Building Instrument Inventory Procedures

April 16 to June 1, 2021

2020-2021

INVENTORY
District-wide Inventory

> **In order to ensure that each building site has the necessary Instruments to support our board goals, a thorough inventory is to be conducted at the close of each school year in order to maintain an accurate record of instrument availability**. Specific instructions can be found below. The inventory period opens April 16th. Instruments are not owned by a specific site, therefore it is imperative that every school participate in the district inventory to ensure that every barcoded instrument, whether it is on the bookshelf, in a closet or other storage area, are accounted for.

Direction Links for Accessing Inventory (destiny.dmps.k12.ia.us)

Watch the Video Link for directions for logging in and accessing Instrument Inventory

https://screencast-o-matic.com/watch/crfDo2VnHaZ

1) Signing into Destiny Resource to Access Instrument Inventory (destiny.dmps.k12.ia.us)

2) Printing Item Status for a listing of Instruments currently assigned to your building.

INSTRUMENT INVENTORY to be completed by MUSIC STAFF   This yearly process of instrument inventory assists us in accurately accounting, managing, and distributing instrument resources within the district. This inventory will help us standardize our classroom materials, ensure that our students have the same materials available to them throughout the district and hold accountable those buildings with lost instruments. **A successful inventory would account for 95-100% of the barcoded instruments in your school.**

Establish Procedures for Inventory

Inventory Protocol: Instruments Stored in Designated Location

1. Students will deliver instruments checked out to them to the music room during designated timeframe.
2. Music staff will conduct inventory.
3. Instrument will be stored in music room/designated location until checked out to students in the fall.

Inventory Procedures

The **GOAL** of each inventory site is to ensure that every instrument barcode is scanned. In scope, we will scan 5600 instruments worth $4 million dollars. Inventory is conducted to confirm those numbers or correct them.

A copy of the report will be sent to the District Textbook Manager for reconciliation and then a district-wide report will be provided to the District Superintendent, Chief Financial Officer and District Controller for year-end review.

Important Step
- When **instruments are checked in,** through Destiny Textbook software, that process will also inventory the instruments and they will not need to be scanned again into the inventory screen.

Building Instrument Staff
- Account /Scan all barcoded instruments in your building's inventory directly into Destiny Library Software
- (See special instructions for those responsible for scanning).

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Conduct an Inventory

Conducting a resource inventory lets you know where your resources are, what you have and what is missing.

If you limit an inventory to only textbooks, then you can also limit the inventory counts for the year adoptions end.

Each site can conduct an inventory of its resources and generate inventory reports. Also, the district resources manager can initiate a district-wide inventory, monitor its progress and generate district-wide inventory reports.

Note: When an item is counted:
- The item's inventory status is changed to Accounted-for or Unaccounted-for.
- An item's copy status can change.

Inventory Barcoded and Unbarcoded Items

Whether your inventory includes barcoded or unbarcoded items, the goal is to account for as many items as possible. You can confirm the status and location of all resources by conducting an inventory. When inventorying unbarcoded and consumable items, you enter a count instead of scanning barcodes.

Important: Unbarcoded items and consumables that are checked out are automatically accounted for. If they are checked in during inventory, they remain accounted for.

1. Start an inventory that includes barcoded, unbarcoded and/or consumable resources.
2. Select **Admin > Inventory > Resources** sub-tab.
3. In the **Resource Inventory** drop-down, ensure the correct inventory is showing.
4. Do one of the following:
   - Inventory barcoded items
     a. Click **Account for each Barcode**. Barcode fields appear.

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b. To have Destiny confirm you are entering barcodes in the resource's designated location, click **Update**, and then select your current scanning location.

c. In the **Scan or enter one-at-a-time** field, type or scan each barcode.

> **Notes:**
> - If you type barcode numbers rather than scan them, click **Account For** or press **Enter** after each entry.
> - When you scan or enter unaccounted-for barcodes, Resource Manager changes the item's inventory status to **Accounted for**.

Once you enter a barcode, the item appears in the **Most Recently Accounted For** section. The barcode links to item status.

> **Notes:**
> - To view an item's status, the *View resource item status* permission must be enabled.

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1. Viewing Details for an In-Progress Inventory 1.
   Access the report in one of the following ways

If you select:	Then:
Reports > Resource Reports	In the **Inventory Control** section, select **In-Progress Inventories**.
Admin > Inventory	a. Click the **View In-Progress & Completed Inventories** link. b. Click the **In Progress** sub-tab.

2. Click **View n**ext to your inventory
3. At **Report on**, select the **copies** you want to see in the report:
   - **Items in the inventory**
   - **Items that have been 'Accounted For'**
   - **Items that are 'Unaccounted For'**
4. Choose whether to **Include images for 'Unaccounted For' items**.

5. Click **Run Report**. Job Manager displays your report at the top of the list. The status automatically updates.
6. When the status is Completed, do one of the following:
   - To view the Job Summary, select **View**.
   - To open the report as a PDF, select **PDF**.
   - To download the report as an XML file which can be exported into Microsoft Excel, select **XML**.