Rather than creating each asset record from scratch, the **PO Interface Duplication** feature can be used to replicate the common information for each item from a selected line item. While much of the asset record information is the same, a unique asset identifier must be assigned for each asset record. The details of an asset can be quickly and easily duplicated to create similar assets.

Scenario: The following graphic illustrates how to to create duplicate records using the PO Interface Duplication feature.

### NAVIGATION

- Enter Number in Create field
- Place cursor in the identifier field
- Click Create button
- Click Save icon

The screenshot shows a software interface for managing assets. On the left, there is a list of assets with checkboxes and a 'Create' button. The 'Create' button has a small input field containing the number '2'. Below the 'Create' button is a checkbox labeled 'Use next available identifier?'. At the bottom left, there are two buttons: 'Assets' and 'Asset Value Components'. The main area on the right is titled 'Additional Details' and contains various fields for asset information, such as 'Identifier Type', 'Catalog', 'Manufacturer', 'Model', 'Official Name', 'Serial Number', 'Acquisition Date', 'Effective Date', 'Responsibility Date', 'Activity Status', 'Flags', 'Asset Condition', 'Manager', 'Owner', 'Steward', 'Custodian Identifier', 'Last Name', 'First', 'Mid', 'User Identifier', 'Location', and 'Activity Type'. The 'Additional Details' pane is currently displaying information for a Dell laptop, with the 'Model' field highlighted in yellow.

**Step 1.** Enter the number of duplicate assets to create in the field next to the **Create** button.

**Step 2.** Press the **Create** button.

- The new assets are created and indicated in the **Assets** block by either the **Tag Needed** indicator or by incremented asset identifiers.
- Assign a valid asset identifier to each asset.
- If necessary, modify the details of each asset before saving. When using an alphanumeric value; any number of initial alpha characters terminated by a numeric value of one or more digits increments the numeric portion of the asset identifier and is assigned to each duplicate asset.

## VARIATIONS ON PO INTERFACE ASSET CREATION

NOTE: Users will need to update information on the **Assets** tab for each asset accordingly. For example, **Serial Number, Activity Type, Manager, Custodian, Steward** and **Location** may vary for each asset record.

## CREATE AN ASSET FROM MULTIPLE PO LINE ITEMS

Similar to creating an asset from a single unit on a line item, the PO Interface feature can be used to create an asset from multiple line items from a single PO or multiple POs. The organization may be responsible for assembling assets that require many parts and processes provided by multiple vendors. In order to create this complex asset, users will need to allocate several line items from several different POs to a single asset. For example, one might be interested in purchasing a large piece of laboratory capital equipment that requires work to prepare the site, install the equipment, maintain the equipment, train personnel on the use of the equipment, additional items to upgrade the base model, spare parts, several related accessories and cleaning supplies. Many of the items may be provided by one or more vendors. In order to capture the true value of the new equipment, one needs to capture the cost to prepare the site, install and upgrade the equipment as part of the overall value of the equipment. The PO Interface can be used to allocate all of these expenses to the asset by capturing the overall asset value components of this new equipment.

Complex assets can be set up in a similar fashion as a single asset from multiple line items. In this case, use the **Selected POs** screen to help allocate the various asset value components making up the complex asset. Behind the scenes, a new asset is being created in the Sunflower Asset tables with multiple entries to the Sunflower Assets Value Components table.

## VARIATIONS ON PO INTERFACE ASSET CREATION

Scenario: The following graphic illustrates how to allocate multiple lines to a single asset to create a complex asset.

The screenshot shows a window titled "Selected POs" with a search area at the top containing "PO" and "Item #" fields, an "Add to list" button, and a table with columns "PO", "Item #", and "Unallocated Quantity". The table contains five rows of data, with the first row highlighted in light blue. Below the table is an "Allocate" button.

PO	Item #	Unallocated Quantity
PO-0000001	1	1
PO-0000001	2	1
PO-0000002	1	3
PO-0000002	2	1
PO-0000002	3	1

The **Selected POs** screen above displays several line items from the various POs required to create a single asset. By allocating each line item to a single asset identifier, the related value components of each selected line item are being added to a single complex asset.

Once the shell asset has been processed successfully, one will have an asset whose total value reflects the sum of the asset value components selected using the PO Interface allocation process.

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Asset Additional Details

Initial Event

Initial Event

User Fields

Asset Value Components

PO Identifier

Item #  (1 of 5)

Value Type

Asset Value

User Fields

Global User Fields

User Fields

Message

This complex asset uses five total asset value components to determine the overall value of the newly created asset. Alternatively, one can select an existing asset identifier and allocate line items from POs to increase the overall value of an existing asset. For example, one could add parts or accessories that extend the working life and value of an asset. In addition to extending the overall service life of an asset, this action can add value to the asset.

## NON-PROPERTY ITEMS

Some POs may contain non-property assets that neither add value directly to an asset or by themselves are items that one would not want to track with Sunflower. Simply mark those items as non-property in the **PO Line Items Details** block of the **Inventory Asset PO Interface Records** screen by checking the **NP** box. This is an auditable action that prevents the items from being allocated but enables users to keep a history of the items in the **AS\_PO\_HEADER**, **AS\_PO\_ITEMS** AND **AS\_PO\_SUB\_ITEMS** tables.

Scenario: The following graphic illustrates how to designate a line item as non-property with the PO Interface:

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Purchase Orders

Cmpl? NP  PO Identifier: PO-00000002 Supplier: UNISYS Date Approved: 09/25/2011

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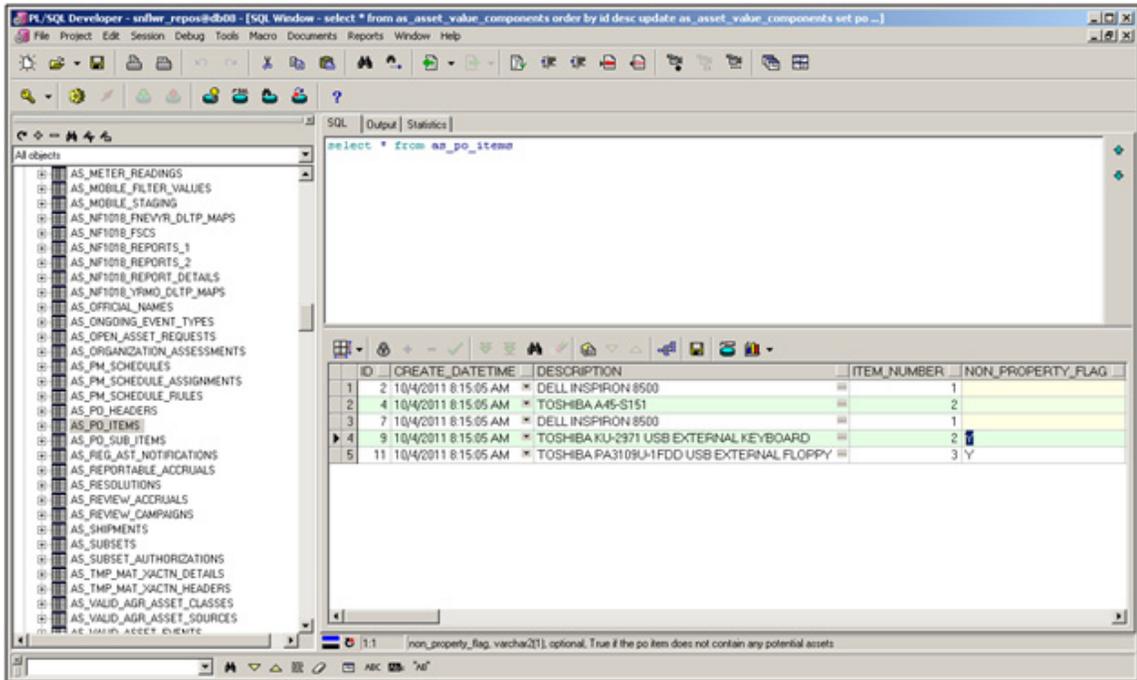
PO Item Details

NP Item #	Description	QUANTITY			Assets * UoM	Unit Price
		Ordered	Received			
<input type="checkbox"/>	1 DELL INSPIRON 8500	3	3	0 EA	+\$1,800.00	
<input checked="" type="checkbox"/>	2 TOSHIBA KU-2971 USB EXTERNAL KEYBOAR	1	1	0 EA	+\$20.00	
<input checked="" type="checkbox"/>	3 TOSHIBA PA3109U-1FDD USB EXTERNAL FLC	1	1	0 EA	+\$50.00	
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

\* Adjusted Value

Navigation: << < View > >> Show List

Verify that the item marked as non-property has a historical record in the **AS\_PO\_ITEMS** database table by querying the database with a standard SQL query tool such as TOAD.



## PO INTERFACE RECORDS FIELD TERMS

The following table defines the purpose of each field on the **Process Inventory Asset PO Interface Records** screen.

### Process Inventory Asset PO Interface Records Field Terms

FIELD NAME	DESCRIPTION/EXPLANATION
<b>Cmpl?</b>	The Cmpl? (completed) flag is used to denote POs whose processing, in regards to allocating assets, is complete. Check the Cmpl? box and save to indicate that the processing of the highlighted PO is complete. Users cannot select PO Line Items from a PO marked as complete. If one wishes to modify a completed PO, uncheck the Cmpl? box. Completed records get sorted last in a query.
<b>NP</b>	If users want to indicate that all of the line items (Item #) for the selected PO are non-property, check the NP box in the Purchase Orders block and all of the Item #s in the PO Items Detail block will be marked as non-property (NP). If users check a PO Identifier as NP, users cannot allocate any of the PO Items from that PO. If users mark a particular Item # as NP, users cannot select that particular PO Item for allocation. If users wish to change the non-property status of the PO or PO Item, uncheck the NP box. Non-property POs are sorted last when users query for POs.
<b>PO Identifier</b>	The purchase order identifier containing property items waiting to be allocated.
<b>PO Item Details</b>	
<b>NP</b>	Non-property line item. Users cannot allocate non-property line items.
<b>Item #</b>	Line item number of the selected purchase order.
<b>Description</b>	Description of the selected line item.
<b>Quantity Ordered</b>	The quantity ordered for the selected line item.
<b>Quantity Recv'd</b>	The quantity received for the selected line item.
<b>Quantity Assets</b>	The quantity assigned as assets for the selected line item.
<b>UoM</b>	Unit of Measure for the selected line item.
<b>Price</b>	The price per unit of the selected line item.
<b>Label 1 - 30</b> <b>Value 1 -30</b>	There are up to 30 value and label combinations that users can define to meet the purchasing system requirements and practices. These 30 sets of name/value pairs reside in the following three tables - AS_PO_HEADERS, AS_PO_ITEMS and AS_PO_SUB_ITEMS. Each pair consists of a label column and a value column. Users can define their own names for each field and its associated value. Users can define their own code in the user-defined <a href="#">as_po_interfaceu</a> package procedures to examine these values and determine if users want to store them in the user-defined fields of the purchase order, the asset value component, or the asset initial event.

## PURCHASE ORDER REPORTS

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Sunflower provides a flexible and comprehensive web-based reporting system. The Sunflower database is queried when a report is created and executed. Reports display real-time information. Therefore, an afternoon report will differ from a morning report by reflecting any changes made during the day.

There are several output options available for the reports.

- PDF (Adobe Acrobat)
- HTML
- Text

The outputs depend upon the report selected. Acrobat and HTML are standard options provided for most reports. Text file export is available for selected reports.

Sunflower provides the following Purchase Order report:

### **Purchase Order Aging Report**

The **Purchase Order Aging Report** allows users to search by Purchase Orders that have been ordered, received, and allocated to assets and displays the purchase order information in an aging format. The user has the ability to setup the aging interval by items ordered, items received, items allocated, or by unit price.