



FINANCE

The *Finance* module enables organizations to perform tasks that are associated with financial management and fiscal accountability. This chapter presents how to perform setup functions required to enable end users to work in the Finance module. Additionally, this chapter illustrates how to use the Finance module to capitalize, depreciate, apply capital value adjustments, and retire asset records. The Finance module provides a real-time view to each recorded transaction for the debits and credits (journal entry lines) produced and posted to the subsidiary ledger within Sunflower.

KEY CONCEPTS

This chapter includes the following discussion points and concepts:

- About Financial Assets
- Finance Roles
- Setup Financial Assets
- Create Financial Assets
- Manage Financial Assets
- Financial (Capital) Asset Reports

ABOUT FINANCIAL ASSETS

The Finance module enables organizations to perform the tasks that are associated with financial management of assets:

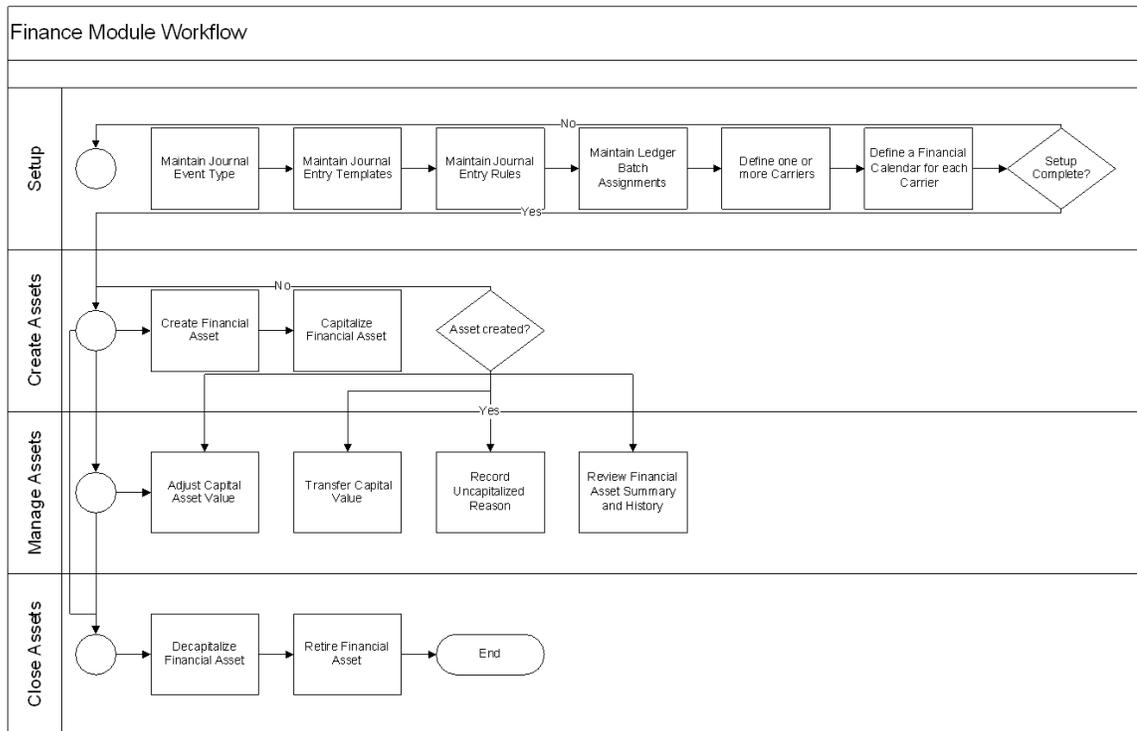
- Capitalization
- De-capitalization
- Capital Value Adjustments
- Depreciation
- Write-Off

End users will find that the journal entry lines created by the transactions recorded are produced in real-time and posted to a subsidiary ledger within the Sunflower system where they can review the debits and credits of the subsidiary ledger at any time.

Sunflower is configurable and can be adapted to the specific account code structure that the organization uses.

FINANCE MODULE WORKFLOW

The Finance module handles four primary functions: setup, creation, management and closing of assets. The following workflow diagram depicts these functions based on the menu items found within the Finance module.



FINANCE ROLES

Sunflower approaches asset management with the belief that organizations can manage, monitor, control, and account for an asset throughout its distinct lifecycle. Sunflower does not impose the way in which organizations have to manage their assets but provides guidelines, structures, processes, and tools to help manage them effectively. The users that are assigned to manage the various aspects of an asset at each stage of the lifecycle will depend upon the organizational structure and processes.

A Sunflower user is any individual to whom is assigned one or more roles. The assignment of Sunflower roles enables users to perform job duties that are enabled by the specified role. Roles provide access to screens and define the extent to which an individual can perform functions such as adding, updating, and retiring asset records. The user in question may be an employee or a contractor working on the behalf of the organization who has a job function that requires either active (e.g. create, update or delete functions) or passive (e.g. general inquiry, searching and reporting) use of menu items in the Finance module.

Depending upon the organizational structure the end user may find that in a small, or centralized, organization they may assign the users as Managers who are responsible for performing all or many of the tasks related to the day-to-day management of capital assets. However, with a larger, or decentralized, organization one may choose to assign users who are responsible for the asset's financial management varying roles pertaining to the Finance module based on the tasks they are responsible for. Refer to the Finance Menu Access section to view the menu items that are accessible for each finance role.

For more information about Sunflower application roles, see the Roles chapter in the Sunflower Enterprise User Guide.

FINANCE MENU ACCESS

The Finance module uses two roles to manage financial assets. These two roles are the **Finance Manager** and **Finance Clerk**.

When assigning roles to users, it is important to map out the functional responsibilities of the users. Based on this mapping, organizations will then be able to assign the appropriate application role(s). The table below lists each Finance menu item and identifies if it is accessible by the **Finance Manager** and **Finance Clerk** roles.

MENU ITEM	ROLE	
	FINANCE MANAGER	FINANCE CLERK
Maintain Financial Assets	Yes	Yes
Financial Asset Summary and History	Yes	Yes
Asset Search	Yes	Yes
Maintain Catalog Entries*	--	--
Journal Event History	Yes	Yes
Record Uncapitalized Reason	Yes	Yes
Change Financial Asset Information	Yes	Yes
Maintain Financial Asset Ongoing Events	Yes	Yes
Create Financial Asset Final Events	Yes	Yes
Edit Financial Asset Interface Records	Yes	Yes
Process Financial Asset Interface Records	Yes	Yes
Process Financial Asset PO Interface Records	Yes	Yes
Edit Asset Value Component Interface Records	Yes	Yes
Capitalize Financial Assets	Yes	Yes
Adjust Capitalized Value	Yes	Yes
Transfer Capital Value	Yes	Yes
Maintain FY and Accounting Periods	Yes	No
Maintain Ledger Batches	Yes	No
Maintain Journal Entry Rules	Yes	No
Maintain Journal Entry Templates	Yes	No
Maintain Ledger Batch Assignments	Yes	No
Maintain Asset Structures	Yes	Yes
Search Map	Yes	Yes
Finance Reports	Yes	Yes

* Users with the **Finance Clerk** or **Finance Manager** role can access the **Maintain Catalog Entries** screen if assigned the **AS_CATALOGER** role.

SETUP FINANCIAL ASSETS

The main purpose of the Finance module is to track capital assets. Capital assets are assets that meet a certain set of criteria that require them to be tracked by the organization's financial system. Sunflower is flexible enough to track just about any event that may happen in the system to a capital asset and produce debits and credits for the subsidiary ledger. The journal entries that are recorded in the subsidiary ledger depend on how the Finance module is set up. This section covers the setup configuration required to enable end users to work in the Finance module.

The initial setup of the Financial module includes:

- Define a Carrier
- Define the Financial Calendar
- Define Journal Entry Templates
- Define Journal Entry Rules
- Define Ledger Batch Assignments

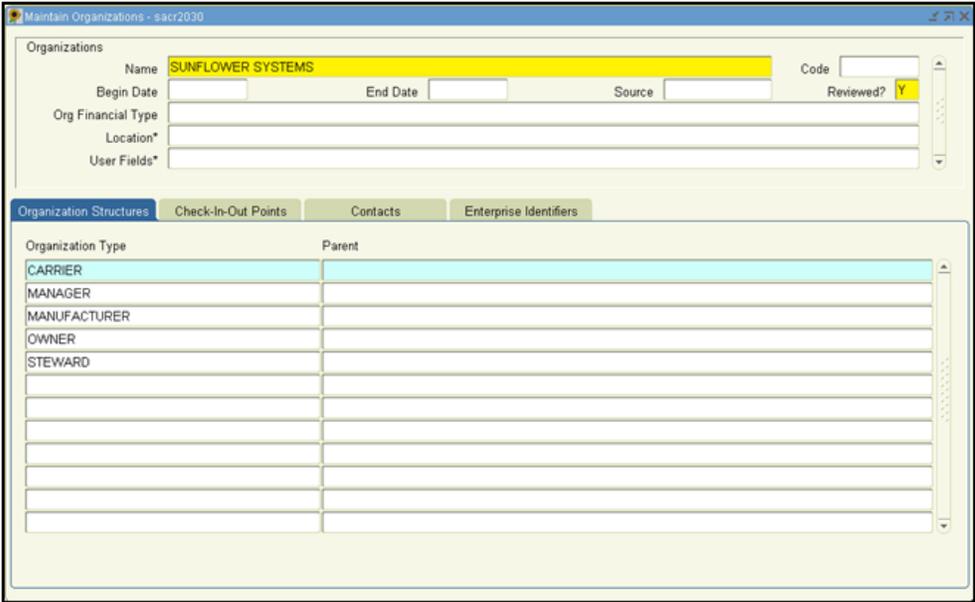
DEFINE A CARRIER

When working with financial assets, each capitalized asset is assigned to an organization that is responsible for carrying the capitalized value and associated accumulated depreciation on a Property, Plant & Equipment (PP&E) balance sheet. An organization that performs this role is known as a Carrier. This type of organization is specific to the Finance module, and is required to create financial assets and record journal entries for the asset. One can create a new carrier organization, or set up an existing one by adding the Carrier organization type, as shown below.

A new Sunflower installation has no Carrier organizations defined, so the user must define at least one. Normally this is all that is ever needed, unless there are multiple organizations using the same Sunflower instance.

Scenario: The following graphic illustrates how to use the **Maintain Organizations** screen to define a new Carrier or to update an existing carrier.

- NAVIGATION**
- Click Admin
 - Click Organization
 - Click Maintain Organizations



- Step 1. Navigate to the **Maintain Organizations** screen.
- Step 2. Click the **Find** (flashlight) icon to enter Query mode.
- Step 3. Enter the **Name** of the existing organization to assign the Carrier type to.

- Step 4. Click the **Find** (flashlight) icon to retrieve applicable data for the organization.
- Step 5. Click the **Next Block** icon to place the cursor in the **Organization Structures** block.
- Step 6. Place the cursor in the next available blank row.
- Step 7. Enter or select **CARRIER** from the list of values.
- Step 8. Click the **Save** icon to save the updated organization record.

DEFINE THE FINANCIAL CALENDAR

Organizations must define the financial calendar, fiscal years, and accounting periods within which every asset's financial transactions are captured. A financial calendar is associated with a Carrier, so if there is more than one Carrier in the organization, each Carrier can have its own financial calendar. The start and end dates for the accounting periods defined in Sunflower should match the start and end dates for accounting periods defined by the general ledger's (GL) financial calendar. This can be performed by the GL to Sunflower Assets interface, if the interface is in place. Accounting Periods may or may not start and end with calendar months.

Sunflower is flexible enough to accommodate almost any accounting schedule. Some organizations may only report quarterly, in which case there would be four accounting periods for each year with each one spanning three months. Whatever an organization's financial accounting schedule is, there should not be any gaps in the overall calendar (days in a year not covered by an accounting period).

NOTE: Closing is performed by the general ledger (GL), not with Sunflower (a subsidiary ledger). The Default Begin Date and Default End Date fields are used to provide overlaps (1 month before & 1 month after the existing period), which are critical for transferring assets outside the normal window, especially for Year End Close.

Scenario: The following graphic illustrates how to use the **Maintain FY and Accounting Periods** screen to define a carrier's financial calendar.

NAVIGATION

- Click Finance
- Click Maintain FY and Accounting Periods

Name	Begin Date	End Date	Default Begin Date	Default End Date
JAN FY13	01/01/2013	01/31/2013		
FEB FY13	02/01/2013	02/28/2013		
MAR FY13	03/01/2013	03/31/2013		
APR FY13	04/01/2013	04/30/2013		
MAY FY13	05/01/2013	05/31/2013		
JUN FY13	06/01/2013	06/30/2013		
JUL FY13	07/01/2013	07/31/2013		
AUG FY13	08/01/2013	08/31/2013		
SEP FY13	09/01/2013	09/30/2013		
OCT FY13	10/01/2013	10/31/2013		
NOV FY13	11/01/2013	11/30/2013		
DEC FY13	12/01/2013	12/31/2013		

Step 1. Navigate to the **Maintain FY and Accounting Periods** screen.

Step 2. Enter a name for the fiscal year in the **FY Defined by** field.

NOTE: If there are multiple Carriers, define a fiscal year and accounting periods for each Carrier organization.

Step 3. Enter a fiscal year ID in the **Identifier** field.

NOTE: If there are multiple Carriers, include the Carrier name or code in the Fiscal Year Identifier.

Step 4. Enter the start date for the fiscal year in the **Begin Date** field.

Step 5. Enter the end date for the fiscal year in the **End Date** field.

Step 6. Enter the month and year for each period of the fiscal year in the **Name** field.

NOTE: When getting to the bottom row, click the Next Record icon to continue adding accounting periods, or press the down arrow on the keyboard.

Step 7. Enter the period start date in the **Begin Date** field of the **Accounting Periods** block.

Step 8. Enter the period end date in the **End Date** field of the **Accounting Periods** block.

NOTE: Accounting periods should be within the Fiscal Year begin and end dates.

Step 9. Click the **Save** icon to save the Financial Calendar.

DEFINE JOURNAL ENTRY TEMPLATES

Journal entry templates are used to determine the debits and credits that are created when a financial transaction is recorded by Sunflower. You must setup a journal event type for each kind of transaction that the user wants the system to generate subsidiary ledger entries for, such as, Capitalization, Depreciation, Adjustment, etc. The journal entries can be setup to generate debits and credits based on the transaction type as well as other attributes such as Asset Type or a User Defined Field. Journal events are triggered by asset events. Once the user defines the Journal Templates, they will need to map them to asset events so the journal entry lines are automatically generated when the event is logged against an asset.

Scenario: The following graphic illustrates how to use the Maintain Journal Entry Templates screen to set up the debits and credits that will be generated for a journal event, and configured by Asset Type. Note the user does not have to use the Parameters to define the debits and credits if the entries do not vary by asset attribute.

NAVIGATION

- Click Finance
- Click Maintain Journal Entry Templates

CR/DR	Value	Ledger Identifier	Begin Date
CR	CV	DONATE-CR-CV	
DR	CV	DONATE-DR-CV	
CR	DP	DONATE-CR-DP	
CR	NBV	DONATE-CR-NBV	
DR	DP	DONATE-DR-DP	
DR	NBV	DONATE-DR-NBV	

Step 1. Navigate to the **Maintain Journal Entry Templates** screen.

Step 2. Enter a unique identifier for the journal entry template in the **JE Identifier** field.

Step 3. Specify a name for the journal entry template in the **Name** field.

- Step 4.** Enter the order the journal entry template is to be displayed on screens and reports in the **Sort Order** field.
- Step 5.** Enter the date the template becomes valid in the **Begin Date** field. This field is optional.
- Click the LOV button to display a calendar.
- Step 6.** Enter the date the template becomes invalid in the **End Date** field.
- Click the LOV button to display a calendar. If the template is always valid, leave the field blank.
 - Query the Journal Entry Template at a later date and add the End Date when it becomes invalid.
- Step 7.** Double click in the **Parameters** field to enter the attribute that will drive the debit/credit account that the entry will be recorded against.
- The Administrator must extend the Journal Entry Line Template attribute to set up parameters on this screen.
 - If not using parameters, all capitalized assets will have the same debits and credits generated for this template. If there are sub-accounts for asset types for example, the user can extend the Journal Entry Line Template attribute set to be context based on asset types.
- Step 8.** Click in the **CR/DR** field and select **CR** if the Journal Entry Line is for a credit entry or **DR** if the Journal Entry Line is for a debit entry.
- Step 9.** Click in the **Value** field to specify the type of value the **Journal Entry Line** will be generated for.
- Click on the LOV button to view valid values.
 - Sunflower is configured with three out of the box valid values: Capital Value, Depreciation, and Net Book Value.
 - Please refer to the Sunflower Administration Users Guide on how to configure additional Value types.
- Step 10.** Enter the identifier (or account) assigned to the general ledger account in the **Ledger Identifier** field.
- If the Finance Clerk or Finance Manager should be prompted to enter an account identifier at the time the journal entry is created, leave the Ledger Identifier blank, and complete Step 11.
 - Click the Next Record icon or use the down arrow on the keyboard to enter the next line for the Journal Entry Template.
- Step 11.** Scroll to the right and click on the **Validation** button to display the **Maintain Validation Definitions** screen.
- Set up the validation to be format based only, specifying the format the user has to enter the account in, as well as the number of characters allowed.
 - Set up the validation to be reference, or list of value based, for the user to select a valid account value from when entering the account.

- Click **Save** icon to return to the **Maintain Journal Entry Templates** screen.

Step 12. Enter the date the journal entry line becomes valid in the **Begin Date** field. This field is optional.

- Click the LOV button to display a calendar.

Step 13. Enter the date the journal entry line becomes invalid in the **End Date** field.

- Click the LOV button to display a calendar. If the template is always valid, leave the field blank.
- Query the Journal Entry Template at a later date and add the End Date for a Journal Entry Line when it becomes invalid.

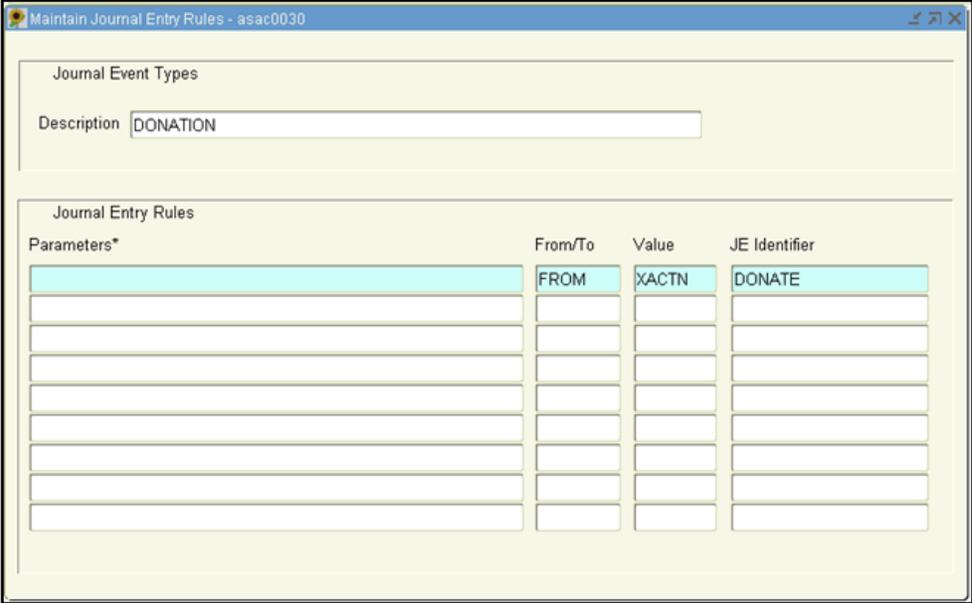
Step 14. Click the **Save** icon to save the Journal Entry Template.

DEFINE JOURNAL ENTRY RULES

Sunflower needs to know which journal entry template to use when creating a journal entry. As mentioned before, there is no direct relationship between a journal entry type and a template, which allows the same template to be used by more than one journal entry type. Journal entry rules associate journal entry templates with journal events.

Scenario: The following graphic illustrates how to use the Maintain Journal Entry Rules screen to specify the journal entries that are created for each transaction.

- NAVIGATION**
- Click Finance
 - Click Maintain Journal Entry Rules



- Step 1.** Navigate to the **Maintain Journal Entry Rules** screen.
- Step 2.** The screen is displayed in **Query** mode. Enter the **Journal Event Type** to set up the Rule for in the **Description** field and click the **Flashlight** to execute the query. One can also click the Flashlight to execute the query without any search parameters and display all valid Journal Events Types.

NOTE: A number of Journal Event Types are available out of the box, to create additional Journal Event Types, navigate to Admin - Domains- Maintain Journal Event Types.

- Step 3.** Double click in the **Parameters** field to enter the attribute that will drive the **Journal Entry Identifier** that will be used for the event.

- The Administrator must extend the **Journal Entry Rule** attribute in order to enter parameters on this screen.
- If not using parameters, the same **Journal Entry** template will be used for all capital assets when the specific event occurs. If there are two different Journal Entry templates set up for the same type of event, for example de-capitalization, then the user will need to extend the parameters to denote the circumstance that drives which template should be used when an asset is de-capitalized.
- The **From/To** field indicates whether the transfer is from or to an asset. Only capital value transfer events will have a To value. Sunflower will automatically populate this field.
- The **Value** field displays the value to be used by the journal entry rule.

Step 4. Enter the Identifier of the journal entry template in the **JE Identifier** field, or click on the LOV to display valid **Journal Entry Identifiers**.

Step 5. Click the **Save** icon to save the **Journal Entry Rule**.

- Click the LOV button to display a calendar. If the ledger batch assignment is always valid, leave the field blank.
- Query the ledger batch assignment at a later date and add the End Date when it becomes invalid.

Step 6. Click on the **Next Record** icon or press the down arrow on the keyboard to navigate to the next row and add the next ledger batch assignment.

NOTE: You can have multiple Journal Events assigned to one Ledger Batch.

Step 7. Click on the **Save** icon to save the ledger batch assignment.

CREATE FINANCIAL ASSETS

Sunflower simplifies the process of creating and maintaining assets. As an asset management professional, the user will often find the need to add individual assets to the property management system of record. Sunflower provides several screens and interfaces that simplify the process of adding individual assets with or without purchase order information, updating asset information and transferring assets to and from the organization. This section focuses on creating financial assets in the **Finance** module.

MAINTAIN FINANCIAL ASSETS

The **Maintain Financial Assets** screen is an integral feature in Sunflower that is used frequently for the day-to-day management of financial assets. Use the **Maintain Financial Assets** screen to create a financial asset from an inventory asset, or to create a standalone financial asset. For example, one may want to track assets that the organization fabricates for custom applications. These assets are not purchased so there is no purchase order information to refer to when creating the asset records for the newly fabricated items. The **Maintain Financial Assets** screen can also be used to create asset records for the fabricated items

In addition, the **Maintain Financial Assets** screen enables the user to update the descriptive information (e.g. **Location**, **Custodian**, and **Asset Condition**) for a financial asset or add a comment or picture. This screen is similar to the **Maintain Inventory Assets** screen.

Scenario: The following graphic illustrates how to use the Maintain Financial Assets screen to create financial assets from scratch.

NAVIGATION

- Click Finance
- Click Maintain Financial Assets

- Step 1. Navigate to the **Maintain Financial Assets** screen.
- Step 2. Enter the asset identifier for the financial asset to create in the **Identifier** field.
- Step 3. Enter the asset's information accordingly.
- Step 4. Specify the asset type with either the **Unclassified Asset** or **Identified Asset** radio buttons.
- Step 5. Click the **Save** icon to create the new financial asset.

CREATE ASSETS USING THE PO INTERFACE FEATURE

Use the PO Interface feature to create assets from PO information received from a purchasing system feed into Sunflower Assets. The PO Interface feature enables organizations to create one or more assets based on a single PO line item, or create a single composite asset based on several PO line items from multiple purchase orders.

Traditionally assets created from the PO interface will be created in another module first, for example Inventory, and not directly created in the Finance module. The feature is available should the organization need to use it.

MASS ASSET CREATION

Sunflower provides two methods for creating multiple assets. Organizations can use either the **Maintain Financial Assets Duplication** feature to create multiple asset records with similar information or if one has multiple assets on a single PO line item, they will find that using the **PO Interface Duplication** feature is a quick and easy way to create several assets at once.

These methods are covered in the Inventory Assets chapter. For more information on mass asset creation using the following methods, see:

- Chapter 1 - Maintain Inventory Asset - Duplication
- Chapter 1 - PO Interface - Duplication

VIEW FINANCIAL ASSET SUMMARY AND HISTORY

Use the **Asset Summary and History** screen to perform a quick search of current and historical information for a single asset or a group of assets. The **Financial Asset Summary and History** screen provides a read-only view of any financial asset record available within the system.

Scenario: The following graphic illustrates how to use the Financial Asset Summary and History screen to view the summary and historical details for a financial asset.

NAVIGATION

- Click Finance
- Click Financial Asset Summary and History

The screenshot displays the 'Financial Asset Summary and History' interface for asset 'FINANCE01'. The 'Details' tab is active, showing a comprehensive set of fields for the asset's configuration and history. The 'Include history' checkbox is checked. The asset is a Dell PowerEdge R610 server, purchased on 01/01/2008, with a current value of \$19,332.00. It is managed by Sunflower Systems and is currently in service at the Blacksburg, VA location. The 'Financial Interest Details' section at the bottom shows the carrier as Sunflower Systems, with a current cap value of \$19,332.00 and a total depreciation of \$12,041.66.

Assets		Parents	Children	C/A/P
Identifier	FINANCE01	0	0	
Unique Name		Current Identifier	FINANCE01	
Default Location*		View Map		

Timeline		Details	
<input checked="" type="checkbox"/> Include history <input type="checkbox"/>			
Manufacturer	DELL	Model	POWEREDGE R610
Official Name	COMPUTER, SERVER	Model Name	
Serial Number	LEFIN08	Drawing No.	
Initial Event	PURCHASE	Stock Number	5
Final Event		User Fields*	
Asset Value*	\$19,332.00 CAPITALIZED	User Fields*	
Asset Condition	4 USED - GOOD	Acquisition Date	01/01/2008
Act Status/Type	IN SERVICE	Responsibility Date	01/01/2008
Manager	SUNFLOWER SYSTEMS	Effective Date	10/17/2012
Steward	SUNFLOWER SYSTEMS	Expected Return Date	
Custodian		Flags	
User		Activity Type	
Location*	BLACKSBURG, VA _BUILDING _CASSEL	Owner	SUNFLOWER SYSTEMS
Document*		Rep	
User Fields*			
Global User Fields*			

Financial Interest Details			
Carrier	SUNFLOWER SYSTEMS	Current Cap Value	\$19,332.00
Age/Life	1,764.00 / 2,520.00	Age/Life (Years)	4.90 / 7.00
Depr Date	09/30/2012	Incremental Depr	\$0.00
		Total Depr	\$12,041.66

To view the history of multiple assets, use the Query Criteria screen to search and retrieve one or more assets for which one can view the asset history based on the query selection criteria.

NOTE: Click the Include History checkbox to scroll through the history of the asset on the Details tab.

NOTE: Anywhere the user sees an Asset Identifier field in the Sunflower application, they can place the cursor in that field and click the Summary and History icon to view the asset's summary and history information.

MANAGE FINANCIAL ASSETS

Sunflower enables organizations to manage the day to day updates of their financial assets by using several manage the day to day updates of module screens that update the attributes of the financial assets.

The following section illustrates common finance tasks that can be performed in the Financial module to manage and track financial assets.

- Capitalize Financial Assets
- Create Ledger Batches
- Record Uncapitalized Reason
- Adjust Capitalized Value
- Transfer Capital Value
- De-Capitalize an Asset
- Reverse De-Capitalization of an Asset
- View Financial Transactions

CAPITALIZE FINANCIAL ASSETS

The **Capitalize Financial Assets** screen enables organizations to enter the data required to capitalize an asset. One can write on a new financial asset, write on an asset from another interest asset, or write on an asset with multiple funding sources.

Scenario: The following graphic illustrates how to use the Capitalize Financial Assets screen to capitalize the financial property records. The capitalization of an asset writes on the asset value to the organization's balance sheet.

NAVIGATION

- Click Finance
- Click Capitalize Financial Assets

The screenshot shows the 'Capitalize Financial Assets' screen with the following data entered:

Financial Assets		Type	Identifier
Identifier	FLEET01	Existing Interest Asset	
Mfr/Mdl/Official	FORD MOTOR COMPANY	EXPLORER	VEHICLE
Asset Type	VEHICLES	VEHICLES	
Initial Event	PURCHASE	User Fields*	
Journal Event	PURCHASE	Acquisition Date	10/17/2012
Carrier	SUNFLOWER SYSTEMS	Period	OCT FY12
Activity Status	IN SERVICE	Activity Type	
Depreciation		Document*	
User Fields*			
Global User Fields*			
<input type="checkbox"/> Split funded capitalization	Asset Value	User Fields*	
	ACQUISITION COST	\$30,000.00	

Buttons at the bottom: Page 2, Comment

Step 1. Navigate to the **Capitalize Financial Assets** screen.

- If capitalizing a Financial interest asset, go to step 2. If capitalizing an asset from another module (e.g., Inventory), go to step 3.
- If capitalizing an asset from another module, the user can enter the same Identifier for the Financial interest, or use a different identifier, depending on the organization's Business Rules.

Step 2. Enter the asset's identifier in the **Identifier** field, and press the **Enter** or **Tab** key to display the asset's information.

- If the asset is funded by multiple funding sources, select the Split funded capitalization check box.
- Go to Step 5.

- Step 3.** Click in or **Tab** to the **Existing Interest Asset Type** field. Enter or select from the LOV the interest type of the asset being capitalized.
- Step 4.** Click in or **Tab** to the **Existing Interest Asset Identifier** field. Enter the Identifier of the asset being capitalized. Press the **Tab** or **Enter** button on the keyboard to display the asset information.
- If the asset is funded by multiple funding sources, select the Split funded capitalization check box.
- Step 5.** The **Initial Event** and **Journal Event**, if configured for the Initial Event selected, are displayed. If the Journal Event is not displayed, click in the Journal Event field to select a valid Journal Event from the LOV.
- Step 6.** **Tab** to or click in the **Carrier** field to select a valid Carrier from the LOV if one is not displayed.
- The Carrier will not be displayed for assets the user is capitalizing from other interests, and is a required field.
 - The Administrator can set up a default Carrier in the Admin module if only using one Carrier for the organization.
- Step 7.** **Tab** or click in the **Accounting Period** field. The valid Accounting Period for the selected Carrier will display.
- Step 8.** Click the **Save** icon. The asset is capitalized.
- Step 9.** To view the journal entries created by the capitalization, click on the **Journal Entry** lookup icon.
- Step 10.** Click the **Exit** icon or the 'x' to close the **Journal Entry Lookup** screen and return to the **Capitalize Financial Assets** screen.

NOTE: This field enables the end user to specify a value so they can elect not to pick up all the journal entry lines for the entire Accounting Period.

Step 4. Enter the latest date and time a journal event can be included in the batch in the **Latest Event** field.

- Sunflower will not allow the end user to process a ledger batch with the Latest Event set to the current date. This is because the current day is not over yet, and the user does not want to send partial information to the accounting system. Typically, the user will send an entire fiscal period at one time.
- Ideally, the batch should be run the day after the financial activity was created in order to capture all the financial transactions in the selected accounting period.

Step 5. Tab to the **Type** field (the screen will automatically scroll to the right), double-click and select the **Ledger Type** to process.

- The **Carrier** field will automatically display the name of the organization with which the accounting period is associated.
- The **FY Identifier** field will automatically display the fiscal year with which the accounting period is associated.
- Click the **OK** button to close the LOV.

Step 6. Double click or click the **Edit** button in the **User Fields** field to enter information in User Defined Fields (UDFs), if they have been extended for Ledger Batches.

Step 7. Click the **Save** icon.

Step 8. Click the **Process** button to process the ledger batch.

- The **Processing Start** field displays the date and time the batch processing began. Sunflower populates this field automatically.
- The **Processing Stop** field displays the date and time the batch processing finished. Sunflower populates this field automatically.
- The **Ledger Batch Id** field displays the identifier of the ledger batch assigned by the system. Sunflower populates this field automatically.

Sunflower performs a check to make sure that the subsidiary ledger transactions are balanced. You cannot take an amount out of one account without offsetting this amount into another account. Sunflower issues an error message and stops the transaction if a journal template does not balance.

The sum of all debits and the sum of all credits in a ledger batch should be zero. Just as the sum of the debits and credits for the journal entry lines of an individual journal event should sum to zero. If the sum of all debits and credits in a batch are zero, the entire batch is balanced.

RECORD UNCAPITALIZED REASON

At times, there will be assets that one will choose not to capitalize for one reason or another even though the asset's value meets the capitalization dollar threshold. The **Record Uncapitalized Reason** screen enables organizations to record the reason a financial asset has not been capitalized. Recording an uncapitalized reason will prevent assets from appearing on the Asset to be Capitalized report and serves as a reminder of the reason why an asset was not capitalized.

Scenario: The following graphic illustrates how to use the Record Uncapitalized Reason screen to identify the assets that will not be capitalized.

NAVIGATION

- Click Finance
- Click Record Uncapitalized Reason
- Click Record <Interest Type> Asset Uncapitalized Reason

Uncapitalized Reason			
Reason: EXPERIMENTAL EQUIPMENT			
Assets			
Ok Identifier	Manufacturer	Model	Official Name
<input type="checkbox"/> TEST1	DELL	POWEREDGE R610	COMPUTER, SERVER
<input type="checkbox"/>			

Current Reason:

Message:

Step 1. Navigate to the **Record <Interest Type> Asset Uncapitalized Reason** screen.

Step 2. Enter the uncapitalized reason or click on the LOV in the **Reason** field to select the uncapitalized reason.

Step 3. Enter the asset identifier in the **Identifier** field and click the **Tab** key. The asset information is displayed.

Step 4. Click the **Next Record** icon or press the down arrow key on the keyboard to enter additional asset identifiers.

Step 5. Click the **Save** icon.

ADJUST CAPITALIZED VALUE

The **Adjust Capitalized Value** screen enables users to adjust the value of capitalized assets by capitalizing asset value components that are added after an asset is capitalized, or adjusting the capital value by increasing it or decreasing it through this screen.

The following graphic illustrates how to use the **Adjust Capitalized Value** screen to increase or decrease the capital value of a capitalized asset.

NOTE: The asset's value can be adjusted in other modules, however the adjustment must be made using the Finance module's **Adjust Capitalized Value** screen to impact the asset's capital value and the organization's balance sheets.

NAVIGATION

- Click Finance
- Click Adjust Capitalized Value

Adjust Capitalized Value - asac2020

Financial Assets

Identifier: FINANCED01 Current Capitalized Value: \$19,332.00

Mfr/Mdl/Official: DELL POWEREDGE R610 COMPUTER, SERVER

Asset Type: GENADP GENERAL PURPOSE ADPE INCL. SOFTWARE, SUPPLIES AND SUPPORT

Journal Event: **ADJUSTMENT** Acquisition Date: 01/01/2008 Flags: []

Carrier: SUNFLOWER SYSTEMS Period: **OCT FY12**

Activity Status: IN SERVICE Activity Type: []

Document*: []

User Fields: []

Global User Fields: []

Split funded adjustment Asset Value User Fields*

ACQUISITION COST	\$1,250.00	

Comment

Step 1. Navigate to the **Adjust Capitalized Value** screen.

Step 2. Enter the asset identifier in the **Identifier** field. Press the **Tab** button, the asset information is displayed.

NOTE: If any asset value components were added and not capitalized, they will be displayed in the bottom half of the screen

Step 3. Click in the **Journal Event** field and select the applicable adjustment journal event type from the list of values.

- Step 4. **Tab** to or click in the **Period** field. The current accounting period for the **Carrier** assigned to the asset is displayed.
- Step 5. Click in the first available **Asset Value** row to enter the negative or positive adjustment value, or click the **Save** icon to save the Asset Value Component(s) that are displayed.
- Step 6. Click the **Next Record** icon or press the down arrow to enter additional adjustment values for the identifier.
- Step 7. Click the **Save** icon.

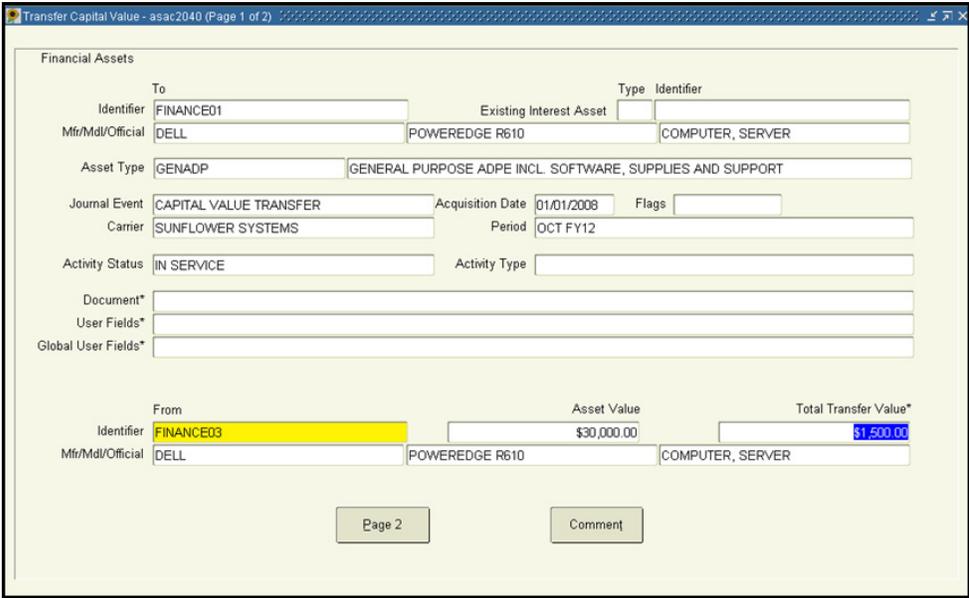
TRANSFER CAPITAL VALUE

The **Transfer Capital Value** screen provides the ability to transfer capital values of one financial asset to another financial asset.

Scenario: The following graphic illustrates how to use the Transfer Capital Value screen to transfer value from one asset to another. Sunflower automatically creates the appropriate debits and credits that are required to keep the general ledger's balance sheet up-to-date. The debits and credits generated are based on the selected Journal Event.

NAVIGATION

- Click Finance
- Click Transfer Capital Value



- Step 1.** Navigate to the **Transfer Capital Value** screen.
- Step 2.** Enter the identifier to transfer value to in the in the **Identifier** field of the **To** block. Press the **Tab** or **Enter** button, the asset information will be displayed.
- Step 3.** Select the appropriate event from the list of values in the **Journal Event** field.
- Step 4.** Enter the identifier to transfer value from in the in the **Identifier** field of the **From** block. Press the **Tab** or **Enter** button, the asset value information will be displayed.
- Step 5.** Double click in the **Total Transfer Value** field. The **Transfer Amounts** screen will be displayed.
- Step 6.** Enter the transfer amount in the **Transfer** field.

NOTE: The transfer amount entered cannot be greater than the amount of the asset value component transferring from.

Step 7. Click the **Save** icon to save the transfer amount information and return to the **Transfer Capital Value** screen.

Step 8. Click the **Comment** button to enter any comments relevant to capital value transfer transaction.

Step 9. Click the **Save** icon to complete the transfer transaction.

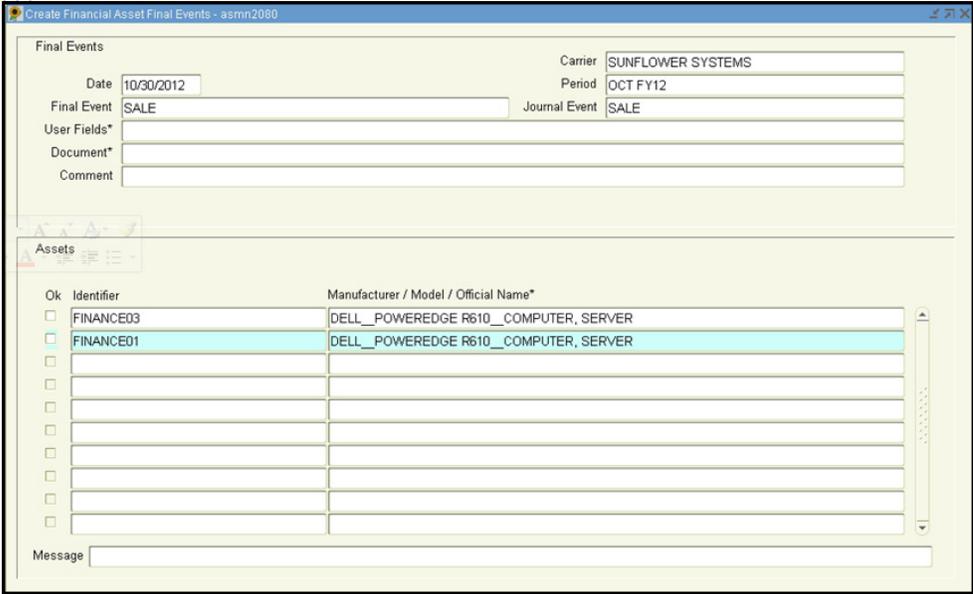
DE-CAPITALIZE AN ASSET

Use the **Create Asset Final Events** screen to de-capitalize an asset and remove its capital value from the balance sheet. If using a Final Event that is only valid in the Finance module, such as Decapitalization, only the Finance interest will be retired. If using a Final Event that is valid in other interests, the other interests may be retired.

Scenario: The following graphic illustrates how to use the Create Asset Final Events screen to de-capitalize an asset.

NAVIGATION

- Click Finance
- Click Create Financial Asset Final Events



- Step 1.** Navigate to the **Create Financial Asset Final Events** screen.
- Step 2.** Enter the **Date** of the **Final Event**. The field will populate to the current date. Click on the LOV to display the calendar.
- Step 3.** Enter the final event type in the **Final Event** field of the **Final Events** block or click on the LOV to select the **Final Event Type**.
- Step 4.** Enter the appropriate carrier organization in the **Carrier** field or click on the LOV to select the **Carrier**. Press the **Tab** button. The **Period** should populate with the current period for the **Carrier** selected. The **Journal Event** should populate based on the **Final Event** selected.



- Step 5. Double click on the **User Fields** to enter any additional information specific to the **Final Event** selected.
- Step 6. Enter the identifier of the asset being retired (de-capitalized) in the **Asset Identifier** field.
- Step 7. Click the **Next Record** icon or press the down arrow key to enter any additional Identifiers that will be de-capitalized using the same Final Event and date.
- Step 8. Click the **Save** icon.

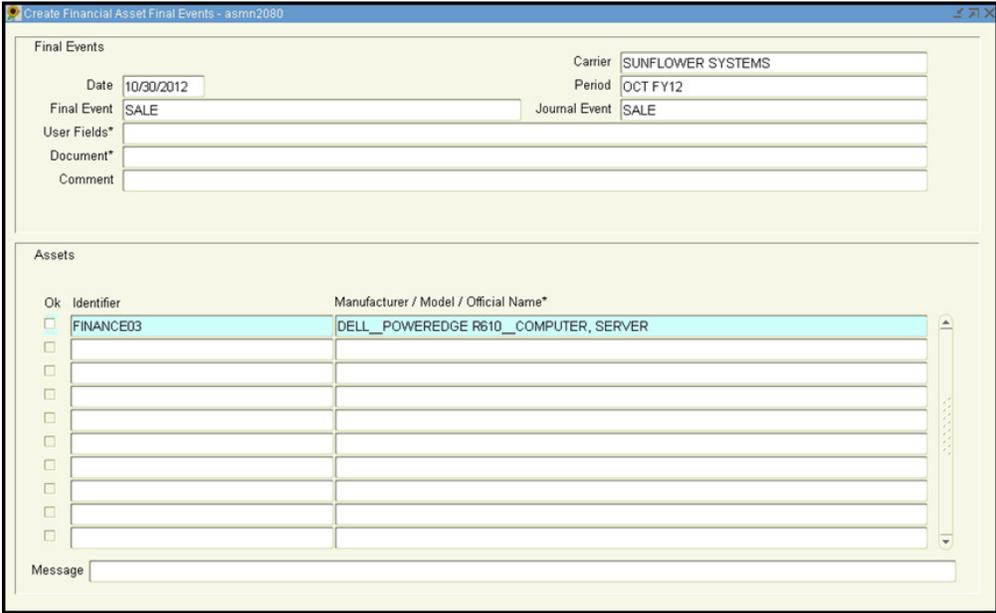
REVERSE DE-CAPITALIZATION OF AN ASSET

Use the **Create Asset Final Events** screen to reverse the decapitalization of an asset at any time by removing the final event. Alternately the user can also reinstate (reactivate) the asset by entering the asset identifier on the **Maintain Financial Assets** screen and saving the transaction.

Scenario: The following graphic illustrates how to reverse the de-capitalization of an asset.

NAVIGATION

- Click Finance
- Click Create Financial Asset Final Events



- Step 1. Navigate to the **Create Financial Asset Final Events** screen.
- Step 2. Click the **Find** icon to enter query mode.
- Step 3. Enter the **Date** of the final event assigned to the asset to reverse the de-capitalization for.
- Step 4. Enter the **Final Event** Type for the financial asset to reverse the decapitalization for.
- Step 5. Click the **Find** icon to execute the query.
- Step 6. Place cursor in the **Identifier** field for the asset to reverse the de-capitalization for.
- Step 7. Click the **Remove Record** icon to remove the selected asset record.
- Step 8. Click the **Save** icon to reverse the de-capitalization of the selected asset.

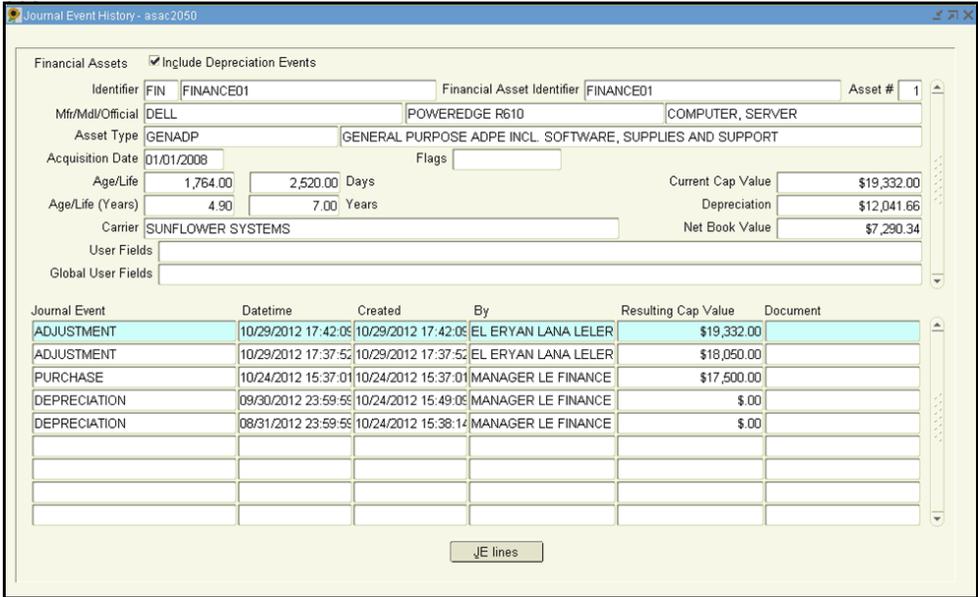
NOTE: The user can also reinstate a retired asset using the Maintain Financial Assets screen by entering the retired asset identifier in the Identifier field and pressing the Tab or Enter key. A prompt message informs the user that this action will re-activate the asset. The user can make any other updates and click the Save icon. Once the transaction is saved, the asset is reactivated.

VIEW FINANCIAL TRANSACTIONS

Use the **Journal Event History** screen to view the financial transactions and the associated debits/credits for a capital asset at any point in time.

Scenario: The following graphic illustrates how to use the Journal Event History screen to review a capital asset's financial transactions and their associated debits/credits.

- NAVIGATION**
- Click Finance
 - Click Journal Event History



- Step 1.** Navigate to the **Journal Event History** screen.
- Step 2.** Click the **Include Depreciation Events** checkbox to include depreciation events in the results.
- Step 3.** Enter an asset identifier in the **Identifier** field and click the **Tab** key to view the data.

FINANCIAL (CAPITAL) ASSET REPORTS

Sunflower provides a flexible and comprehensive web-based reporting system. 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 reports.

- PDF (Adobe Acrobat)
- HTML
- Text

The outputs depend upon the report selected. Acrobat and HTML are standard options provided for all Sunflower out of the box reports. Text file export is available for selected reports.

Sunflower provides the following reports to use with the **Finance** module:

Financial Assets (Global Information) Report

The Financial Assets (Global Information) report displays detailed and summary information for active and/or retired financial assets.

Asset Search Report

The **Asset Search Report** displays the result of an asset search on catalog attributes, user defined fields, and/or asset value and serial number.

Asset Structure Report

The **Asset Structure Report** displays parent/child relationships between assets.

Asset Structure by Configured Totals Report

The **Asset Structure by Configured Totals Report** displays the parent/child relationships between assets, and includes the total value of the parent/child structure.

Assets to be Capitalized Report

The **Assets to be Capitalized Report** displays assets whose value meets or exceeds the organization's capitalization threshold and have not been capitalized. Users can run this report by various interest types and other parameters such as catalog attributes and location.

Balance Detail Report

The **Balance Detail Report** displays the balance details, to include capital value, depreciation and net book value, for the financial assets selected per the parameters entered.

Balance Summary Report

The **Balance Summary Report** displays the balance summary of capital value, depreciation and net book value for the financial assets selected per the parameters entered. The report subtotals the values by the Group By parameter, if one is selected.

Financial Asset Interface Processing Results Report

The **Financial Asset Interface Processing Results Report** displays the results of processing a load group in the Load Financial Assets Interface table.

Financial Asset Initial Events Report

The **Financial Asset Initial Events Report** displays financial assets that have the initial event entered in the Initial Event Type parameter, and/or initial events within the date range specified on the parameters page.

Financial Assets Ongoing Events Report

The **Financial Assets Ongoing Events Report** displays detailed information for ongoing events, e.g. shipped out, for financial assets within the specified date parameter.

Financial Assets Final Events Report

The **Financial Assets Final Events Report** displays financial assets that have the final event entered in the Final Event Type parameter, and/or final events within the date range specified on the parameters page.

Financial Assets Requiring a Final Event Report

The **Financial Assets Requiring a Final Event Report** displays active financial assets with no other associated active interest assets of the interest type selected. This usually indicates the asset accountability has been retired, and the financial asset needs to be written off or de-capitalized.

Financial Asset Timeline Report

The **Financial Asset Timeline Report** displays the event timeline for the Identifier entered for the asset's lifetime, or a date range if specified in the parameters.

Journal Activity Report

The **Journal Activity Report** displays the detailed debit and credit entries for one or more financial assets. The user can also specify a date range for the activity to display in the parameters.

Journal Entry Rule Definition Report

The **Journal Entry Rule Definition Report** displays the details of the journal entry rules which are used to generate financial transactions for the selected Journal Event.

Journal Entry Template Definition Report

The **Journal Entry Template Definition Report** displays the details, such as the debit and credit accounts setup, of the selected journal entry, which are used to generate financial transactions.

Ledger Batch Processing Results Report

The **Ledger Batch Processing Results Report** displays the processing results of the selected ledger batch.

Purchase Order Aging Report

The **Purchase Order Aging Report** displays detailed information of outstanding purchases orders requiring receipt and tagging of property. This report is applicable if the PO Interface tables are used.