Chapter 2.04: Deposit and Empty Container Tracking

Introduction

This chapter will teach you how to set up and manage container deposits within Route Manager.

Each topic is listed below:

- Setting up deposit items on the desktop
- Assigning deposits to customers
- Custom pricing for deposits
- Deposit entry on the desktop
- Deposit entry on the handheld
- Empty container setup and usage
- Deposit and container reports
- Commissions on Deposits

Each item is covered in detail within this chapter.

Setting up deposit items on the desktop

Follow the steps in this section to configure product information for deposit and empty bottle tracking.

Deposit Types

For container deposits, every product that requires a deposit — or needs to be tracked at no charge — is associated with a deposit code. In this regard, there is a one-to-one relationship between products and deposits.

The *Deposit Types* option has been added to allow you to establish the one-to-one relationship between the product and the deposit.

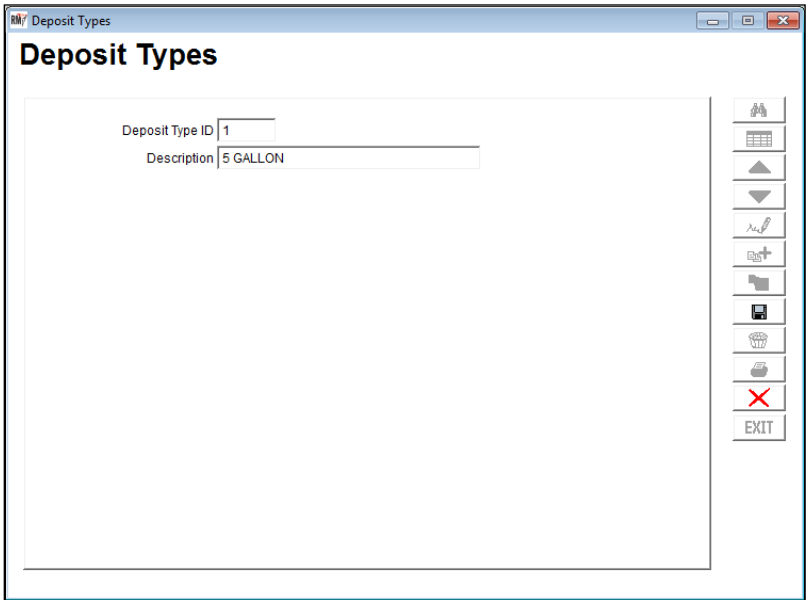
For example, the 'Deposit Type 1' item added below will be assigned to the following items:

- 515 (5 Gallon Spring)
- 701 (5 Gallon Deposit)

A *Deposit Type* will need to be added for each item that will require a deposit when sold. In the sample company used in this document, two *Deposit Types* are added:

- ***Deposit Type 1:*** assigned to all 5 Gallon products
- ***Deposit Type 2:*** assigned to all 3 Gallon products.

Navigate to *Lists > Products Codes > Deposit Types* and add a unique *Deposit Type* for each deposit required.

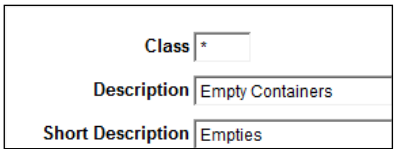


NOTE: Up to five characters can be used in the 'Deposit Type ID' field.

Product Class Codes

The *Product Class Codes* are used primarily for categorizing sales data in Route Manager. The system also uses preset classes to perform internal functions, such as returning empty containers to stock.

Add *Product Class* '*' with the description 'Empty Containers' under *Lists > Product Codes >Product Class Codes*:



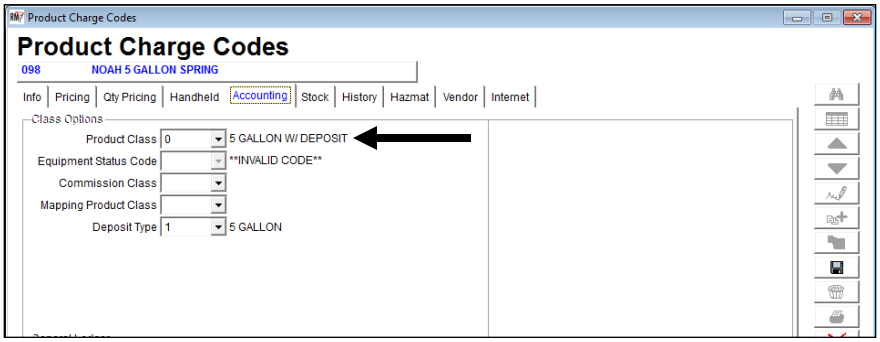
NOTE: Skip to the next section if the class code already exists.

Product Charge Codes

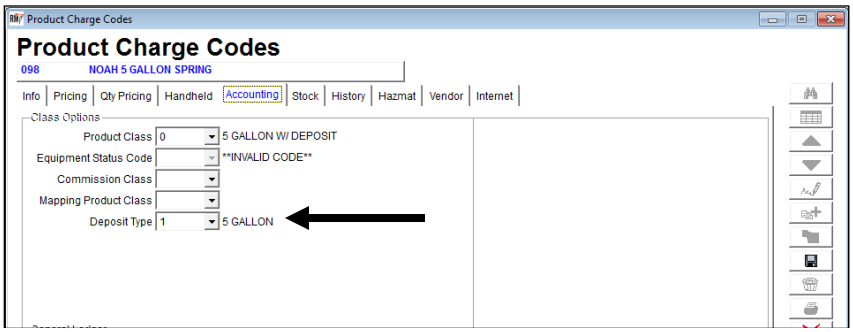
Now that you have established the required Deposit Types and Product Class Codes, you will need to assign them to the proper items within the product Charge Codes screen.

Navigate to *Lists > Product Codes > Product Charge Codes* and configure your items using the guidelines below.

The following item is assigned to *Product Class* '0' (5 Gallon W/ Deposit) on the *Accounting* tab. This code represents a 5 gallon bottle of water sold by the company.

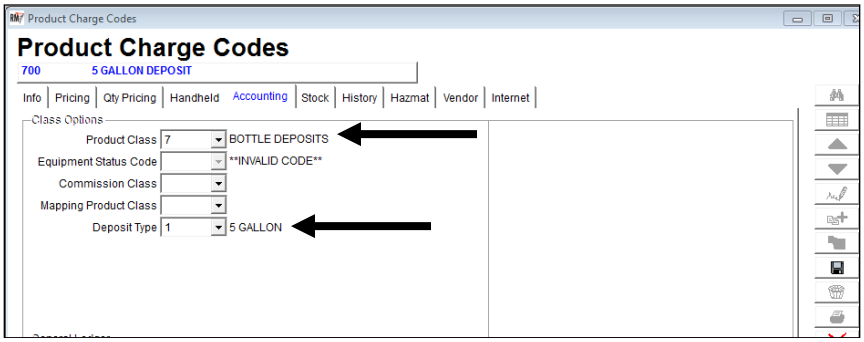


The 5 gallon item will be assigned to the 'Deposit Type 1' option on the same tab:



Next, a deposit item is created for tracking and charging deposits when the item above is sold.

The item is assigned to *Product Class* '7' — created for deposit items (recommended) — and 'Deposit Type 1' to ensure the deposit is associated with the '5 Gallon' item above.



NOTE: Establish the default deposit price on the *Pricing* tab for this item. Leave the price at 0.00 if the customer will not be charged for deposits — ideal for container tracking.

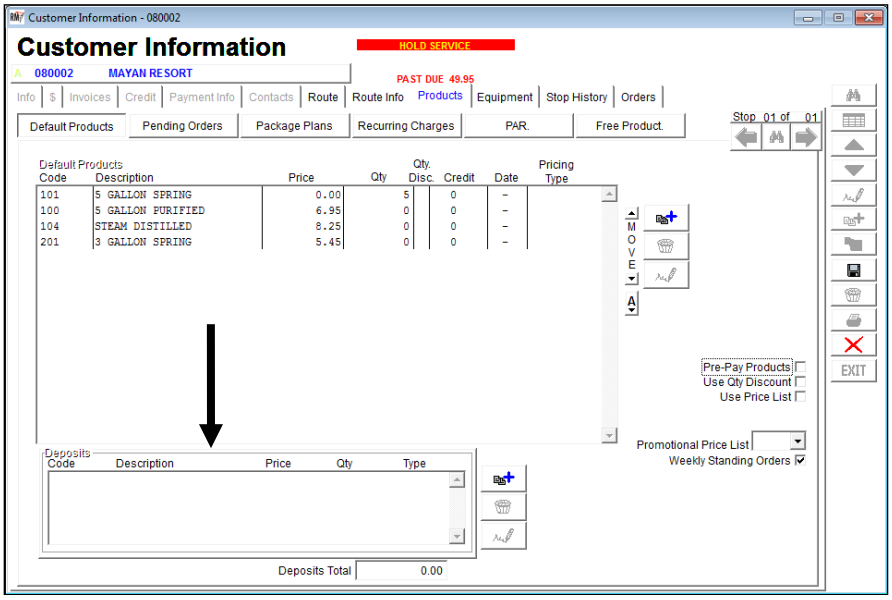
Repeat these steps for each deposit code needed. The water company used in this example is set up as follows:

- 5 Gallon Spring (Class W, Type 1) and 5 Gallon Deposit (Class 7, Type 1)
- 5 Gallon Distilled (Class W, Type 1) and 5 Gallon Deposit (Class 7, Type 1)
- 3 Gallon Water (Class W, Type 2) and 3 Gallon Deposit (Class 7, Type 2)
- 3 Gallon Distilled (Class W, Type 2) and 3 Gallon Deposit (Class 7, Type 2)

After you have configured your deposit items, continue to the next section.

Assigning deposits to customers

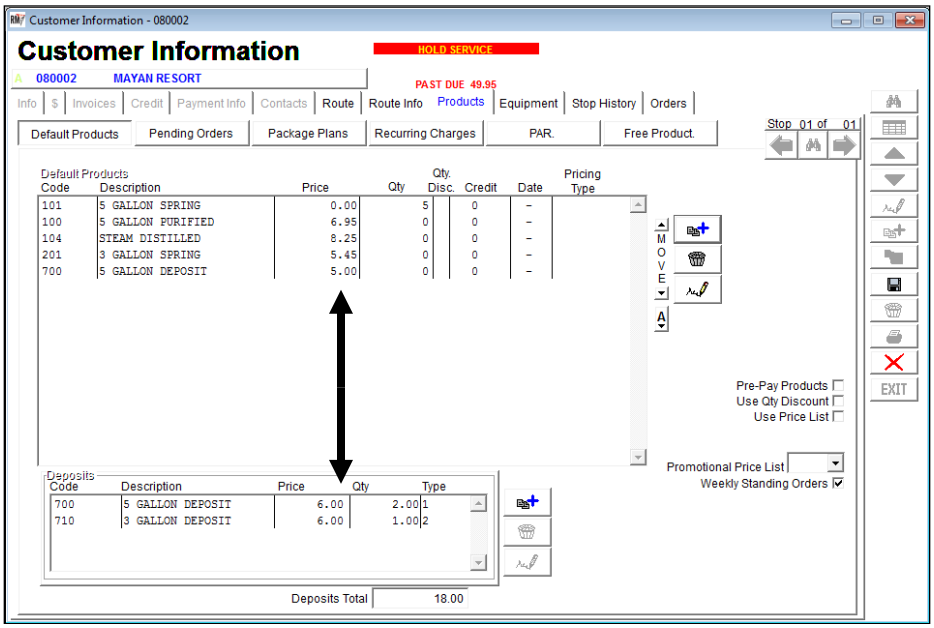
Each deposit code configured will be available within the *Deposits* section of *Customer Information*, on the *Products* tab.



Assign each deposit code to the customer's account by selecting **Modify** and choosing the item from the drop-down list.

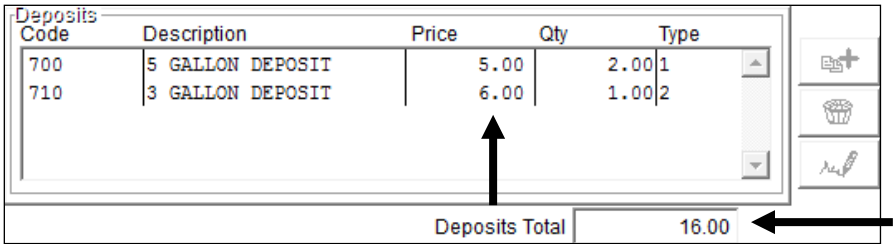
NOTE: Only deposit codes will appear in the drop-down list.

The price that appears next to each deposit code will reflect the default price assigned to the customer (based on their *Price Level*). Optionally, you can override the price of the deposit per customer by adding the deposit code to the customer's *Default Product* list, as shown below:



Code '700' has been added to their list at '5.00,' creating a unique price on this account.

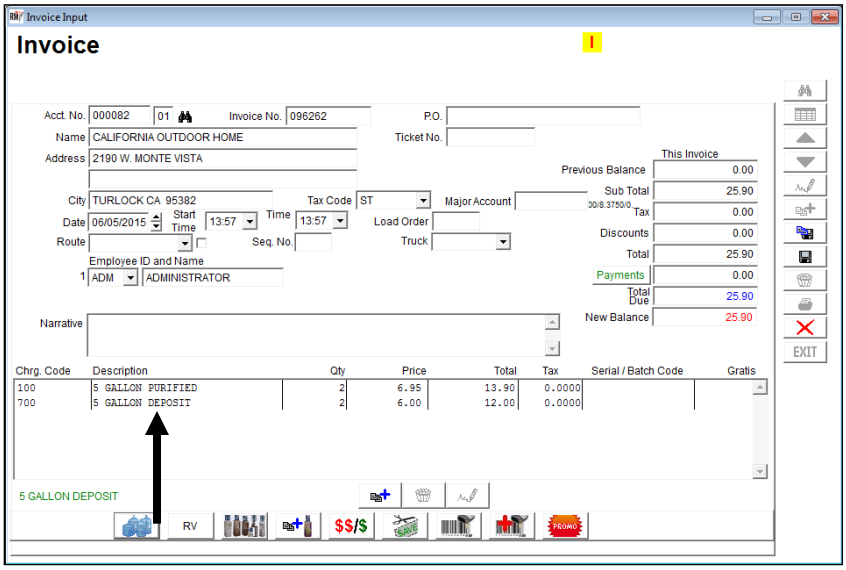
Additionally, the 'Qty' field reflects the number of deposits paid by the customer, as well as their containers on hand. The *Deposits Total* field on the right side of the screen will reflect the total amount in deposits charged to the customer, for example:



Deposit tracking on the Desktop

This section provides you with examples used to teach you how to properly enter container deposits on desktop invoices.

The customer below purchased five of the '5 Gallon Spring' water bottles, and since the water bottles are deposit type items, the customer should also be billed for five deposits using the '5 Gallon Deposit' code (below):

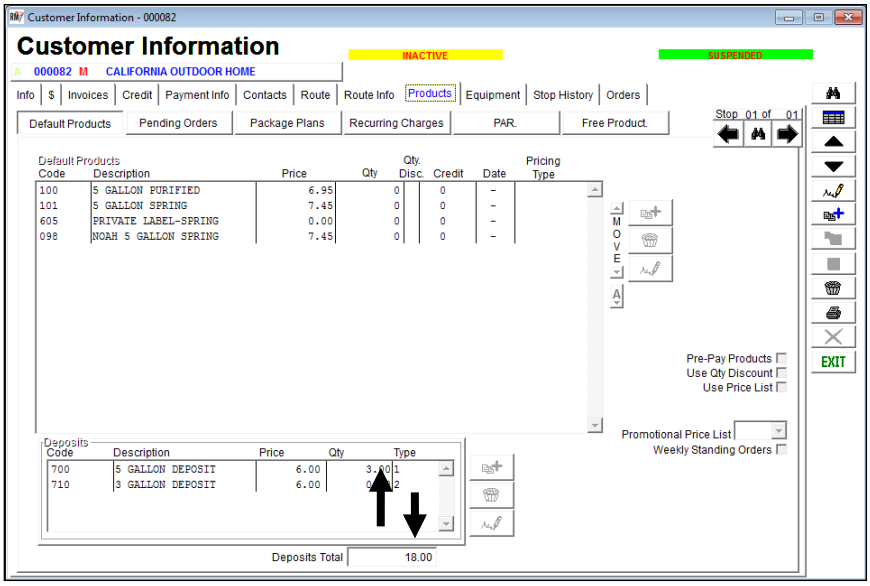


NOTE: The example above assumes the customer has never paid a container deposit on previous invoices.

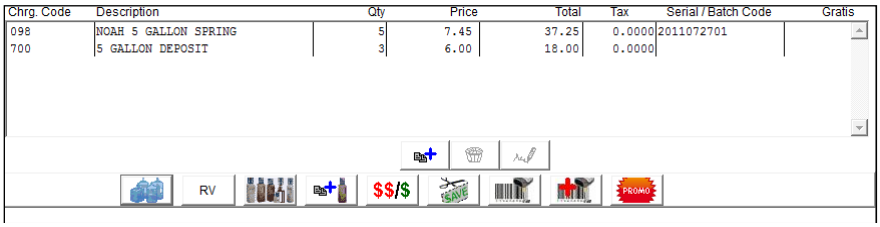
The customer is billed for five full bottles, and is charged five deposits for the containers. The next example illustrates the proper entry if the customer returns empty containers during the transaction.

If the customer is returning any empty containers, or has previously paid for container deposits, then the invoice entry will be affected.

For example, the account below reflects that the customer has three empty containers on hand, and has paid 18.00 dollars in deposits:

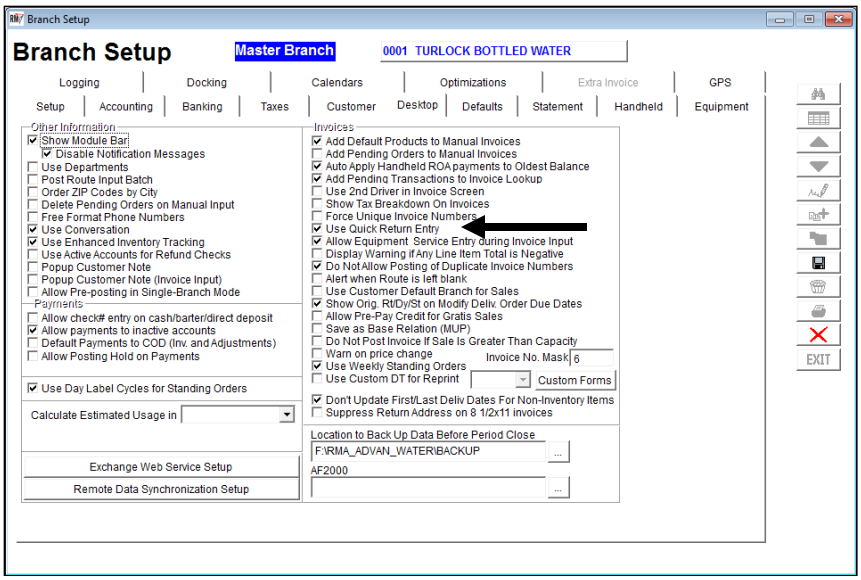


If the customer purchases five bottles and returns three empty containers, the account will only need to be billed for two additional deposits since they have already been billed for three previously:

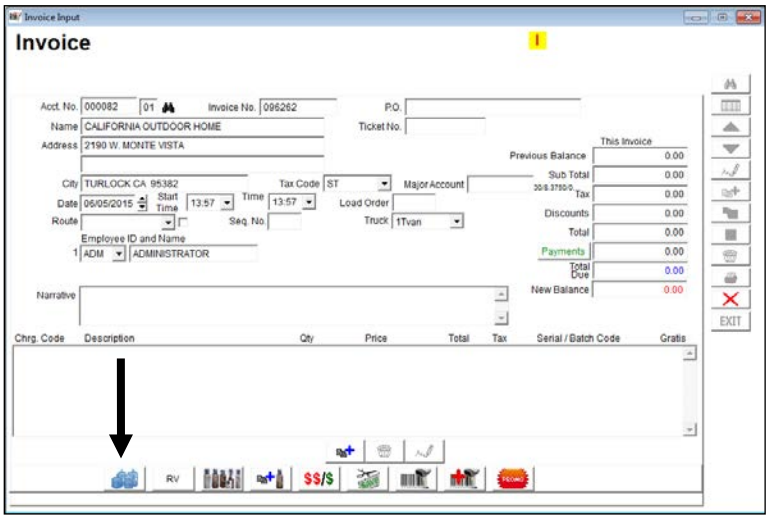


Alternatively, an option has been created that will automatically add the correct deposit entry on each invoice (without having to check first).

This feature can be enabled by selecting 'Use Quick Return Entry' under *File > Branch Setup*, on the *Desktop* tab.

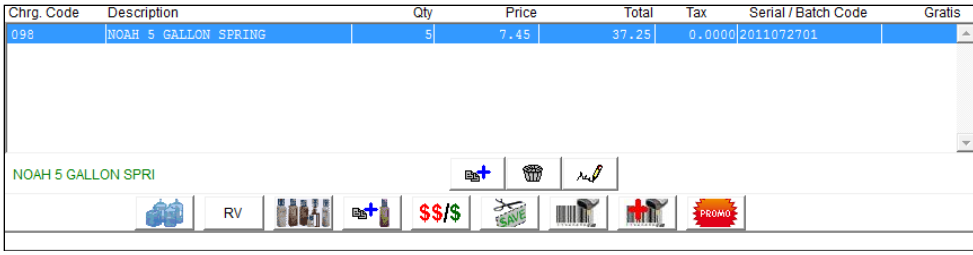


After the option has been enabled, a 'Returns' button will be available on the bottom of the *Invoices and Adjustments* screen.

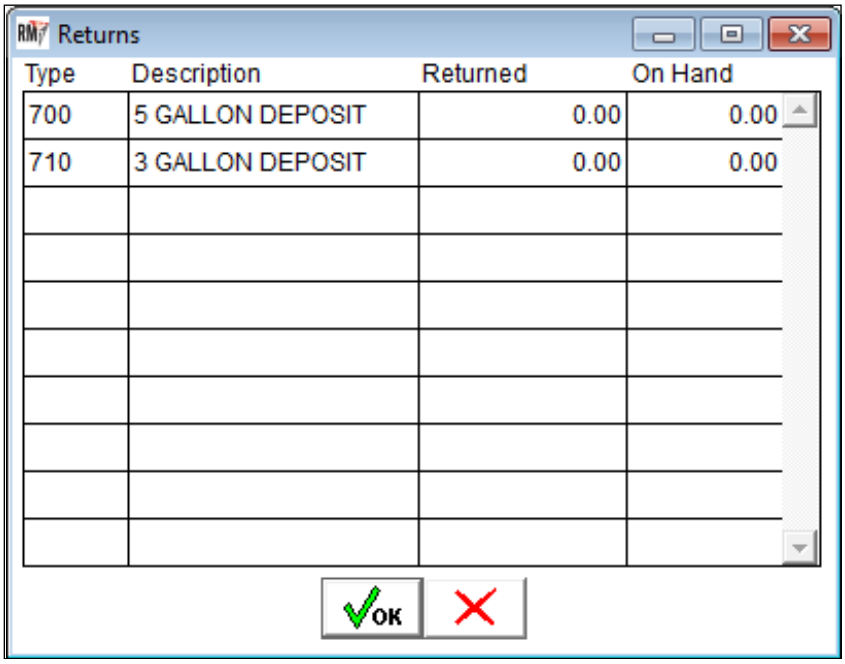


When a customer makes a deposit item purchase, add the full containers being purchased to the invoice, and click the *Returns* button to add the deposit entry to the invoice.

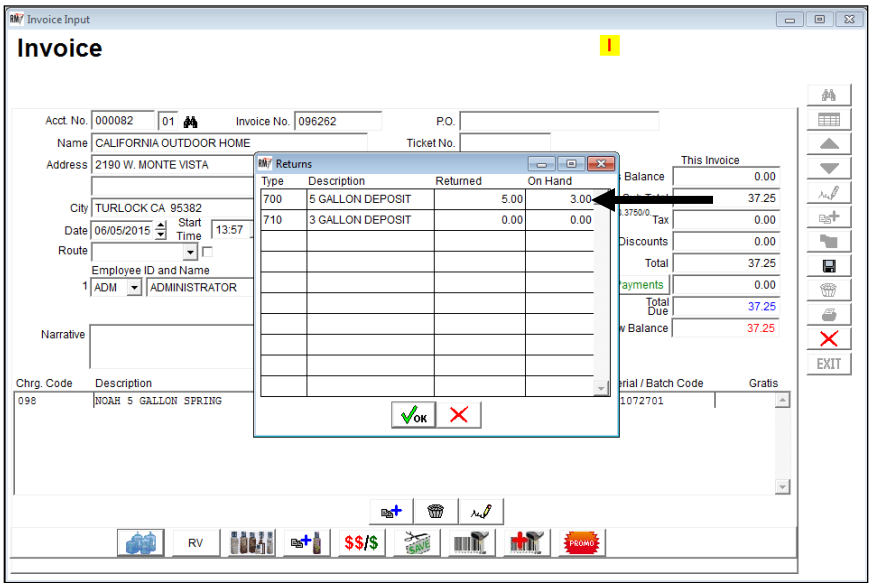
For example, this customer is purchasing five of the '5 Gallon Spring' water bottles:



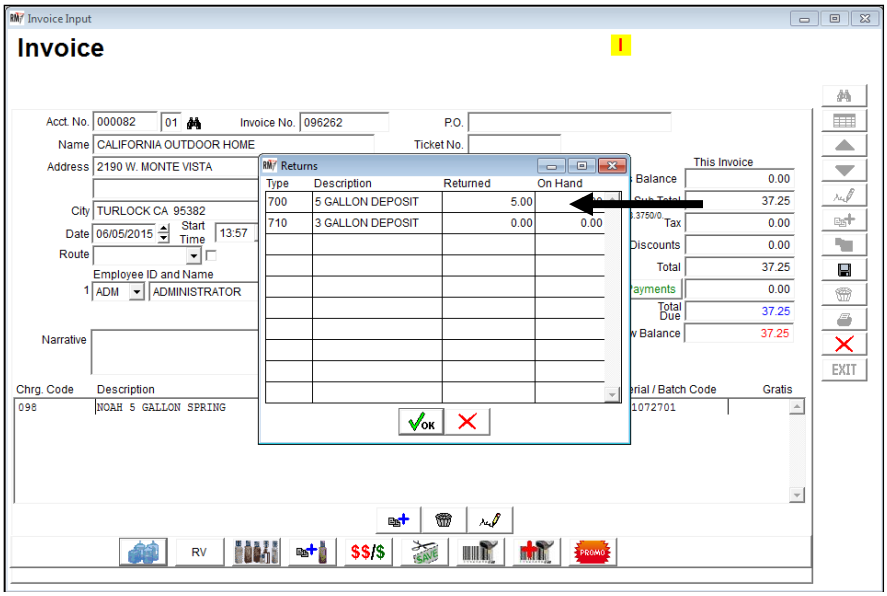
Instead of adding the bottle deposit code manually, choose the *Returns* button on the bottom of the invoice screen:



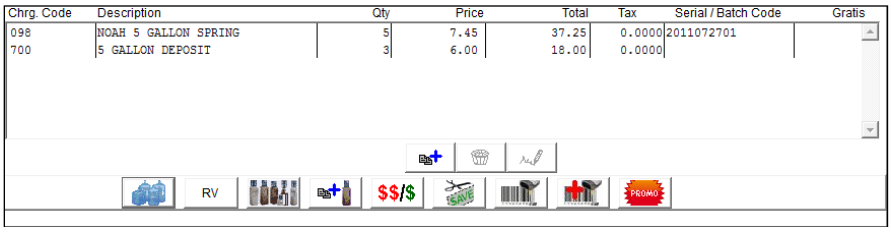
The *Returns* screen reflects that the customer already has three of the '5 Gallon Deposits' on hand.



Within the 'Returned' field, enter the number of containers that the customer is returning during the transaction (the customer is returning three below):



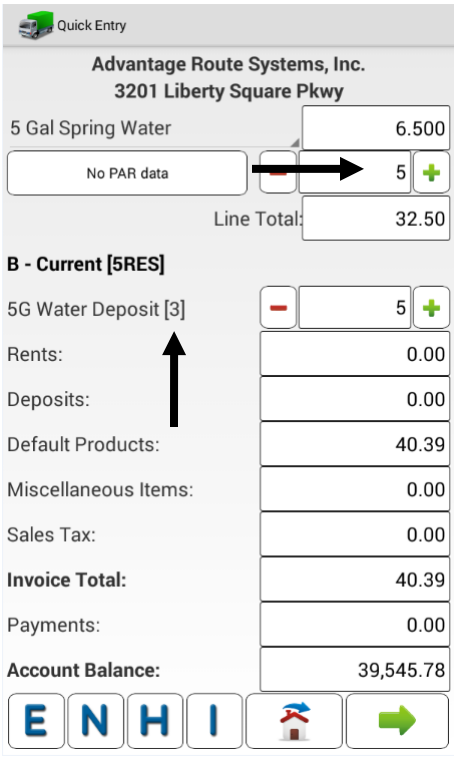
After you have entered the number of containers being returned, click **OK**. The system will update the invoice to reflect the proper deposit entry:



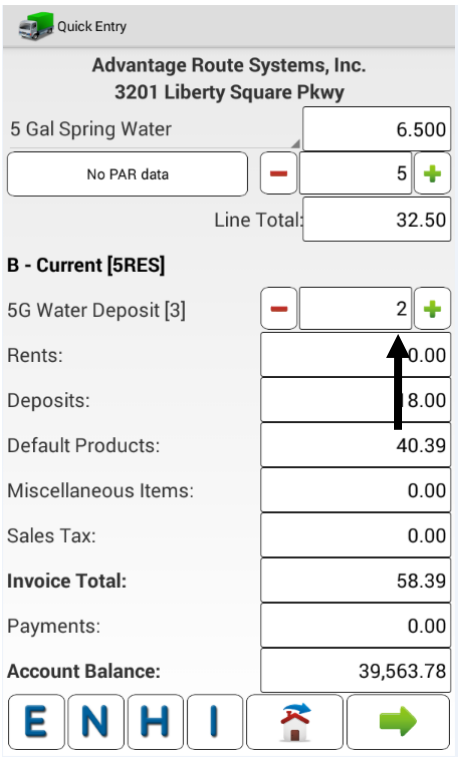
Deposit tracking on the handheld

Charging deposits and tracking containers on the handheld is a simple routine. When the driver sells a deposit type item to a customer, the system will automatically determine if a deposit should be charged on the account.

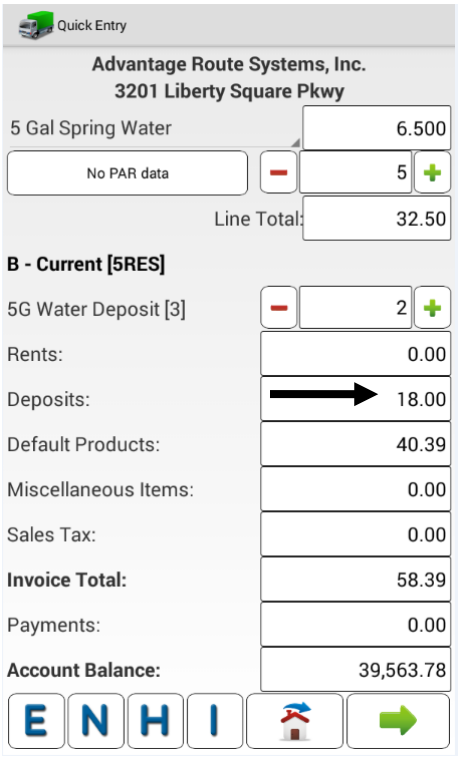
For example, the screen below shows that the customer purchased five full bottles and already has 3 bottles on hand for the item:



The driver enters an adjustment for the number of containers being returned on the invoice:

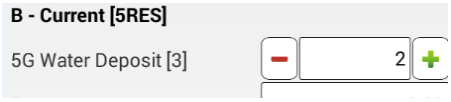


The system will bill the customer for three additional deposits automatically (this customer is billed 6.00 per deposit):

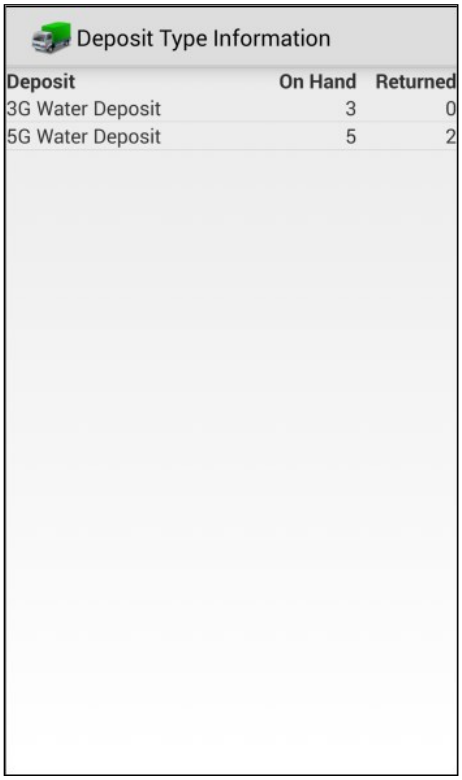


Additional Options

The system will automatically display the correct 'Label' associated with the corresponding deposit item selected:



Additionally, the driver can tap directly on the deposit label to scroll through all of the deposit labels available, or, tap-and-hold on the label to view all of the labels on a single screen:



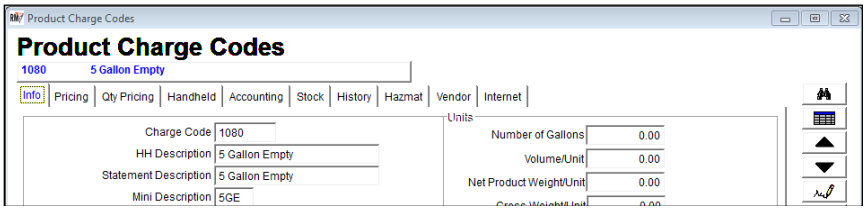
Empty Container Setup

When each driver returns to the warehouse at the end of the day, they may be required to unload the empty containers they have on their delivery vehicle — this is helpful for managing empty container inventory on a daily basis.

Prior to being able to manage the empty containers properly, you will need to create a corresponding 'Empty Container' code for each deposit container *Type* in the system.

For example, if your company uses four deposit container *Types*, then four empty container codes will need to be created.

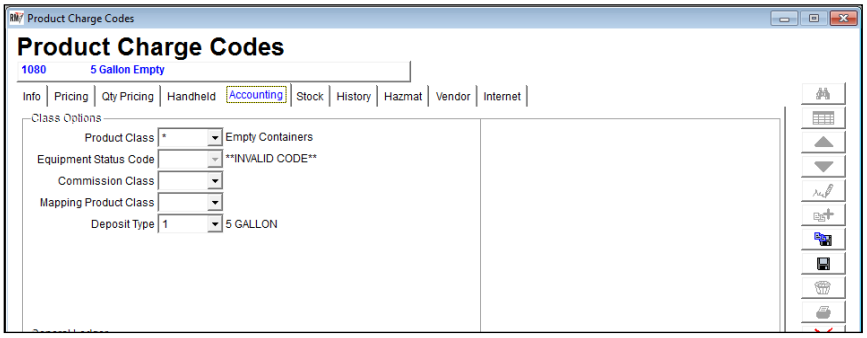
Create each empty container code under *Lists > Product Codes > Product Charge Codes*.



Follow the requirements below for creating each empty container code:

- Do not enter a price on the item.
- Assign the empty code to Product Class '*' Empty Containers (created at the beginning of this chapter) on the Accounting tab.
- Select the corresponding 'Deposit Type' that applies to the related container.

Here is an example of a completed '5 Gallon Empty' code:



Repeat this process for each empty container code needed.

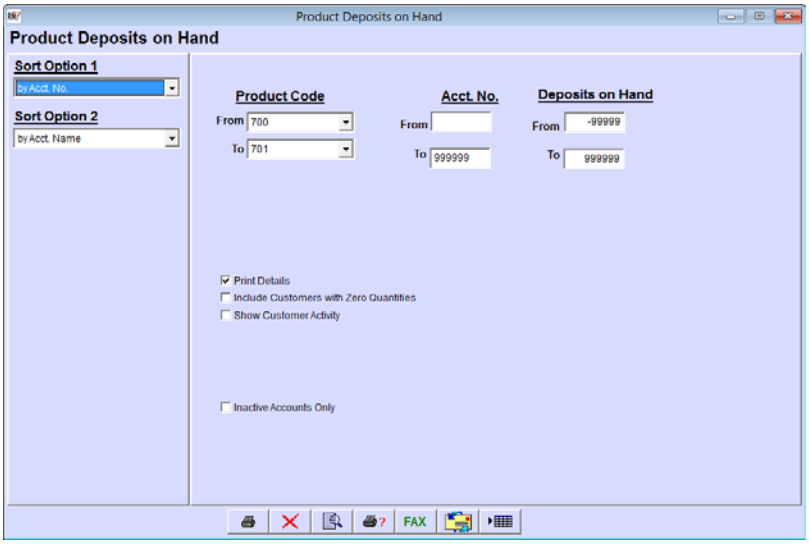
Deposit and Container Reports

This section will introduce you to the reports available to you for managing and tracking containers in Route Manager.

Bottles in Field Report

The Bottles in Field Report allows you to view the exact quantity and price billed for containers at each customer's location.

Navigate to *Reports > Accounting Reports > Other > Product Deposits on Hand Report*.



Select the 'Print Details' option to enable the *Bottles on Hand* field and include customer detail on the report. The prices and quantities included are calculated based on the *Products* tab within each customer's account.

Detail Report Of Product Deposits on Hand
Sorted by Branch, Chrg. Code,
Branch 0001

Chrg. Code	Acct. No.	Account Name		Acct. Status	Qty	Avg. Price	Ext. Price
Branch 0001							
701		3 Gallon Deposit					
	000009	Wilkey Sheet M5		Active			
			STOP: 1		2.00	5.050	10.10
	000010	ARS Office		Active			
			STOP: 1		2.00	5.050	10.10
				Total	4.00		20.20
700		5 Gal Deposit					
	000009	Wilkey Sheet M5		Active			
			STOP: 1		9.00	6.000	54.00
	000010	ARS Office		Active			
			STOP: 1		3.00	6.000	18.00
				Total	12.00		72.00
				Total Product Deposits on	16.00		92.20

NOTE: The report includes assigned *Account Status Codes* when generated with 'Print Details' enabled.

Commissions on Deposits

This will walk you through the process of creating commissions for the empty containers the driver collects while on route.

See Supplemental Document 2-05: Driver Commissions and Compensation

Conclusion

Once the mechanics of deposit tracking are established, Route Manager will be able to track, bill, and refund container deposits efficiently and accurately with minimal maintenance required.

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