

Step by Step Instructions: Removing Damaged Merchandise from Inventory

1. Verify that Your Pending Quantities are Complete

- a. Sign into your Active account using Internet Explorer.
- b. Choose Field Manager.
- c. Click on POS at the top right.
- d. Click on the POS Inventory Management tab.

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Park Office

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GA - Park Manager - FORT MCALLISTER STATE HISTORIC PARK - Georgia State Parks

The screenshot shows a software interface for managing inventory. At the top, there are tabs: POS Product Setup, POS Inventory Management (which is highlighted with a red box), POS Inventory Reconciliation, POS Purchase Order, and POS Supplier Setup. Below the tabs are several search and filter fields: Assignment Status (Assigned Products dropdown), Product ID, Product Barcode, Product Name, Product Group (dropdown), Supplier (dropdown), and Inventory Type (dropdown). There are also date filters for 'Qty On Hand <=' and 'Date' (From and To fields), and checkboxes for 'Variable Price', 'Partial Quantity Allowed', and 'Show Product Packages Only'. A 'SEARCH' button is located below these filters. The main area displays a table of products:

<input type="checkbox"/> PRODUCT ID	ASSIGNED	PRODUCT NAME	PRODUCT DESCRIPTION	PRODUCT GROUP	INVENTORY TYPE	SUPPLIER	QTY ON
<input type="checkbox"/> 38050	Yes	CR Bandana	Map Bandana	APPAREL-TAXABLE	Non-Restrictive Inventory	1	8
<input type="checkbox"/> 9572	Yes	FISHES OF NC, SC, & GA	FISHES OF NC, SC, & GA	BOOKS -TAXABLE	Non-Restrictive Inventory	1	6
<input type="checkbox"/> 9581	Yes	SNAKES OF NC, SC & GA	SNAKES OF NC, SC & GA	BOOKS -TAXABLE	Non-Restrictive Inventory	1	8

- e. Check the box for Pending Qty Only and then click Search.

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The screenshot shows the same software interface as the previous one, but with a different search configuration. The 'Pending Qty Only' checkbox in the search filters is highlighted with a red box. The main area displays a table of products:

PRODUCT ID	PRODUCT NAME	OPTIONS	PRODUCT DESCRIPTION	PRODUCT GROUP	INVENTORY TYPE	QTY ON
<input checked="" type="radio"/> 10513	TALES OF THE RAILS	0	TALES OF THE RAILS	BOOKS -TAXABLE	Non-Restrictive Inventory	0
<input type="radio"/> 11338	THE CAPTURE OF ATLANTA AND THE MARCH TO THE SEA	0	PAPERBACK BOOK	BOOKS -TAXABLE	Non-Restrictive Inventory	0

- f. The list that loads are your Pending Qty's. If anything is listed here, you need to refer back to the instructions on "How to Handle Pending Quantities," since there may be products that are both damaged and in the pending quantity list.

2. Remove Damaged Items from Inventory

- a. Once you are sure that none of the damaged products you have are involved in the Pending Qty list, you can begin removing them from your inventory counts.

- b. Navigate to the POS Inventory Management tab, but be sure the box next to Pending Quantities is not checked.

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POS Product Setup **POS Inventory Management** POS Inventory Reconciliation POS Purchase Order POS Supplier Setup

Product ID Product Barcode Product Name Product Group Inventory Type Qty On Hand <= Pending Qty Only

SEARCH

PRODUCT ID	PRODUCT NAME	OPTIONS	PRODUCT DESCRIPTION	PRODUCT GROUP	INVENTORY TYPE	QTY ON
10513	TALES OF THE RAILS	0	TALES OF THE RAILS	BOOKS -TAXABLE	Non-Restrictive Inventory	0
11338	THE CAPTURE OF ATLANTA AND THE MARCH TO THE SEA	0	PAPERBACK BOOK	BOOKS -TAXABLE	Non-Restrictive Inventory	0

- c. Search for the damaged product by the barcode on its label.

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POS Product Setup **POS Inventory Management** POS Inventory Reconciliation POS Purchase Order POS Supplier Setup

STOCK TRANSFERS **INVENTO**

Product ID **Product Barcode** Product Name Product Group Inventory Type Qty On Hand <= Pending Qt:

SEARCH

PRODUCT ID	PRODUCT NAME	OPTIONS	PRODUCT DESCRIPTION	PRODUCT GROUP	INVENTORY TYPE	QTY ON HAND	QTY PENDING ADJUSTMENT
11349	UNIFORMS OF THE CIVIL WAR	0	PAPERBACK BOOK	BOOKS -TAXABLE	Non-Restrictive Inventory	4	

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ADJUST INVENTORY **REQUEST STOCK TRANSFER** **RETURN STOCK**

- d. Once you have the correct item, click on the Adjust Inventory button.

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POS Product Setup **POS Inventory Management** POS Inventory Reconciliation POS Purchase Order POS Supplier Setup

STOCK TRANSFERS **INVENTO**

Product ID Product Barcode Product Name Product Group Inventory Type Qty On Hand <= Pending Qt:

SEARCH

PRODUCT ID	PRODUCT NAME	OPTIONS	PRODUCT DESCRIPTION	PRODUCT GROUP	INVENTORY TYPE	QTY ON HAND	QTY PENDING ADJUSTMENT
11349	UNIFORMS OF THE CIVIL WAR	0	PAPERBACK BOOK	BOOKS -TAXABLE	Non-Restrictive Inventory	4	

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ADJUST INVENTORY **REQUEST STOCK TRANSFER** **RETURN STOCK**

- e. You will need to enter the following information into the fields shown below:
- Supplier: Choose the vendor you purchase the product from in the drop-down menu
- Date Supplies Received: The date the item was damaged or today's date
- Cost per Unit: The system does not allow entry in this field, so leave it blank
- Adjustment Action: Choose Decrease Inventory from the drop-down menu
- Adjustment Qty: Enter the number of this product you have that are damaged
- Adjustment Reason: Choose Damage from the drop-down menu
- Notes: Give as much information as possible about what led to the damage.

Adjust Inventory

Inventory	
Average Cost	13.64
Supplier	UGA PRESS
Date Supplies Received	Tue May 23 2017
Cost Per Unit	
Adjustment Action	Decrease Inventory
Adjustment Qty	1
Adjustment Reason	Damage
Notes	Water leak in retail area soaked book; it is no longer suitable to sell to our guests.

OK **CANCEL**

- f. Review your entries and click OK.
- g. Repeat this process for each damaged item you have.
- h. According to policy, damaged items must be discarded. If the item has a logo or park name on it, the logo should be destroyed prior to discarding the item.