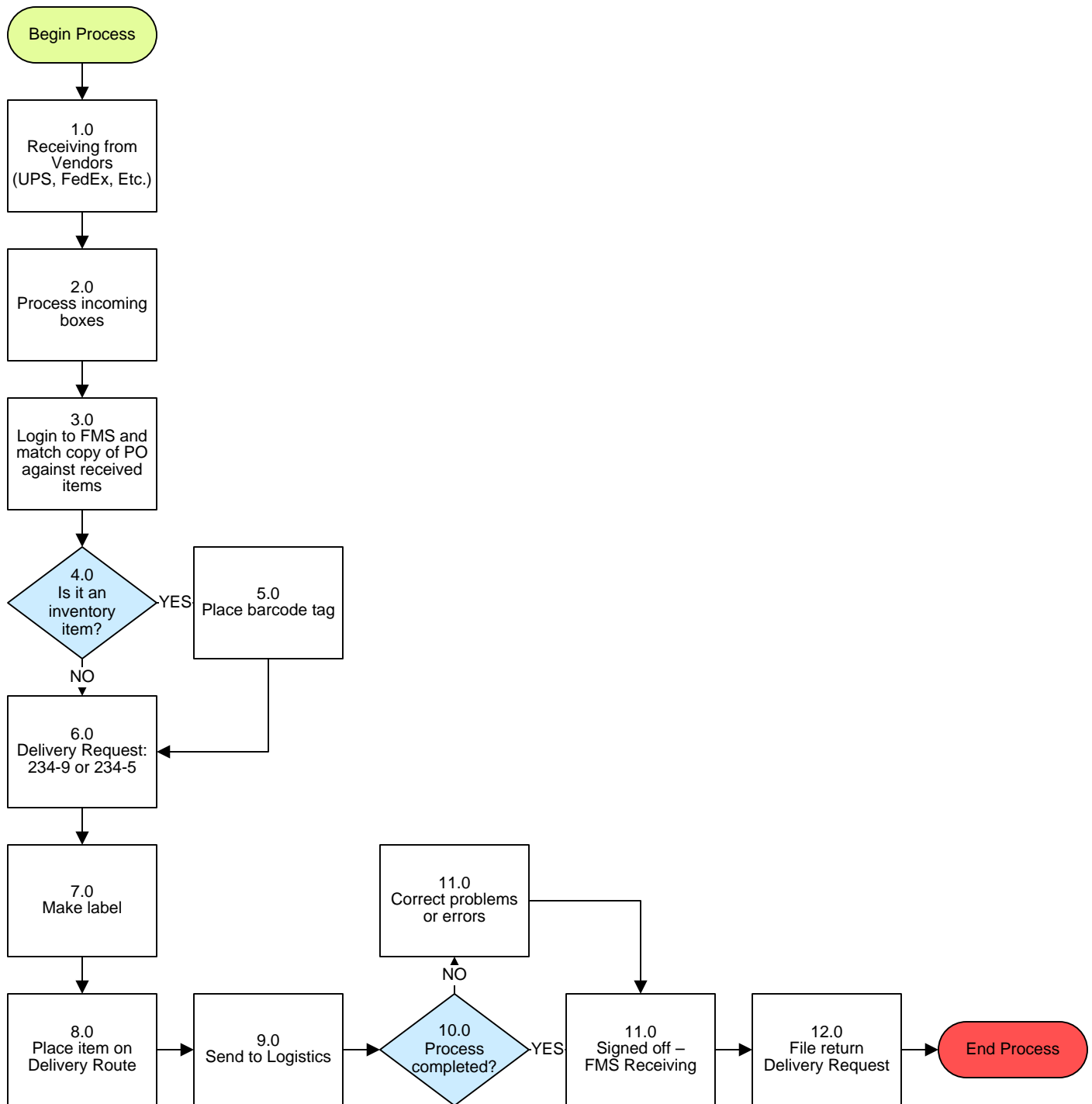


Property/Fixed Assets – Box Receipt Process



Property/Fixed Assets – Box Receipt Process

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: Receiving from Vendors (UPS, FedEx, Etc.)

Step 2.0: Process incoming boxes

Step 3.0: Login to FMS and match copy of PO against received items

Step 4.0: Is it an inventory item?

If yes, proceed to step 5.0 If no, skip to step 6.0.

Step 5.0: Place barcode tag

Step 6.0: Delivery Request 234-9 or 234-5

Step 7.0: Make label

Shipping Label Sample:

SHIPPING LABEL	
To: (School Name Here)	
# 333	ROUTE 1
Dept:	
PO. 12345	BOXES 2
DATE 01/02/03	

Sensitive Items:

The following items receive an orange "Hot Label" strip on each box and on each Delivery Request Form. All sensitive items are to be LOCKED in storage cabinets to ensure property security.

Digital Cameras (over \$500) Laptops Camcorders LCD Projectors VCR/DVD Players

How to Create Shipping Labels:*

1. File name JTRP02004 on desktop of Compaq computer
2. Double click JTRPO2004 (FileMaker Pro 5.5) & wait for program to load
3. Label should be set on labels
4. Select BROWSE (located on bottom left corner of screen)
5. Create New Label (New Record) under "Records" Tab
6. Enter PO number into PO field and enter information as needed... number of boxes, date of job, name of person doing the job, (click on 1st box to drag down the selections), time, received date (when box was received)
7. Go to FILE (top left corner) and select PRINT
8. Choose # of copies: 3 for the delivery request form and 1 for each box
9. Make sure printer is on and correctly aligned
10. Choose OK



To Details 2



Return to Key Process

Step 8.0: Place item on Delivery Route

Step 9.0: Send to Logistics

Step 10.0: Process completed?

If no, proceed to step 11.0. If yes, skip to step 12.0.

Step 11.0: Correct problems or errors

Step 12.0: Signed off – FMS Receiving

Step 13.0: File return Delivery Request

The completion of this step ends the process.



Return to Details 1



Return to Key Process