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COMMISSIONER

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### **Administrative Procedure # A-H-3**

**Subject:** Selling Hunting and Fishing License

**Effective Date:** 01-31-2014

**Procedure Statement:**

To provide direction for accurate and timely processing and reporting of hunting and fishing license using the EGAL system.

**Definitions:**

EGAL: Electronic Georgia License System

**Procedure:**

1. All hunting and fishing license should be processed using the EGAL system.
  - a. EGAL (including the agent and processing fees) should then be entered as one amount in the Active Point of Sale system using the new H & F License Total product code (7244).
  - b. This product code (7244) will default to \$0 and the total amount from EGAL will need to be entered.
  - c. Check- since all deposits are added together, you may now take only check for entire transaction.
  - d. Credit cards cannot be taken for EGAL transactions made in Active.
2. At the end of the day.
  - a. Active-after locking up, pull up the financials tab in Active. Close out your Financial Session for your active day. Counting down money and putting in any discrepancies. Create a deposit for this financial session. Print out both your close financial session report and your deposit report. Attach all credit card slips to these two (or more) pages.

b. Enter EGAL and print your Agent (daily) report. This is located on the left hand side of the screen, under Reports.

c. With the new accounting processes, the EGAL deposit can now be combined with the standard deposit. It is very important that you have a copy of the Agent report attached with your daily report. This is where you will be pulling your numbers to add to the "Park Weekly Collection-Wire Transfer Report" (attached).

d. Enter in daily revenue to the "Park Weekly Collection-Wire Transfer Report". Enter in Cash/Checks & credit cards, Enter actual cash/Check deposit(this will be your total amount on the financial session so that your same adjustment is shown).

e. Using your Agent report, enter in your hunting and fishing gross sales revenue. Enter in the agent fee that is listed on the agent report. The weekly report will then add up what will be sweep from your account by EGAL.

f. Post each day's sales on the new EGAL weekly recap report. Please note that your organization number entered on the 1st will forward to all other dates.

3. EGAL revenue (except commission) will be swept from your operating account each Thursday according to the sales posted on the EGAL system. You should not wire any EGAL revenue when you do your weekly wire transfer.

a. EGAL revenue should not be posted on the Cash Disbursement Journal.

b. You should not wire any EGAL revenue when you do your weekly wire transfer.

4. Short / Over issues

a. If your EGAL revenue doesn't balance, provide an explanation on the weekly recap report.

b. If your books are short, request reimbursement from Accounts Payable.

5. Be sure to print the daily and weekly EGAL reports promptly. Printing of past daily reports is limited to 10 days. These printed reports are needed for your entry into the EGAL Recap Report in EXCEL. These report are also to be e-mailed to Cash Management at the end of each month:

a. A copy of daily EGAL deposit slips with bank confirmation.

b. A copy of the daily EGAL collection reports.

c. A copy of the EGAL weekly recap reports.

6. Park commissions for EGAL sales are

a. \$.50 per monetary transaction and will be shown on the daily and weekly EGAL reports.

b. This commission will be left in the operating account after the bank swipe removes the amount for the license fee and processing fee.

c. Commission will be added into the total amount to be wire transferred out on your "Parks Weekly Commission-Transfer report". The commission will be transferred out at the end of each week. It is no long necessary to write a check to DNR at the end of each month.

7. The monthly EGAL recap report in EXCEL should be completed in electronic format and emailed to Deborah Tate after the last day of the month. This is separate from the wire transfer report that you are currently doing.

**Authority:** (if applicable)

Not Applicable.

**Attachments:**

Not Applicable.