



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
FIXED ASSET MANAGEMENT POLICY AND PROCEDURES

| | |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FAM 3.5: | Creating Shipping Order |
| Purpose: | This procedure establishes guidelines for creating the Shipping Order for delivery of assets from the warehouse to the School/Activity Center. |
| Abbreviations: | PO – Purchase Order STTJ – St. Thomas/St. John STX – St. Croix VIDE – Virgin Islands Department of Education |
| Policy: | <ol style="list-style-type: none"> 1. All assets are required to be delivered to Schools/Activity Centers within three (3) business days of receipt. 2. The School/Activity Center must provide the physical location (e.g., floor/room numbers) to the warehouse within five (5) days of request. 3. The Warehouse will not deliver assets without the School/Activity Center assigned floor/room number. 4. All deliveries of assets must be accompanied by a Shipping Order. |

| |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Procedure: |
| <p><i>Note: The prerequisite for this section is that the following four folders must be available on every computer with the TransTrak PPC program installed: See <u>Warehouse Shipping SOP</u>.</i></p> <ul style="list-style-type: none"> • (1) C:\TTRAK • (2) C:\TTRAK\ShippingDocs • (3) C:\TTRAK\ShippingDocs\Printed Shipping Orders • (4) C:\TTRAK\ShippingDocs\Shipped Shipping Orders <p>Warehouse Receiving must specify the location destination for the items in the purchase order. In the TransTrak software on the Desktop, select the desired PO going to the specific school; change the 'Location' from the Warehouse to the "specific school number and name" for each of the assets and non-assets. See <u>FAM 3.1 Pre-Receipt of Goods</u></p> <ol style="list-style-type: none"> a. Open the VIDE Shipping Document TEMPLATE.xls Excel file and confirm that macros are enabled by selecting the "Developer" tab, clicking Macro Security button, selecting the Macro Settings under Trust Center and ensuring that the "Trust access to the VBA project object model" is checked b. Enable data connections by clicking on the Options... button and selecting the Enable this Content radio button |



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
FIXED ASSET MANAGEMENT POLICY AND PROCEDURES

- c. Go to the folder "C:\TTRAK\ShippingDocs", and open the file: VIDE Shipping Document TEMPLATE.xls
- d. Click on the "Data_RawTT" worksheet tab at the bottom of the spreadsheet. Here is where you pull data in from the TTRAK.MDB database (Microsoft Access). *See Backup Desktop TransTrak PPC later in this section for more information on how transactions in the handheld scanner are transferred to the database (also see Page 10 of the TransTrak PPC Training Aids, page 10):*
- e. (Optional) Delete any data in the "Data_RawTT" worksheet tab (from previous sessions of creating Shipping Order documents)
- f. Select the "Data" menu tab, click the green "Refresh All" button. This action will populate the Data_RawTT tab with current data from the TTRAK.MDB database
- g. Confirm that the TransTrak data from the TransTrak Desktop has been properly copied into the "Data_RawTT" worksheet tab
- h. If the data looks different than what is on the TransTrak Desktop, delete the data in the "Data_RawTT" worksheet tab of Excel, and repeat the steps above.
- i. Go to the "Key" worksheet tab in the Shipping Document Excel TEMPLATE File
- j. If necessary, in cell B4, modify the district ("STT" or "STX")
- k. If necessary, in cell B7, modify the received date of the goods. The default date will be the day that the report is generated. However, the correct date is the actual "Received Date" if necessary

Create the MASTER PO file and the individual PO shipping document files by clicking on the Create Shipping Documents Button. This action creates the MASTER Shipping Document (Excel file) and the individual Shipping Order Excel files for the specific POs and their schools destinations. This file is automatically saved to the C:\TTRAK\ShippingDocs folder

Go to the C:\TTRAK\ShippingDocs folder and review the shipping documents

When the specific PO Shipping Order document files are created, Warehouse Receiving must modify the "No. Pieces" cell at the top left corner of the specific PO Shipping Order file and input the number of pieces (individual and master packages) that are being delivered to the School. *See **Shipping Document Training Aids**, page 4.*

The total "No. Pieces" will be the physical number of cartons delivered to the location (e.g., school)

Warehouse Receiving should backup the TransTrak PPC data on the TransTrak PPC software on your Desktop. *See **TransTrak Training Aids**, page 10.*



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
FIXED ASSET MANAGEMENT POLICY AND PROCEDURES

Warehouse Receiving should copy and paste the backed-up TransTrak software file (TTRAK.mdb) file to the VIDE network share drive folder (STT or STX Warehouse folder). See **TransTrak Training Aids**, page 10

Go to Folder "XXXX" on the VIDE Network Share Drive (NOTE: confirm with United States Virgin Islands VIDE IT Help Desk the share drive path and the share drive folder).

Click on the file "TTRAK.mdb", and click "Save As"

Save to the Network Share Drive Folder by clicking "Save As" and the destination folder "xxxx"

Warehouse Receiving should backup the Excel VIDE Shipping Document TEMPLATE.xls to the VIDE network share drive folder (STT or STX Warehouse folder). See: **Shipping Document Training Aids**, page 10

Locate the path on the VIDE Network Share Drive "XXXX" and go to the Folder "XXXX" on the Network Share Drive. (NOTE: confirm with USVI VIDE IT Help Desk for each location, STT and STX, for the correct path to the Network Share Drive and the appropriate backup Folder)

Click on the Excel file "VIDE Shipping Document TEMPLATE.xls"

Save to the Network Share Driver Folder by clicking "Save As" and the destination Share Drive backup folder "XXXX".

Warehouse Receiving should delete the receiving data records in the TransTrak PPC software on the Desktop at the end of the day. See **TransTrak Training Aids**, page 10

Warehouse Receiving must sync the TransTrak PPC Desktop to the TransTrak handheld scanner(s) to "Send" the deleted data on the TransTrak PPC Desktop software to the TransTrak PPC handheld scanner(s) using the BMI "TransSync" function to clear out the data on the TransTrak PPC handheld scanner(s). See **TransTrak Training Aids**, page 11

Note: TransTrak Training Aids, pages 13 – 17 refer to the User Defined Fields on the TransTrak PPC handheld scanner which can modified on the TransTrak PPC Desktop (Utilities menu). Importing and Exporting of Code Tables from the TransTrak PPC Desktop is also briefly documented in the guide. Since these are high-level functions, if you are unsure on how to modify, import or export code tables, contact BMI Technical Support for information (800-264-9949). TransTrak PPC software is a product of BMI Systems Group (<http://bmisys.com/>).



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
FIXED ASSET MANAGEMENT POLICY AND PROCEDURES

Version Control:

| Modification Date | Modification Reason | Modified By |
|-------------------|---------------------|-------------|
| | | |
| | | |
| | | |
| | | |