
Georgia State Parks and Historic Sites

Retail Inventory Instructions

Advance Prep Work for POS Inventory Reconciliation

Monthly - review the POS Inventory Valuation Reports for accuracy. Correct any errors in Unit Cost, Retail Cost, negative on hand, etc. within the system.

2 weeks before you begin your inventory be sure to confirm the DC Console software is downloaded on your DNR computer: (See additional DC Console Instructions attached)
Note: If this is the first-time using DC Console or your AML Scanning device you will need to download installers on a DNR computer. (See instructions Attachment) These installers can be found here:

<https://aspiraconnect.app.box.com/s/c67g8ktfjbjlxjrseajkgum9r99fr7t>

Download the following installers in this order:

wmdc-drivers-x64.msi

drvupdate-amd64.exe

DCConsole_v3-10.msi

Don't forget to reboot the computer once your installers have been downloaded.

***Make sure the inventory scanning device is fully charged the night before counting inventory.**

****All inventory received from a vendor should be received in the system on a purchase order before the inventory counts begin. All vendor returns should be current.**

9 Steps to Reconciling POS Inventory:

There are 9 basic steps for doing the annual retail inventory. A summary of those steps are as follow:

Step 1. Count and record the quantities on hand in your AML Inventory Scanning device.

Step 2. Download the recorded Inventory file to your desktop using DC Console software.

Step 3. Upload files from your desktop to Aspira.

Step 4. Review exceptions

Step 5. Review blanks

Step 6. Run the product sold detail report and recount products on the list.

Step 7. Finalize Inventory

Step 8. Delete files from the AML Inventory Scanning device.

Step 9. Delete files from the Inventory upload folder located on your desktop.

Below are the detailed instructions for each step:

Step 1: Count products and record the physical quantities on hand using the AML Inventory Scanning device.

- Power on the device by pressing the red power button located at the bottom front of the device.



- Touch the AspiraOne icon on the screen.



- Touch "Create New Data File".



- Touch the word Open on the screen.



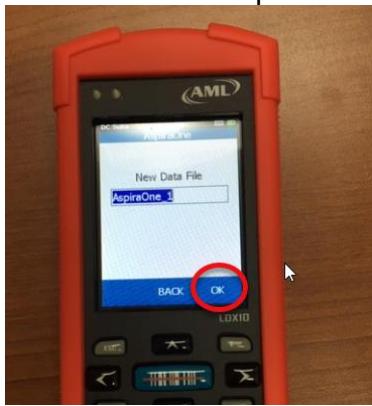
(*Note/Tip: To turn on the alphabet, press the Alpha button located at the bottom left corner of the device.)



- Enter the file name you want to use. If using more than one AML inventory scanning device the file names should be different. Example: AspiraOne_1, AspiraOne_2, etc. (You do not have to rename your files. You are welcome to keep the default name which appears on the screen.)

Tip: If you change the name, it's recommended to use short names as these files are only temporary and should be deleted after each inventory. If your park prefers to keep different retail area counts separate, you're more than welcome to create multiple files. For the below example we will create and load 2 files. (Counted at 2 different inventory times) We will call the first file "B" for Back Room and a second example we'll call "S" for Sales Area. Note: You can create and upload multiple files from multiple devices.

- Touch the OK option on the screen.

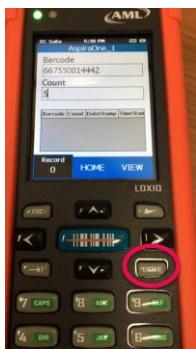


- Begin scanning and counting.

- To scan barcodes, hold down the blue barcode button on the device.



- Then, move the laser light over the manufacturer's barcode located on the POS item. (*Hint: pull back as you scanning.*) Once the barcode is detected, the device will beep, and the barcode number will auto fill in the Barcode field on the device.
- Enter the quantity counted and press the enter button on the device.



Continue counting and scanning your retail inventory.

- When your counts are complete touch "HOME" on the screen.



(See Step 2. Download the recorded Inventory file to your desktop using DC Console software.)

Step 2. Download the recorded Inventory file to your desktop using DC Console software.

(*Note/Tip: These next steps assume you have the DC Console Software downloaded on the DNR computer you are using. If the DC Console Software has not been downloaded review those instructions in the Aspira section of Staff Resources.)

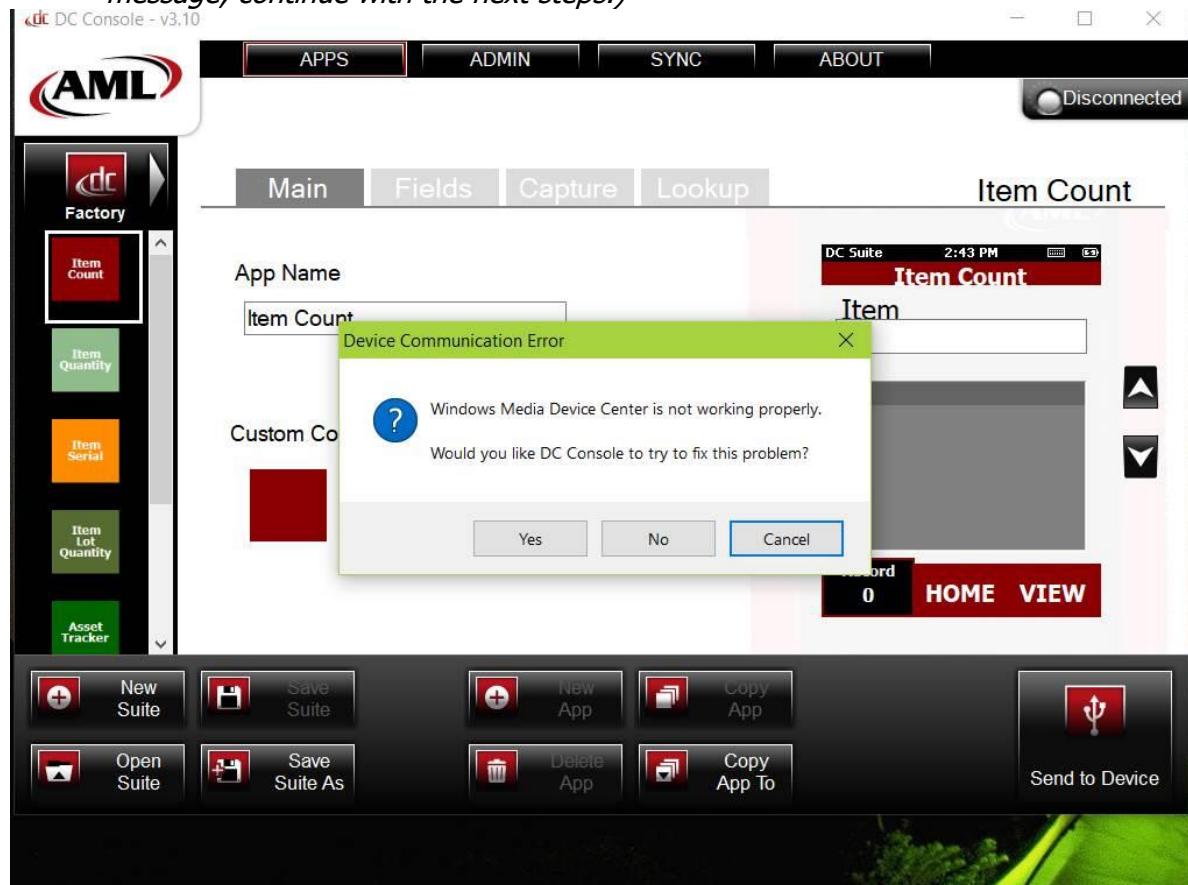
<http://explore.gastateparks.org/Staff/Resources/ActiveWorks>

- Plug the AML cable into the AML scanning device and into the DNR Computer the DC Console software was downloaded to.
- Double click the DC Console icon saved on the desktop of your DNR computer.

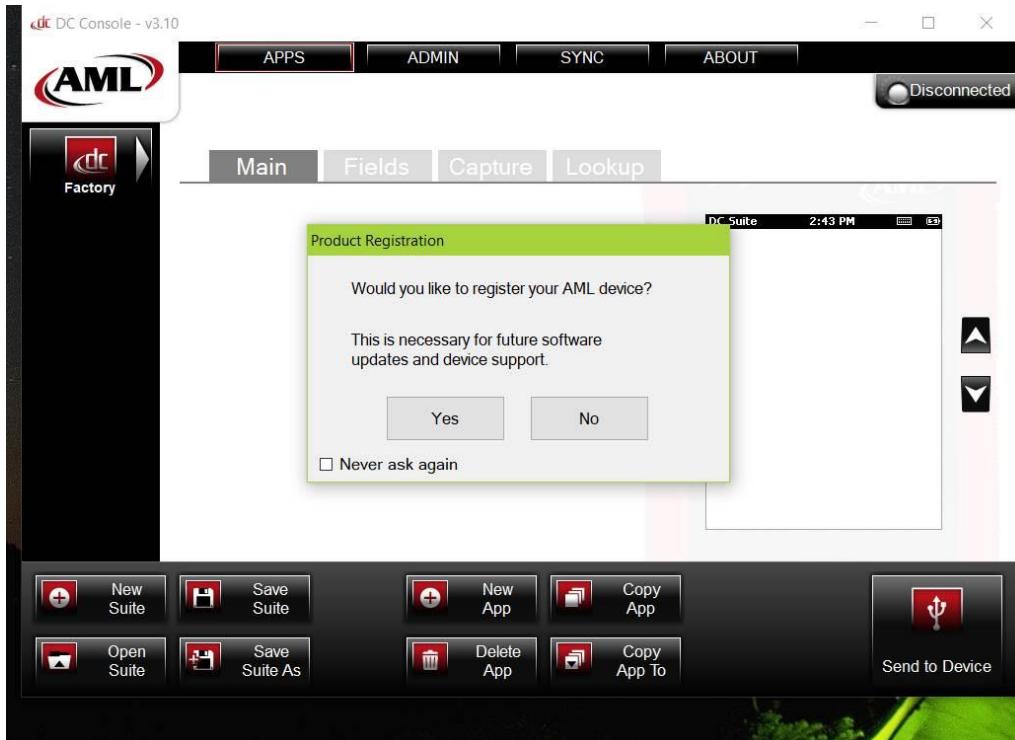


(*Note: The first time you plug in the AML scanner and plug in the AML scanning device, you may receive the below message.)

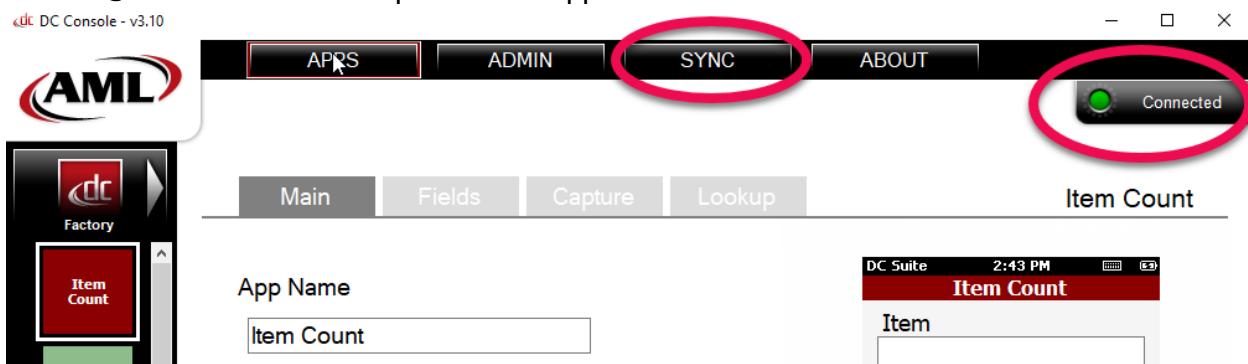
- If the below message is received, Click the Yes button. If you do not receive the below message, continue with the next steps.)



(*Note: You may also receive the below message. There isn't any need in registering the device. You can click the No button. If you clicked yes and registered your device, it's ok but not necessary because these devices belong to Aspira.)

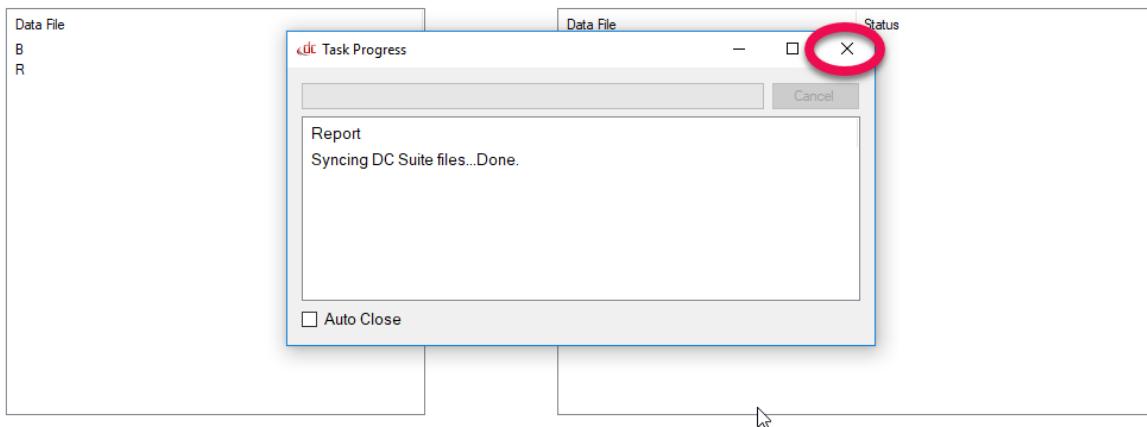


- When you see the green dot on the connected button (sample image below), you have connected successfully. If you are not connected, please call the Reservations Manager @ 404-550-4160 or Aspira's tech support at 888-579-6758 for additional assistance.



- Click on the "SYNC" tab. (sample image shown above)

- The task Progress will show you when the sync is done. Close the Task Progress window by clicking the "x" at the top corner of the pop-up window.



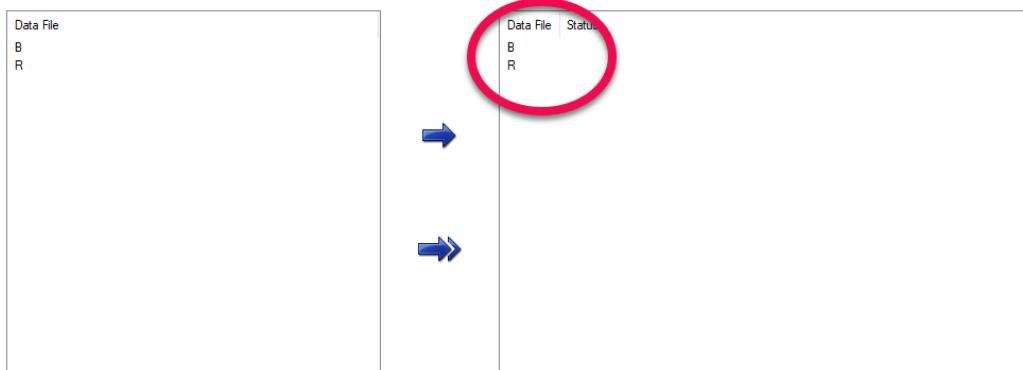
You should see data files in the box on the left.



If you are saving a single file, click the single arrow.

If you are saving more than one file you can click the double arrows.

The files to save will appear to the right.



*(**TIP: If you are using DC Console for the first time you will need to tell it where to save the files. To tell the software where to save the files, Click the Browse button. (image sample below) Click on Make New Folder. Call the folder "Inventory Uploads" and save it to your desktop.*

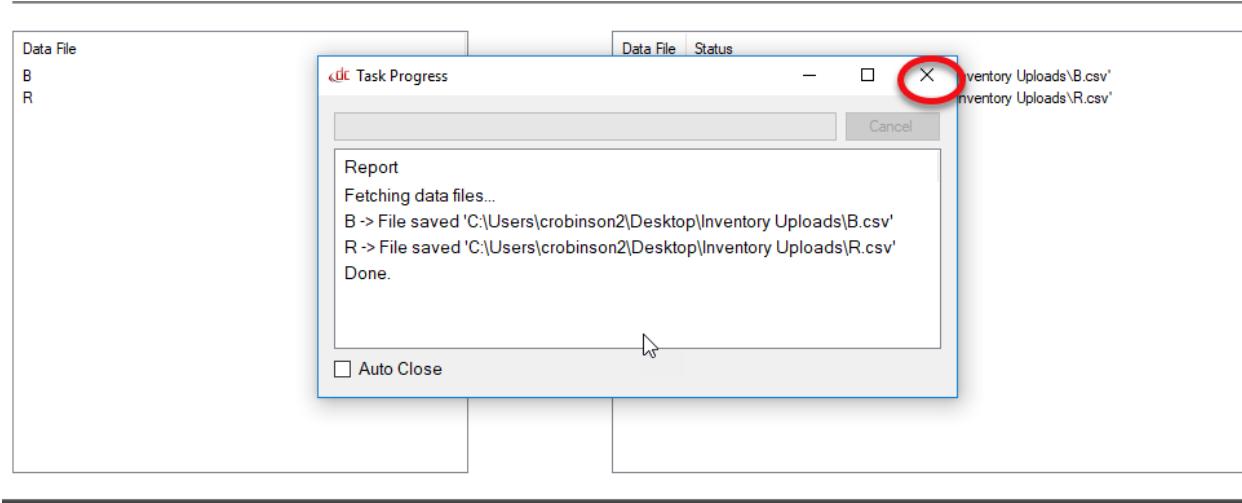
Click the OK button.



- (If you have previously entered a default Saved Path, review if it is correct)
- Then, Click on the Fetch button.

A screenshot of the DC Console software interface. At the top, there is a navigation bar with tabs for 'USB' and 'Network'. A central window titled 'Task Progress' shows a progress bar at approximately 50% completion and the message 'Fetching data files...'. Below the progress bar is a checkbox labeled 'Auto Close'. In the bottom right corner of the main interface, there is a red circle around the 'Fetch' button, which has a red square icon with a white USB drive and arrow. The 'Default Save Path' field shows 'C:\Users\crobinson2\Desktop\Inventory Uploads' with a 'Browse...' button next to it. There are also three checkboxes: 'Delete copied files from device', 'Do not ask to overwrite data files', and 'Override predefined path with default save path'. On the left side, there are 'Resync' and 'Clear List' buttons.

The Task Progress window will show when done. Close the task Progress window by clicking the X in the upper right corner of the window.

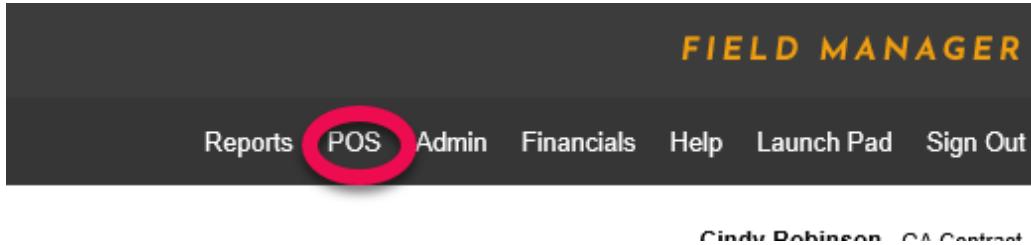


Congrats! You've downloaded the Inventory File to your desktop folder.
(See Step 3. Upload files from your desktop to Aspira's Field Manager.)

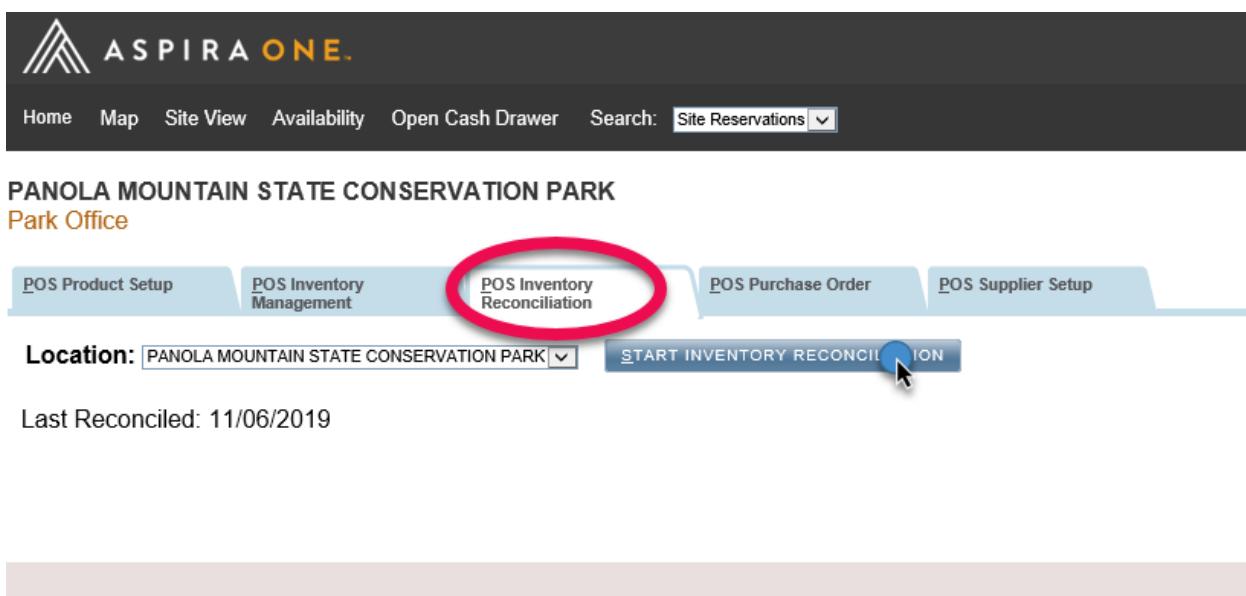
Step 3. Upload files from your desktop folder to Aspira's Field Manager.

Process Steps:

- On your DNR computer, log into Aspira's Field Manager application
- Click POS



- Click the POS Inventory Reconciliation tab.
- Click the Start inventory Reconciliation button.



- Click the import inventory file button

PANOLA MOUNTAIN STATE CONSERVATION PARK Park Office

The screenshot shows the POS Inventory Reconciliation screen. At the top, there are five tabs: POS Product Setup, POS Inventory Management, POS Inventory Reconciliation, POS Purchase Order, and POS Supplier Setup. The POS Inventory Reconciliation tab is active. Below the tabs, there is a location dropdown set to "PANOLA MOUNTAIN STATE CONSERVATION PARK" and a "START INVENTORY RECONCILIATION" button. A message "Reconciliation Started (11/06/2019 | 05:17 PM)" is displayed. In the center, there is a large red circle around the "IMPORT INVENTORY FILE" button, which is highlighted with a blue glow. To its right is a "RESET ALL PHYSICAL COUNT QTY" button. Below these buttons is a "Filter List" section with input fields for Product ID, Product Barcode, Product Name, Product Group, and Inventory Type. A table below the filter list displays product details:

PRODUCT ID	PRODUCT NAME	PRODUCT DESCRIPTION
9572	FISHES OF NC, SC, & GA	FISHES OF NC, SC, & GA
328422	16OZ CLEAR PLASTIC CUPS	16OZ CLEAR PLASTIC CUPS
25009	20 OZ DASANI WATER LEMON	20 OZ DASANI WATER LEMON
229268	5 LED Lantern	5 LED Lantern
349872	7" HUMMINGBIRD	ACRYLLIC HUMMINGBIRD

Importing an inventory file

- Click Browse and select the required inventory file.

The screenshot shows the "Import Inventory File" dialog box. It has tabs for POS Product Setup, POS Inventory Management, POS Inventory Reconciliation, and POS Purchase. The POS Inventory Reconciliation tab is active. The dialog contains an "Import Inventory File" field with a "Browse..." button, which is highlighted with a red circle. Below the dialog are "OK" and "CANCEL" buttons.

- Click on the file you want to upload
- Click the Open button.
- Click the OK button.

(Note: A message displays to indicate whether the import is successful. Sample message below.)

 2 inventory entries in the POS Inventory Reconciliation 3.txt import file have been successfully imported (136053701). The imported file has been renamed and moved to /home/finance/incoming/qa2/pos/import/136053701_1331931117705.txt.

(*Note/Tip: If you have more than one file, click the browse button again and select the other file(s).

- a. (Continue uploading files until all your files are completed. Aspira will automatically add the quantity on hand for each set of barcode numbers together as they are uploaded. Example: if File B list a quantity of 15 snickers and File S list a quantity of 30 snickers the final total uploaded will be 45.)
- When you done uploading files, Click the POS Inventory Reconciliation tab.



(See step 4. Reviewing exceptions)

Step 4. Review exceptions

In this step you will review the exceptions log and manually correct the exceptions. Exceptions are usually because the manufacture barcode on the product was not the same barcode entered in the system when the product was originally set up.

(*Note/Tip: To help you find the excepted item you can search for the item scanned before or after the exception.

- Within the POS Inventory Reconciliation tab, scroll to the right and Click on the View Inventory File Log button.



- Under the Exceptions column, Click on the number.
(*Note/Tip: Notice the file name is to the left)

POS Inventory File Log							
FILE IMPORT ID	DATE & TIME	FILE NAME	IMPORT USER	NUMBER OF RECORDS IMPORTS	RECONCILIATION ID	EXCEPTIONS	
384570804	03/Mar/2020 16:20	R.csv	ga-crobinson	0	384570809	2	
384570771	03/Mar/2020 16:20	B.csv	ga-crobinson	1	384570809	32	
384570766	03/Mar/2020 16:19	AspiraOne_1.csv	ga-crobinson	0	384570809	4	

Look at the reported barcode # and counts (sample image below)

POS Inventory File Log						Inventory File Exception Log	
Inventory Log File	File ID	File Name	No of Records	No of Exception	Reconciliation ID		
Inventory Log File	384570771	B.csv	1	32	384570809		
EXCEPTION LOG ID	DATE & TIME	EXCEPTION TYPE				BAR CODE #	QUANTITY
384570772	03/Mar/2020 16:20	Quantity is not an integer number greater than zero or less than 7 digits in length				Barcode	Count
384570773	03/Mar/2020 16:20	Barcode does not exist in system				112307112391	2
384570774	03/Mar/2020 16:20	Barcode does not exist in system				112307112391	1
384570775	03/Mar/2020 16:20	Barcode does not exist in system				534793561151	1
384570776	03/Mar/2020 16:20	Barcode does not exist in system				722252101204	17
384570777	03/Mar/2020 16:20	Barcode does not exist in system				722252100900	14
384570778	03/Mar/2020 16:20	Barcode does not exist in system				028400043489	2
384570779	03/Mar/2020 16:20	Barcode does not exist in system				810516021301	50
384570780	03/Mar/2020 16:20	Barcode does not exist in system				896887002196	1

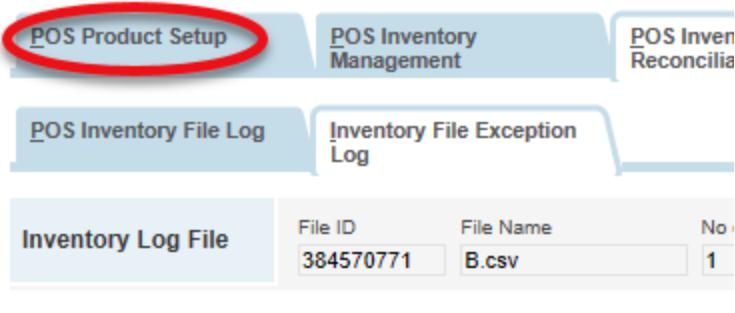
Pick up the AML scanner which contains the file name you're reviewing.

If it's displaying the home screen

- Touch the AspiraOne icon on the screen.



- Select the data file (touch the screen or use the arrow buttons)
- Touch the open button on the screen.
- Touch the append button on the screen.
- Touch the view button on the screen.
- Scroll through the records and find the barcode which was the exception.
 - a. Look at the barcode number **before** or **after** the exception.
 - b. In Field Manager, Click on the POS Product set up tab. Type in the barcode number which was before or after the exception. Look at the name of the item you searched on. You now know the next item scanned is your excepted item.



Click the search button.

Physically find the excepted product.

Review the Manufacture barcode on the product.

- a. Was the correct barcode scanned when counts were done?
- b. Is the correct manufacturer barcode in the system for this item?
- c. Was this item put on the floor before the item was assigned and received in on a purchase order?
- d. Is the item a book? Was the IBAN number accidentally scanned instead of the manufacturer's barcode?

Each of the exceptions will need to be corrected manually in the POS inventory reconciliation tab.

(See step 5. Review blanks)

Step 5. Review blanks

- Look for BLANK PHYSICAL QTY ON HAND fields. If a field is blank the item either may not have been counted, the item is new, on order and has not been received by the vendor yet or the item is no longer being sold. Review the products in the list, physically find and count the items.
- Manually type the quantity on hand in the blank field for each item.
- Click the save button at the bottom of the page **before proceeding to the next page.**

(*Note/Tip: If the blank items are no longer being sold at your park, email Cindy.Robinson@dnr.ga.gov with a list of those items and we will have them unassigned.)

(See step 6)

Step 6. Recount

In order to account for items sold during your physical inventory count you will run the product sold detail report within Aspira's Resource Manager application and then recount any products on the report.

(*Note/Tip: After you run the Product Sold Detail report - remind the staff working the register to let you know if any new sales occur between running your report and finalizing the reconciliation.)

- Physically recount the items listed on the report.

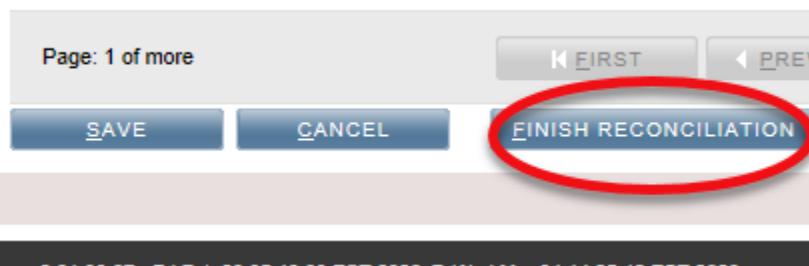
(*Tip: Do not assume the quantity sold is a simple reduction in your AML scanner numbers. The products may have been sold before or after your physical count.)

- Update the new counts in Aspira. (POS Inventory Reconciliation tab)
 - a. Click on the barcode number field, enter the barcode number of the item sold.
 - b. Click the search button.
 - c. Enter the new recounted quantity on hand total.

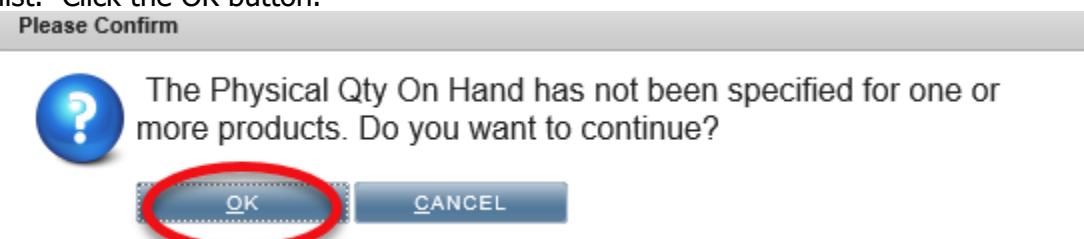
(See step 7)

Step 7. Finalize Inventory

- Once completed with the review, click the finish reconciliation button.



- A dialog box displays, asking you to confirm the reconciliation process for all items in the list. Click the OK button.



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The PHYSICAL QTY ON HAND updates to the new quantities and the inventory reconciliation is complete within Aspira.

(See Steps 8 & 9)

Step 8. Delete files from the AML Inventory Scanning device.

From the home screen on the AML Inventory scanning device.

- Touch the AspiraOne icon.
- Select the data file.
- Touch the delete button on the screen.

- Touch the yes button on the screen.
(Follow the above steps for all of the files in the device.)

Step 9. Delete files from the Inventory upload folder located on your DNR desktop.

- Click on the folder
- Right click on the file
- Click delete.

End of POS inventory reconciliation processes.

POS inventory can be completed as often as the park manager feels a need to do so. You can do an inventory count multiple times through out the year. The state requires all parks to complete an annual POS inventory count. See Admin procedures for dates and more information.

More miscellaneous tips:

If the Reconciliation is not started, the Before Reconciliation page displays this:

If the Reconciliation is already started, the Reconciliation in Progress page displays like this:

PRODUCT ID	PRODUCT NAME	PRODUCT DESCRIPTION	PRODUCT GROUP	PRODUCT SUB-GROUP	INVENTORY TYPE	PHYSICAL QTY ON HAND
48736	Cheuk's Pants	Clothing and Apparel	RETAIL	Product Sub-Group Name	Non-Restrictive Inventory	150 Edit
43450	2015 - 2016 16 MONTH CALENDAR	2015 - 2016 16 MONTH CALENDAR	RETAIL		Non-Restrictive Inventory	<input type="text"/>
24744	ADULT - SEASON PASS	ADULT - SEASON PASS	ADULT - SEASON PASS		Non-Restrictive Inventory	<input type="text"/>
24788	BI / TRIATHLON - LOA	BI / TRIATHLON	AGREEMENT & LICENSES		Non-Restrictive Inventory	<input type="text"/>
24757	BI / TRIATHLON - SAA	BI / TRIATHLON	AGREEMENT & LICENSES		Non-Restrictive Inventory	<input type="text"/>
24789	BICYCLE EVENT - LOA	BICYCLE EVENT	AGREEMENT & LICENSES		Non-Restrictive Inventory	<input type="text"/>
24845	CAMP - DUMP FEE - NON RESIDENT	CAMP - DUMP FEE - NON RESIDENT	CAMPING		Non-Restrictive Inventory	<input type="text"/>
24846	CAMP - DUMP FEE - RESIDENT	CAMP - DUMP FEE - RESIDENT	CAMPING		Non-Restrictive Inventory	<input type="text"/>
24848	CAMP - HONOR ENTRIES	CAMP - HONOR ENTRIES	CAMPING		Non-Restrictive Inventory	<input type="text"/>
24851	CAMP - OGT CAMPER UNIT - RESIDENT	CAMP - OGT CAMPER UNIT - RESIDENT	CAMPING		Non-Restrictive Inventory	<input type="text"/>

End process.