

## **Step by Step Instructions: Merchandise Transfers**

### **1. Scenarios Where Transfer Form is Needed**

- a. A park near you runs out of an important retail item before a busy holiday weekend, so you assist them by sending part of your inventory to their site.  
**Ex.** Two days before Memorial Day weekend, your neighbor park runs out of bottled water and cannot get a delivery from Coke in time for the weekend. You have sufficient bottled water on site, so they come pick up the product from your inventory.
- b. A product is not selling well at your site, but another park sells lots of that item, so you send your over-stocked product to that site to be sold.  
**Ex.** Your site decided to try selling ENO hammocks, but your clientele has not purchased any of the product after several months of having it available. Another park cannot keep ENO products in stock, so you send your over-stocked inventory to their site for sale.
- c. Your site would like to try a new product line, but does not have an account with the new vendor. You contact another park that already works with that vendor, and they place your small order along with their own order.  
**Ex.** ENO requires a \$1,000 order to establish a new account, but your site cannot afford to invest that amount of money to test a new retail product. Your neighbor park has an account and will place an order soon, so you have them add a small amount of products to their order to sell at your site.
- d. In all of these scenarios, product changed sites, so the cost of that product needs to be sent to the site that will earn the money from the sales.

### **2. Complete a Transfer Form**

- a. If your site does not have a blank transfer form like the one pictured below, contact the Retail Department.

	A	B	C	D	E	F	G	H	I	J	K
1	DEPARTMENT OF NATURAL RESOURCES										
2	TRANSFER SHIPPING DOCUMENT										
3											
4	Business Unit		46200					GROUP	ACTUALS		
5	Journal ID							SOURCE	MAN		
6											
7	PART A										
8	Transfer	ACCOUNT	FUND	ORGANIZATION	FUND SRCE	PROGRAM	SUBCLS	PROJECT	DEBIT	CREDIT	Budget date
9											
10	TO	610060	10100	#1	60000	3420601	781	08001	0.00		
11	FROM	610060	10100	#2	60000	3420601	781	08001		0.00	
12											
13	DO NOT WRITE IN SHADED AREAS										
14											
15	PART B										
16		Description		Serial Number	Decal Number	Purchase Date	Source Reference	Quantity	COST	Cost Extension	
17	1	#3	#4	#5				#6	#7	0.00	
18	2									0.00	
19	3									0.00	
20	4									0.00	
21	5									0.00	
22	6									0.00	
23	7									0.00	
24	DO NOT USE SHADED AREAS										
25										Total	0.00
26	Complete Part B first, then complete Part A (TO line) with organization number of gaining supervisor and total from cost extension.										
27	Complete the (FROM line) with the losing supervisor organization number and the total from cost extension. Losing supervisor prepare										
28	(5) copies. Retain copy no. 5 for suspense, sign and forward (4) copies to gaining supervisor. Gaining supervisor will verify and sign copies										
29	and distribute (1) to each: Cash management, Losing organization, Supervisor Authorizing Transfer and Gaining Supervisor.										
30											
31	Park	#8				Park	#9				
32	Name					Name					
33	Mgr					Mgr					
34											
35	LOSING SUPERVISOR SIGNATURE/DATE						GAINING SUPERVISORS SIGNATURE/DATE				
36											
37	PC FORM 3, REV10/8/99 Modified_2014										

- b. Enter the following information in the corresponding, yellow highlighted cells indicated above.
  - 1. The budget code for the park that is receiving the merchandise; will be charged a debit on their budget.
  - 2. The budget code for the park that is giving the merchandise away; will receive a credit on their budget.
  - 3. The name of the product.
  - 4. If additional information is needed about the product, describe it here.
  - 5. Use the product's barcode here to ensure correct items are identified.
  - 6. The number of that product that is being transferred.
  - 7. The amount per item that was paid to the vendor for the products that are being transferred. (Repeat steps 3-7 on the additional lines as necessary.)
  - 8. Park's Name and typed name of the Park Manager at the site that is giving the merchandise away.
  - 9. Park's Name and typed name of the Park Manager at the site that is receiving the merchandise.
- c. The form will automatically total the cost of the merchandise, but double-check that the amounts are correct, and then print the form.
- d. Have the Park Manager sign and date the form in the area indicated.
- e. Scan and email the signed form to the Park Manager who will receive the transferred merchandise.

### **3. Submit Signed Form to Accounting Office**

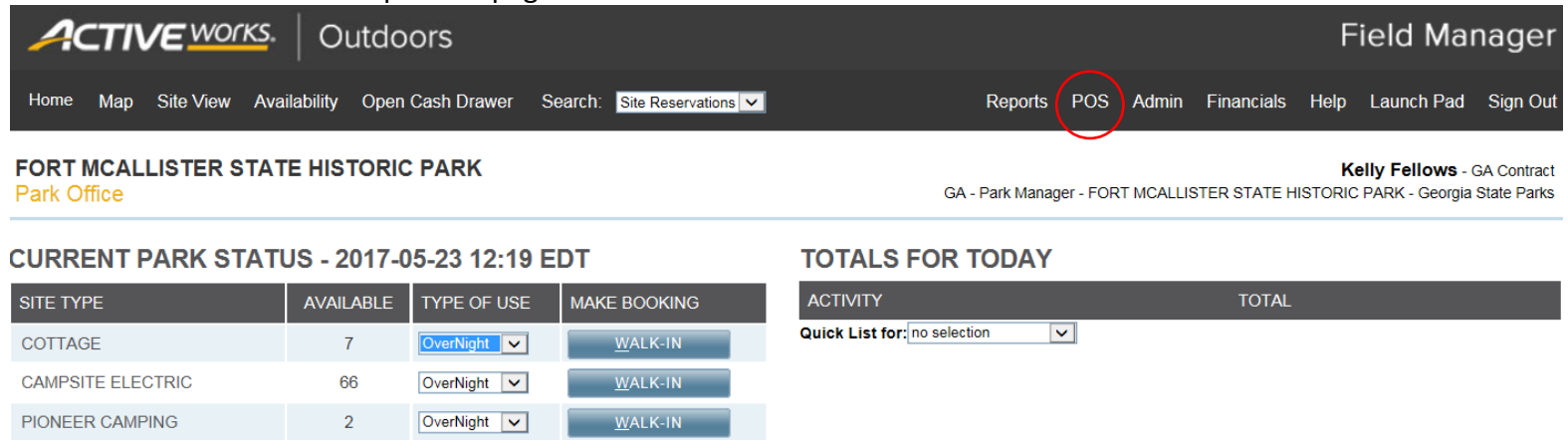
- a. Once both Park Managers have signed the form, the receiving park should scan the form, and email a copy to the following people:
  - 1. Kim Owens: kim.owens@dnr.ga.gov
  - 2. Penny Dunn: penny.dunn@dnr.ga.gov
  - 3. Losing Park Manager

### **4. Update Site Inventory in Active POS System**

- a. Now that the Accounting aspect of the merchandise transfer is complete, it is still necessary to adjust inventory counts at each site so that their on-hand quantities of the products are accurate.

## Losing Site Instructions

- b. Using Internet Explorer, login to your Active POS account, and enter Field Manager.
- c. Choose the POS tab at the top of the page.



**ACTIVE works** | Outdoors Field Manager

Home Map Site View Availability Open Cash Drawer Search: Site Reservations

Reports **POS** Admin Financials Help Launch Pad Sign Out

**FORT MCALLISTER STATE HISTORIC PARK**  
Park Office

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

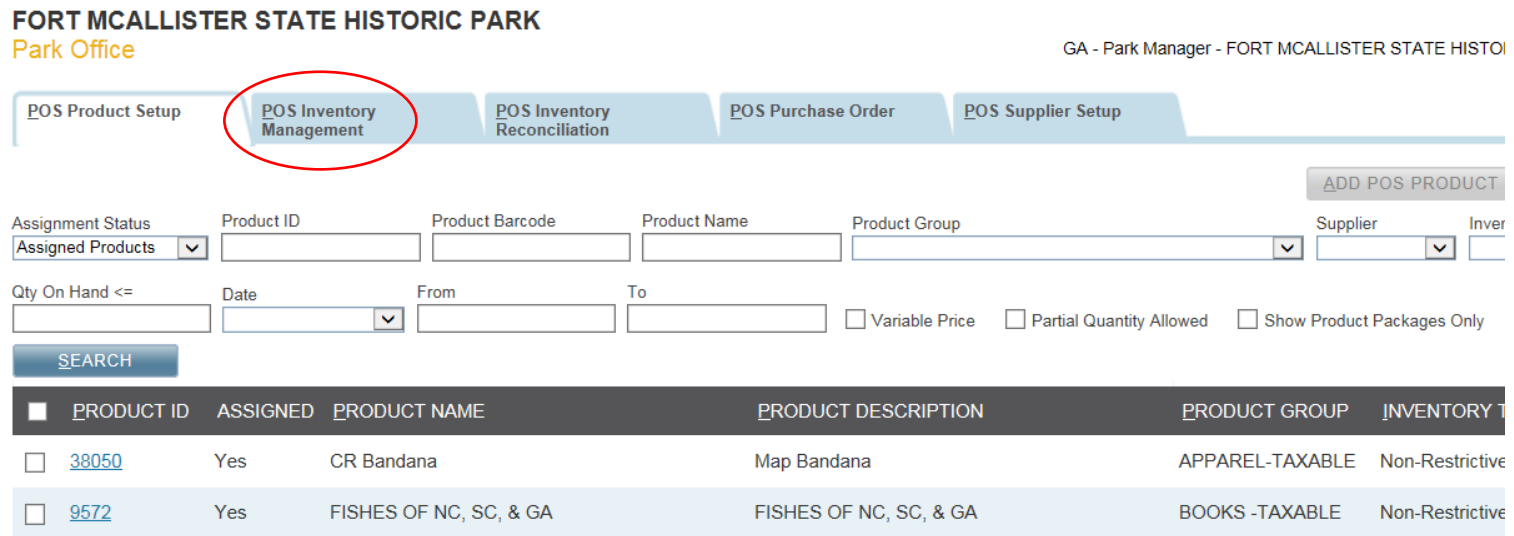
**CURRENT PARK STATUS - 2017-05-23 12:19 EDT**

SITE TYPE	AVAILABLE	TYPE OF USE	MAKE BOOKING
COTTAGE	7	OverNight	<a href="#">WALK-IN</a>
CAMPSITE ELECTRIC	66	OverNight	<a href="#">WALK-IN</a>
PIONEER CAMPING	2	OverNight	<a href="#">WALK-IN</a>

**TOTALS FOR TODAY**

ACTIVITY	TOTAL
Quick List for: no selection	

- d. Click on the POS Inventory Management tab.



**FORT MCALLISTER STATE HISTORIC PARK**  
Park Office

GA - Park Manager - FORT MCALLISTER STATE HISTORIC PARK

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

[ADD POS PRODUCT](#)

Assignment Status: Assigned Products

Product ID:  Product Barcode:  Product Name:  Product Group:  Supplier:  Inver:

Qty On Hand <=  Date:  From:  To:

☐ Variable Price ☐ Partial Quantity Allowed ☐ Show Product Packages Only

[SEARCH](#)

PRODUCT ID	ASSIGNED	PRODUCT NAME	PRODUCT DESCRIPTION	PRODUCT GROUP	INVENTORY T
<input type="checkbox"/> <a href="#">38050</a>	Yes	CR Bandana	Map Bandana	APPAREL-TAXABLE	Non-Restrictive
<input type="checkbox"/> <a href="#">9572</a>	Yes	FISHES OF NC, SC, & GA	FISHES OF NC, SC, & GA	BOOKS -TAXABLE	Non-Restrictive

- e. Search for the product you transferred by entering its product ID number, barcode, or name.

**FORT MCALLISTER STATE HISTORIC PARK**  
Park Office

Kelly Fellows - GA Con  
GA - Park Manager - FORT MCALLISTER STATE HISTORIC PARK - Georgia State P

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

Product ID: 11342 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
<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
<input type="radio"/> 11339	THE CIVIL WAR IN GEORGIA	0	PAPERBACK BOOK	BOOKS -TAXABLE	Non-Restrictive Inventory	0
<input type="radio"/> 11340	THE GOLDEN ISLES OF GEORGIA	0	PAPERBACK BOOK	BOOKS -TAXABLE	Non-Restrictive Inventory	6

- f. Verify that you have the correct product and click on Adjust Inventory.

**FORT MCALLISTER STATE HISTORIC PARK**  
Park Office

GA - Park Manager - FORT MCALLISTER S1

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

Product ID: 11342 Product Barcode: Product Name: Product Group: Inventory Type: Qty

SEARCH

PRODUCT ID	PRODUCT NAME	OPTIONS	PRODUCT DESCRIPTION	PRODUCT GROUP	INVENTORY TYPE	QTY ON HA
<input checked="" type="radio"/> 11342	THE SAVANNAH COOKBOOK	0	THE SAVANNAH COOKBOOK	BOOKS -TAXABLE	Non-Restrictive Inventory	0

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ADJUST INVENTORY REQUEST STOCK TRANSFER RETURN STOCK

- g. Complete the fields as follows:

Supplier: The company where you purchased the product.

Date Supplies Received: Date the Park Manager signed the transfer form.

Cost Per Unit: The system does not allow an entry in this field, so leave it blank.

Adjustment Action: Choose Decrease Inventory from the drop-down menu.

Adjustment Qty: The total number of that product you sent to the other park.

Adjustment Reason: Choose Other from the drop-down menu.

Notes: Enter a very specific note that tells where the product was transferred and the date that the transfer form was submitted to the Accounting Office.

### FORT MCALLISTER STATE HISTORIC PARK

Park Office

GA - Park Manager - FC

POS Product	Product ID	Product Name	Product Description	Product Group	Inventory Type	Qty On Hand
	11342	THE SAVANNAH CC	THE SAVANNAH CC	BOOKS - TAXABLE	Non-Restrictive Inventory	0.0

Adjust Inventory

<b>Inventory</b>	
<b>Average Cost</b>	<input type="text" value="10.8"/>
<b>Supplier</b>	<input type="text"/> ▼
<b>Date Supplies Recieved</b>	<input type="text"/>
<b>Cost Per Unit</b>	<input type="text"/>
<b>Adjustment Action</b>	<input type="text"/> ▼
<b>Adjustment Qty</b>	<input type="text"/>
<b>Adjustment Reason</b>	<input type="text"/> ▼
<b>Notes</b>	<input type="text"/>

OK

CANCEL

- h. Review your entries for accuracy and then click Ok.

### FORT MCALLISTER STATE HISTORIC PARK

#### Park Office

POS Product	Product ID	Product Name	Product Description	Product Group
	11342	THE SAVANNAH CC	THE SAVANNAH CC	BOOKS -TAXABLE

Adjust Inventory

<b>Inventory</b>	
<b>Average Cost</b>	10.8
<b>Supplier</b>	UGA PRESS
<b>Date Supplies Recieved</b>	Tue May 23 2017
<b>Cost Per Unit</b>	
<b>Adjustment Action</b>	Decrease Inventory
<b>Adjustment Qty</b>	8
<b>Adjustment Reason</b>	Other
<b>Notes</b>	<p>Eight of these books were transferred to Sweetwater Creek State Park. The merchandise transfer form was submitted to Kim Owens in the Accounting Office on May 23, 2017.</p>

OK
CANCEL

- i. Repeat steps e-h for all products that you transferred.

### Receiving Site Instructions

- Verify the quantities of each product that you received.
- If you have not sold this product at your store before, assign the product to your store, giving it the retail price you want to charge for the item.

- c. If you have not purchased from this vendor before, assign the vendor that the losing site purchased the products from to your store.
- d. Assign the product to that vendor.
- e. Write a purchase order for the products that you received.
- f. Enter a note in the Internal Notes box on your purchase order that explains the transfer details.

Purchase Order		PO #	Supplier Name	Items Ordered
		NEW		0

Purchase Order Details						
Supplier Name	Date of Purchase	Supplier Order Number	Start Shipping Date	Required Shipping Date	Buyer	
UGA PRESS	Tue May 23 2017				Kelly Fellows	
Payment Terms	Payment Method	Shipping Method	FOB Point	Freight Terms		
Net 80	Check	Other				
Ordering Address		Ship To Address				
Supplier: UGA PRESS 320 South JACKSON Street ATHENS Georgia 30602 C/O: Brenda Adams		FORT MCALLISTER STATE HISTORIC PARK 3894 FT. MCALLISTER ROAD RICHMOND Georgia 31324				
Supplier Notes		Internal Notes				
		Items received from Fort McAllister State Park. Transfer form submitted to Kim Owens in the Accounting Office on May 23, 2017.				

PRODUCT ID	OPTIONS	PRODUCT CODE	SUPPLIER PRODUCT CODE	PRODUCT NAME	PRODUCT BARCODE	SIZE	COLOR

- g. Receive the items on your PO.
- h. Close your PO when you see the debit on the park budget report.