

# Welcome to Sunflower Report Training!

The following training is designed to enable you to generate reports for your department's capital assets in the Sunflower Assets system. It is suggested that you print this training manual and then perform the easy to follow instructions below.

## Purpose of Report Training

The purpose of this training is to familiarize you with the numerous Sunflower reports which have been developed to assist you in managing your organization's capital equipment assets. This training will also demonstrate how to generate these reports.

## Sunflower Reports

There are two categories of Sunflower reports that will be useful to you - financial reports and inventory reports. A list of these reports appears below. A description of each report, along with the field names contained in the report, and a print screen indicating the relevant parameters is at the end of this training.

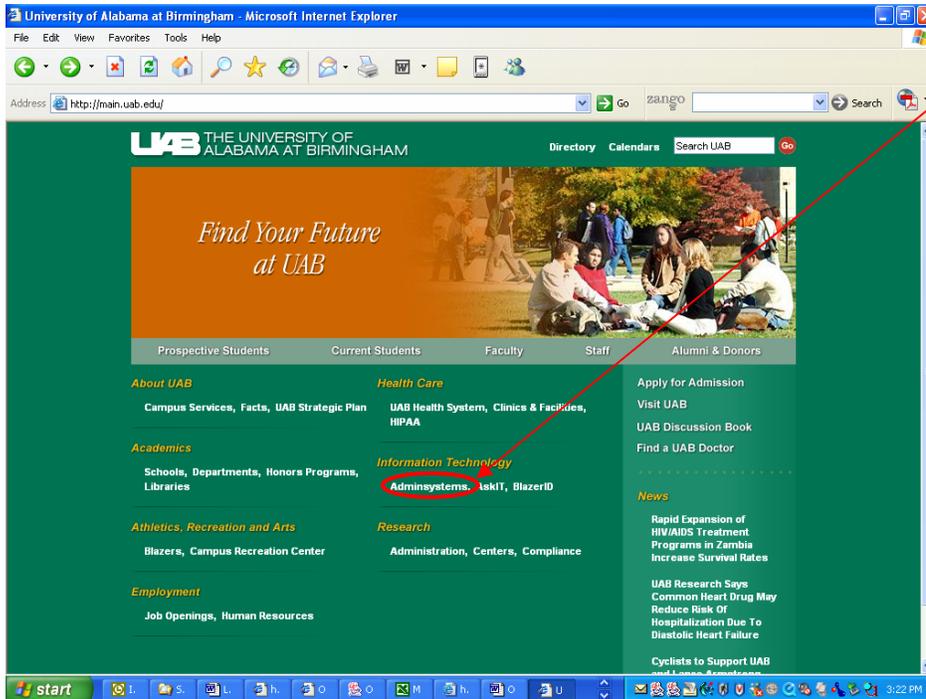
Accountable Equipment Officer Review	Cost Component Record Search Report
Asset Event Type Report	Inventory Cost by Org
Asset Recap Sheet	Inventory Report by Org
Capital Equipment Events by Org	Service Center Projected Depreciation Report
Capital Equipment Snapshot by Org	

Other reports are available; however, these are specialized reports and will generally not be helpful to you. Please contact Equipment Accounting if you have any questions.

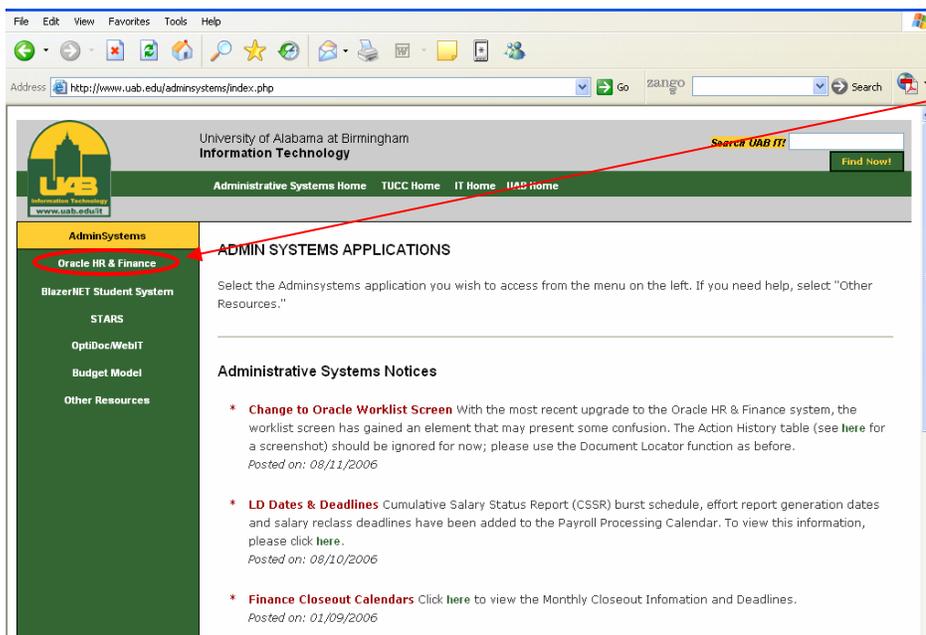
## Sunflower Training (Step-By-Step)

### How to Create a Report

This component of the training will demonstrate how to create a report. First, you will need to login to Oracle.



Click on the Adminsystems link on the UAB Main web page.



From the Admin Systems screen, click on the Oracle HR & Finance link on the left of the page.

## Sunflower Training (Step-By-Step)

here'."/>

University of Alabama at Birmingham  
Information Technology

Oracle HR & Finance Systems Home AdminSystems Home TUCC Home IT Home

UAB Home

AdminSystems

ORACLE HR & Finance

What's New

Getting Help

DOCUMENTATION

Introduction

Desktop Recommendations

Logging On / Logging Off

Know the Basics

Access and Roles in Oracle

Navigation

Workflow

Terminology

HUMAN RESOURCES (HR)

UAB HR Officer

UAB Salary Reclass

UAB TEL

UAB Timekeeper

UAB Self-Service Applications

UAB Effort Report User

ADMINISTRATIVE SYSTEMS: Oracle HR and Financial Applications

Administrative Systems Status

You may log in to the application [here](#)

Administrative Systems Notices

- Change to Oracle Worklist Screen** With the most recent upgrade to the Oracle HR & Finance system, the worklist screen has gained an element that may present some confusion. The Action History table (see [here](#) for a screenshot) should be ignored for now; please use the Document Locator function as before.  
Posted on: 08/11/2006
- LD Dates & Deadlines** Cumulative Salary Status Report (CSSR) burst schedule, effort report generation dates and salary reclass deadlines have been added to the Payroll Processing Calendar. To view this information, please click [here](#).  
Posted on: 08/10/2006
- Finance Closeout Calendars** Click [here](#) to view the Monthly Closeout Information and Deadlines.  
Posted on: 01/09/2006

Now, **click** on the highlighted "here" link on the Oracle HR and Financial Applications screen.

Oracle Administrative System

Blazer ID

Password

**UAB BLAZERS**

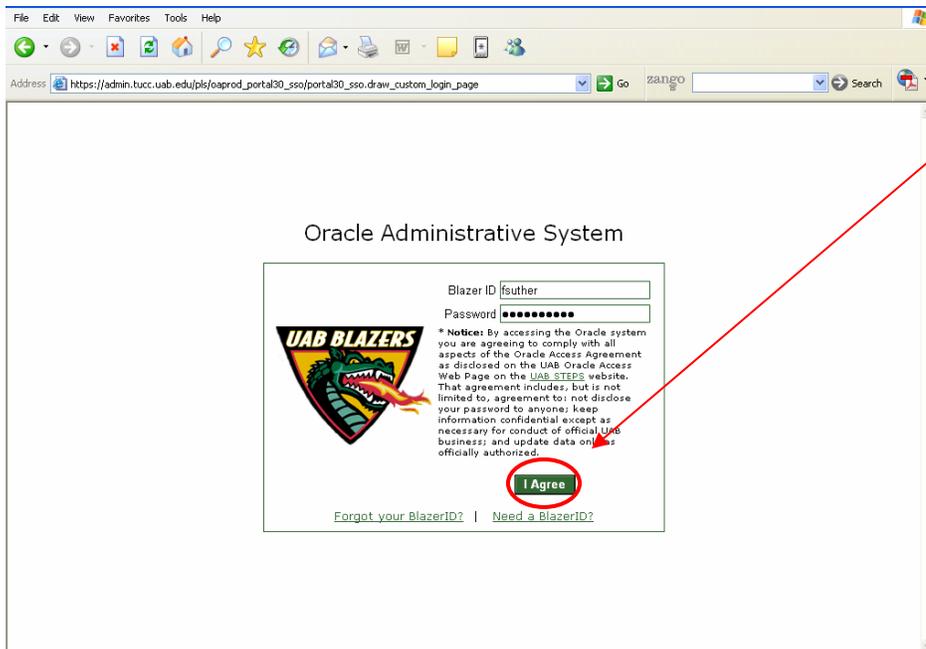
\* **Notice:** By accessing the Oracle system you are agreeing to comply with all aspects of the Oracle Access Agreement as disclosed on the UAB Oracle Access Web Page on the UAB STEPS website. That agreement includes, but is not limited to, agreement to: not disclose your password to anyone; keep information confidential except as necessary for conduct of official UAB business; and update data only as officially authorized.

**I Agree**

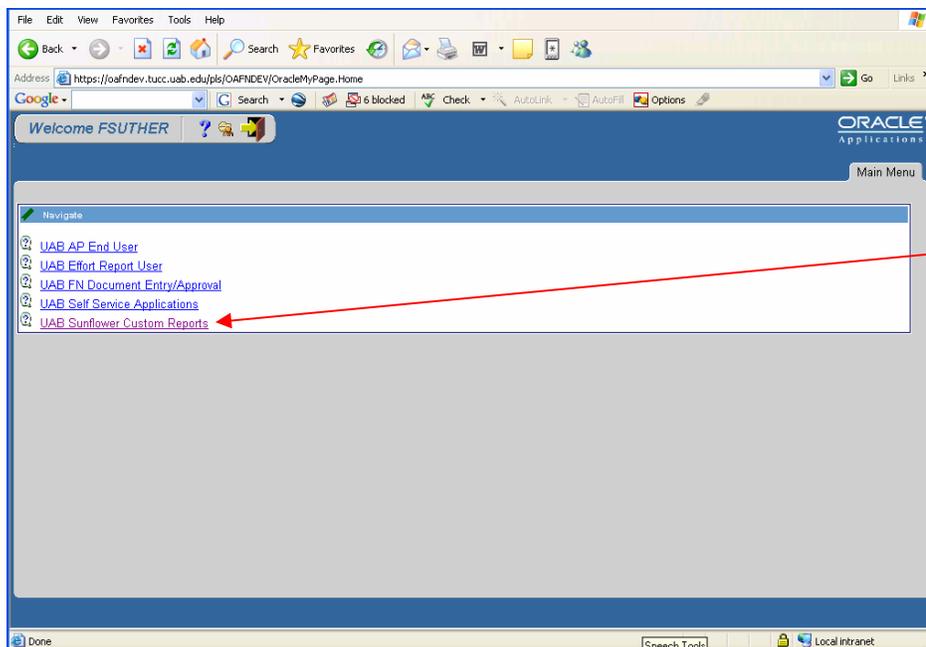
[Forgot your BlazerID?](#) | [Need a BlazerID?](#)

The Oracle Administrative System login screen will appear.

## Sunflower Training (Step-By-Step)



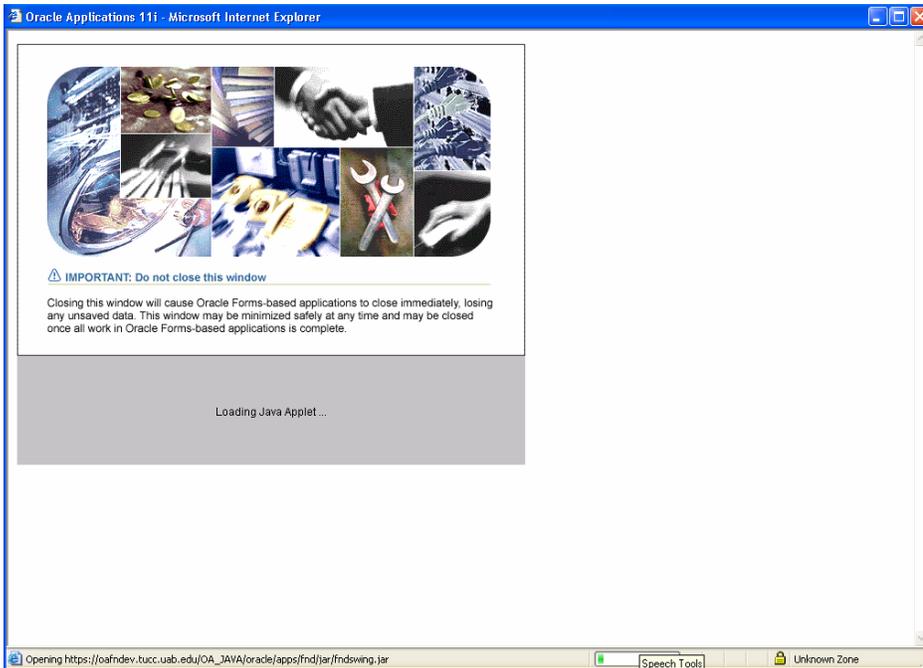
Type your Blazer ID and password in the appropriate fields. Then, **click** the I Agree button or **press** Enter.



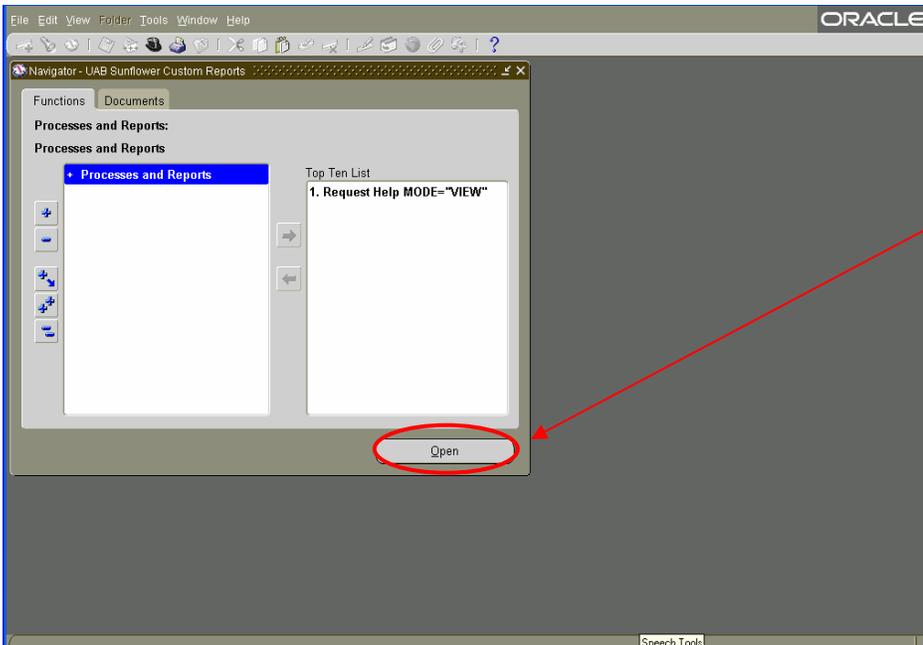
This is your Oracle navigation screen. Notice the link titled UAB FN Document Entry/Approval. If you have this responsibility, you have automatically been given the UAB Sunflower Custom Reports responsibility. **Click** on UAB Sunflower Custom Reports

\* **Note:** If you do not have FN Document Entry/Approval access, then contact AskIT at 6-5555 to inquire how to get this responsibility or talk to your department administrator.

## Sunflower Training (Step-By-Step)



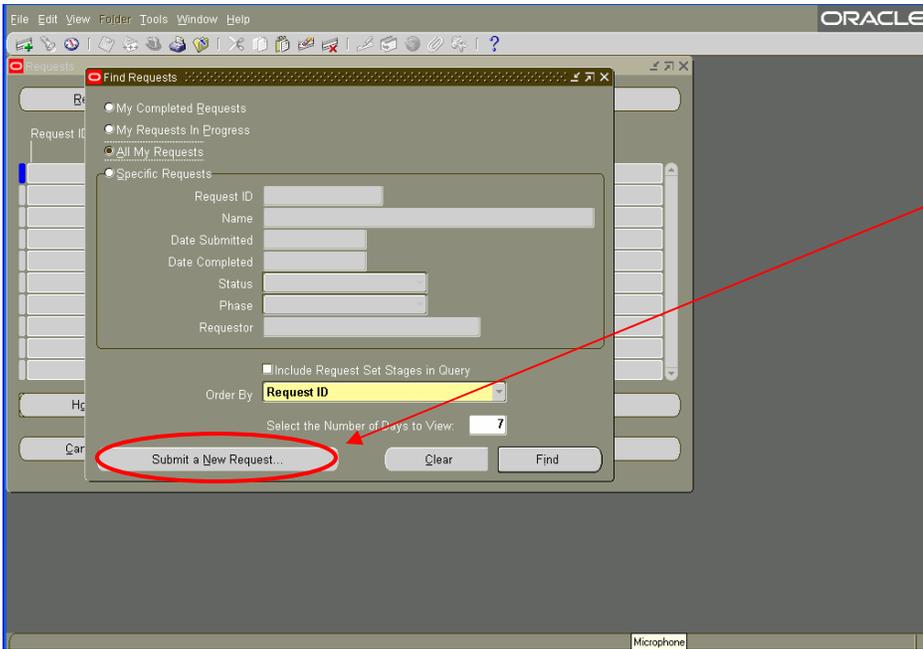
You must wait for this screen to load.



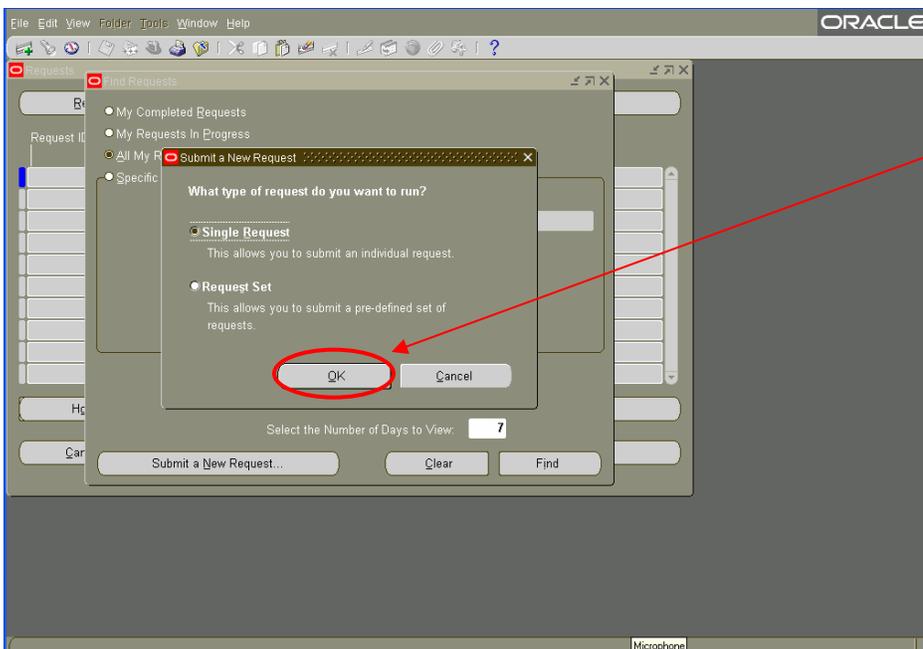
In the UAB Sunflower Custom Reports form, notice that Processes and Reports are highlighted.

**Click** on the Open button if the Find Requests window does not automatically appear.

## Sunflower Training (Step-By-Step)

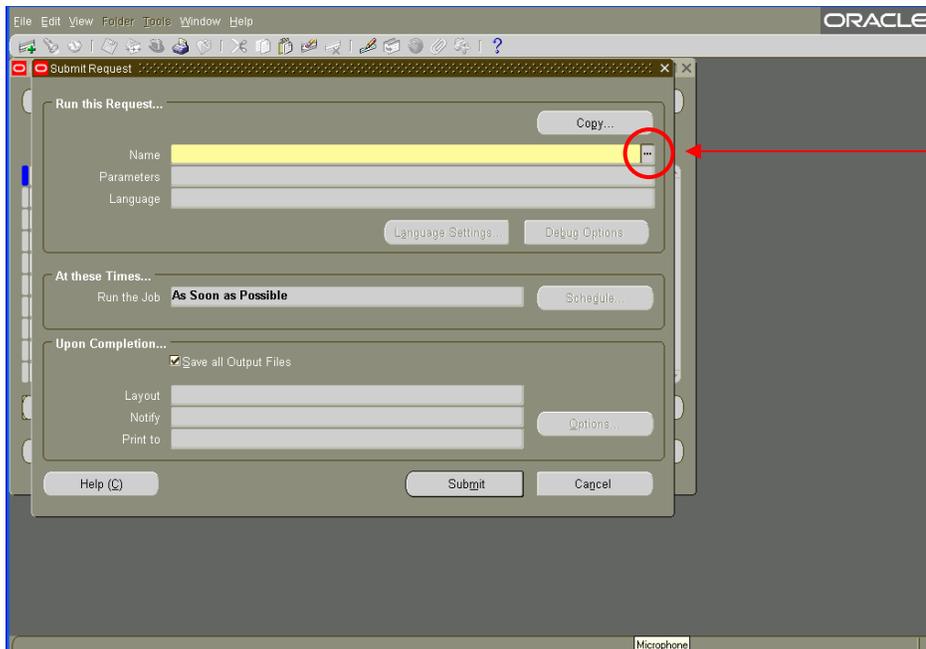


The Find Requests window appears. This window enables you to do several things related to reports. The default selection is All My Requests. **Click** on the Submit a New Request button.

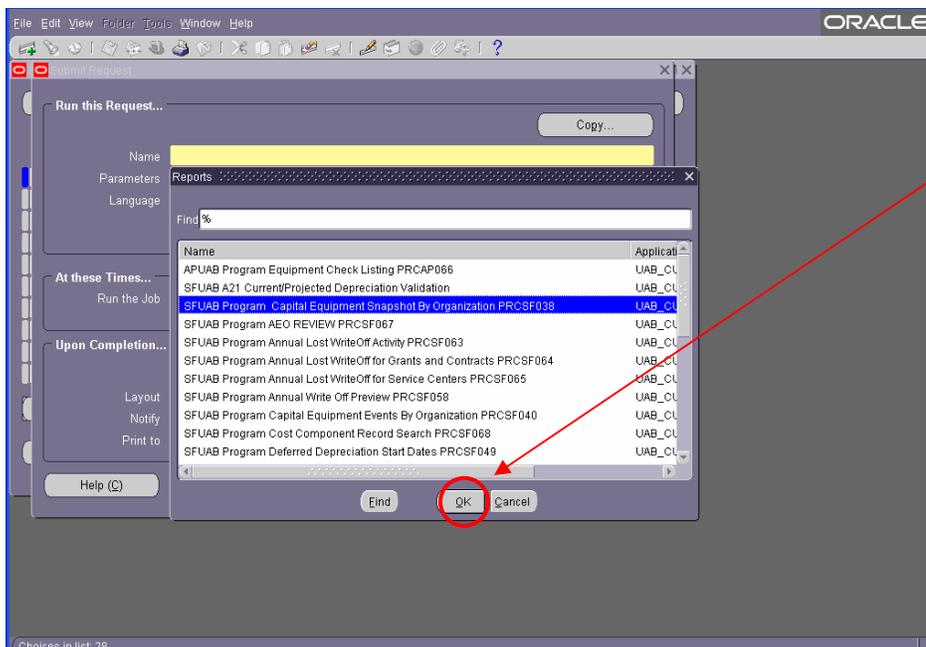


The Submit a New Request window appears. Single Request is the default option. **Click** the OK button.

## Sunflower Training (Step-By-Step)



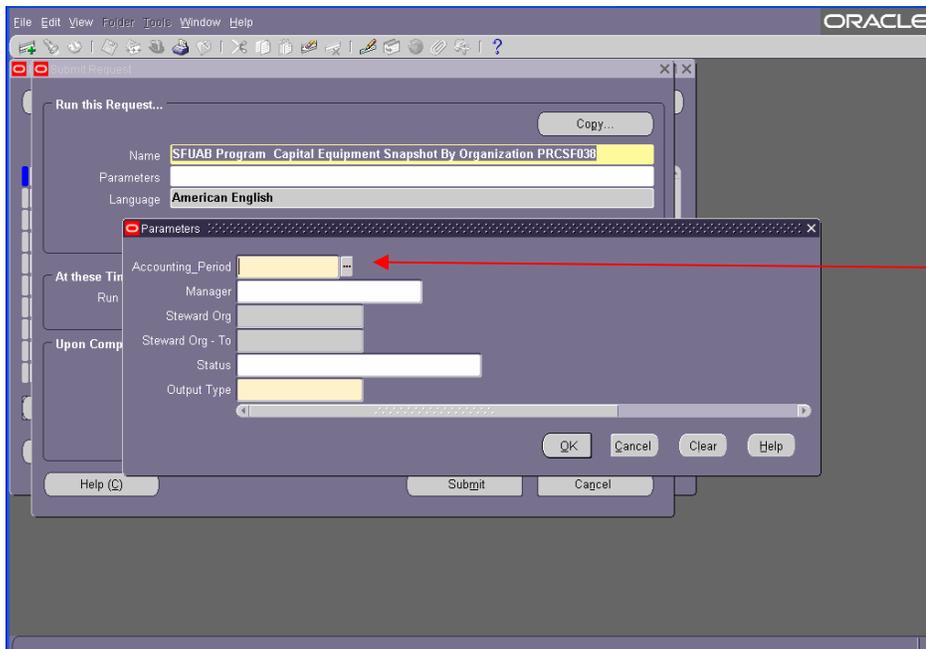
The Submit Request window appears. This window enables you to select a specific report to run. **Click** on the ellipsis in the Name field.



A LOV listing all the available custom reports appears. **Select** the report that you want to run, and then **click** the **OK** button.

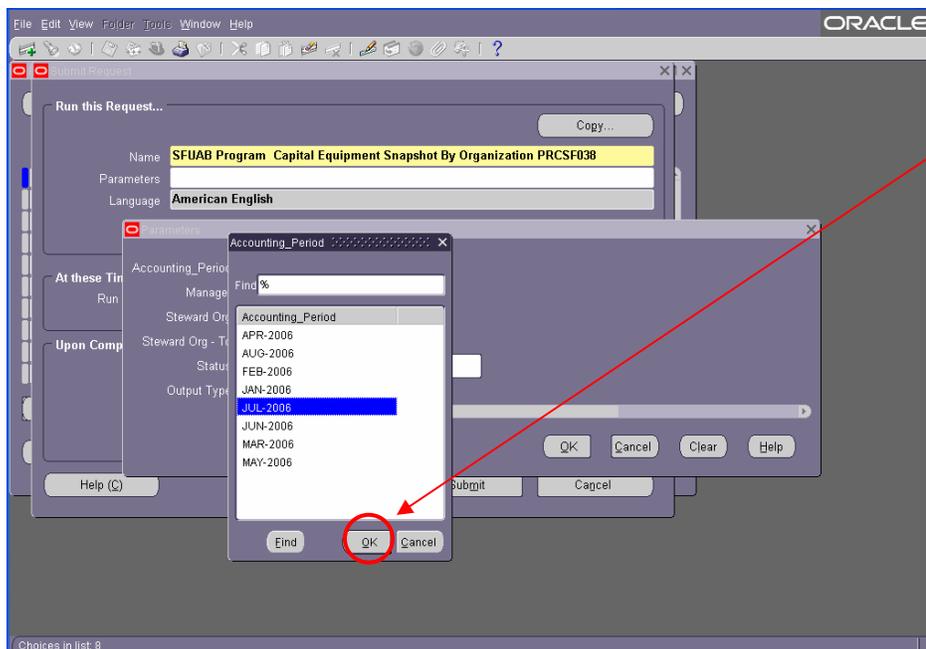
**Note:** In the report training, all participants will create a Capital Equipment Snapshot by Organization report.

## Sunflower Training (Step-By-Step)



The Parameter submission screen appears which will enable you to input the specific parameters for the selected report.

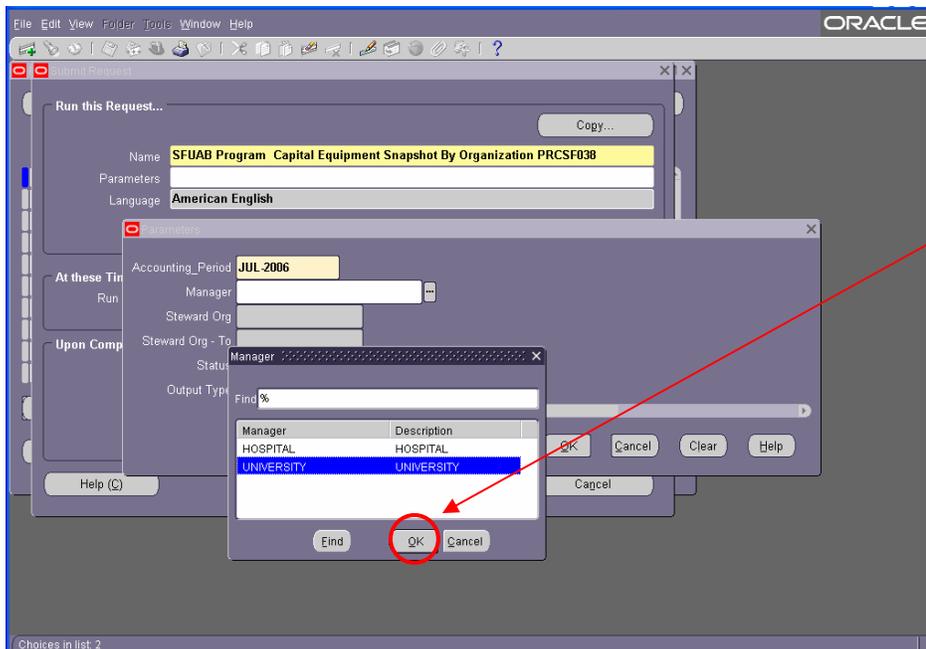
**Click** into the first parameter field to **input** the specific detail required to run the report you have selected. Notice that an ellipsis appears in the field. Most parameter fields have been given an ellipsis to simplify the parameter selection process and ensure the data integrity of the report.



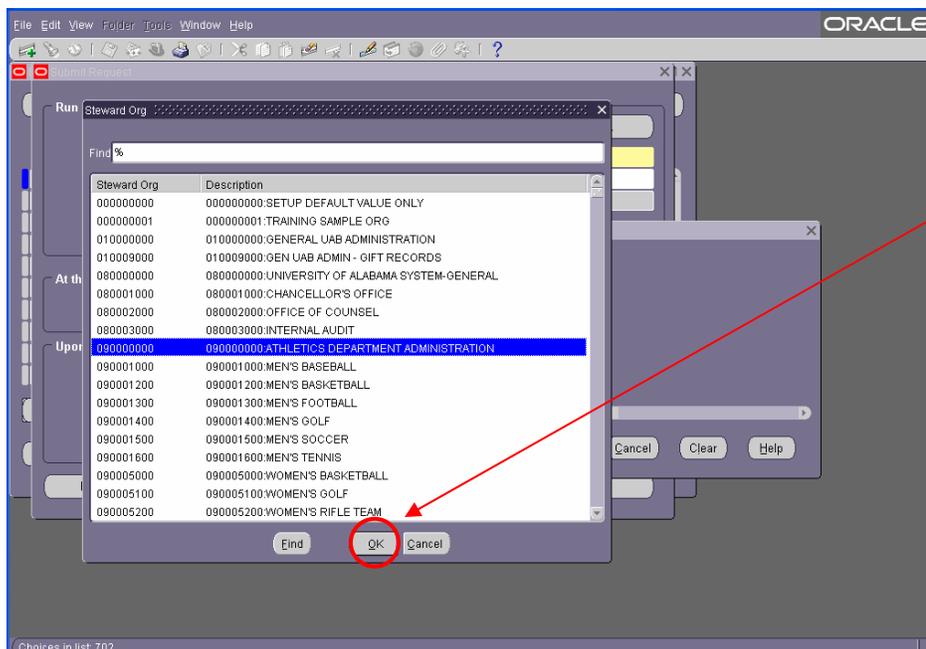
**Select** the appropriate accounting period from the LOV, then **click OK**.

**Note:** Sunflower was implemented effective January 1, 2006. There are no accounting periods available prior to this date.

## Sunflower Training (Step-By-Step)

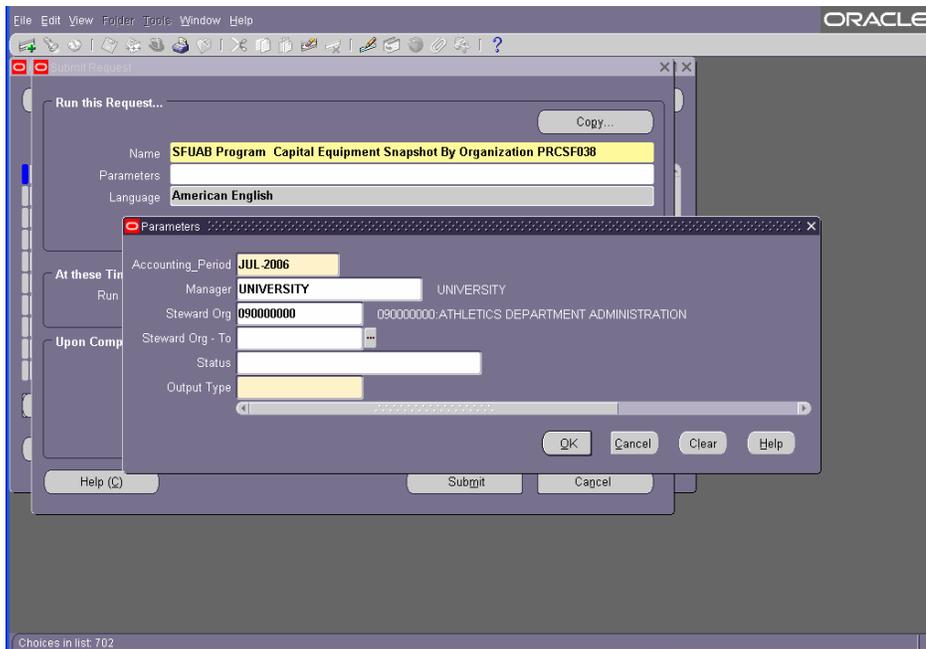


Click into the next field and another ellipsis will appear. The Manager field is always a choice between HOSPITAL and UNIVERSITY. Make your selection and then, **click the OK** button.



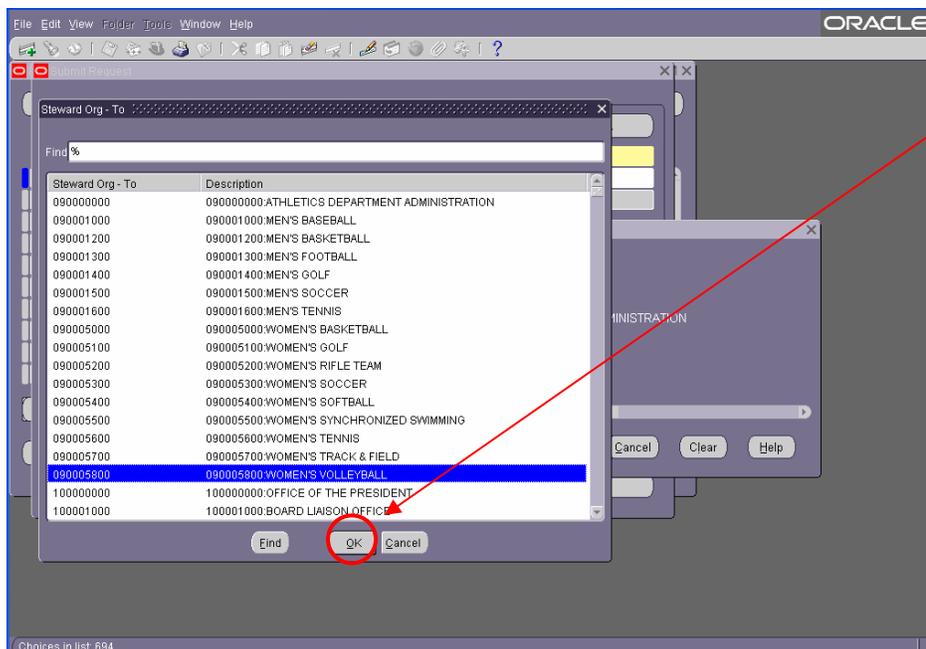
Click into the Steward Org field and another ellipsis will appear. Click on the ellipsis in the field and **select** the specific org for this report. Then, **click the OK** button.

## Sunflower Training (Step-By-Step)



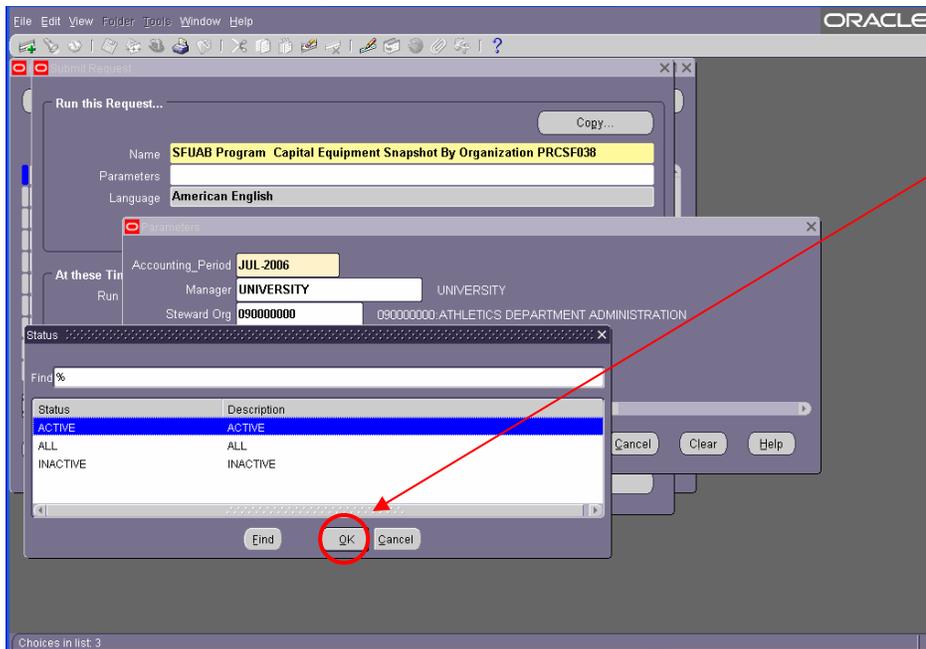
Notice that there are two Steward Org parameter fields available. These fields enable you to select a range of Steward Orgs for the report. You are also able to select the same Steward Org and only information about that one Steward Org will appear in the report.

**Note:** Most reports allow you to retrieve data for a range of Steward Orgs.

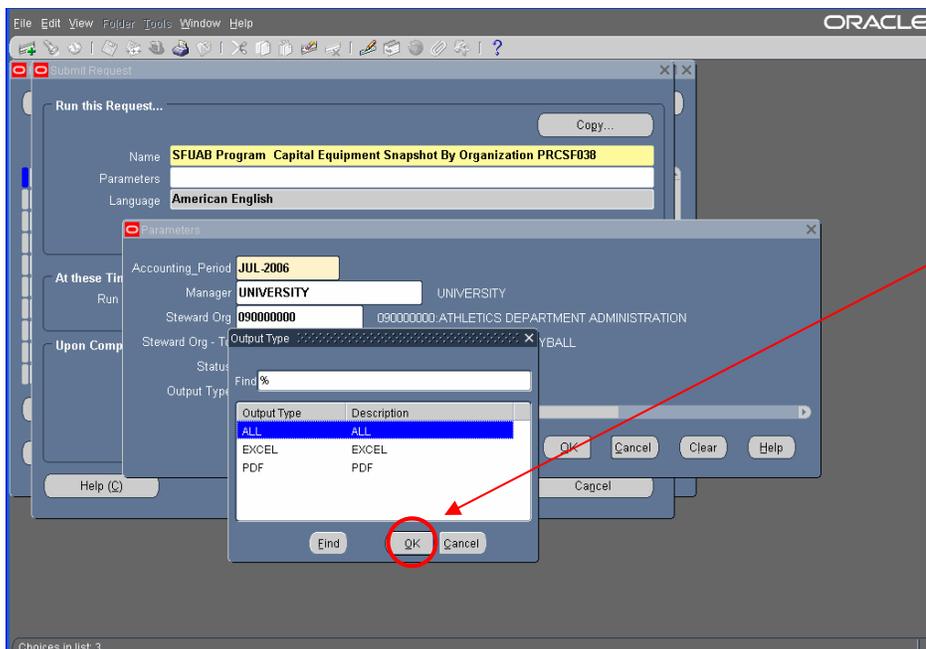


Select the same Steward Org or another Steward Org, and click OK.

## Sunflower Training (Step-By-Step)

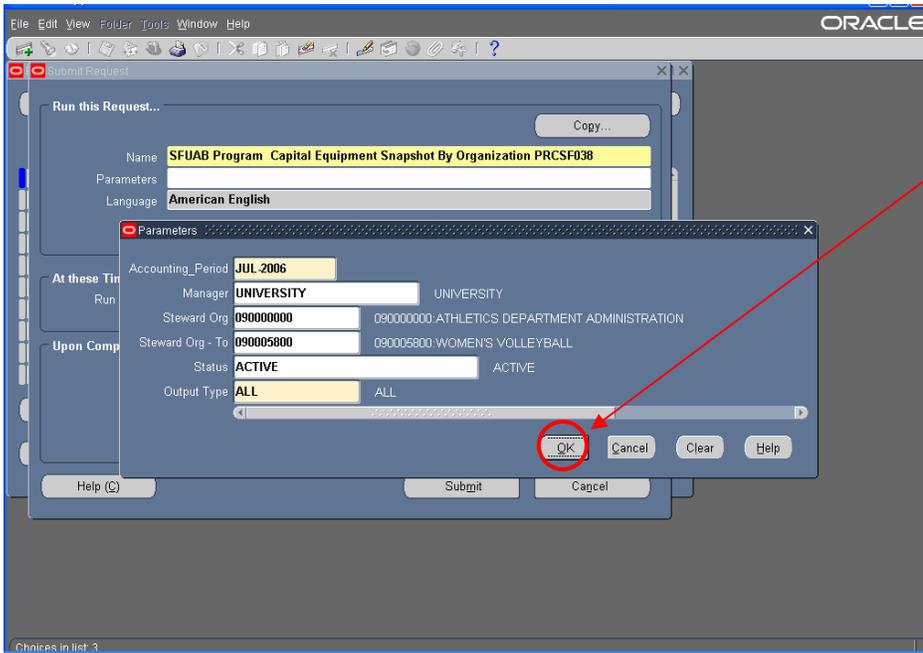


Click into the next field, **click** on the ellipsis and **select** the appropriate status of assets. Then, **click OK**.

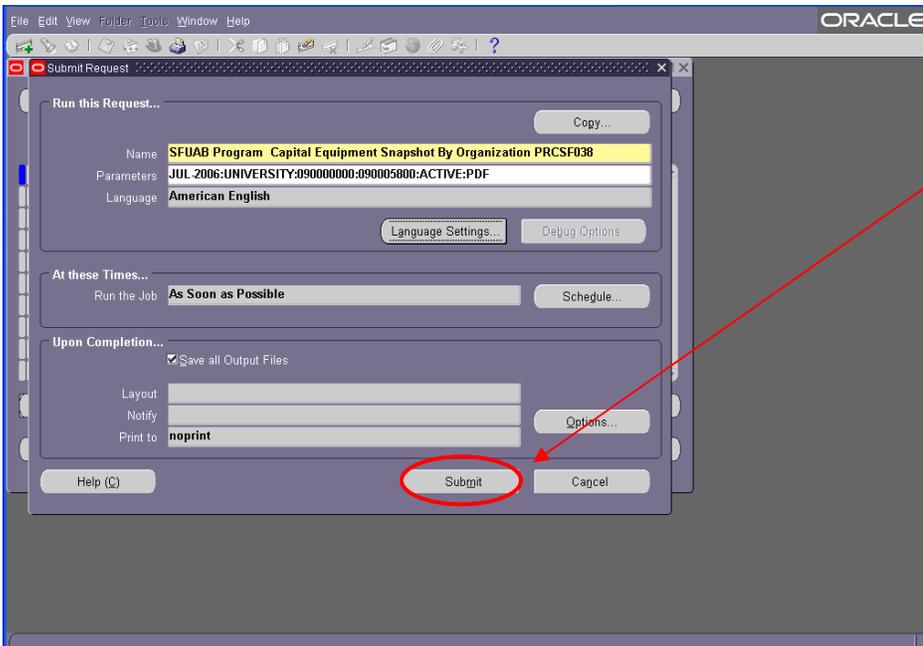


In the Output field, **click** on the ellipsis and **select** the format in which you would like to see the data. You can select a PDF format or an EXCEL spreadsheet of the data, or ALL which means both formats. Then **click OK**.

## Sunflower Training (Step-By-Step)



This is the completed parameter window for your review. Now, **click** on the OK button.



The Submit Request window opens portraying the report parameters that you previously chose. **Click** on the Submit button to request the report.

## Sunflower Training (Step-By-Step)

File Edit View Folder Tools Window Help ORACLE

Requests Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
2886080	SFUAB Program Capital		Pending	Normal	JUL 2006, UNIVERSITY, 0900
2886023	SFUAB Report AEO REVI		Completed	Normal	AEO, 50000032269, ,
2886022	SFUAB Program AEO RE		Completed	Normal	AEO, 50000032269, ,
2886013	SFUAB Program AEO RE		Completed	Normal	AEO, 50000032269, ,
2885995	SFUAB Report AEO REVI		Completed	Error	AEO, 50000032269, ,
2885994	SFUAB Program AEO RE		Completed	Normal	AEO, 50000032269, ,
2885993	SFUAB Report AEO REVI		Completed	Normal	AEO, , ,
2885992	SFUAB Program AEO RE		Completed	Normal	AEO, , ,
2885989	SFUAB Program AEO RE		Completed	Normal	ORG, , 090001300, 090001500
2885988	SFUAB Program AEO RE		Completed	Normal	ORG, , ,

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

FRM-40400: Transaction complete: 1 records applied and saved.

This is the Request window indicating the status of your report requests. Your latest request appears at the top of the list. Notice at the top of the Phase column your report is "Pending." **Click** on the Refresh Data button to update the Phase indication.

File Edit View Folder Tools Window Help ORACLE

Requests Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
2886081	SFUAB Report Capital Ex		Running	Normal	JUL 2006, UNIVERSITY, 0900
2886080	SFUAB Program Capital		Completed	Normal	JUL 2006, UNIVERSITY, 0900
2886023	SFUAB Report AEO REVI		Completed	Normal	AEO, 50000032269, ,
2886022	SFUAB Program AEO RE		Completed	Normal	AEO, 50000032269, ,
2886013	SFUAB Program AEO RE		Completed	Normal	AEO, 50000032269, ,
2885995	SFUAB Report AEO REVI		Completed	Error	AEO, 50000032269, ,
2885994	SFUAB Program AEO RE		Completed	Normal	AEO, 50000032269, ,
2885993	SFUAB Report AEO REVI		Completed	Normal	AEO, , ,
2885992	SFUAB Program AEO RE		Completed	Normal	AEO, , ,
2885989	SFUAB Program AEO RE		Completed	Normal	ORG, , 090001300, 090001500

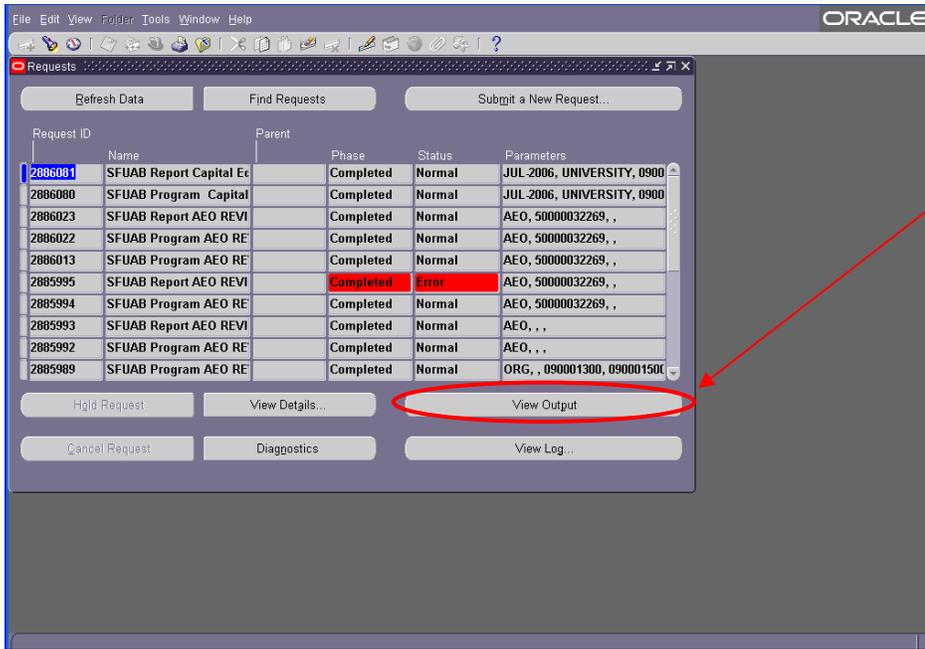
Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

After repeated clicking, the Phase column may indicate "Running." Continue **clicking** on the Refresh Data button.

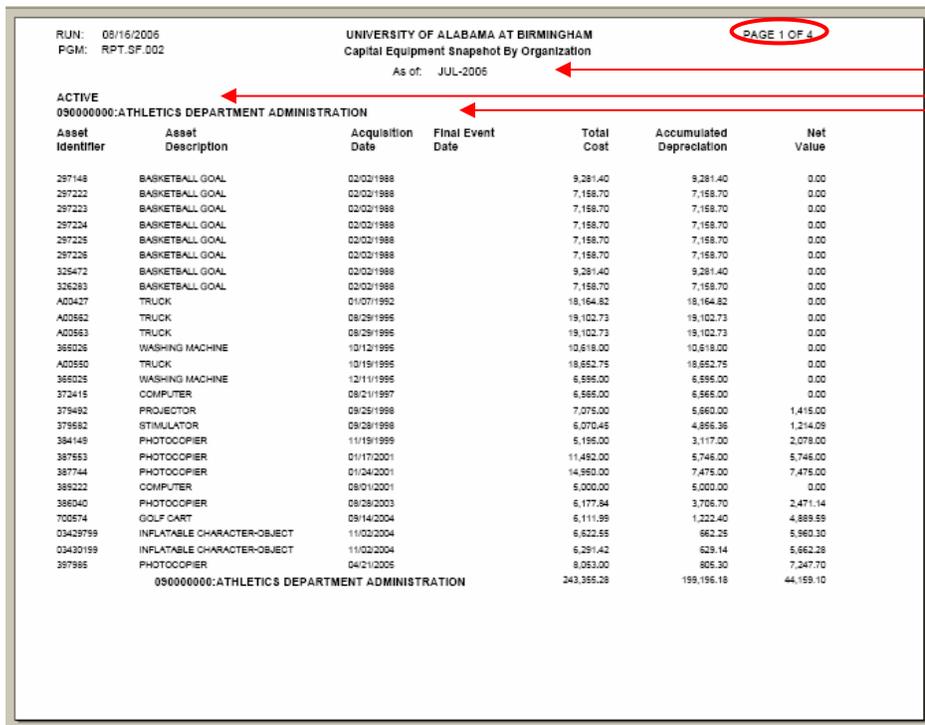
**Note:** When the output format of "ALL" is selected, the PDF will be indicated as SFUAB Report which will be listed above the EXCEL format indicated as SFUAB Program.

# Sunflower Training (Step-By-Step)



As soon as "Completed" appears in the Phase column, then you are ready to review the report. **Click** on the View Output button to see the report.

Note: You can provide the Request ID to someone else to review the report.



Here is the PDF view of the report. Notice that the report displays the data according to the requested parameters. Notice also that there are four pages to this report.

The report may also be sent to the printer at this time.

## Sunflower Training (Step-By-Step)

RUN: 08/16/2006  
PGM: RPT.SF.002

UNIVERSITY OF ALABAMA AT BIRMINGHAM  
Capital Equipment Snapshot By Organization  
As of: JUL-2006

PAGE 2 OF 4

ACTIVE  
090001300: MEN'S FOOTBALL

Asset Identifier	Asset Description	Acquisition Date	Final Event Date	Total Cost	Accumulated Depreciation	Net Value
304143	EDITING SYSTEM	02/22/1994		5,051.00	5,051.00	0.00
371255	LIFTER	04/20/1996		20,745.50	20,745.50	0.00
373024	EDITING SYSTEM	03/01/1997		10,045.00	9,040.50	1,004.50
385909	COMPUTER	08/04/2000		14,655.00	14,655.00	0.00
386094	COMMUNICATIONS EQUIPMENT	10/13/2000		20,480.00	15,240.00	15,240.00
02628859	SOFTWARE	03/01/2001		59,650.00	59,650.00	0.00
394703	CAMERA	10/27/2003		5,000.00	1,000.00	4,000.00
090001300: MEN'S FOOTBALL				144,656.50	124,412.10	20,244.50

Here are the other pages of the report. Notice the individual column header titles and the footer which may often provide a sub total of specific values, in this example, by specific Steward Orgs.

RUN: 08/16/2006  
PGM: RPT.SF.002

UNIVERSITY OF ALABAMA AT BIRMINGHAM  
Capital Equipment Snapshot By Organization  
As of: JUL-2006

PAGE 4 OF 4

ACTIVE  
090005000: WOMEN'S BASKETBALL

Asset Identifier	Asset Description	Acquisition Date	Final Event Date	Total Cost	Accumulated Depreciation	Net Value
381051	EDITING SYSTEM	01/11/1999		15,345.00	10,741.50	4,603.50
090005000: WOMEN'S BASKETBALL				15,345.00	10,741.50	4,603.50
Report Totals:				411,356.88	335,349.78	75,407.10

On the final page of the report, you can see the sub total for a Steward Org and the Report Total which would include the range of selected Steward Orgs from the parameters.

To return to the Request screen or to generate a new report request, simply **click** on the Close button in the upper right corner of the screen.

## Sunflower Training (Step-By-Step)

The screenshot shows the Oracle Requests interface. At the top, there are buttons for 'Refresh Data', 'Find Requests', and 'Submit a New Request...'. Below these is a table with columns: Request ID, Name, Parent, Phase, Status, and Parameters. The table contains several rows of request data. The second row, with Request ID 3432144, is highlighted in blue. A red arrow points from a text box to this row. Below the table, there are buttons for 'Hld Request', 'View Details...', 'View Output' (circled in red), 'Cancel Request', 'Diagnostics', and 'View Log...'.

Request ID	Name	Parent	Phase	Status	Parameters
3432145	SFUAB Report Capital Ec		Completed	Normal	JUL-2006, UNIVERSITY, 0900
3432144	SFUAB Program Capital		Completed	Normal	JUL 2006, UNIVERSITY, 0900
3431655	SFUAB Report Federal E		Completed	Normal	JAN 2006, SEP-2006
3431654	SFUAB Program Federal		Completed	Normal	JAN 2006, SEP-2006
3431470	SFUAB Report Negative .		Completed	Normal	
3431469	SFUAB Program Negativ		Completed	Normal	
3430962	SFUAB Report Gain and		Completed	Normal	SEP-2006
3430961	SFUAB Program Gain an		Completed	Normal	SEP-2006
3430891	SFUAB Program Equipm		Completed	Normal	JAN 2006, SEP-2006, EXCEL
3428655	SFUAB Report Cost Com		Completed	Normal	1314663, . . .

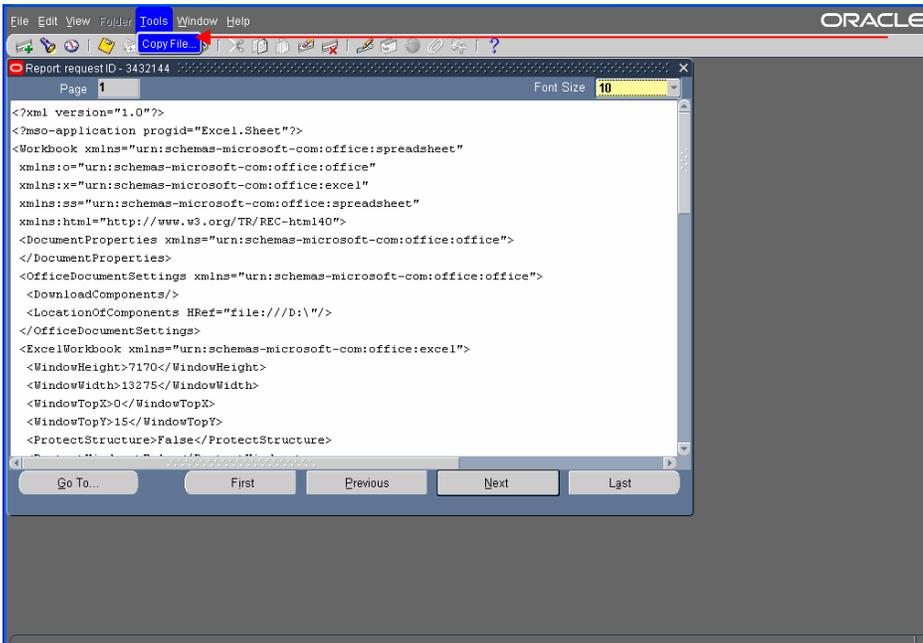
When you return to the Request screen, **select** the second report request labeled "Program." This will be the Excel report. **Click** on the View Output button to view it.

The screenshot shows the Oracle Report viewer for request ID 3432144. The window title is 'Report request ID - 3432144'. The content is XML code. At the bottom, there are navigation buttons: 'Go To...', 'First', 'Previous', 'Next', and 'Last'.

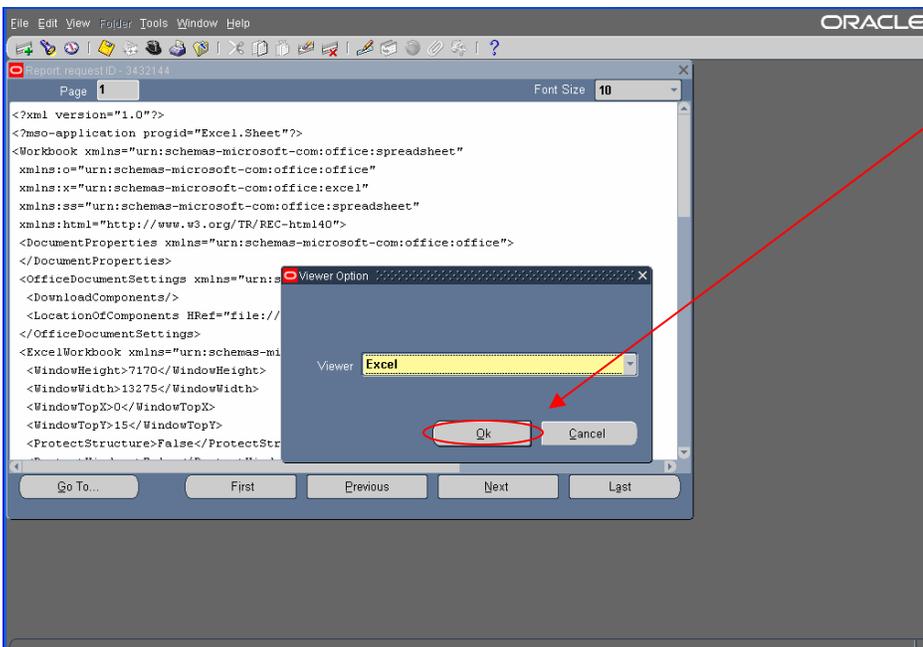
```
<?xml version="1.0"?>
<?mso-application progid="Excel.Sheet"?>
<Workbook xmlns="urn:schemas-microsoft-com:office:spreadsheet"
  xmlns:o="urn:schemas-microsoft-com:office:office"
  xmlns:x="urn:schemas-microsoft-com:office:excel"
  xmlns:ss="urn:schemas-microsoft-com:office:spreadsheet"
  xmlns:html="http://www.w3.org/TR/REC-html40"
  <DocumentProperties xmlns="urn:schemas-microsoft-com:office:office">
</DocumentProperties>
<OfficeDocumentSettings xmlns="urn:schemas-microsoft-com:office:office">
  <DownloadComponents/>
  <LocationOfComponents HRef="file:///D:/\"/>
</OfficeDocumentSettings>
<ExcelWorkbook xmlns="urn:schemas-microsoft-com:office:excel">
  <WindowHeight>7170</WindowHeight>
  <WindowWidth>13275</WindowWidth>
  <WindowTopX>0</WindowTopX>
  <WindowTopY>15</WindowTopY>
  <ProtectStructure>False</ProtectStructure>
```

The initial output will appear in a "code" format.

## Sunflower Training (Step-By-Step)

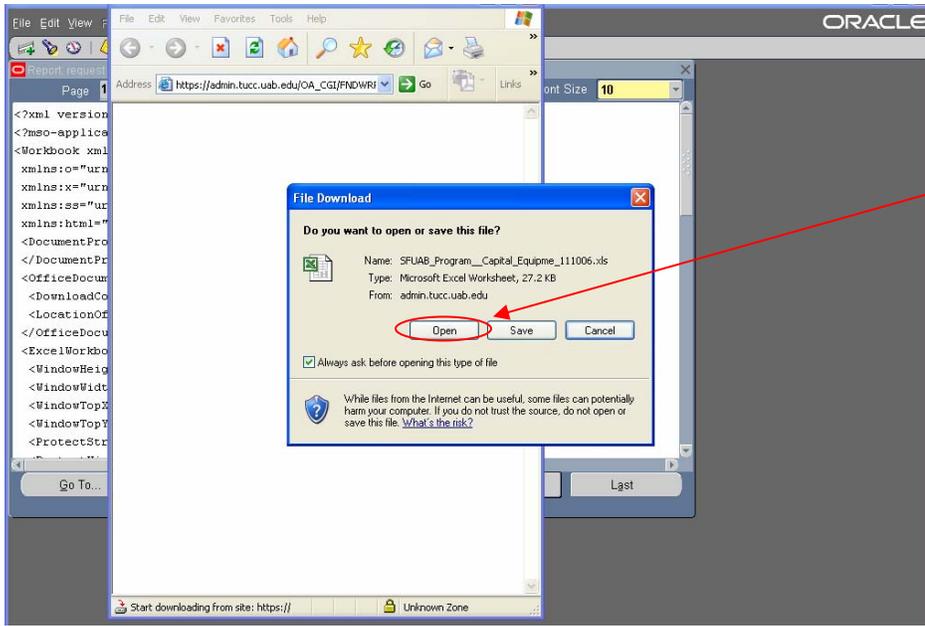


Click on Tools in the Menu and select Copy File.



The Viewer Option window will appear. Click on Ok.

## Sunflower Training (Step-By-Step)



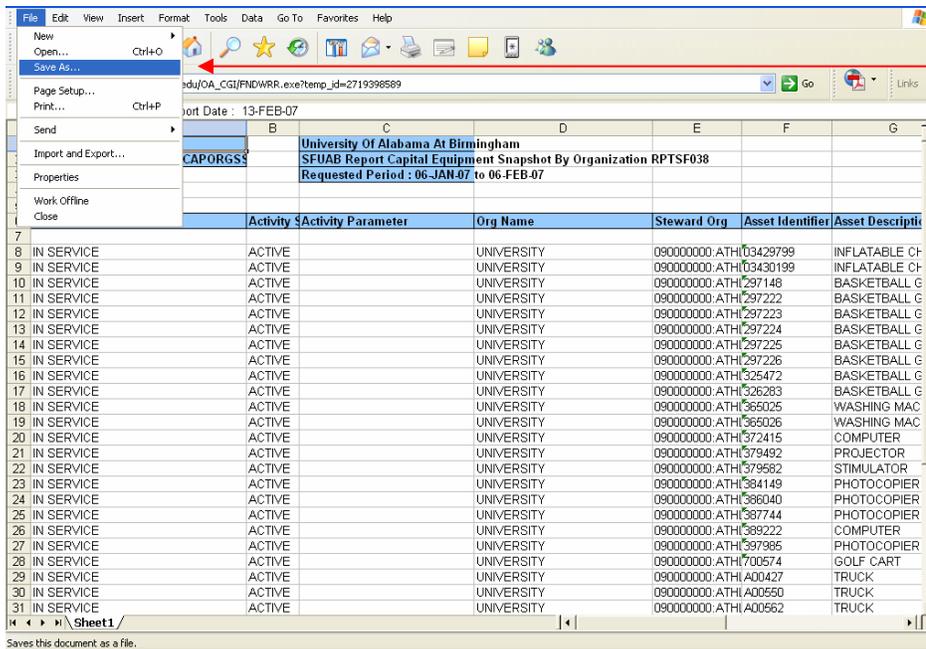
You will be presented with the options to Open or Save the file. **Click** on Open to view the data. You may choose to save the Excel spreadsheet later.

**Note:** If you want to manipulate the data (rearrange columns, create totals, etc.) in the Excel format, you must save the file first.

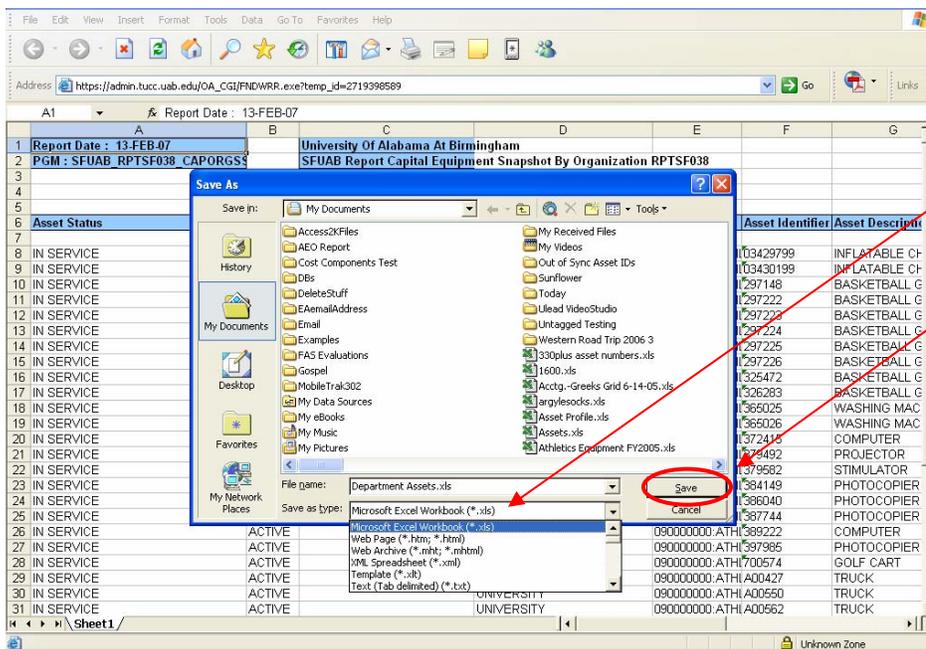
Asset Status	Activity Status	Activity Parameter	Org Name	Steward Org	Asset Identifier	Asset Description	Acquisition Date	Begin Date
IN SERVICE	ACTIVE		UNIVERSITY	090000000 ATHLETICS	03429799	INFLATABLE CHARA	02-NOV-04	02-NOV-04
IN SERVICE	ACTIVE		UNIVERSITY	090000000 ATHLETICS	03430199	INFLATABLE CHARA	02-NOV-04	02-NOV-04
IN SERVICE	ACTIVE		UNIVERSITY	090000000 ATHLETICS	297148	BASKETBALL GOAL	02-FEB-88	02-FEB-88
IN SERVICE	ACTIVE		UNIVERSITY	090000000 ATHLETICS	297222	BASKETBALL GOAL	02-FEB-88	02-FEB-88
IN SERVICE	ACTIVE		UNIVERSITY	090000000 ATHLETICS	297223	BASKETBALL GOAL	02-FEB-88	02-FEB-88
IN SERVICE	ACTIVE		UNIVERSITY	090000000 ATHLETICS	297224	BASKETBALL GOAL	02-FEB-88	02-FEB-88
IN SERVICE	ACTIVE		UNIVERSITY	090000000 ATHLETICS	297225	BASKETBALL GOAL	02-FEB-88	02-FEB-88
IN SERVICE	ACTIVE		UNIVERSITY	090000000 ATHLETICS	297226	BASKETBALL GOAL	02-FEB-88	02-FEB-88
IN SERVICE	ACTIVE		UNIVERSITY	090000000 ATHLETICS	325472	BASKETBALL GOAL	02-FEB-88	02-FEB-88
IN SERVICE	ACTIVE		UNIVERSITY	090000000 ATHLETICS	326283	BASKETBALL GOAL	02-FEB-88	02-FEB-88
IN SERVICE	ACTIVE		UNIVERSITY	090000000 ATHLETICS	365025	WASHING MACHINE	11-DEC-95	11-DEC-95
IN SERVICE	ACTIVE		UNIVERSITY	090000000 ATHLETICS	365026	WASHING MACHINE	12-OCT-95	12-OCT-95
IN SERVICE	ACTIVE		UNIVERSITY	090000000 ATHLETICS	372415	COMPUTER	21-AUG-97	21-AUG-97
IN SERVICE	ACTIVE		UNIVERSITY	090000000 ATHLETICS	379492	PROJECTOR	25-SEP-98	25-SEP-98
IN SERVICE	ACTIVE		UNIVERSITY	090000000 ATHLETICS	379582	STIMULATOR	28-SEP-98	28-SEP-98
IN SERVICE	ACTIVE		UNIVERSITY	090000000 ATHLETICS	384149	PHOTOCOPIER	19-NOV-99	19-NOV-99
IN SERVICE	ACTIVE		UNIVERSITY	090000000 ATHLETICS	386040	PHOTOCOPIER	28-AUG-00	28-AUG-00
IN SERVICE	ACTIVE		UNIVERSITY	090000000 ATHLETICS	387744	PHOTOCOPIER	24-JAN-01	24-JAN-01
IN SERVICE	ACTIVE		UNIVERSITY	090000000 ATHLETICS	389222	COMPUTER	01-AUG-01	01-AUG-01
IN SERVICE	ACTIVE		UNIVERSITY	090000000 ATHLETICS	397985	PHOTOCOPIER	21-APR-05	21-APR-05
IN SERVICE	ACTIVE		UNIVERSITY	090000000 ATHLETICS	700574	GOLF CART	14-SEP-04	14-SEP-04
IN SERVICE	ACTIVE		UNIVERSITY	090000000 ATHLETICS	A00427	TRUCK	07-JAN-92	07-JAN-92
IN SERVICE	ACTIVE		UNIVERSITY	090000000 ATHLETICS	A00550	TRUCK	19-OCT-95	19-OCT-95
IN SERVICE	ACTIVE		UNIVERSITY	090000000 ATHLETICS	A00562	TRUCK	29-AUG-95	29-AUG-95

The data will appear in a spreadsheet format. However, this is not Excel. Evaluate the data carefully to determine if it represents what you have requested.

## Sunflower Training (Step-By-Step)

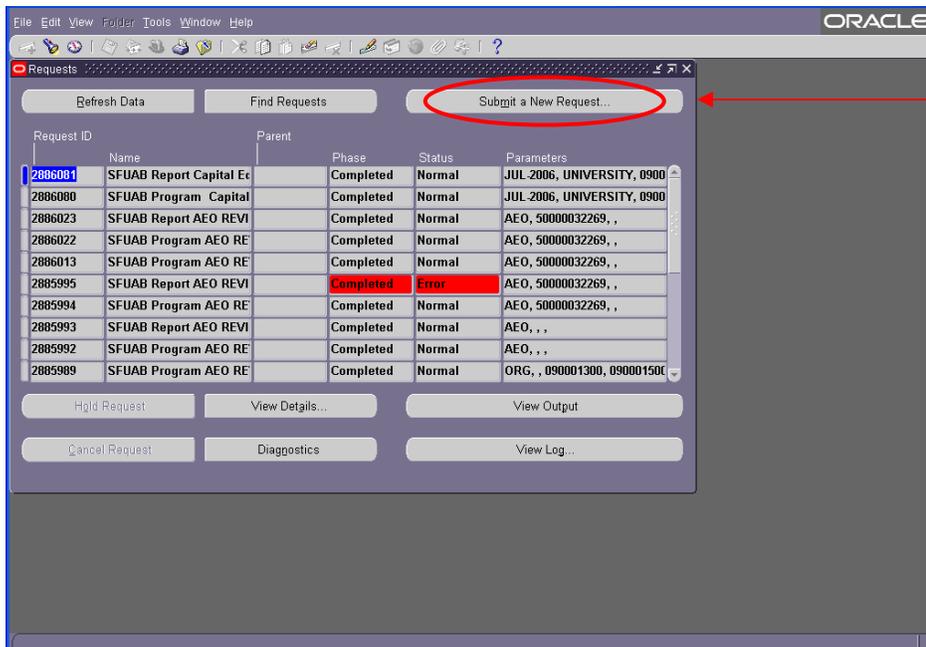


If you choose to save the data in an Excel spreadsheet format, then **select** Save As from File in the Menu.

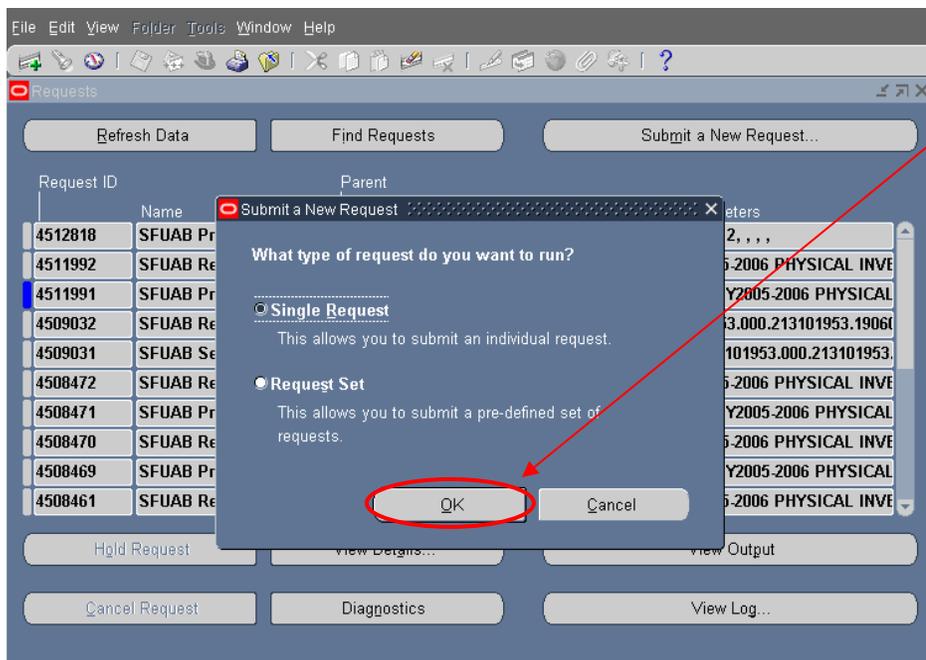


In the Save As window, **select** the folder or drive where you want the spreadsheet to reside, and then name the spreadsheet. In the Save As Type field, click on the drop-down arrow and select Microsoft Excel Workbook.xls. **Click** the Save button to save the spreadsheet in Excel.

## Sunflower Training (Step-By-Step)



If you want to request an additional report, close all windows (Excel and Report: Request ID). When you return to the Requests screen, **click** on the Submit a New Request button.



The Submit a New Request window will appear. **Click** OK to submit a new Sunflower report request.

## Sunflower Training (Step-By-Step)

### Available Reports and Descriptions:

Accountable Equipment Officer Review - This report provides a current listing of Accountable Equipment Officers (AEOs) by organizational units. The report does not include history records of AEOs. The fields of data in this report include: Name of the AEO, Steward Org, AEO Begin Date, and AEO End Date. View parameters below: ↴

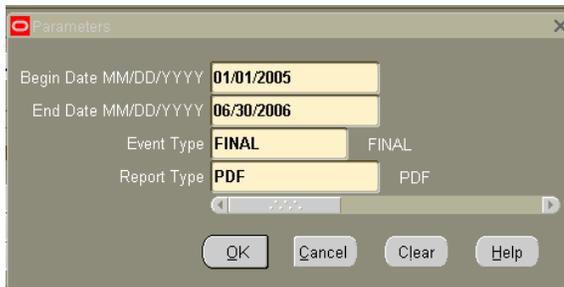


The Parameters dialog box for the Accountable Equipment Officer Review report contains the following fields and values:

Enter Sort	ORG	ORG
Enter AEO	50000032269	REID W ADAIR
Enter Starting Org Range	090000000	ATHLETICS DEPARTMENT ADMINISTRATION
Enter Ending Org Range	090005800	WOMEN'S VOLLEYBALL

Buttons: OK, Cancel, Clear, Help

Asset Event Report - This report provides a listing of capital equipment based on a specified Asset Event such as Initial, Ongoing, and Final. The fields of data for an asset include: Asset ID, Asset Description, Asset Event, Event Date, Acquisition Date, Write-Off Date, Deferred Depreciation Start Date, Tag Location, Service Center Account, and Total Cost. The parameters for this report are: Begin Date, End Date, Event Type (INITIAL, ONGOING, or FINAL), and Report Type (PDF, EXCEL or ALL). View parameters below: ↴

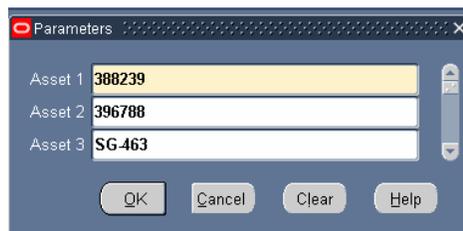


The Parameters dialog box for the Asset Event Report contains the following fields and values:

Begin Date MM/DD/YYYY	01/01/2005	
End Date MM/DD/YYYY	06/30/2006	
Event Type	FINAL	FINAL
Report Type	PDF	PDF

Buttons: OK, Cancel, Clear, Help

Asset Recap Sheet - This report provides users with a recap of selected financial information about a specific asset and its funding. The fields of data for an asset include: Asset ID, Asset Description, Asset Type Category, Activity Status, Final Event, Final Event Date, Accountable Equipment Officer, Steward Org, Acquisition Date, Last Inventory Date, Last Inventory By, Building, Room #, Manufacturer, Model, Serial #, Model Yr, License #, Capital/Memo, Total Cost, Accumulated Depreciation, Net Book Value, Service Life, Remaining Depreciable Life, and Cost information. The parameters for this report are: Asset #. View parameters below: ↴



The Parameters dialog box for the Asset Recap Sheet report contains the following fields and values:

Asset 1	388239
Asset 2	396788
Asset 3	SG-463

Buttons: OK, Cancel, Clear, Help

## Sunflower Training (Step-By-Step)

Capital Equipment Events by Org - This report provides users with a listing of capital equipment by event, over a specified range of accounting periods, by the Steward Organization. The fields of data in this report include: Asset Identifier, Asset Description, Asset Event, Event Date, Acquisition Date, and Total Asset Value. The parameters for this report are: Accounting Periods (From and To), Event Type, Manager Org (HOSPITAL or UNIVERSITY), Steward Names (From and To), and Output (PDF or EXCEL). View parameters below: ↴

Parameters

Accounting Period	JAN-2006	
Accounting Period To	JUL-2006	
Event Type	ASSET INITIAL EVENT	ASSET INITIAL EVENT
Manager Org	UNIVERSITY	UNIVERSITY
Steward Name	311702400	311702400:SLEEP/WAKE DISORDERS CTR
Steward Name To	311702600	311702600:CTR FOR PSYCHIATRIC MEDICINE
Output	PDF	PDF

OK Cancel Clear Help

Capital Equipment Snapshot by Org - This report provides users with a listing of capital equipment, as of a specific accounting period, by the Steward Organization. The fields of data in this report include: Asset Identifier, Asset Description, Acquisition Date, Final Event Date, Total Cost, Accumulated Depreciation, and Net Value. The parameters for this report are: Accounting Period, Manager Org (HOSPITAL or UNIVERSITY), Steward Orgs (From and To), Status (ACTIVE, INACTIVE, ALL) and Output (PDF or EXCEL). View parameters below: ↴

Parameters

Accounting_Period	JAN-2006	
Manager	UNIVERSITY	UNIVERSITY
Steward Org	090000000	090000000:ATHLETICS DEPARTMENT ADMINISTRATION
Steward Org - To	090005800	090005800:WOMEN'S VOLLEYBALL
Status	ACTIVE	ACTIVE
Output Type	PDF	PDF

OK Cancel Clear Help

## Sunflower Training (Step-By-Step)

Cost Component Record Search Report - This report will enable users to search for assets with only limited information. The search will be based on UDFs (user-defined fields) that contain payment information about the asset. The fields of data in this report include: Asset Identifier, Description, Acquisition Date, Asset Activity Status, Steward Org, Funding Account, PO Requisition Number, PO Number, Invoice Number, Check/Wire Number, Check/Wire Date, Vendor/Lender, Cost Line Amount, and Total Cost. View parameters below: ↴



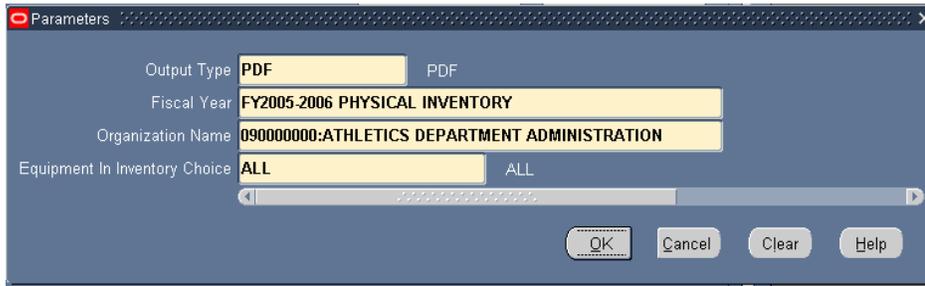
Note: Data for all of the parameters is not required. The report may be run with data for only one parameter.

Inventory Cost Report by Funding Org - This report provides a department with the means to determine the capital equipment cost funded by org or account. The fields of data in this report include: Asset Identifier, Asset Description, Resolution, Capital/Memo, Acquisition Date, Affiliation Org, Manufacturer, Model, Serial #, Cost Line Amount, and Total Cost. The parameters for this report are: As of Date, Manager Org (HOSPITAL or UNIVERSITY), Beginning Steward Org range, End Steward Org range, Purchase Account (a wild card “%” feature is provided in case the full Purchase Account number isn’t known), and Selected Report Type (PDF or EXCEL). View parameters below: ↴



## Sunflower Training (Step-By-Step)

Inventory Report by Org - This report provides users with a listing of capital equipment assets found or not found during a Review Campaign, by Steward Org. The fields of data in this report include: Asset Identifier, Asset Description, Grant Status, Activity Status, Last Inventory Date, Capital/Memo, Manufacturer, Model, Serial #, Total Cost. The parameters for this report are: Output Type Output (ALL, PDF or EXCEL), Fiscal Year (Date of Inventory Campaign), Org Name, Equipment in Inventory Choice (ALL, FOUND, NOT FOUND). View parameters below: ↴



The screenshot shows a 'Parameters' dialog box with the following fields and values:

Output Type	PDF	PDF
Fiscal Year	FY2005-2006 PHYSICAL INVENTORY	
Organization Name	090000000:ATHLETICS DEPARTMENT ADMINISTRATION	
Equipment In Inventory Choice	ALL	ALL

Buttons: OK, Cancel, Clear, Help

Service Center Projected Depreciation Report – This report provides users with a listing of capital equipment assets and projected depreciation amounts by Service Center account. The report gives the Projected Current Fiscal Year and Projected Next Fiscal Year depreciation expense. It will be used primarily by Service Centers in determining their rates. The fields of data in this report include: Asset Identifier, Asset Description, Acquisition Date, Activity Status, Building, Room Number, Depreciation Life, Remaining Depreciation Life, NonFederal Dollars, NonFederal Accumulated Depreciation, NonFederal Net Book Value, Projected Depreciation Expense (Current FY), Projected Depreciation Expense (Next FY). View parameters below: ↴



The screenshot shows a 'Parameters' dialog box with the following fields and values:

Output Type	ALL	ALL
Service Center Account From	3100001.000.213100001.200008000.0000	
Service Center Account To	3100083.000.213100083.311401800.0000	

Buttons: OK, Cancel, Clear, Help