

# Step by Step Instructions: Removing Damaged Merchandise from Inventory

## 1. Verify that Your Pending Quantities are Complete

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

**FORT MCALLISTER STATE HISTORIC PARK**  
Park Office

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

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

ADD POS PRODUCT | POS PRINT BARCODES

Assignment Status: Assigned Products | Product ID: | Product Barcode: | Product Name: | Product Group: | Supplier: | Inventory Type: |

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 TYPE	SUPPLIER	QTY ON HAND
<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

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

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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 HAND
<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

- 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

- 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
<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

- 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
<input checked="" type="radio"/> 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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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
<input checked="" type="radio"/> 11349	UNIFORMS OF THE CIVIL WAR	0	PAPERBACK BOOK	BOOKS - TAXABLE	Non-Restrictive Inventory	4	

Page: 1 of 1     25 rows per page

**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

<b>Inventory</b>	
<b>Average Cost</b>	13.64
<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>	1
<b>Adjustment Reason</b>	Damage ▼
<b>Notes</b>	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.