



BUSINESS
APPLICATIONS
SOLUTION

One Commerce

Business Applications Solution (BAS) Program Sunflower Real Property Training Pilot

**UNITED STATES DEPARTMENT OF COMMERCE
OFFICE OF FINANCIAL MANAGEMENT**

March 25, 2021



Expected
Structure.
Unexpected
Flexibility.

- 01
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- 08

- Welcome
- Change Agent Role
- Training Agenda and Logistics
- Training Materials and Pre-
Training Checklist
- Training Module Snapshots
- CLC Logistics
- Test Access
- Next Steps / Q&A



REAL PROPERTY TRAINING

WELCOME – TODAY'S PRESENTERS



Andy Blumenthal
BAS Deputy PM



Dana Ni
A2D DOC Training Lead



Robin Hawkins
A2D Training Delivery



Breion Goodson
A2D AFS Training Lead



Mike Scarlato
AFS Stakeholder Management Lead



REAL PROPERTY TRAINING

CHANGE AGENT ROLE – TRAINING PILOT



How does this Training Pilot impact your role as Change Agents?



- Gain additional exposure to training logistics and scheduling

- Provide feedback for training delivery to best relate to end user communities

- Gain additional system exposure to develop expertise for role as BAS SME



REAL PROPERTY TRAINING

CLC REGISTRATION



Training registration is via the DOC CLC. Users can search for Sunflower Real Property Training, then request the desired session.

DoC Business Applications Solution (BAS): Sunflower Real Property Training

Last Updated 03/03/2021 Duration 30 hours

Details

Beginning April 26, 2021, DoC is implementing Sunflower Real Property! Sunflower Systems' Real Property Solution provides a web-based system that centralizes the financial, custodial, and operational aspects of real property management while streamlining the tracking, reporting, and management of your organization's assets. Sunflower Real Property effectively and efficiently manages real property records by identifying key aspects about property assets, such as location, size, space allocation, surveys and assessments, buildings projects, and operating costs. In addition, Sunflower Real Property records generate FRPP Performance Measure data to create annual FRPP reporting using the FRPP Wizard. Sunflower Real Property also provides the ability to maintain commercial leases, service agreements, and occupancy agreements, as well as generate certain billing transactions related to these agreements. Finally, Sunflower offers a robust suite of reports to view real property assets and activities, as well as provide insight into key performance metrics for self-assessment and operational decision making.

Attendees will learn how to create and maintain real property records, complexes, and installations; create and maintain general ledger and general journal activities for real property assets; create space planning requests for future space and budget needs; enter commercial leases, service agreements, and occupancy agreements; generate lease charges; process and reconcile monthly Rent on the Web (ROB) bills for occupancy agreements; and generate reports in the Sunflower Real Property management solution.

[Show More](#)

Upcoming Sessions

Date (Ascending) ▾

APR	Session One 4/12/2021 - 4/16/2021
12	Mon, Apr 12, 2021, 10:00 AM - Fri, Apr 16, 2021, 5:00 PM EDT Register by Fri, Apr 9, 2021, 10:00 AM EDT Virtual Online

English (US)

20 seats available

EVENT

DoC Business Applications Solution (BAS): Sunflower Real Property Training

Select a Session ▾

Request

Save for Later

Add to Playlist

View Details ▾



REAL PROPERTY TRAINING

AGENDA



A detailed training agenda is available for the class dates and times, associated roles, and learning objectives.








REAL PROPERTY TRAINING

AGENDA



Day One covers Sunflower navigation and entry of complexes and Real Property assets.

 SUNFLOWER REAL PROPERTY 		
TRAINING SESSION ONE APRIL 12 - 15, 2021* 10AM-5PM (EDT)		
MICROSOFT TEAMS: CLICK HERE TO JOIN THE MEETING SUNFLOWER TEST ENVIRONMENT: HTTPS://SUNFLOWERTST.EAS.COMMERCE.GOV/ 		
DAY ONE	ROLES	OBJECTIVES
WELCOME & INTRODUCTION SYSTEM FUNDAMENTALS 10:00AM-11:00AM REAL PROPERTY TRANSACTIONS 11:15AM-1:00PM 2:00PM-3:30PM 3:45PM-5:00PM BREAKS/LUNCH 11:00AM-11:15AM 1:00PM-2:00PM 3:30PM-3:45PM	ALL ROLES <i>REAL PROPERTY QUERY ONLY, REAL PROPERTY MANAGER, SPACE MANAGER, OPERATING COST MANAGER, PROJECT MANAGER, REAL PROPERTY RENT MANAGER</i>	<ul style="list-style-type: none"> To Welcome New Learners to Training To Manage Expectations and Review the Course Format and Structure To Introduce the Sunflower Real Property Solution To Understand the Benefits of the Sunflower Real Property Solution To Access and Navigate the Sunflower Forms To Create a Complex to link Real Property Assets to One Another To Enter, Manage, and Update Key Components or Information about Real Property Assets, including Location, Size, Space Allocation, Surveys/ Assessments, Projects, Operating Costs, and Performance Measures



REAL PROPERTY TRAINING

AGENDA



Day Two covers installations, FRPP reporting, capitalization, and commercial lease agreements.

SUNFLOWER REAL PROPERTY
 TRAINING SESSION ONE
 APRIL 12 - 15, 2021*
 10AM-5PM (EDT)

MICROSOFT TEAMS: [CLICK HERE TO JOIN THE MEETING](#)

SUNFLOWER TEST ENVIRONMENT:
[HTTPS://SUNFLOWERTST.EAS.COMMERCE.GOV/](https://sunflowerst.eas.commerce.gov/)

DAY TWO	ROLES	OBJECTIVES
<p>REAL PROPERTY TRANSACTIONS</p> <p>10:00AM-11:30AM 11:45AM-1:00PM 2:00PM-3:30PM</p>	<p><i>REAL PROPERTY QUERY ONLY, REAL PROPERTY MANAGER, SPACE MANAGER, OPERATING COST MANAGER, PROJECT MANAGER, REAL PROPERTY RENT MANAGER</i></p>	<ul style="list-style-type: none"> To Enter, Manage, and Update Key Components or Information about Real Property Assets, including Location, Size, Space Allocation, Surveys/ Assessments, Projects, Operating Costs, and Performance Measures To Assign Real Property to Complexes To View Real Property History and Timelines To Manage How Real Property Assets are Related to One Another Through Installations To View FRPP Performance Measure Information To Generate the Annual FRPP Report Using Sunflower's FRPP Wizard To Capitalize a Real Property Asset To Create and Modify Commercial Lease Agreements
<p>AGREEMENTS AND BILLING</p> <p>3:45PM-5:00PM</p>	<p><i>REAL PROPERTY QUERY ONLY, REAL PROPERTY MANAGER, REAL PROPERTY RENT MANAGER</i></p>	
<p>BREAKS/LUNCH</p> <p>11:30AM-11:45AM 1:00PM-2:00PM</p>		



REAL PROPERTY TRAINING

AGENDA



Day Three covers commercial lease billing and financial assets and functions.

SUNFLOWER REAL PROPERTY

TRAINING SESSION ONE
APRIL 12 - 15, 2021*
10AM-5PM (EDT)

MICROSOFT TEAMS: [CLICK HERE TO JOIN THE MEETING](#)

SUNFLOWER TEST ENVIRONMENT:
[HTTPS://SUNFLOWERTST.EAS.COMMERCE.GOV/](https://sunflowertst.eas.commerce.gov/)

DAY THREE	ROLES	OBJECTIVES
<p>AGREEMENTS AND BILLING 10:00AM-11:30AM</p>	<p><i>REAL PROPERTY QUERY ONLY, REAL PROPERTY MANAGER, REAL PROPERTY RENT MANAGER</i></p>	<ul style="list-style-type: none"> To Generate Commercial Lease Bills To View, Adjust, and Generate Commercial Lease Charges To View Commercial Lease Bill History To Create and Maintain Financial Assets To Access and Navigate the Financial Asset Summary History To Capitalize Financial Assets To Adjust Capitalized Value To Decapitalize an Asset To Reverse the Decapitalization of an Asset To Generate Financial Reports
<p>FINANCIAL FUNCTIONS 11:45AM-1:00PM 2:00PM-3:30PM 3:45PM-5:00PM</p>	<p><i>REAL PROPERTY MANAGER, SUNFLOWER ASSETS QUERY ONLY, FINANCE MANAGER, FINANCE CLERK</i></p>	
<p>BREAKS/LUNCH 11:30AM-11:45AM 1:00PM-2:00PM 3:30PM-3:45PM</p>		






REAL PROPERTY TRAINING

AGENDA



Day Four covers standard and business intelligence reporting, the data migration toolkit, and go-live support.

 SUNFLOWER REAL PROPERTY 		
TRAINING SESSION ONE APRIL 12 - 15, 2021* 10AM-5PM (EDT)		
MICROSOFT TEAMS: CLICK HERE TO JOIN THE MEETING		
SUNFLOWER TEST ENVIRONMENT: HTTPS://SUNFLOWERTST.EAS.COMMERCE.GOV/ 		
DAY FOUR	ROLES	OBJECTIVES
REPORTING 10:00AM-11:30AM 11:45AM-1:00PM	<i>REAL PROPERTY QUERY ONLY, REAL PROPERTY MANAGER, SPACE MANAGER, OPERATING COST MANAGER, PROJECT MANAGER, REAL PROPERTY RENT MANAGER</i>	<ul style="list-style-type: none"> To Understand the Suite of Standard Reports To Generate Standard Reports To Access Sunflower Analytics (Business Intelligence Tool) To Generate BI Reports To Introduce the Data Migration Toolkit To Prepare/Cleanse the Data for Upload To Populate the Data Migration Templates To Upload and Process Data Migration Files To Identify and Resolve Data Errors To Request Sunflower Assistance
DATA MIGRATION TOOLKIT 2:00PM-3:30PM	<i>REAL PROPERTY MANAGER, SPACE MANAGER, OPERATING COST MANAGER, PROJECT MANAGER, REAL PROPERTY RENT MANAGER, FINANCE MANAGER, FINANCE CLERK</i>	WRAP UP & NEXT STEPS SUNFLOWER ASSISTANCE 3:45PM-5:00PM
		<i>ALL ROLES</i>
		BREAKS/LUNCH 11:30AM-11:45AM 1:00PM-2:00PM 3:30PM-3:45PM




REAL PROPERTY TRAINING

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Day Five* covers the GSA Rent on the Web (ROW) process.

***This is an optional day of training on Friday, April 16.**

 SUNFLOWER REAL PROPERTY TRAINING SESSION ONE APRIL 12 - 15, 2021* 10AM-5PM (EDT) 		
MICROSOFT TEAMS: CLICK HERE TO JOIN THE MEETING SUNFLOWER TEST ENVIRONMENT: HTTPS://SUNFLOWERTST.EAS.COMMERCE.GOV/ 		
DAY FIVE* AGREEMENTS AND BILLING 10:00AM-11:30AM 11:45AM-1:00PM 2:00PM-3:30PM 3:45PM-5:00PM BREAKS/LUNCH 11:30AM-11:45AM 1:00PM-2:00PM 3:30PM-3:45PM *OPTIONAL TRAINING DAY	ROLES <i>REAL PROPERTY QUERY ONLY, REAL PROPERTY MANAGER, REAL PROPERTY RENT MANAGER</i>	OBJECTIVES <ul style="list-style-type: none"> To Upload and Process GSA Monthly Rent on the Web Bills To Edit Occupancy Agreements To Review and Reconcile Rent on the Web Bills To View, Adjust, and Generate Occupancy Agreement Charges To View Occupancy Agreement History



REAL PROPERTY TRAINING

PRE-TRAINING REQUIREMENTS



Attendees will complete a pre-training checklist to ensure access to the Sunflower TEST environment, Forms, and Reports.

- Sunflower Access
- Sunflower Forms
- Sunflower Reports



REAL PROPERTY TRAINING INSTRUCTIONAL MATERIALS



A training presentation will be used to facilitate the session. It will introduce the learning objectives, content areas, exercises, and review activities.



REAL PROPERTY TRAINING CHAPTER TWO REAL PROPERTY



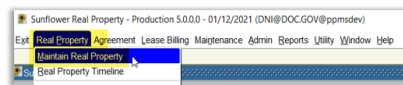
Learning Objectives

- To Enter, Manage, and Update Key Components or Information about Real Property Assets, Assessments, Buildings
- To View Real Property
- To Manage How Real Property is Maintained Through Complexes



REAL PROPERTY TRAINING CREATE REAL PROPERTY RECORD

Create and modify a Real Property asset on the Maintain Real Property form.



Screenshot of the Sunflower Real Property software interface showing the 'Maintain Real Property' form. The form includes fields for Identification (Property ID, Property Name, Predecessor Use, Installation Id, Sub-Install Id, Complex Id), Location (Street Address, Internal Location), Status, Ownership & Restrictions (Property Status, Property Status Date, Property Source, Mission Dependency, Historical Status, Restrictions), Property Agreement Information (Identifier, Lease Authority, Lease Start), Organizations (Steward, Parent Steward), and Space Information (Size, UOM, Quantity, Occupancy/Capacity, Space Structure Type, Occupied Quantity, Design Capacity).



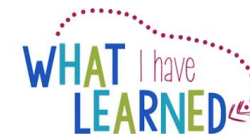
REAL PROPERTY TRAINING EXERCISE



Complete the Exercise of your User Guide.



REAL PROPERTY TRAINING REVIEW



Complete the Review found on page XX of your User Guide.



REAL PROPERTY TRAINING INSTRUCTIONAL MATERIALS



A user guide will be utilized throughout the training to provide step by step instructions, exercises, and review activities.

Basic Information

The Basic Info tab of the Maintain Real Property provides additional information about a Real Property asset.

1. Enter AUTO for the Property ID. The system will assign the agency assigned identifier (Complex ID) for the Real Property record's required field.
2. Enter the name of the property in the Property Name field. The name is unique as it is the name of a specific building or structure.
3. Select the Property Type from the dropdown menu. The Property asset as either Land (20),

Basic Information Exercise

The Department of Commerce recently acquired a complex building and Wildlife Service and GSA. It includes a building, a pier, and a Real Property asset record in Sunflower by providing the following information about the newly transferred building. Use the AUTO assigned Property ID. In addition, enter the acquisition information on the Value/Acquisition/Disposition tab.

1. Enter the following information on the Basic Info tab:
 - o Property ID: AUTO
 - o Property Name: **XX Office and Storage (Please add beginning so the name is unique)**
 - o Property Type: Building
 - o Predominant Use: Office
 - o Field Office: Field Office
 - o Field Office Colocation: N (False)
 - o Street Address: 624 Mill St., Ketchikan, AK, LAT 55.1000, LONG 132.9000
 - o Congressional District: 0
 - o Property Status: Current Mission Need
 - o Property Source: Bureau Owned
 - o Mission Dependency: Mission Dependent, Not Critical
 - o Historical Category: Not Evaluated
 - o Steward: Your Bureau (CD NIST, CD NOAA, CD CEN)
 - o Size: UOM GSF Quantity 4,436
2. Enter the following information on the Value/Acquisition/Disposition tab:
 - o Acquisition Method: Transfer In – From Other Agency
 - o Acquisition Date: 1/10/2017
 - o Acquisition Details: Enter desired Real Property asset information.
3. Save your new Real Property record.
4. Record your AUTO assigned Property ID:
5. If time allows, create Real Property asset records for the other two assets.

Basic Information Review

Determine whether the following statements are true or false.

1. If there are multiple buildings or structures on a piece of land, the names and IDs of each property should be exactly the same.
 - TRUE
 - FALSE
2. The Predominant Use of the Real Property asset refers to the activity for which the asset is used the most. For example, predominant use categories may include Office, Hospital, or Agriculture.
 - TRUE
 - FALSE
3. The Street Address is a complex field because it contains an asterisk and is made of multiple other fields, including Address Line 1, Address Line 2, Address Line 3, City, County, State, Postal Code, Latitude, and Longitude.
 - TRUE
 - FALSE
4. The Property Source is not required as it is not important to know whether a property is Owned by the Federal Government, Leased to the Federal Government, or Otherwise Managed by the Federal Government.
 - TRUE
 - FALSE
5. The Steward is the Reporting Agency responsible for the Real Property record.
 - TRUE
 - FALSE
6. The Real Property's Acquisition Method should be selected from a LOV that contains all Real Property ongoing events.
 - TRUE
 - FALSE
7. The LOV for the Predominant Use of the Real Property asset is dependent upon the Property Type selected.
 - TRUE
 - FALSE



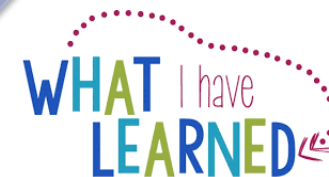
REAL PROPERTY TRAINING FORMAT



**Demonstration
of the learning
objective**



**Practical real-world
application of the
learning objective**



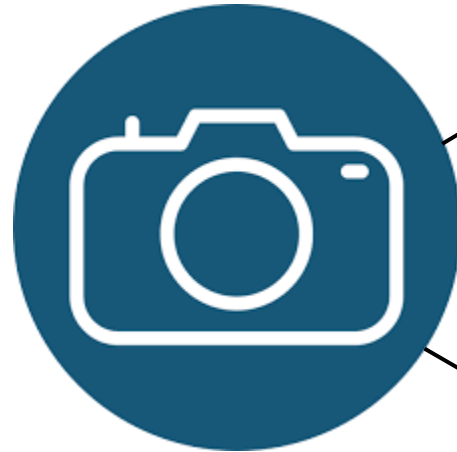
**Retention of the
learning objective**



REAL PROPERTY TRAINING SNAPSHOTS



**Let's take a
snapshot of
what the
training will
look like!**





REAL PROPERTY TRAINING CLC EVALUATION



Upon course completion, users' transcript status will reflect Pending Evaluation until the training survey is completed (or 30 days).

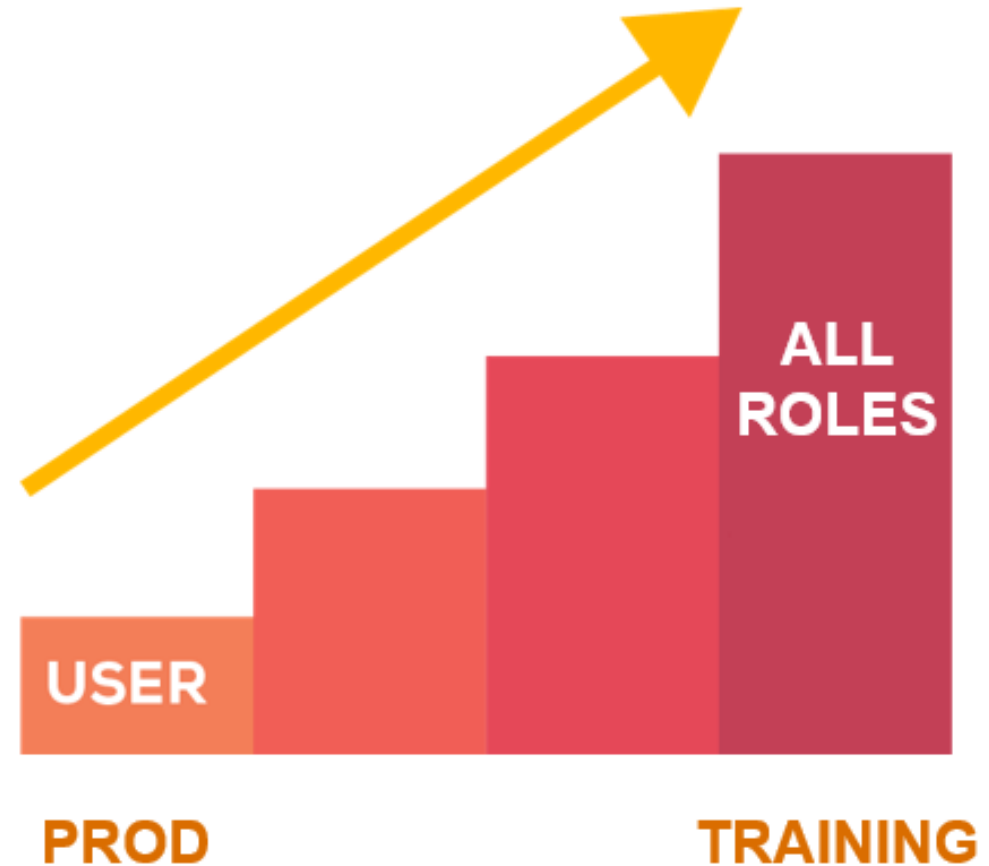
The screenshot displays a user's training transcript. At the top, a blue banner reads: "To view your completed training, click the drop down box marked Active and select Completed." Below this, a summary box shows "HRS AGGREGATE TRAINING COMPLETED", "FISCAL YEAR ENDING 9/30/2021", and "COST \$0.00". A filter menu is open, showing "Active" selected. Below the filters, a search bar contains "Search for training". The search results show 10 items, with the first item highlighted: "DoC Business Applications Solution (BAS): Sunflower Real Property Training". This item has a "Due: No Due Date" and a "Status: Pending Evaluation" label. A yellow "Evaluate" button is visible next to the item.



REAL PROPERTY TRAINING ACCESS



Attendees will receive access to the Sunflower Test environment. Users will be assigned all Sunflower Real Property roles in order to complete the presented learning objectives.





REAL PROPERTY TRAINING

WHAT'S NEXT?



- **Register for Real Property Training (if you have not done so already)**
- **For Change Agents: Register for second training session if desired**
- **Be on the lookout for upcoming UAT communications from the BAS Team**
- **Be on the lookout for upcoming Training communications from the BAS Team**



REAL PROPERTY TRAINING

QUESTIONS

