

## Property/Fixed Assets – Reconciliation Steps



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### 3. PROCESS AREA/BUSINESS AREA DESCRIPTION

#### **Step 1.0: Download the scanner**

Save as a TXT with headers file under the school's number. See Scanner Download Instructions for further information.

#### **Step 2.0: Clear the scanner**

Once the download is saved, clear the scanner. See Scanner Clearing Instructions for further information.

#### **Step 3.0: Review the inventory run and make changes as marked**

Look over the inventory run from the folder. Make any information changes in FMS as marked on the run.

#### **Step 4.0: Look up serial numbers of items on add sheets**

If you find the serial numbers, change the barcode and mark it off. If you can't find the serial numbers, then write NF for 'not found' and leave it to be added.

#### **Step 5.0: Insert all add sheet items to inventory**

See Adding Instructions for further information.

#### **Step 6.0: Import the download into FMS and save**

See Adding Items to FMS–Direct ADI Template Instructions (currently under construction).

#### **Step 7.0: Make additional adds or look ups as needed**

#### **Step 8.0: Locate missing items report and clean inventory as needed**

Locate the Missing Items Report for the school. Pull up the school's inventory on FMS and filter by the modified date. This date should be one day less than the date of the inventory. See the How to Clean the 'Items Not Found' Report for further information. Clean the inventory by retiring certain items.

#### **Step 9.0: Record the proper information onto the Master Scan List**

Once the inventory has been cleaned, record the proper information onto the Master Scan List. (For example, percentage found and not found, items not found, items added and items retired.)

#### **Step 10.0: Clean the whole final inventory**

See the Clean Whole Final Inventory Instructions for further information.



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## Step 11.0: Check quantity and items classes

The quantity amount is checked and always equals one; item classes are checked as well. 6644=CPU<\$5,000, 6649=Other<\$5,000, 6635=CPU>\$5,000, 6639=Other>\$5,000 Remarks columns are checked and changed to read the same thing for same items, and the item description numbers (AV28 represents a cassette recorder) are checked and changed as needed. (For example, AV02=Digital Camera, AV2=Regular Camera, and AV4=Camcorder). See Clean Whole School Inventory Instructions for further information.

## Step 12.0: Print the Total Inventory Report

## Step 13.0: Highlight items that were not found

## Step 14.0: Send Total Inventory Report and letter to principal

Send the report and letter (signed by the Director of the Department of Materials Management) to the principal requesting that they attempt to find any missing items that were not found and couldn't be removed as part of the inventory clean up.

## Scanner Download Instructions:

1. Return to the Main Menu on the scanner
2. Select **SCANNER IMPORT** in FAMP
3. Clear out all old information
4. Return to the Main Menu
5. Select **#2 UNLOAD**
6. Go to next screen and select **#3 ASSETS**
7. Once scanner has initialized the line select **ENTER**  
(This will send the information to the computer)
8. When box appears on screen saying "Record Loading Status", select **CLOSE**
9. Once all records have been imported you will need to save
10. Change the SAVE IN box to the group "**HUNDRETHS**" of the school number to the folder you want to save to and save the records to the folder you want to save to and save the records under a TXT file at the school number. If the school number already exists then add a letter to the end. (Example: 101, 101a, etc.)

## Scanner Clearing Instructions:

Once the information is saved, return to the scanner and clear it. Answer the following questions to completely clear the scanner.

1. "Do you want to erase collected data?"      Select **Y** for Yes
2. "Do you want to keep collected data?"      Select **N** for No

The screen will then say COMPLETE. Select CLR twice to return to the Main Menu.



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## Importing the Download Instructions:

1. In Scanner Import on FAMP find IMPORT at the bottom half
2. Select IMPORT
3. Open the TXT file that you have saved
4. Look in the group "Hundredths" folder from the download
5. The information will appear at the bottom half of the screen

## How to Clean the 'Items Not Found' Report:

1. Look up the missing items report. Pull up the whole schools inventory and filter by the modified date, date has to be one day less than the date of inventory.
2. Sort the missing items by the purchase date.
3. Things that can be removed from the active inventory:

<u>Café items under \$600</u>	<u>not inventory</u>
<u>Music equipment under \$1,000 &amp; with dummy barcode or TBD</u>	<u>not inventory</u>
<u>Gateway equipment</u>	<u>retire</u>
<u>Trampoline</u>	<u>retire</u>
<u>Furniture under \$1,000</u>	<u>not inventory</u>
<u>Module &amp; Synoptic &amp; Concentrators under \$1,000</u>	<u>not inventory</u>
<u>8513 and 8503 IBM monitors</u>	<u>not inventory</u>
<u>Goggle cabinets under \$1,000</u>	<u>not inventory</u>
<u>IBM PS2 computers</u>	<u>retire</u>
<u>Apple computers GS or 2E</u>	<u>retire</u>
<u>IBM printer 4201</u>	<u>retire</u>
<u>Cassette recorder with "Z" barcode and under year 1998</u>	<u>retire</u>
<u>Hitachi monitor</u>	<u>not inventory</u>
<u>Apple monitor</u>	<u>not inventory</u>
<u>Back ups or UPSBK600</u>	<u>not inventory</u>
<u>Items on store room shelf greater than the count on folder</u>	<u>not inventory</u>
<u>Apple printers</u>	<u>retire</u>
<u>Image writers</u>	<u>retire</u>
<u>Disk drives 3.5 or 5.25</u>	<u>retire</u>
<u>B &amp; H stuff</u>	<u>retire</u>
<u>Art Tables</u>	<u>not inventory</u>

4. To dispose of the inventory item:

In the disposition column select the blank box. Select the correct reason for the item being taken off of the inventory. Save and the item will be sent to the disposal table. All of the information has to be filled in all the columns for the item to be sent to the disposal table.



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## Clean Whole Final Inventory Instructions:

1. From the FAMP Main Menu, select the **INVENTORY DATA ENTRY**. Type in the school number under the first column. Select the binoculars to find. Select YES when it asks if you want to continue because of the large amount of items.
2. Record the total amount of items and the amount of money for the items.
3. Select the **FILTER**.  
Under the column select **ITEM DESC. NO.**  
Under Operations select **BEGIN WITH**  
Under target type in CPU select **ENTER**.  
This will bring up all the computer-related items (CPU's).  
In the item class column type **6644** in all blank fields.  
Save the work that was completed.  
(The model, manufacturer, and serial # have to be filled in before you can save.)  
If the field is blank it will not allow you to save, place a 1 in the blank columns.
4. Go back to the filter.  
Remove CPU from the target column, this will bring up all other entries.  
Type **6649** in the fields that are blank under the item class columns.  
Again check the model, manufacturer, and serial numbers.  
Save.
5. Check the entire quantity column and make sure there is a number 1 in that column.
6. Select the **UNIT COST** column.  
Sort from highest to lowest.
7. Go to **SELECT CODES**:  
6644 – CPU's under \$5,000                      6649 – Other equipment under \$5,000  
6635 – CPU's over \$5,000                      6639 – Other equipment over \$5,000  
Make these changes in the item class fields. Save.
8. Select the **ITEM DESC. NO.** column. This sorts the items by the codes.  
Clean up the remarks column and the item description number column by using the inventory code sheet.  
If a code is changed then the amount of the items need to be reentered hitting **CTRL and Z** at the same time in the price column.
9. Check the total number of items and amount of money at the end of the report.



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