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## Chapter 5 -- EVI School District Inventory

### Overview

This collection of screens allows the district coordinator of materials for the visually impaired to maintain the district's inventory of braille and large type materials. Currently, the inventory of surplus materials for the visually impaired is housed at the Special Textbook Redistribution Center, i.e., the STRC Warehouse.

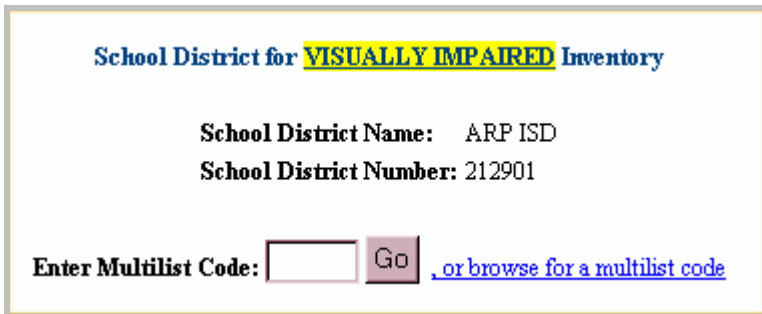
Using the multiple list code, the EVI coordinator is able to display all materials and products for the visually impaired, contained in inventory along with the quantity on hand, on order, and pending. The user can also trace the history of materials as to when they were ordered, received, and shipped.

The Inventory (EVI) screens provide a means for the district coordinator to process payments, complete returns to the warehouse, and account for materials that have been lost, damaged or destroyed.

### Browser

The browser allows the district EVI coordinator to browse the database and display a list of all visually impaired materials and licenses on hand, on order, or pending, for a multiple list code.

Figure 1. Multiple product selection



School District for **VISUALLY IMPAIRED** Inventory

School District Name: ARP ISD  
School District Number: 212901

Enter Multilist Code:   , or browse for a multilist code

To display the inventory history:

Step	Action
1.	From the <b>Index</b> , under the heading <b>Inventory (EVI)</b> , click <u>Browser</u> . EMAT displays the current <b>School District for VISUALLY IMPAIRED Inventory</b> screen, shown above.

2. Enter the **MLC**, or click [browse](#) to locate the **MLC**. Click **Go**.  
EMAT lists all inventory products for the MLC.

School District for **VISUALLY IMPAIRED** Inventory

School District Name: ARP ISD  
 School District Number: 212901  
 Inventory Multilist Code: 4200

Enter Multilist Code:   [or browse for a multilist code](#)

ISBN	Type	Title	Product MLC	Proc Year	License In Stock	License On Order	Quantity On Hand	Quantity on Order	Quantity Pending
<a href="#">0022780998</a>	EVH, BrailleKit, Version (01)	McGraw-Hill Science Grade 4	4200	1997	0	0	0	1	0
<a href="#">0153112077</a>	EVH, LargeType, Version(01)	Harcourt Science Grade 4	4200	1997	0	0	3	0	0

3. Columns display (by MLC):
  - **ISBN number** – VI material ISBN number – opens the **Program Information** page to display detail about a product
  - **Type** – identification or description of the **VI** material
  - **Title of the product** – formal title of the product
  - **Product Multilist code** – the **mlc** identifier that is being selected for order.
  - **Proclamation year** – official proclamation year
  - **License in Stock** – Not Applicable to VI materials
  - **License on order** – Not Applicable to VI materials
  - **Quantity on Hand** – physical count of complete braille or large type products – actual inventory on hand.
  - **Quantity on Order** – physical count of VI materials on order but not yet shipped or only partial shipment
  - **Quantity Pending** – VI materials indicated as returned to the STRC on an interim shipment. Amounts in this column display the temporary credit due the school district until the materials are returned or paid for. If the district fails to complete an EVI-031 or 009 process by close of school year, TEA returns the VI materials to the district’s inventory for accounting purposes.

**View-only options from this screen:**

- 3a. The **ISBN** link in the leftmost column links to the **Program Information** page. To view additional information on this product, click the ISBN link.
  - i. From the **Program Information** page, click the **Volumes** button to view all volumes for the product.
  - ii. Highlight a **volume** and click **Properties** to view the properties for the volume on the **Volume** page.
  - iii. From the **Program Information** page, click the **More Components** button to view the **Component Products**.
  - iv. Highlight a component and click **Properties** to view the detail on the **Program Component** page for the product item.
  - v. Click **<Back>** to return to the prior screen, or **Next** to continue to view **component products**.
  - vi. Click **Close** to close the **Kit Extension** page listing the component products.

- vii. Close the **Program Information** page.

## Inventory History

This screen allows **EVI district staff** to track the history of the visually impaired product orders by multilist code. The history reveals the date and time of order, the status of the order, and how the materials were entered into inventory.

The detailed history page shows the history of orders, payments, and returns for a book.

Step	Action
1.	From the <b>Index</b> , under <b>Inventory (EVI)</b> , click <u>Inventory History</u> . EMAT displays the <b>Inventory History for VISUALLY IMPAIRED Products</b> popup window.

- 2. Enter the **multilist code**. Click **Go**. EMAT displays the **List School District Inventory History for Visually Impaired Products** window. This screen provides a simple tracking system for every transaction associated with the multilist code.

**Figure 2. School District Inventory History for Visually Impaired**

List School District Inventory History for VISUALLY IMPAIRED Products					
School District Name:		ARP ISD			
County District Number:		212901			
Multilist Code:		4200			
Item	ISBN	Product MLC	Title	Publisher	Depository
<a href="#">1</a>	<a href="#">0153112077</a>	4200	Harcourt Science Grade 4	Harcourt Brace School Publishers	LASON
<input type="button" value="Add"/>					

This screen contains two active links – the **Item** link that displays the **School District Inventory Detail History** page, and the **ISBN** link that displays the **Program Information** page.

- 3. Click the **Item** link to display the **List School District Inventory Detail History** screen, shown below. This screen provides look-up information for the district's inventory items listed.

Look-up information details when orders were created, submitted, ordered, received, shipped, and paid.

Details also display when EVI-031 and EVI-009 transactions for returns and payments were received and credits applied.

REP\_RETURNED tracks the receipt by TEA of braille and large type materials **returned** for credit.

REP\_PAID tracks the receipt by TEA of **payment** for braille and large type materials.

**Figure 3. List School District Inventory Detail History**

List School District Inventory Detail History						
School District Name: ARF ISD			County District Number: 212901			
Inventory MLC: 4200	ISBN: 0153112077	Title: Harcourt Science Grade 4	Publisher: Harcourt Brace School Publishers		Depository: LASON	
Transaction Date	Transaction Number	BOL Number	Transaction Code	Quantity	Licenses	Status
2003-04-17 13:39:56.423	180503	N/A	REP_RETURNED	1	0	UNKNOW STATUS
2003-04-17 11:26:32.35	180501	N/A	REP_RETURNED	2	0	UNKNOW STATUS
2003-04-17 11:26:31.523	180501	N/A	XREP_RETURNED	-1	0	UNKNOW STATUS
2003-04-17 11:25:29.586	180501	N/A	REP_RETURNED	1	0	UNKNOW STATUS
2001-01-30 14:42:21.64	107626	N/A	RECEIVED	3	0	UNKNOW STATUS
2001-01-30 14:42:19.016	BOL Number=12405	12405	SHIPMENT	3	0	PAID
2001-01-09 17:27:14.516	ORDER Number=60183	N/A	ORDER	3	0	CREATED
2000-11-28 11:31:45.766	REQUISITION Number=30064	N/A	REQUISITION	3	0	ORDERED

- From the **List School District Inventory History for Visually Impaired Products** screen, click the **ISBN** link to display the **Program Information Page**. This screen provides look-up information for all of the district's inventory product information.

## Lost, Destroyed, Damaged Textbooks

This series of screens allow the district textbook/ EVI coordinator to process returns of surplus braille and large type materials to the STRC Warehouse, and to account for materials that have been lost, stolen, damaged, and destroyed.

### EVI-031

#### Interim Statement of EVI Charges/Shipping List

This form is to be used to list braille or large type materials that are no longer needed and are being returned to inventory at the STRC Warehouse.

*The initial return shipment dates will be January 19 through March 31, 2005. Instructional Materials will provide return shipment dates each year.*

## Purpose

All VI materials shipped in the interim shipment are used to restock the inventory at the STRC Warehouse.

### The **Interim Statement of Textbook Charges and Shipping List**:

- provides a statement of **VI material** charges for reconciliation by the district or charter school, and
- lists all state-adopted and state-purchased instructional VI materials for which the district is responsible.
- File this form one time per year when surplus **VI materials** are returned to the STRC Warehouse.

Although initial shipment of current adoption materials to the STRC will take place between January 19<sup>th</sup> and March. 31<sup>st</sup>, **larger districts** are sometimes allowed an additional interim shipment. Please contact the STRC Warehouse if your school district requires an additional interim shipment.

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## Procedure

Each school district is required to fill out the **EVI-031** form and submit with surplus VI materials returned to the STRC Warehouse inventory. STRC staff will update the inventory using the data on the **EVI-031** form. TEA no longer maintains staff to repair textbooks and materials, therefore, all materials deemed re-usable are returned to inventory, while materials deemed not re-usable are permanently removed from the inventory.

Before creating a packing list for returning surplus braille and large type materials (**VI materials**):

- Wait for instructions from Instructional Materials regarding approved shipment dates. **Do not ship without specific instructions.**
- Determine the number of surplus textbooks based on **enrolled number** of visually impaired students for the subject.
- Return only complete sets of braille/large type textbooks. Do not return partial volumes of a textbook unless the district/charter school intends to pay for the missing volumes.
- When Instructional Materials notifies you to ship surplus books, create a new packing list.
- Create one transaction per shipment.
- Check the Browser Inventory for existing EVI-031 shipment forms that display the status, **Created**.
- A transaction displaying the status, **Submitted** can be re-opened.
- A transaction displaying the status, **Closed** cannot be re-opened. Contact Instructional Materials for assistance.
- A transaction submitted as Finished cannot be re-opened

### **Status Codes for EVI-XXX transactions:**

**Created** – Textbook Coordinator has created or opened a transaction, but has failed to click **Finish**.

**Submitted** – Textbook Coordinator has clicked **Finish** to submit the transaction

to TEA.

**Closed** – STRC has received the VI materials. Transaction processed and inventory adjusted.

## Creating EVI -031

To create an **EVI-031** packing list for the return of surplus materials, view the **Transaction Browser Inventory** for existing forms. These will display the status **created**. If none exist, create a new one.

Step	Action
	Before creating a new EVI-031, please review the <b>Transaction Browser</b> to determine if a form exists.
1.	From the <b>Index</b> , under <b>Inventory (EVI)</b> , click <a href="#">Transaction Browser</a> .
2.	Select the <b>transaction type - EVI-031</b> , and the status - <b>created</b> . Click <b>Go</b> . EMAT lists all created <b>EVI-031</b> transactions.
3.	Click the <b>ID</b> link to display the contents of each created transaction.
	To create a new EVI-031:
4.	To create a new, or to open an existing, <b>EVI-031</b> form, from the <b>Index</b> , under <b>Inventory</b> , click <a href="#">Lost, Destroyed, Damaged Textbooks</a> .

**Figure 4. EVI-031 Forms for VI materials**

**Materials for the VISUALLY IMPAIRED Forms**

**School District Forms**

- [EVI-031, Interim Statement of EVI Charges/Shipping List](#)
- [EVI-009, State EVI Products Sales Invoice](#)
- [EVI-012, Report on State-Owned EVI Products That Have Been Destroyed](#)

**Corresponding TEA Forms**

- [Receive Payment for EVI-009](#)

5. Click **EVI-031, Interim Statement of EVI Charges/ Shipping List**. Create (1) form per shipment! EMAT displays the **Form Operations** screen.

**Materials for the VISUALLY IMPAIRED Form Operations**

- [Create New](#)
- [View Created](#)
- [View Submitted](#)
- [View Incomplete](#)
- [View Closed](#)

6. Click **Create New**, if no packing list already exists, or click **Transactions In Process** if your **Browser Inventory** listed existing packing forms. All transactions in process can be opened until you have clicked **Finish**. See the section below, entitled, *Open Transactions In Process*.

**REMINDER! Remember to avoid creating a new EVI-031 form when one already exists! Avoid duplication!**

**School District Name:** ARP ISD  
**School District Number:** 212901  
**VISUALLY IMPAIRED Transaction Number:** 187585

**Send All EVI Returns to:**

- Special Textbook Redistribution Center
- 1701 S Congress
- Austin
- TX, 78701 -
- 

**Enter Multilist Code:**   [browse](#)

Press View to view your accumulated return list, or press Finish to complete the process, or Cancel to disregard your accumulated return list.

7. **To Create New:**  
Enter the multiple list code. Click **Go** to display the **Interim Statement**.

EVI-031											
EVI-031, Interim Statement of Textbook Charges/Shipping List											
School District Name: ARP ISD											
School District Number: 212901											
Transaction Number: 187585											
ISBN	Type	Title	Multilist	Price	On-Hand Quantity	On-Hand License	Extension Price	Returning Product	Returning Product Licenses	Subtotal	
0153112077	EVI, LargeType, Version (01)	Harcourt Science Grade 4	4200	\$154.64,\$.00	3	0	\$463.92	<input type="text"/>		\$.00	
<b>Grand Total: \$.00</b>											

Please press OK to process to go back to the previous menu, or enter another MLC and press Go. Otherwise, press Cancel to disregard any changes made to this screen.

MLC:

8. Enter the number of surplus **VI materials** in the **Returning Product** field. *The EVI-031 will only list titles that have shipment information for all volumes contained within the title.* Click **OK**, or enter another **MLC** for additional Braille or large type titles, and click **Go**.
9. **OK** returns you to the screen, for entering additional MLCs.
10. Continue until all titles have been entered. Click **OK**. The screen displays push buttons to **View** or **Finish**.
11. Click **View** to review the titles you have entered before clicking **Finish**.
12. When you click **Finish**, the system closes this statement and displays the titles you have entered. A packing list is created.
13. Select print and **print three copies** of the completed **EVI-031**. Retain one for your records, and send a copy with your shipment to the STRC

Warehouse and mail the third copy under separate cover to the STRC Warehouse, attention Robert Walling.

**Reminder: Do not return partial titles. Retain partial titles at the school until all volumes of the title have been received. Please contact Instructional Materials with any questions.**

**Note: Ship between January and March, and include a copy of the completed EVI-031 form with the shipment. Do not send return shipment by freight carrier. Please send all shipments by FREE MATTER FOR THE BLIND AND VISUALLY HANDICAPPED.**

When you click **Finish**, EMAT displays the titles for the returning **VI materials** with a **pending** status.

To view all pending transactions, click on **Browser** under the title, **Inventory**, and enter the multiple list code. EMAT displays all pending records.

During the period in which the title remains in **pending** status, your district has been given temporary credit for the titles. When the district's interim shipment is received and processed by the STRC, permanent credit is given to the district and the "**pending**" category is cleared.

## Reopen EVI-031

In process transaction are those new transactions that the district textbook coordinator has opened, but not submitted to TEA. The district user has not clicked **Finish**; therefore the transactions are still pending and display the status, **created**.

Step	Action
1.	From the <b>Index</b> , under <b>Inventory</b> , click <u>Lost, Destroyed, Damaged</u> .
2.	Click <u><a href="#">EVI-031, Interim Statement of EVI Charges/ Shipping List</a></u> .
3.	Click <u>Reopen Transaction</u> .
4.	EMAT display the <i>Inventory Transaction List</i> screen, showing all <b>submitted</b> EVI-031s.

<b>VISUALLY IMPAIRED</b> <i>Inventory Transaction List</i>				
	ID	Status	Timestamp	Update User
1	<u><a href="#">180501</a></u>	SUBMITTED	4/17/2003 11:26:33AM	emattest13
2	<u><a href="#">180503</a></u>	SUBMITTED	4/17/2003 1:39:58PM	emattest13

5. Click the ID link for the **EVI-031** to reopen. The ID is an automatic counter, assigned each transaction by EMAT.

**School District Name:** ARP ISD  
**School District Number:** 212901  
**VISUALLY IMPAIRED Transaction Number:** 180501

Enter Multilist Code:   [browse](#)

Press View to view your accumulated return list, or press Finish to complete the process, or Cancel to disregard your accumulated return list.

6. Enter the **multilist code**, and click **Go**.  
Continue processing from **step 6** of **Create New** transaction.

## Open In Process EVI-031

In process transaction are those new transactions that the district textbook coordinator has opened, but not submitted to TEA. The district user has not clicked **Finish**; therefore the transactions are still pending and display the status, **created**.

**Note:** Open these transactions to avoid creating duplicate new transactions.

To open an **In Process EVI-031**:

Step	Action
1.	From the <b>Index</b> , under <b>Inventory</b> , click <u>Lost, Destroyed, Damaged</u> .
2.	Click <u><a href="#">EVI-031, Interim Statement of EVI Charges/ Shipping List</a></u> .
3.	Click <u>Transaction in Process</u> to display the <b>Inventory Transaction List</b> screen.

<b>VISUALLY IMPAIRED</b> Inventory Transaction List				
	ID	Status	Timestamp	Update User
1	<a href="#">124561</a>	CREATED	8/15/2001 3:29:22PM	e212901tdwi
2	<a href="#">180500</a>	CREATED	4/16/2003 2:19:49PM	e701611cwin
3	<a href="#">180501</a>	CREATED	4/17/2003 1:55:51PM	ematte13
4	<a href="#">180502</a>	CREATED	4/17/2003 1:37:33PM	ematte13

4. Click the ID link to open a transaction. Enter the **MLC** and click **Go**
5. Enter the number in **Returning Product**. Continue processing

| from **step 7** of **Create New** transaction.

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Final Draft

# EVI-009

## State Textbook Sales Invoice

### Purpose

Use when making payment to the state for lost Braille and large type materials.

The **State Textbook Sales Invoice** is submitted when the district has charged a student for:

- loss of a Braille or large type material,
- irreparable damage to a VI material by a student, or for
- the purchase of a Braille or large type material.

As soon as the districts have **Finished** and completed an online **EVI-009**, the **VI materials** are removed from the district's on-hand inventory and placed in a pending status. This count is reflected in the **Quantity Pending** column of the **EMAT District Browser**. When TEA receives actual payment for the materials, the materials are removed from the district's inventory and the account cleared of charges.

EVI-009											
EVI-009, State EVI Products Sales Invoice											
School District Name: ARP ISD											
School District Number: 212901											
Transaction Number: 180514											
ISBN	Type	Title	Multilist	Price	On-Hand Quantity	On-Hand License	Extension Price	Paying For	Paying For Licenses	Subtotal	
039593169X	EVH, Large Type, Version(01)	The Language of Literature, Grade 6	6050	\$239.74,\$.00	1	0	\$ .00			\$ .00	
<b>Grand Total: \$ .00</b>											

Please press OK to process to go back to the previous menu, or enter another MLC and press Go.  
Otherwise, press Cancel to disregard any changes made to this screen.

MLC:

Materials paid for by a student become the property of the student. These materials are not retained by the district, nor returned to the STRC Warehouse in an interim shipment.

Payments for **visually impaired** are processed on an as-needed basis.

**NOTE:** Schools may only use the EMAT Online System to pay for a complete braille/large type titles. Please contact Instructional Materials for instructions on how to pay for lost volumes.

## Procedure

Each school district is required to fill out the EVI-009 invoice for all visually impaired materials for which the district is making payment. **This invoice is submitted with the payment to TEA.** Upon receipt of the **EVI-009**, Instructional Materials calculates the amount owed the state by the district. If the dollar amount submitted matches the dollar amount owed, Instructional Materials staff clicks the **Received** checkbox on the EVI-009 online screen and adjusts the inventory count accordingly.

Follow the step procedures as outlined for the EVI-031 forms above, for creating a new EVI-009, opening an in process EVI-009, and for Re-opening the EVI-009, substituting the term **Paying For** in place of **Returning Product**.

## Creating EVI -009

To create an **EVI-009** packing list for the return of surplus materials, view the **Transaction Browser Inventory** for existing forms. These will display the status **created**. If none exist, create a new one.

Step	Action
	Before creating a new EVI-009, please review the <b>Transaction Browser</b> to determine if a form exists.
1.	From the <b>Index</b> , under <b>Inventory (EVI)</b> , click <u>Transaction Browser</u> .
2.	Select the <b>transaction type - EVI-009</b> , and the status - <b>created</b> . Click <b>Go</b> . EMAT lists all created <b>EVI-009</b> transactions.
3.	Click the <u>ID</u> link to display the contents of each created transaction.
<b>To create a new EVI-009:</b>	
4.	To create a new, or to open an existing, <b>EVI-009</b> form, from the <b>Index</b> , under <b>Inventory</b> , click <u>Lost, Destroyed, Damaged Textbooks</u> .

Figure 5. EVI-009 Forms for VI materials

**Materials for the VISUALLY IMPAIRED Forms**

**School District Forms**

- [EVI-009, State EVI Products Sales Invoice](#)
- [EVI-012, Report on State-Owned EVI Products That Have Been Destroyed](#)

5. Click **EVI-009, State EVI Products Sales Invoices**. EMAT displays the **Form Operations** screen.

**Materials for the VISUALLY IMPAIRED Form Operations**

- [Create New](#)
- [Reopen Transaction...](#)
- [Transactions In Process...](#)

- Click **Create New**, if no sales invoice already exists, or click **Transactions In Process** if your **Browser Inventory** listed existing packing forms. All transactions in process can be opened until you have clicked **Finish**. See the section below, entitled, *Open Transactions In Process*.

**REMINDER! Remember to avoid creating a new EVI-009 form when one already exists! Avoid duplication!**

**School District Name:** AUSTIN ISD  
**School District Number:** 227901  
**VISUALLY IMPAIRED Transaction Number:** 222017

**Enter Multilist Code:**   [browse](#)

Press View to view your accumulated return list, or press Finish to complete the process, or Cancel to disregard your accumulated return list.

- To Create New:**  
Enter the multiple list code. Click **Go** to display the **Sales Invoice**

EVI-009

EVI-009, State EVI Products Sales Invoice

School District Name: AUSTIN ISD

School District Number: 227901

Transaction Number: 222017

ISBN	Type	Title	Multilist	Price	On-Hand Quantity	On-Hand License	Extension Price	Paying For	Paying For Licenses	Subtotal
<a href="#">0673392606</a>	EVI, BrailleProduct, Version(01)	Scott Foresman Science Grade 4	4200	\$294.90,\$.00	1	0	\$294.90	<input type="text"/>		\$ .00
<a href="#">0673392606</a>	EVI, LargeType, Version(01)	Scott Foresman Science Grade 4	4200	\$124.44,\$.00	1	0	\$124.44	<input type="text"/>		\$ .00
<b>Grand Total: \$ .00</b>										

Please press OK to process to go back to the previous menu, or enter another MLC and press Go. Otherwise, press Cancel to disregard any changes made to this screen.

MLC:

- Enter the number of surplus **VI materials** in the **Paying For** field. Click **OK**, or
- OK** returns you to the screen, for entering additional **mlcs**.
- Continue by entering another **mlc** for additional Braille or large type titles and click **Go**, until all titles have been entered. Click **OK**. The screen displays push buttons to **View** or **Finish**.
- Click **View** to review the titles you have entered and continue with additional **mlcs**.
- Click **Finish** to exit the screen and complete and save the transaction; the transaction status displays *completed*. EMAT displays the titles you have entered. A packing list is created.

EVI-009										
EVI-009, State EVI Products Sales Invoice										
School District Name: AUSTIN ISD										
School District Number: 227901										
Transaction Number: 222017										
ISBN	Type	Title	Multilist	Price	On-Hand Quantity	On-Hand License	Extension Price	Paying For	Paying For Licenses	Subtotal
<a href="#">0673593576</a>	EVI, BrailleProduct, Version(01)	Scott Foresman Science Grade 1	1200	\$183.90,\$.00	0	0	\$ .00	1		\$183.90
<a href="#">0673593606</a>	EVI, BrailleProduct, Version(01)	Scott Foresman Science Grade 4	4200	\$294.90,\$.00	0	0	\$ .00	1		\$294.90
<b>Grand Total: \$478.80</b>										

- Select print and **print three copies** of the completed **EVI-009**. Retain one for your records, and send a copy with your payment to **Texas Education Agency-TXB, P O Box 13717, Austin, Texas 78711-3717**

**Reminder: Do not return partial titles. Retain partial titles at the school until all volumes of the title have been received.**

When you click **Finish**, EMAT displays the titles of **VI materials** to be paid and the cost. The titles are placed in a **pending** status in Inventory Browser.

To view all pending transactions, click on **Browser** under the title, **Inventory**, and enter the multiple list code. EMAT displays all pending records.

During the period in which the title remains in *'pending'* status, your district has been given temporary credit for the titles. When the district's payment is received and processed by Instructional Materials, permanent credit is given to the district and the *'pending'* category is cleared.

## Reopen EVI-009

In process transactions are those new transactions that the district textbook coordinator has opened, but not submitted to TEA. The district user has not clicked **Finish**; therefore the transactions are still pending and display the status, *'created.'*

Step	Action
1.	From the <b>Index</b> , under <b>Inventory</b> , click <u>Lost, Destroyed, Damaged</u> .
2.	Click <a href="#">EVI-009, State EVI Products Sales Invoice</a> .
3.	Click <u>Reopen Transaction</u> .
4.	EMAT displays the <i>Inventory Transaction List</i> screen, showing all <b>submitted</b> EVI-009s.

Figure 6. Re-open EVI-009 transaction

<b>VISUALLY IMPAIRED</b> Inventory Transaction List				
	ID	Status	Timestamp	Update User
1	<a href="#">222017</a>	SUBMITTED	8/18/2004 11:18:49AM	emattest5
1	<a href="#">125897</a>	CREATED	8/22/2001 9:13:52AM	e227901mrog
2	<a href="#">208200</a>	CREATED	11/13/2003 2:6:12PM	e701611cwin

- Click the ID link for the **EVI-009** to reopen. The ID is an automatic counter, assigned each transaction by EMAT.

School District Name: AUSTIN ISD  
 School District Number: 227901  
**VISUALLY IMPAIRED** Transaction Number: 222017

Enter Multilist Code:   [browse](#)

Press View to view your accumulated return list, or press Finish to complete the process, or Cancel to disregard your accumulated return list.

- Enter the **multilist code**, and click **Go**.  
 Continue processing from **step 6** of **Create New** transaction.

## Open In Process EVI-009

In process transaction are those new transactions that the district textbook coordinator has opened, but not submitted to TEA. The district user has not clicked **Finish**; therefore the transactions are still pending and display the status, **created**.

**Note:** Open these transactions to avoid creating duplicate new transactions.

To open an **In Process EVI-009**:

Step	Action
1.	From the <b>Index</b> , under <b>Inventory</b> , click <u>Lost, Destroyed, Damaged</u> .
2.	Click <u><a href="#">EVI-009, State EVI Products Sales Invoice</a></u> .

- Click Transaction in Process to display the *Inventory Transaction List* screen.

**Figure 7. Open In Process EVI-009**

<b><u>VISUALLY IMPAIRED</u></b> Inventory Transaction List				
ID	Status	Timestamp	Update User	
1	<a href="#">222017</a>	SUBMITTED	8/18/2004 11:39:56AM	emattest5

- Click the ID link to open a transaction. Enter the **mlc** and click **Go**

EVI-009										
EVI-009, State EVI Products Sales Invoice										
School District Name: AUSTIN ISD										
School District Number: 227901										
Transaction Number: 222017										
ISBN	Type	Title	Multilist	Price	On-Hand Quantity	On-Hand License	Extension Price	Paying For	Paying For Licenses	Subtotal
<a href="#">0673623327</a>	EVI, BrailleKit, Version (01)	Scott Foresman Reading Grade 3	3004	\$228.30,\$.00	1	0	\$228.30	<input type="text"/>		\$ .00
<a href="#">0673623327</a>	EVI, LargeKit, Version (01)	Scott Foresman Reading Grade 3	3004	\$184.21,\$.00	1	0	\$184.21	<input type="text"/>		\$ .00
<b>Grand Total: \$ .00</b>										

Please press OK to process to go back to the previous menu, or enter another MLC and press Go. Otherwise, press Cancel to disregard any changes made to this screen.

OK Cancel MLC:  Go

- Enter the number in **Paying For**. Continue processing from **step 7** of **Create New** transaction.

## EVI-012

### Report on State-Owned Textbooks That Have Been Destroyed

#### Purpose

Use this form to report all visually impaired materials that have been destroyed by natural disaster, for permanent removal from the district's inventory, and for audit purposes.

The **Report on State-Owned Textbooks That Have Been Destroyed** form is submitted when a district needs to explain:

- the loss of VI materials through catastrophes such as **fires** or **floods**, or losses due to **theft**, or
- to report materials that have been used by children with highly **contagious diseases** or,
- to report materials that have been rendered useless through a child's **sickness**. These materials are discarded or destroyed.

**Note: Schools may only use the EMAT Online System to report complete braille/large type titles. Please contact Instructional Materials for instructions on how to report destroyed volumes.**

Upon receipt of this report, the district's charges are reduced by the amounts, and the inventory adjusted.

Districts must complete the report of destroyed materials within 60 days of the loss of materials.

**Note: Only one report per occurrence is submitted.**

In addition to completing the **EVI-012**, the district must also send Instructional Materials all building property insurance information if a claim was filed for destroyed VI materials. All monies collected for insured materials are remitted.

The districts must dispose of the **VI materials** locally. **DO NOT send them to the STRC Warehouse.** To order replacement materials, submit a supplemental requisition. These requisitions are given special attention by Instructional Materials to ensure that the replacement materials are shipped as soon as possible.

#### Procedure

Each school district is required to fill out the **EVI-012** that lists all materials that were destroyed or have been rendered useless. Upon receipt of the **EVI-012**, Instructional Materials staff calculates the amount of credit owed the district's account. If a supplemental requisition is submitted for replacement materials, Instructional Materials processes the replacement order immediately, or as soon as reasonably possible.

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**To create an EVI-012:**

Step	Action
1.	From the <b>Index</b> , under <b>Inventory</b> , click <u>Transaction Browser</u> to check for existing EVI-012 forms already created.
2.	Select the <b>transaction type - EVI-012</b> , and the <b>status - created</b> . Click <b>Go</b> . EMAT lists all created EVI-012s.
3.	To create a new or open an existing, EVI-012 form, from the <b>Index</b> , under <b>Inventory</b> , click <u>Lost, Destroyed, Damaged</u> .

**Figure 8. EVI-012 Form**

**Materials for the VISUALLY IMPAIRED Forms**

**School District Forms**

- [EVI-031, Interim Statement of EVI Charges/Shipping List](#)
- [EVI-009, State EVI Products Sales Invoice](#)
- [EVI-012, Report on State-Owned EVI Products That Have Been Destroyed](#)

4. Click **EVI-012, Report on State-Owned EVI Products That Have Been Destroyed**. EMAT displays the **Form Operations** screen.

**Materials for the VISUALLY IMPAIRED Form Operations**

- [Create New](#)
- [Reopen Transaction...](#)
- [Transactions In Process...](#)

5. Click **Create New**, if no transaction already exists, or click **Transactions In Process** if your **Browser Inventory** listed existing forms.

**Reminder! Remember to avoid creating new EVI-012 forms when one already exists! Avoid duplication!**

School District Name: ARP ISD  
School District Number: 212901  
VISUALLY IMPAIRED Transaction Number: 180515

How Destroyed:

Other:

Date Destroyed:  /  /

Enter Multilist Code:   [browse](#)

Press View to view your accumulated return list, or press Finish to complete the process, or Cancel to disregard your accumulated return list.

6. From the pull-down menu, select **How Destroyed**. If **stolen**, maintain a police report of the stolen property for your records. Enter the **cause**, i.e. contagious disease, mold, etc. under **Other**.

7. Enter the **Date Destroyed**.
8. Enter the **multiple list code**; click **Go**.

EVI-012										
EVI-012, Report on State-Owned EVI Products That Have Been Destroyed										
School District Name: ARP ISD										
School District Number: 212901										
Transaction Number: 180515										
ISBN	Type	Title	Multilist	Price	On-Hand Quantity	On-Hand License	Extension Price	Quantity Destroying	Licenses Destroying	Subtotal
<a href="#">0030643619</a>	EVI, Large Type, Version(01)	Holt Science & Technology, Texas Edition, Grade 6	6200	\$169.51,\$.00	1	0	\$.00	<input type="text"/>		\$.00
<b>Grand Total: \$.00</b>										

Please press OK to process to go back to the previous menu, or enter another MLC and press Go.  
Otherwise, press Cancel to disregard any changes made to this screen.

MLC:

9. Enter the **Quantity Destroying**. Click **OK**, or enter another **mlc** for all additional Braille or large type products; click **Go**.
10. **OK** returns you to the screen, for entering additional **mlcs**.
11. Continue until all titles are entered. Click **OK**.
12. Click **View** to review the titles you have entered before clicking **Finish**.
13. When you click **Finish**, the system closes the transaction and displays the titles you have entered and the dollar value of the products. A destroyed list is created.  
**Finish** makes the item a permanent reduction. The transaction can no longer be re-opened.
14. **Print two copies** of the completed **TEX-012**. Retain one for your records, and send the second copy to Instructional Materials.

To open an 'In process' EVI-012, refer to the instructions under **Open an In Process EVI-031**.

## Transaction Browser

This link displays the status of all transactions created for items pending in the **Quantity Pending** category of the **District Browser**. The user can set the display by choosing combinations from the pull-down lists. These are view-only screens to allow the district textbook coordinator to track the status of the transactions and to balance out the district inventory against TEA's activity.

Note that the district user will only use the **transaction types, EVI-031, EVI-009, and EVI-012**. The rest of the options on this pull-down menu are for developer use only.

Step	Action
1.	From the <b>Index</b> , under <b>Inventory</b> , click <u>Transaction Browser</u> .

2. Select the **transaction type** and the **status**. Click **Go**.

**Figure 9. Transaction Browser**

The screenshot shows a web interface titled "VISUALLY IMPAIRED Transactions". It has two dropdown menus: "Transaction Type" with "EVI\_012" selected and "Status" with "OPEN" selected. Below the dropdowns is a "Go" button.

**Transaction type**                      **Status**

The image shows two dropdown menus. The left menu is titled "Transaction type" and lists: EVI\_009, EVI\_031, EXPAND\_PROD, COLLAPSE\_PROD, EVI\_009 (highlighted), EVI\_012, CREDIT, RECEIVED, RECEIVE\_ADJUST, CREDIT\_VOID, and ADJUSTMENT. The right menu is titled "Status" and lists: \* (highlighted), \*, CREATED, SUBMITTED, OPEN, RECEIVING, CLOSED, and UNKNOWN.

3. **Ex:** Select **EVI-009**, and \* for “*all statuses*”.  
EMAT displays all **EVI-009** transactions and the status of each.

The screenshot shows the "VISUALLY IMPAIRED Transactions" interface with "Transaction Type" set to "EVI\_009" and "Status" set to "\*". Below the dropdowns is a "Go" button. Below that is a table with the following data:

	ID	Status	Timestamp	Update User
1	<a href="#">180454</a>	CREATED	4/2/2003 0:27:27PM	Windham Carolyn
2	<a href="#">180506</a>	CREATED	4/17/2003 2:12:51PM	Windham Carolyn
3	<a href="#">180514</a>	CREATED	4/23/2003 1:8:32PM	Windham Carolyn
4	<a href="#">180452</a>	SUBMITTED	4/2/2003 0:26:20PM	Windham Carolyn
5	<a href="#">180504</a>	SUBMITTED	4/17/2003 2:12:45PM	Windham Carolyn
6	<a href="#">180505</a>	SUBMITTED	4/17/2003 2:11:50PM	Windham Carolyn

**Statuses:**

- **Created** – indicates the textbook coordinator has created or opened a transaction.
- **Submitted** – indicates the textbook coordinator has clicked **Finish** to submit the transaction to TEA.
- **Closed** – indicates the textbook coordinator has received the books or money and the transaction has been processed.

4. Click the ID link to display a copy of the invoice.

<i>EVI-009</i>										
<i>EVI-009, State EVI Products Sales Invoice</i>										
<b>School District Name:</b> ARP ISD										
<b>School District Number:</b> 212901										
<b>Transaction Number:</b> 180514										
ISBN	Type	Title	Multilist	Price	On-Hand Quantity	On-Hand License	Extension Price	Paying For	Paying For Licenses	Subtotal
039593169X	EVH, Large Type, Version(01)	The Language of Literature, Grade 6	6050	\$239.74,\$.00	0	0	\$ .00	1		\$ .00
<b>Grand Total: \$ .00</b>										

EMAT displays the invoice and shows all historical activity of the transactions on the **EVI-009** form.

Final Draft