



MARK WILLIAMS  
COMMISSIONER

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DIRECTOR

## Administrative Procedure # A - R - 5

**Subject:** Retail Physical Inventory Counted By Scanpal using the Active POS System

**Effective Date:** May 9, 2014

**Procedure Statement:** To provide process for preparing and submitting Quarterly Physical Inventory – using the Active POS System along with the Scanpal.

### **Definitions:**

**Physical Inventory:** To physically count all your merchandise and make a correct record of it.

**Quarterly:** Count every three months.

**Procedure:** Quarterly Physical Inventory is to be completed at the end of each fiscal quarter using the Scanpal to take the inventory. (Sept., Dec., March, June). Currently Active is sending all reporting to Accounting once inventory is completed. Active pulls statewide inventory at 6:00 P.M. the last date of the month.

### **Authority:** (if applicable)

O.C.G.A. XXXXXXXX  
DNR RULES XXXXXXXXXX

### **Attachments:**

Attachment 1 – Step by Step Instructions on Georgia State Parks and Historic Sites – Active Inventory with the Scanpal. This includes all golf shops since they are counted in with the parks where they are located.

Attachment 2 – Transfer Form

# Step by Step Detailed Instructions on Georgia State Parks and Historic Sites

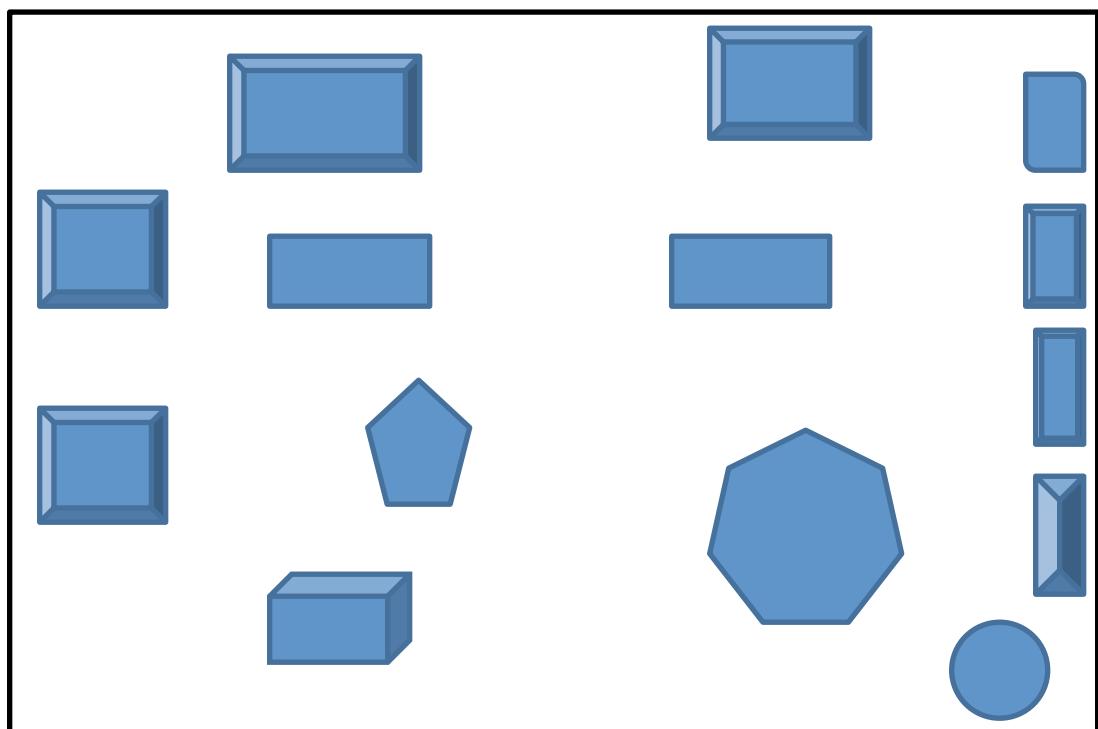
## Active Inventory

### Inventory Prep Procedures

1. Schedule your staff/volunteers well in advance so you will have enough people to count your merchandise and assist with the following steps.
2. Clean up the store and stockroom, placing as many like items together for ease of counting.
3. Mark all **DNI** (DO NOT INVENTORY) merchandise and separate it away from the merchandise you need to count.
4. Create a map of your store and stockroom placing your fixtures on the map.
5. You may choose to count your stockroom the day before you count the sales floor.

**DNI**

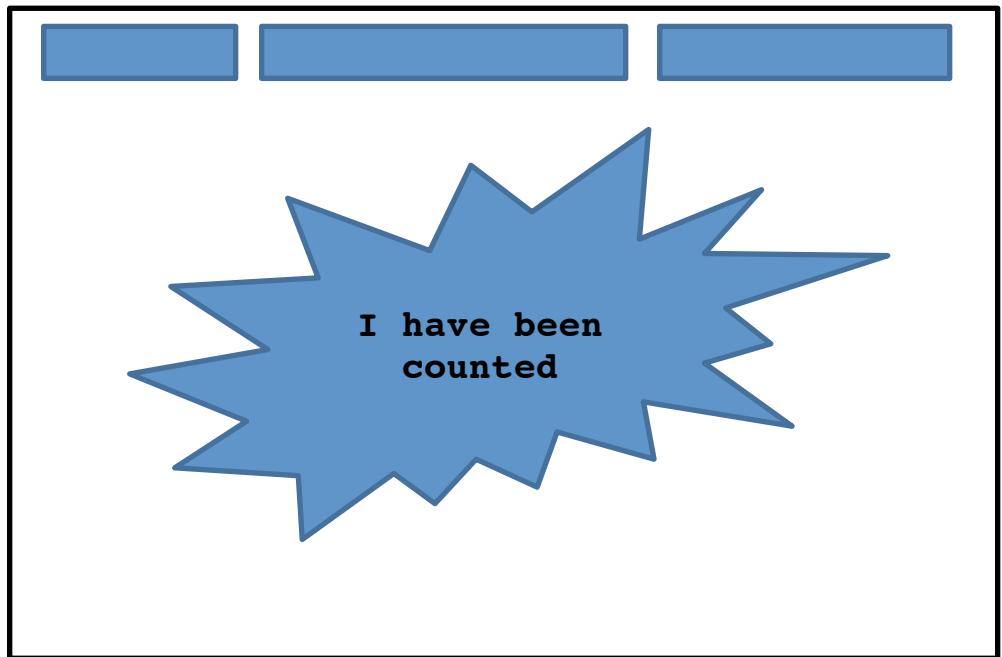
Store



6. Mark off units after you have counted them. Count right to left top to bottom. Mark shelves after counting example below and remove the tags and return your merchandise to their proper places. :

7.

## Stockroom



### Active POS System Inventory Prep

1. All Merchandise must be in the Active POS System
2. All Items must have the correct Product Group, Class and Sub-Class
3. All Merchandise must be marked Inventory Type – Non-Restrictive
4. All Merchandise must be assigned to your location
5. All Merchandise must be assigned to a Supplier
6. All Merchandise must have a cost and retail

## Day of the Inventory

Sign on to your Active Account

Click on Field Manager

Click on POS

The screenshot shows the activeworks Field Manager interface. At the top, there's a navigation bar with links for Reports, POS, Admin, Help, Launch Pad, and Sign Out. A red arrow points to the 'POS' link. Below the navigation, it says 'Penny Dunn - GA Contract GA - POS Coordinator - CHATTAHOOCHEE BEND - Georgia State Parks'. The main content area includes sections for 'CURRENT PARK STATUS - 2013-04-18 14:42 EDT', 'ACTIVITY', and 'TOTALS FOR TODAY'. The 'TOTALS FOR TODAY' section contains a 'QUICK POS SALE' table with items like PARKPASS DAILY, FRIENDS INDIV MEMBERSHIP, and FRIENDS SENIOR INDIV.

Click on POS Inventory Reconciliation (3<sup>rd</sup> Blue Tab)

The screenshot shows the activeworks Field Manager interface again, but this time the 'POS Inventory Reconciliation' tab is highlighted with a red circle. The page displays a detailed product inventory list. The columns include Product ID, Product Name, Product Description, Product Group, Inventory Type, Qty On Hand, and Physical Qty On Hand. The list contains various items such as 12M BLACK BEAR CREEPER, 12M LADYBUG CREEPER, and 15 OZ MUG BLACK CHATTahoochee BEND SKETCH.

# Print Inventory List

The screenshot shows the 'Field Manager' section of the activeworks software. At the top, there are tabs for 'POS Product Setup', 'POS Inventory Management', 'POS Inventory Reconciliation', 'POS Purchase Order', and 'POS Supplier Setup'. The 'POS Purchase Order' tab is active. Below the tabs is a search bar with fields for 'Product Barcode', 'Product Name', 'Product Group', 'Inventory Type', and 'Qty On Hand <>'. A 'Go' button is located to the right of the search bar. In the center, there is a table listing various products with columns for Product ID, Product Name, Product Description, Product Group, Inventory Type, Qty On Hand, and Physical Qty On Hand. The table contains approximately 15 rows of data. At the bottom of the table, there are several buttons: 'PRINT INVENTORY LIST' (circled in red), 'IMPORT INVENTORY FILE', 'RECONCILE PHYSICAL INVENTORY', 'VIEW INVENTORY FILE LOG', and 'VIEW INVENTORY RECONCILIATION LOG'. The status bar at the bottom right shows '100%' and the time '9:09 AM'.

Opens a new window and then click the print button

The screenshot shows a Microsoft Word document titled 'Document1 - Microsoft Word'. The Word ribbon is visible at the top. A PDF file titled 'POS Inventory List Report (OPS-POS-002)' is embedded in the Word document. The PDF contains a table of inventory items with columns for Product ID, Product Name, Product Description, Product Group, Barcode, Current Qty. In hand, and Physical Qty. In hand. The PDF also includes filters for Location (CHATTahoochee BEND), Product Group (All), and Inventory Type (Non-Restrictive Inventory, Restrictive Inventory). The status bar at the bottom right shows 'Page: 4' and '9:31 AM'.

Next assign your staff per your map to the areas you want them to count. You might want to add additional columns so you will have a place on your count sheet for the sales floor, stockroom, under stock and total. Write your count on your sheets and then make sure everything has been counted total your count sheets.

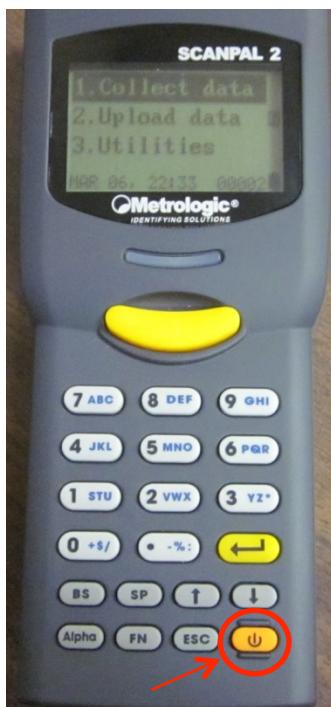
**Note: You will need to count your damages and any transfers you made (unless you have already entered your inventory and followed proper procedures to remove the damages and transfers from your inventory.)**

If you will be using Scan Pal use these instructions for counting:

#### ActiveWorks Instructions

##### ScanPal

- In order to enter your inventory using the ScanPal, you must first note the following things:
  - This inventory process is based on the UPC/ Barcode for each product. If a product does not have a barcode, you must generate one. This can be done using the Zebra Printer. Most products that lack a barcode (ex. Firewood) already have a barcode generated and can be found on the cheat sheet located at the park register. If you do not have one you should create one and keep it by the register.
  - The ScanPal does not like short UPC codes, or barcodes that are printed in very large format price labels. If an item will not scan correctly, or at all, you will have to enter it manually (discussed later).
  - It's a good idea to spend some time before inventory day looking through you're products to identify which products may be a problem.
- The first step is to turn the ScanPal on by pressing the orange button at the bottom right part of the keypad.



- Now, before you scan a single item, you need to make sure that all data from any previous inventory counting has been erased.

- In order to erase all previous data, use the up/down arrows and scroll main screen selection to “Utilities,” and press the enter button (Yellow button with the arrow pointing left).



- This will open the system utilities. Scroll down to #3 (Delete Data) and press enter.
- This will open up a selection of options to delete. Scroll to the #1 (All Data) and press the enter button. You will then be asked if you're sure, select #1 (Yes), and press enter.
- Now, you're ready to begin collecting your data. After you've deleted all previous data, it will bring you back to the default screen. Select option #1 (Collect Data), and press enter.
- To scan each barcode, press the large yellow button at the top of the device.

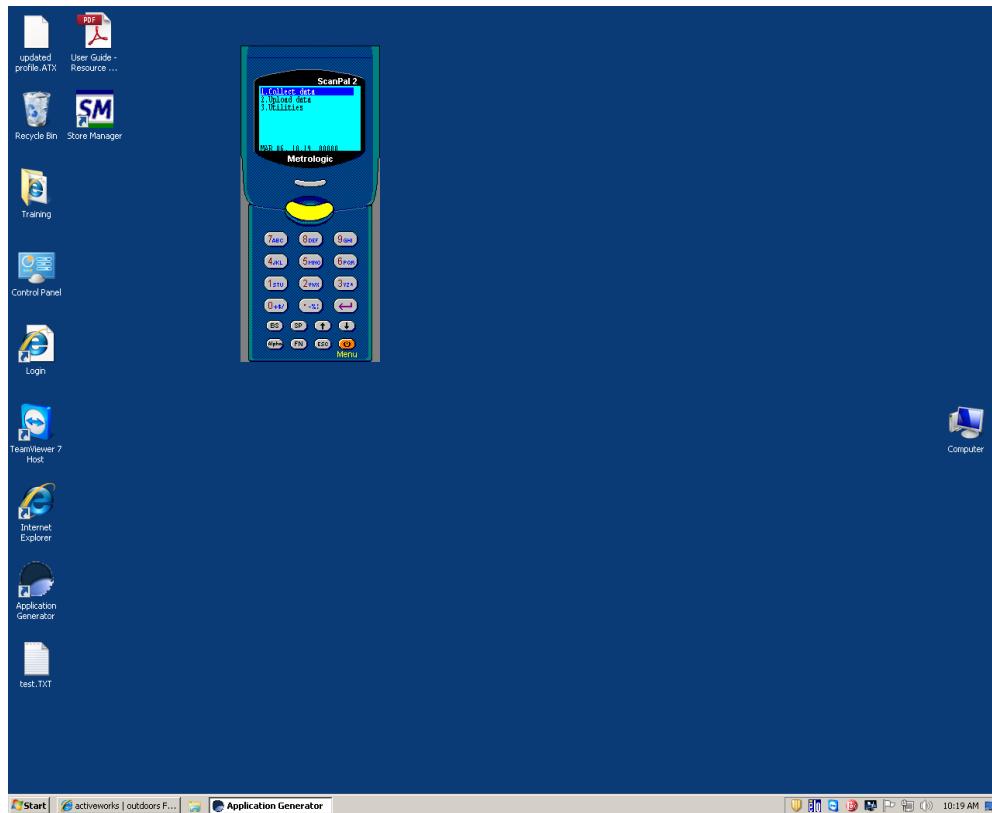


- Hold the red line over each UPC/ Barcode and it should accept the barcode and beep.
  - If the barcode will not scan, try holding the red line over the UPC at a few different angles.
  - If that does not work, you will have to enter the UPC in manually.
    - To enter the UPC manually, simply use the numbers on the keypad to type to UPC, and press the enter key after you're done (if you make a typo, simply press the "BS" button to back space).
- Now that you've scanned or entered the UPC, the cursor will move to the next line next ("qty"). Enter the number of items you have on hand for this item and press the enter key. This will accept the data.
- Continue this process until all items in your inventory have been recorded.
  - Using this method, you must scan every item (even the ones where there is no variance.)
  - Do not scan the same item more than once if you can help it; it will make things easier later on.
  - If you make an error, make a note of it (specifically which product and UPC the error is on), and you will have a chance to correct it later.
- Now that you've scanned every single item in your inventory it's time to upload the data.
  - There's only one computer that this can be done on and that is the register on the right side of the main counter.
- Plug the serial port into the back on the computer, and then connect the ScanPal to the other end of the cable. Make sure to press the button on the connector to connect and release the device.

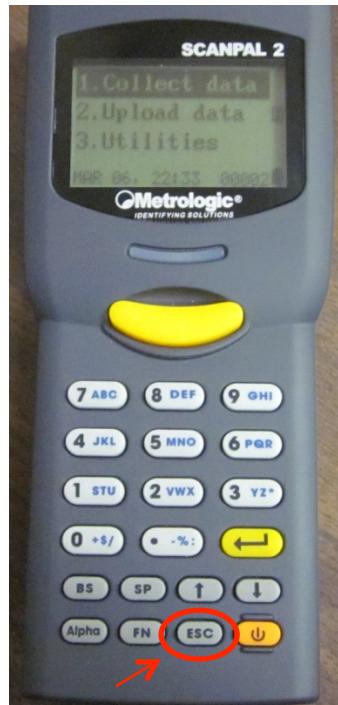
- Navigate to the program titled, “Application Generator,” on the main screen.



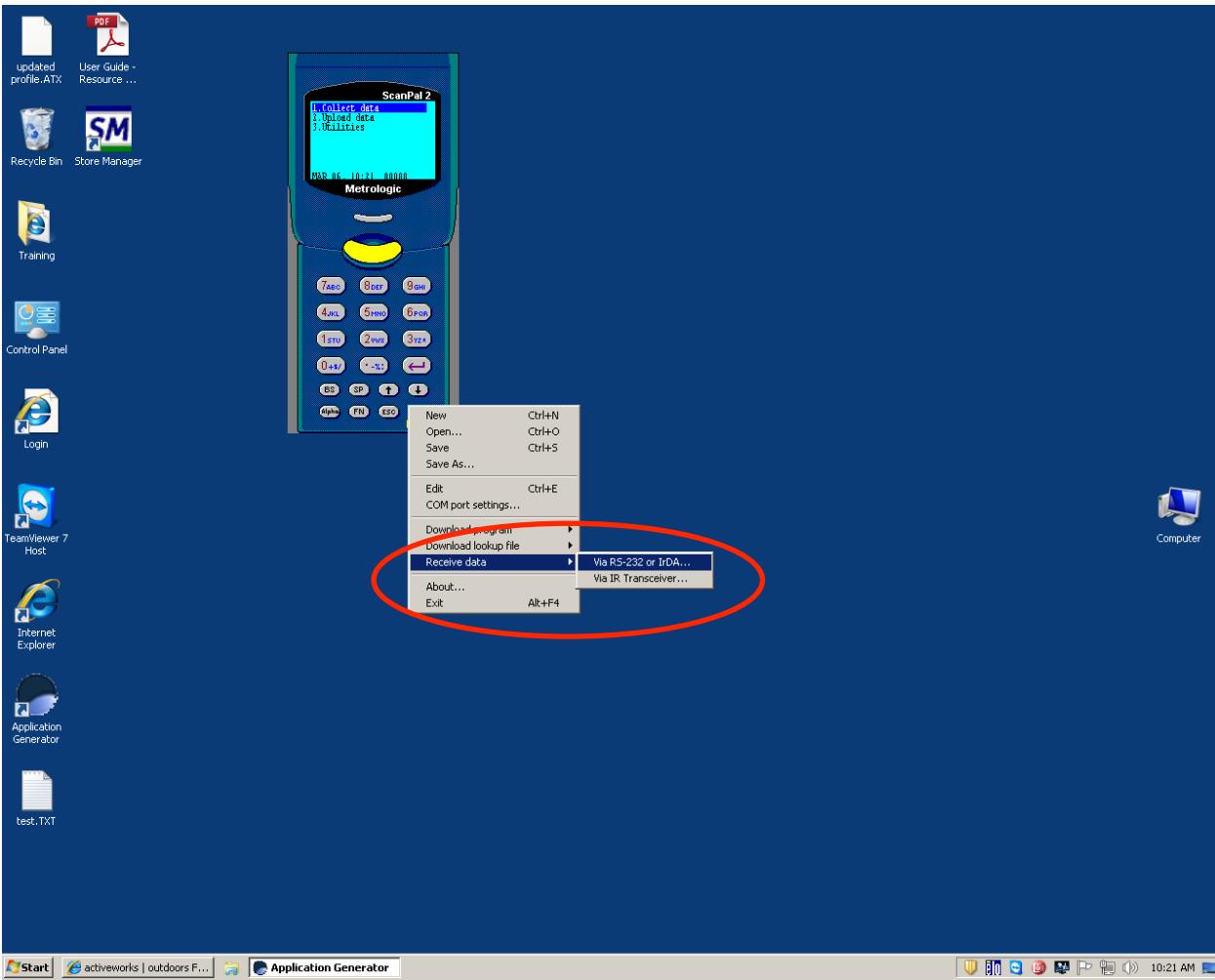
- Open the program and it will bring up a screen that looks just like the ScanPal.



- Now, on the actual ScanPal device, press the “Esc,” button to return to the main screen.



- Scroll to the #2 selection (Upload Data), and press enter. The screen will change and indicate that it is trying to connect.
- Now, return to the Application Generator program, and using the mouse, click on the orange power button on the bottom right side of the digital image of the ScanPal.
- This will open a menu selection. Scroll down to the option to “Receive Data,” and on the sub-menu click on the option for “Via RS-232 or IrDA...”



- You will then be prompted where you want to save your data, and what you want to call it. Fill out that information and press “Save.” (Saving it to the desktop is a good spot).
- You’ll then receive a prompt that the data has been received and it will ask you if you want to view it. Click yes and it will open your data in a NotePad .txt document.

test - Notepad

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File Edit Form View Help
55555, 2, 2013/12/16, 03:49:00
100000900, 2, 2013/12/16, 04:25:54
307660741206, 3, 2013/12/16, 04:32:48
032413000092, 25, 2013/12/16, 04:33:21
783000000000, 2, 2013/12/16, 04:33:56
047400064119, 5, 2013/12/16, 04:59:01
070158000054, 2, 2013/12/16, 05:05:28
793000000000, 2, 2013/12/16, 05:05:56
2754117, 2, 2013/12/16, 05:07:15
61417, 5, 2013/12/16, 05:41:22
342400, 3, 2013/12/16, 05:44:11
342400, 5, 2013/12/16, 05:48:39
71574, 5, 2013/12/16, 05:49:29
0819476460, 2, 2013/12/16, 05:49:52
014300000000, 2, 2013/12/16, 05:50:14
82608, 2, 2013/12/16, 05:50:28
303310004, 3, 2013/12/16, 23:22:37
195133225549, 2, 2013/12/16, 22:06:09
195133225549, 2, 2013/12/16, 22:06:19
72138, 2, 2013/12/16, 22:32:30
014300000000, 2, 2013/12/16, 22:32:35
84368, 3, 2013/12/16, 22:32:40
31884, 2, 2013/12/16, 22:32:50
0210000010875, 5, 2013/12/16, 23:01:07
0380000311109, 5, 2013/12/16, 23:01:16
0210000010875, 5, 2013/12/16, 23:01:28
0219000078628, 2, 2013/12/16, 23:01:45
070700293806, 2, 2013/12/16, 23:02:06
050700293806, 2, 2013/12/16, 23:03:40
041258213698, 2, 2013/12/16, 23:03:48
034856017981, 2, 2013/12/16, 23:04:08
0520000124884, 2, 2013/12/16, 23:04:16
034856017981, 2, 2013/12/16, 23:04:27
04144106264, 2, 2013/12/16, 23:04:37
022000159335, 5, 2013/12/16, 23:04:44
038000356216, 2, 2013/12/16, 23:04:50
04144106264, 2, 2013/12/16, 23:05:02
040400037448, 2, 2013/12/16, 23:05:02
040400037448, 2, 2013/12/16, 23:05:08
064144106264, 2, 2013/12/16, 23:05:15
050000000000, 2, 2013/12/16, 23:05:20
3772403, 2, 2013/12/16, 23:05:26
050209034740, 5, 2013/12/16, 23:07:27
046295056049, 5, 2013/12/16, 23:07:31
382810000000, 2, 2013/12/16, 23:08:53
71928, 2, 2013/12/16, 23:13:39
71928, 2, 2013/12/16, 23:13:43
050209034740, 5, 2013/12/16, 23:09:52
854365741796, 2, 2013/12/17, 22:21:52
303310004, 3, 2013/12/17, 23:24:34
401010, 2, 2013/12/17, 22:26:52
342460, 45, 2013/12/17, 22:26:43

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- This is now you’re chance to go back through and correct any errors you made in data entry that were made (either by the wrong quantity on hand, or wrong UPC)

- This is why when you make an error, you have to make note of the UPC because this screen only records the UPC that was entered, the quantity on hand, the date and time. You'll have to search for the UPC in order to find your item that needs correction.
- Since this is a text document, you can change the numbers if you need to and save the file.
  - Note: If you need to make any changes to this document, make absolutely sure that you do not change any of the formatting; including small things like commas and spacing between characters.
- Now, e-mail this file to Penny Dunn ([penny.dunn@gadnr.org](mailto:penny.dunn@gadnr.org)) and Gary Metzler, ([Gary.Metzler@activenetwork.com](mailto:Gary.Metzler@activenetwork.com)). Make sure you tell him how many files you are turning in, some locations such as parks with a golf course or larger stores may have 2 scanpals. Please note when Active uploads the files it will combine the same product into one entry. Active will upload this data into the system for your further review, so you may have fewer items than what your scanpal has listed due to the same item scanned multiple times being combined into one number.
- After Active has loaded the data, you will more than likely get an e-mail with all of the "kick-backs." This is any UPC was part of this data you sent, but not active in your inventory. You will have to go back and find which products these are, and enter the counts manually (if there is a variance), via the procedures for manual inventory entry.
  - I wish there was an easier way I could tell you to do this part of it, but there isn't. You'll just have to do your best to identify which products these are based on the UPC code. In general, you can narrow it down by looking at the first couple of numbers in the UPC. Generally items that come from the same company have the same first couple of numbers.
- If the "kick-back" was a result of an incorrectly typed UPC, then you'll just have to enter the quantity on hand. If you're certain of the barcode, and the product is not in your inventory, you'll have to add the product.
- The e-mail you will get back from Active that will look something like this:

**Etowah Indian Mound**

One file 175 records

Data consolidated and 169 records imported, 4 exceptions

41917288	25/Mar/2014 12:21	Barcode does not exist in system	04904500	0
41917289	25/Mar/2014 12:21	Barcode does not exist in system	767548120225	4
41917290	25/Mar/2014 12:21	Barcode does not exist in system	78000082401	4
41917291	25/Mar/2014 12:21	Barcode does not exist in system	9781441072245	12

**Gary Metzler, Technical Account Manager**

ACTIVE Network | Outdoors

Mobile: 301-268-4405

- After you've resolved all kick-backs, you're ready to complete your inventory.
- Navigate to the "POS," tab in Field Manager

The screenshot shows the ACTIVEworks Field Manager interface for Hard Labor Creek State Park. The top navigation bar includes links for Home, Map, Availability, Open Cash Drawer, Search, Site Reservations, Reports, POS (highlighted with a red circle and arrow), Admin, Financials, Help, Launch Pad, and Sign Out. The user is identified as Tim Logan - GA Contract, GA - Park Manager - HARD LABOR CREEK STATE PARK - Georgia State Parks.

## HARD LABOR CREEK STATE PARK

CURRENT PARK STATUS - 2014-03-05 16:42 EST

SITE TYPE	AVAILABLE	TYPE OF USE	MAKE BOOKING
GROUP CAMP	4	OvenNight ▾	ALK-IN
COTTAGE	20	OvenNight ▾	ALK-IN
BUDDY CAMPSITES	1	OvenNight ▾	ALK-IN
MEETING ROOM	1	Day ▾	ALK-IN
HORSE STABLES	31	OvenNight ▾	ALK-IN
CAMPSITE EQUESTRIAN	12	OvenNight ▾	ALK-IN
TENT/POP UP CAMPSITES	9	OvenNight ▾	ALK-IN
GROUP SHELTER	2	Day ▾	ALK-IN
PICNIC SHELTER	4	Day ▾	ALK-IN
PIONEER CAMPING	4	OvenNight ▾	ALK-IN
CAMPSITE ELECTRIC	34	OvenNight ▾	ALK-IN

TOTALS FOR TODAY

ACTIVITY	TOTAL
Check-ins	0
Check-outs	2
No-Shows	0

Quick List for: no selection

## ACTIVITY

ACTIVITY	TOTAL	MAKE BOOKING
Check-ins	0	
Check-outs	2	
No-Shows	0	

[https://orms.reserveamerica.com/FieldMgr/do/orms\\_session\\_id=CE588F51-5AB6-4694-B51A-8A0C69DFF59F&e\\_frameName=order#..](https://orms.reserveamerica.com/FieldMgr/do/orms_session_id=CE588F51-5AB6-4694-B51A-8A0C69DFF59F&e_frameName=order#..)

- Then navigate to the “POS Inventory Reconciliation” tab

The screenshot shows the ACTIVEworks Field Manager interface for Hard Labor Creek State Park. The top navigation bar includes links for Home, Map, Availability, Open Cash Drawer, Search, Site Reservations, Reports, POS (highlighted with a red circle and arrow), Admin, Financials, Help, Launch Pad, and Sign Out. The user is identified as Tim Logan - GA Contract.

The current tab is "POS Inventory Reconciliation". The interface includes search filters for Product ID, Product Barcode, Product Name, Product Group, Supplier, and Inventory Type, along with date range and price filters. Below the filters is a search button. A table lists products with columns for Product ID, Assigned, Product Name, Product Description, Product Group, Inventory Type, Supplier, Qty On Hand, Display Order, and Unit Cost. The table shows various items like PEPPERMINT ALTOIDS, 1/2 ZIP WINDSHIRT WHLC LOGO, and 10 LB BAG ICE.

- This will open up a listing of all products in your inventory. If all has been done correctly, there should already be a number in the “Physical Qty. on Hand,” column.
- At this point, you can make any changes that you need to with the counts. (now is the time to deduct what sales you’ve made during this process). Just search for the product, change the number and click apply. Make sure all negative numbers are zero.

- Once you are satisfied with your counts entered, click on the “Print Inventory List,” button on the top right side of the screen.

**HARD LABOR CREEK STATE PARK**

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 <=

**SEARCH**

PRODUCT ID	PRODUCT NAME	PRODUCT DESCRIPTION	PRODUCT GROUP	INVENTORY TYPE	QTY ON HAND	PHYSICAL QTY ON HAND
32460	PEPPERMINT ALTOIDS	PEPPERMINT ALTOIDS 1.76 oz	FOOD-TAXABLE	Non-Restrictive Inventory	7	7
118852	1/2 ZIP WINDSHIRT W/HLC LOGO	1/2 ZIP WINDSHIRT W/HLC LOGO	APPAREL-TAXABLE	Non-Restrictive Inventory	10	10
117402	10 LB BAG ICE	10 LB BAG ICE	CAMPING-TAXABLE	Non-Restrictive Inventory	69	69
125402	10TH TEE CHOC-PUNT CARMEL	10th TEE CHOC-PUNT CARMEL 1.76oz	FOOD-TAXABLE	Non-Restrictive Inventory	17	17
79462	10TH TEE PEANUT HONEY	10TH TEE PEANUT HONEY	FOOD-TAXABLE	Non-Restrictive Inventory	26	26
116309	16 ADVICE HORSE T SHIRT	16 ADVICE HORSE T SHIRT	APPAREL-TAXABLE	Non-Restrictive Inventory	0	0
116308	16 LIFE IS SIMPLE T SHIRT	16 LIFE IS SIMPLE T SHIRT	APPAREL-TAXABLE	Non-Restrictive Inventory	1	1
79464	1ST TEE CHOC PEANUT	1ST TEE CHOC PEANUT PRE ROUND BAR	FOOD-TAXABLE	Non-Restrictive Inventory	1	1
78453	1ST TEE OATMEAL RAISIN	1ST TEE OATMEAL RAISIN PRE ROUND BAR	FOOD-TAXABLE	Non-Restrictive Inventory	11	11
25010	20 OZ COKE DIET CAFF FREE	20 OZ COKE DIET CAFF FREE	COKE-TAXABLE	Non-Restrictive Inventory	0	0
148894	20 OZ COKE DIET CAFF FREE	20 OZ COKE DIET CAFF FREE	COKE-TAXABLE	Non-Restrictive Inventory	-17	
22107	20 OZ POWERADE MOUNTAIN BERRY BLAST	20 OZ POWERADE MOUNTAIN BERRY BLAST	COKE-TAXABLE	Non-Restrictive Inventory	24	24

Penny Dunn - GA Contract  
GA - POS Coordinator - HARD LABOR CREEK STATE PARK - Georgia State Parks

PRINT INVENTORY LIST | IMPORT INVENTORY FILE | RECONCILE PHYSICAL INVENTORY  
VIEW INVENTORY FILE LOG | VIEW INVENTORY RECONCILIATION LOG

- This will generate a PDF report of your inventory with all the variances. Print this report and file it in the quarterly inventory file.

**HARD LABOR CREEK STATE PARK**

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 <=

**SEARCH**

PRODUCT ID	PRODUCT NAME	PRODUCT DESCRIPTION	PRODUCT GROUP	INVENTORY TYPE	QTY ON HAND	PHYSICAL QTY
13339	7" HORSE BAY	7 INCH STUFFED HORSE BAY	TOYS-TAXABLE	Non-Restrictive Inventory	2	
16740	8.5 IN HEAVY DUTY PLATES 44 CT	PLATES	CAMPING-TAXABLE	Non-Restrictive Inventory	1	
108302	A BIRD FOR ALL SEASONS	A BIRD FOR ALL SEASONS	CD/DVD-TAXABLE	Non-Restrictive Inventory	3	
13322	AAA	AAA	SUNDRIES-TAXABLE	Non-Restrictive Inventory	0	
83503	ADIDAS 3 STRIPE POLO	ADIDAS 3 STRIPE POLO	GOLF - TAXABLE	Non-Restrictive Inventory	0	
80193	ADIDAS GOLF SHOES	ADIDAS GOLF SHOES GREEN STAR Z	GOLF - TAXABLE	Non-Restrictive Inventory	0	
80192	ADIDAS GOLF SHOES	ADIDAS GOLF SHOES POWER BAND 3	GOLF - TAXABLE	Non-Restrictive Inventory	0	
81602	ADIDAS GOLF SHOES DRIVER ISABELLE	ADIDAS GOLF SHOES DRIVER ISABELLE 6	GOLF - TAXABLE	Non-Restrictive Inventory	0	
81604	ADIDAS GOLF SHOES DRIVER ISABELLE	ADIDAS GOLF SHOES DRIVER ISABELLE 5.5	GOLF - TAXABLE	Non-Restrictive Inventory	1	
81605	ADIDAS GOLF SHOES DRIVER ISABELLE	ADIDAS GOLF SHOES DRIVER ISABELLE 9.5	GOLF - TAXABLE	Non-Restrictive Inventory	0	
81606	ADIDAS GOLF SHOES DRIVER ISABELLE	ADIDAS GOLF SHOES DRIVER ISABELLE BLK/WHITE STRIPES 6.5	GOLF - TAXABLE	Non-Restrictive Inventory	1	
81603	ADIDAS GOLF SHOES DRIVER ISABELLE	ADIDAS GOLF SHOES DRIVER ISABELLE 6 BLUE STRIPE	GOLF - TAXABLE	Non-Restrictive Inventory	1	

Tim Logan - GA Contract

PRINT INVENTORY LIST | IMPORT INVENTORY FILE | RECONCILE PHYSICAL INVENTORY  
VIEW INVENTORY FILE LOG | VIEW INVENTORY RECONCILIATION

- Now, click on the “Reconcile Physical Inventory,” button on the top right side of the screen.

The screenshot shows a software interface for managing inventory. At the top, there's a navigation bar with tabs: 'DUCT SETUP', 'POS INVENTORY MANAGEMENT', 'POS INVENTORY RECONCILIATION' (which is highlighted in blue), 'POS PURCHASE ORDER', and 'POS SUPPLIER SETUP'. On the right side of the header, it says 'Tim Logan - GA Contract'. Below the header, there's a search bar with fields for 'Product Barcode', 'Product Name', 'Product Group', 'Inventory Type', and 'Qty On Hand'. To the right of the search bar are buttons for 'PRINT INVENTORY LIST', 'IMPORT INVENTORY FILE', 'RECONCILE PHYSICAL INVENTORY' (this button is circled in red), 'VIEW INVENTORY FILE LOG', and 'VIEW INVENTORY RECONCILIATION LOG'. The main area of the screen displays a table of products with columns: TID, PRODUCT NAME, PRODUCT DESCRIPTION, PRODUCT GROUP, INVENTORY TYPE, QTY ON HAND, and PHYSICAL QTY ON HAND. The table lists various items like '7" HORSE BAY', 'PLATES', 'A BIRD FOR ALL SEASONS', etc., with their respective details.

- You'll receive a prompt that the quantity on hand for a certain number of items hasn't been specified, just click OK.
- If there are any errors, the system won't process the data but it will give you a prompt that tells you where the problem is.
- If there are no problems, you'll see a green line at the top of the screen confirming the reconciliation.
- On the day of the quarter (Sept., Dec., March and June), run the “Reconcile Physical Inventory,” function again even if no changes have been made since you completed your last reconciliation and must be completed by 5:30 p.m. as Active will pull the inventory at 6 p.m..
- You may print the following reports if you would like to have a detailed back-up of what Active is sending to Accounting. Go to Resource Manager and print the POS Inventory Valuation Report for that day and the POS Product Sold Summary Report for the past 3 months leading up to your inventory. This will give you both your sales for the past 3 months and the value of your current inventory.
- Congratulations, you're done with inventory.

**Note:** If you want to look at the information for any past reconciliation, you can do that by clicking on the “View Inventory Reconciliation Log” button on the top right side of the screen.

Please remember to take out the batteries, store in your safe and delete all items from your inventory in the scanpal once your inventory is over. Please place a copy of any park or historic

site transfers in your inventory folder and send those original transfers directly to Accounting attention Bart Baldemor.