

# CYLINDER DEPOSITS

You will need to set up the Purchase group code, Manufacture code, and the Product group codes.

- a. The purchase group code should be 950 or above so it will not track inventory or fifo layers.
- b. The MFG code will usually be a generic code sometimes you have a manufacture code for your company for any in house item you have.
- c. The Product group code will drive your GL's. You need to give this some thought.

You should have a GL set-up for deposits. This should be set-up as a liability account. See example below:

2000-0000	3	C	LIABILITY
2017-0000	3	C	ACCRUED EMPLOYEE 401K DEDUCTIO
2050-0000	3	C	ACCRUED SALARIES AND WAGES
2110-0000	3	C	ACCOUNTS PAYABLE
2113-0000	3	C	LEASE COMPUTER
2115-0000	3	C	ACCOUNTS PAYABLE
2116-0000	3	C	BONUS PAYABLE
<b>2120-0000</b>	<b>3</b>	<b>C</b>	<b>CYLINDER DEPOSIT</b>
2130-0000	3	C	SALES TAX PAYABLE
2300-0000	3	C	SHAREHOLDER
2800-0000	2	Y C	LONG TERM LIABILITIES
2810-0000	3	Y C	NOTES
2810-0010	4	C	BUILDING MORTGAGE

G/L Acct#: 21200000 Description: CYLINDER DEPOSIT.. Acct Level: 3  
 Normally a (D)ebit or (C)redit balance: C Is this a Sales account (Y/ ): \_\_  
 Is this a title account only (Y/ ): \_\_ Sort Description: CYLINDER DE  
 Group total description: \_\_\_\_\_ Delete (D): \_\_

**Add**  
**Mode** Enter=Continue F1=Verify F3=Exit F5=Refresh F12=PrevScrn

You need to set up a product group code for CYLINDER DEPOSITS. The cylinder deposit G/L account number should be entered in the Product group "SALE" area, leave the cost and inventory blank.

Grp: <u>960</u> Description: <u>CYLINDER DEPOSITS</u> G/H/R/O: <u>Q</u>
Profit cutoff percentages- Low: High: Inventory MSDS required?
*Sales G/L#: <u>2120-0000</u>
*Cost G/L#: _____
*Inventory G/L#: _____ Delete (D): __
<b>ADD</b>
<b>Mode</b> Enter=Continue F1=Verify F3=Exit F5=Refresh F12=PrevScrn

Determine how many different cylinder deposits you will have. Example: \$50.00, \$75.00, \$100.00, Etc... for as many as you want.

Assign an item number to each dollar amount in the following way. CYLDEP50, CYLDEP75, CYLDEP100, ETC... When you set up the CYLDEP(n) in inventory maintenance make sure you set it up as a dollar (\$) class item.

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Q. Customer is at the counter and I want to charge him/her one cylinder deposit for \$100.00. The customer is going give me cash for the deposit.

A. When a customer gives you a deposit you should go into order entry & complete a packing slip for that customer including item# CYLDEP100 releasing it as a cash sale.

Q. Customer is at the counter and I want to charge him/her one cylinder deposit for \$100.00 and the customer wants me to put it on his account.

A. When a customer gives you a deposit you should go into order entry & complete a packing slip for that customer including item# CYLDEP100 releasing it as a charge sale.

NOTE: Look at this as if you are selling this customer a CYLDEP100. Treat it just like an item on the shelf and it will make since to you.

## RETURNING DEPOSITS

Q. Customer is returning one cylinder and I want to return his/her deposit in cash from the counter cash drawer. Customer has his receipt for the deposit and I see that he/she had a CYLDEP100.

a. Go into order entry and create an order for that customer for one CYLDEP100 1 F- (field minus) quantify. If the customer is purchasing other items then you may include this on the order. Complete the order as usual releasing it as a cash sale and the system will tell you what to return or take from the customer.

Q. Customer is returning one cylinder and I do not want to return a deposit in cash. I want to mail them a check. Customer has the receipt for the deposit and I see that he/she had a CYLDEP100.

a. Go into order entry and create an order for that customer for CYLDEP100, Qty 1- (field minus) release it as a charge sale. This will create a credit on the customers A/R.

b. Notify A/R dept. and they should write off this credit to the cash clearing account. This will credit the Cylinder deposit account and debit the cash clearing account. A/R dept. should notify A/P that this person is due a check for the deposit.

c. A/P should go into Accounts Payable Voucher Maintenance and add this customer to a batch. Don't forget to use the vendor # 99999 so you can add the name and address. If you are writing a manual check you will do the same thing except using MANUAL CHECKS MAINTENANCE.

Accounts Payable Voucher Maintenance	
Batch: TEST	Voucher Detail
Edit: 001	
*Vendor: 99999 TOM JONES *P.O.: 00000 -	
Invoice: RETDEP	Invoice amount: 10000 Invoice date: 082195
Due date: 082195	A/P description: DEPOSIT RETURN
Calc. discount (Y/ )? -or- Discount amount: (H)old?	
*Loc: 01 EQUINOX SOFTWARE	
*G/L number: 4220 0000 CASH CLEARING ACCOUNT	
G/L amount: 10000	
G/L description: RETURN DEPOSIT	
Amount left to distribute: 100.00	

Q. I would like to apply the CYLINDER DEPOSIT to their open A/R.

a. Go into order entry and create an order for that customer for CYLDEP100, Qty 1- (field minus) release it as a cash sale. Take the money out of the drawer and give it to AR to apply to the customers account.

**OR**

a. Go into order entry and create an order for that customer for CYLDEP100, Qty 1- (field minus) release it as a charge sale. Then go into the customer AR notes and explain what you want done. The next time AR goes into this customers account they will see the credit invoice and look in the ar notes file for any msg as to what should be done with the credit.