On-Line Transfers: Receiving Site Property Custodian
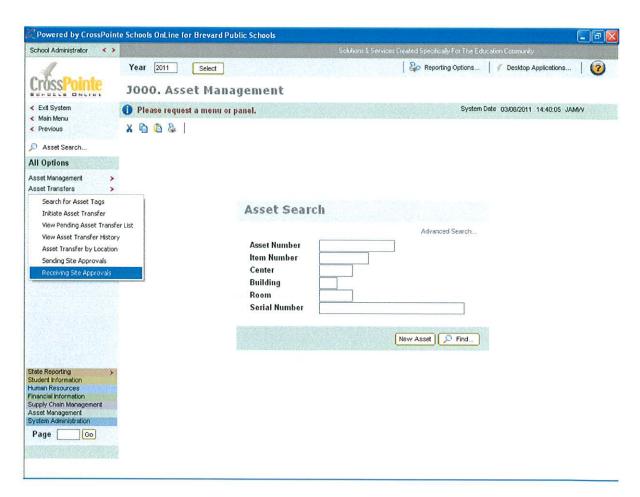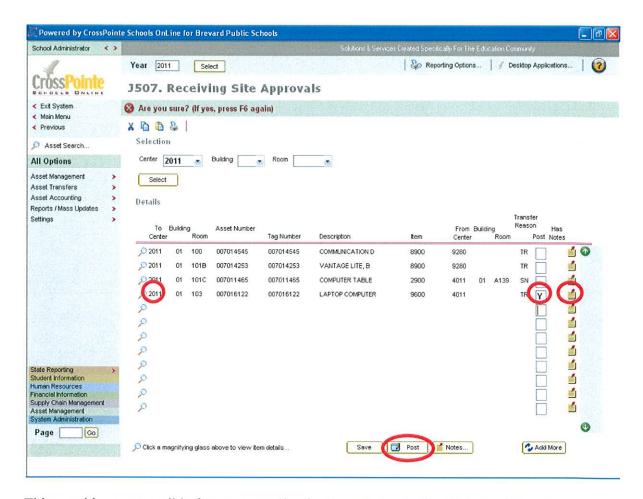
Under the All Options menu select **Asset Transfers** and then **Receiving Site Approvals** to view incoming transfers ready for receiving.

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School Administrator < >   Solutions & Services Created Specifically For The Education Community

Year 2011 [Select]   Reporting Options... | Desktop Applications... | (?)

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J507. Receiving Site Approvals

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(X) Are you sure? (If yes, press F6 again)

Asset Search...

All Options

Asset Management >
Asset Transfers >
Asset Accounting >
Reports / Mass Updates >
Settings >

Selection

Center 2011 ▾ Building ▾ Room ▾

[Select]

Details

To Center	Building	Room	Asset Number	Tag Number	Description	Item	From Center	Building	Room	Transfer Reason	Post	Has Notes
2011	01	100	007014545	007014545	COMMUNICATION D	8900	9280			TR	☐	
2011	01	101B	007014253	007014253	VANTAGE LITE, B	8900	9280			TR	☐	
2011	01	101C	007011465	007011465	COMPUTER TABLE	2900	4011	01	A139	SN	☐	
2011	01	103	007016122	007016122	LAPTOP COMPUTER	9600	4011			TR	Y	

State Reporting >
Student Information
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Supply Chain Management
Asset Management
System Administration

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Click a magnifying glass above to view item details...   [Save] [Post] [Notes...]   [Add More]

This panel is not accessible for use except by the Property Custodian (Principal/Department Head or above).

The receiving site's property custodian (Principal/Department Director or above) can approve a pending transfer once the record has had the appropriate information added and is saved by the designee. The property custodian (Principal/Department Director or above) can also receive on multiple records at one time. Multiple actions can be made, but you must save your changes before you page down to the next page.

To view the entire list use **Page Up** or **Page Down** on your keyboard until the Information Line says, 'No additional records.' To see the transfer initiation screen, click the **magnifying glass** icon beside the transfer record. Additionally the notes, if any, can also be accessed from this panel by clicking the **notepad** icon.

To approve a transfer:
> Place a '**Y**' in the Post field.
> Click the **Post** button. The Information Line will ask the user to click the Post button (F6) one more time for verification.
> Click **Post** again and only those records that have a 'Y' in the Post field will be permanently moved to your inventory.

This completes the transfer on the receiving side. For further assurance that the transfer has been moved to your site's inventory refer to pages 38-41.

REMINDER: The **Post** button must be pressed twice for the asset to move to your inventory.