



finestra
HEALTH CENTRE



CONFIGURING DEPOSIT & ENVIRONMENTAL FEES FINESTRA HEALTH CENTRE POS

To configure the Bottle Deposit and taxable Environmental Fees, you first create a Deposit & Enviro Fee Group for each Fee Type & Container Size and add the appropriate items, then add the Deposit & Enviro Fee Groups into the Default Event as a Negative Rule. This will allow the Deposit & Enviro Fees to automatically apply to the transaction when the items are sold. This also allows for reconciliation reporting which can be used when it's time to submit your fees. Below you will find the necessary instructions to configure your Bottle Deposit & Environmental Fees and the suggested Report to use for submission. If you have any questions, please contact POSitec Customer Support at **1-800-667-4605**.

The screenshot shows the Finestra POS software interface. At the top, there are function keys F1 through F12 with icons for 'CREATE GROUP', 'EDIT GROUP', 'DELETE GROUP', 'FIND GROUP', 'VIEW MEMBERS', and 'EXIT'. The main area is divided into three sections:

- GROUP INFO:** Shows 'Group ID' as 987-0000120 and 'Group Name' as DEPOSIT ALUMINUM 0-1LT \$0.05.
- GROUP LISTING:** A table with columns 'Group ID', 'Description', and 'Date Created'. The first row is selected:

Group ID	Description	Date Created
987-0000120	DEPOSIT ALUMINUM 0-1LT \$0.05	09/30/2015
987-0000121	DEPOSIT ALUMINUM 12 PK \$0.60	09/30/2015
987-0000122	DEPOSIT GLASS 0-500ML \$0.05	09/30/2015
987-0000123	DEPOSIT GLASS 501ML-1LT \$0.05	09/30/2015
987-0000124	DEPOSIT GLASS >1LT \$0.20	09/30/2015
987-0000125	DEPOSIT PLASTIC 0-500ML \$0.05	09/30/2015
987-0000126	DEPOSIT PLASTIC 12PK \$0.60	09/30/2015
987-0000127	DEPOSIT PLASTIC 501ML-1L \$0.05	09/30/2015
987-0000128	DEPOSIT PLASTIC 6PK \$0.30	09/30/2015
987-0000129	DEPOSIT PLASTIC >1LT \$0.20	09/30/2015
987-0000130	ENVIRO ALUMINUM 0-1LT \$0.02	09/30/2015
987-0000131	ENVIRO ALUMINUM 12 PK \$0.12	09/30/2015
987-0000132	ENVIRO GLASS 0-500ML \$0.09	09/30/2015
987-0000133	ENVIRO GLASS 501ML-1LT \$0.09	09/30/2015
987-0000134	ENVIRO GLASS >1LT \$0.16	09/30/2015
987-0000135	ENVIRO PLASTIC 0-500ML \$0.04	09/30/2015
987-0000136	ENVIRO PLASTIC 12PK \$0.48	09/30/2015
- GROUP SETTINGS:** A panel with checkboxes for 'Summaries in Reports' (checked), 'Equivalent Group', 'Promo Group', and 'MSM'.
- EDIT SETTINGS:** A panel with checkboxes for 'Recall', 'Tax', 'Vendor Info', and 'Finestra'.

PHASE 1 – DETERMINE THE NECESSARY FEES

Deposit & Environmental Fees should be reviewed periodically as each province has its own laws regarding these fees and they are subject to change without notice. If you're unsure what Deposit & Enviro Fees you should be charging within your store, this information can be found on your local Deposit & Environmental Recycling Fee website.

For reconciliation purposes, Deposit & Enviro Fees cannot be lumped together based on the fee amount; therefore, each Fee Type & Pack Size must remain separate. For example, the Deposit Plastic 0-500ml \$0.05 Fee will remain separate from the Deposit Glass 0-500ml \$0.05 Fee. Although it is the same amount, each group contains different items and as such must be maintained separately.

PHASE 2 – CREATE A DEPOSIT & ENVIRO FEE GROUP

As mentioned above, each Deposit Fee & Environmental Fee Type and Pack Size must remain separate for maintenance purposes. This means that you'll have to create a separate Group for each Deposit Fee & Enviro Fee Type and Pack Size. If a Deposit Fee or Enviro Fee Group already exists within your Finestra Health Centre POS System, you may continue to the **Phase 3 – Add Items to a Deposit & Enviro Fee Group** section of this document.

1. Select **[Maintenance]**, then **[Group Editor]**
2. Select **[F1] – Create Group**, then enter the **[Deposit or Enviro Fee Group Name]**;
ie: **Deposit Plastic >1LT \$0.20** and **Enviro Plastic >1LT \$0.04**
3. In the *Group Settings* section, select **[Summarize in Reports]**
4. Select **[F2] – Save**



You may use **[F5] – Add Another** when multiple groups are being created at one time.

Group ID	Description	Date Created
987-0000132	ENVIRO GLASS 0-500ML \$0.09	09/30/2015
987-0000133	ENVIRO GLASS 501ML-1LT \$0.09	09/30/2015
987-0000134	ENVIRO GLASS >1LT \$0.16	09/30/2015
987-0000135	ENVIRO PLASTIC 0-500ML \$0.04	09/30/2015
987-0000136	ENVIRO PLASTIC 12PK \$0.48	09/30/2015
987-0000137	ENVIRO PLASTIC 501ML-1LT \$0.04	09/30/2015
987-0000138	ENVIRO PLASTIC 6PK \$0.24	08/11/2017
987-0000139	ENVIRO PLASTIC >1LT \$0.04	08/11/2017
987-0000140		08/11/2017

PHASE 3 – ADD ITEMS TO A DEPOSIT & ENVIRO FEE GROUP

Once the Deposit & Enviro Fee Groups are created it's time to add the necessary items. Items can be added into the group manually one-by-one, or you can use the Advanced Search program to add multiple items at once.

ADD AN ITEM TO A GROUP

1. Select **[Maintenance]**, then **[Group Editor]**
2. Lookup the Deposit or Enviro Fee Group you wish to add items to

3. Select **[F9] – View Members**
4. Place your cursor in the yellow UPC field, then **[Scan]** or **[Key In]** the Product UPC



Select the **[UPC]** button to toggle your search method to lookup by a Description.

The screenshot shows the Finestra software interface. At the top, there are function keys F1 through F12 with corresponding icons. Below that, the 'GROUP INFO' section displays 'Group ID: 987-0000129' and 'Group Name: DEPOSIT PLASTIC >1LT \$0.20'. The 'GROUP MEMBERS' section has a search bar with 'UPC' selected and '067000005' entered. Below the search bar is a table with columns: Item ID, Product Description, Retail, Last Cost, On Hand, and Select. The table lists several items, including COKE CLASSIC 2LT, COKE DIET 2LT, COKE ZERO 2LT, and NESTEA COOL 2LT. A pop-up window is open over the table, showing a list of items with their UPCs and descriptions, such as POWERADE S/C710ML ION LEMONADE and SPRITE 2LT.

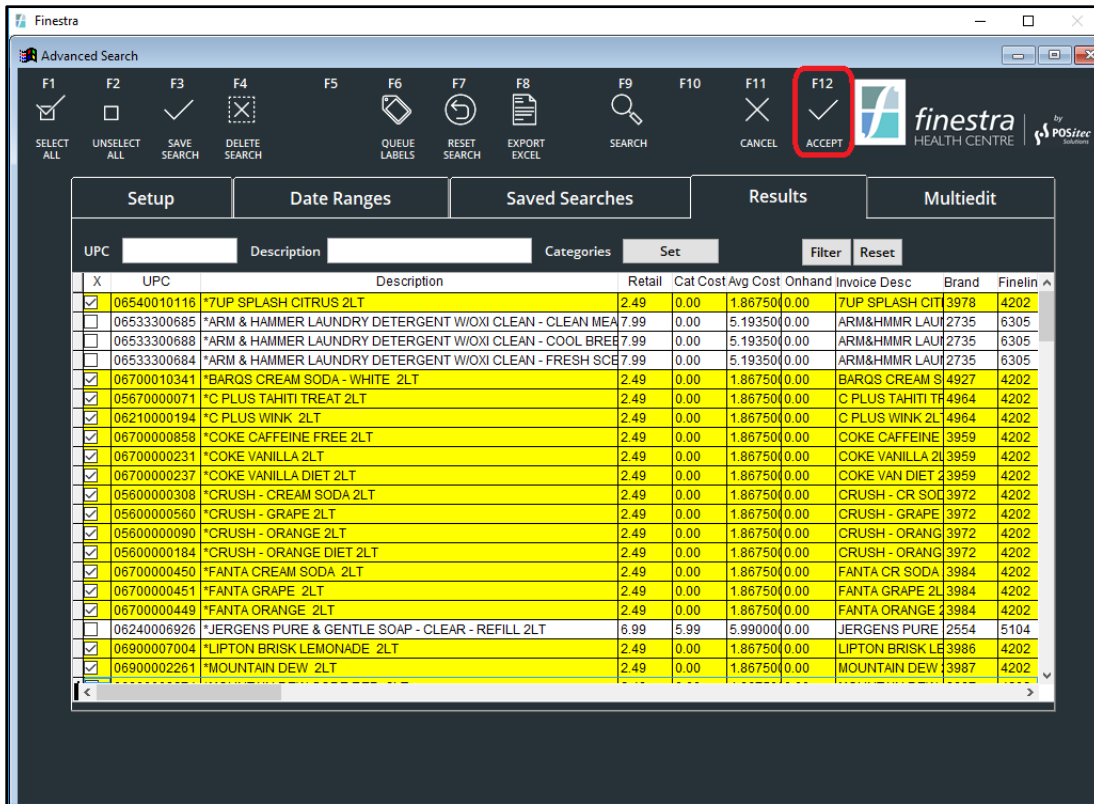
ADD MULTIPLE ITEMS TO A GROUP

1. Select **[Maintenance]**, then **[Group Editor]**
2. Lookup the Deposit or Enviro Fee Group you wish to add items to
3. Select **[F9] – View Members**, then **[F2] – Advanced Search**
4. Enter your Search Criteria using the available fields within the Setup Tab, then select **[F9] – Search**
5. When the Results List appears, select the items you wish to add to the Deposit or Enviro Fee Group



By default, all items in the Results List are selected. Choose **[F2] – Unselect All**, then holding down the **[Control Key]** on your keyboard select your wanted items by **[Left-Clicking]** on the mouse in the selection box provided.

6. Select **[F12] – Accept** to complete adding the items into the group



PHASE 4 – CREATE A DEPOSIT & ENVIRO FEE RULE

Each Deposit & Enviro Fee Group must be added as a Negative Rule into the Default Event. The Enviro Fee is also GST/HST Taxable so be sure to add the necessary Apply GST/HST flag to each Enviro Fee Rule. If you do not have a Default Event within your Finestra Health Centre POS System, please contact POSitec Customer Support for assistance.

CREATE A DEPOSIT FEE RULE

1. Select **[Events]**
2. Highlight the Default Event, then choose **[F9] – Select**
3. Select **[F1] – New Rule**, then select **[F5] – UPC Mode** to toggle your search to lookup by a Group Description
4. Enter the description of the Deposit Fee Group you wish to add to this event
5. In the *Rule Value* field, enter the **[Deposit Fee]** as a Negative Amount; ie: for the Deposit Plastic >1LT \$0.20 Group, enter the Rule Value as -0.20
6. Select the **[Deposit]** option, then enter the *Rule Description* as **[DEPOSIT]**



The Rule Description **MUST** be set to DEPOSIT. If the Rule Description is entered incorrectly, the fee will not report correctly to the GM Sales or Accounting Details Reports.

7. Select **[F2] – Save**

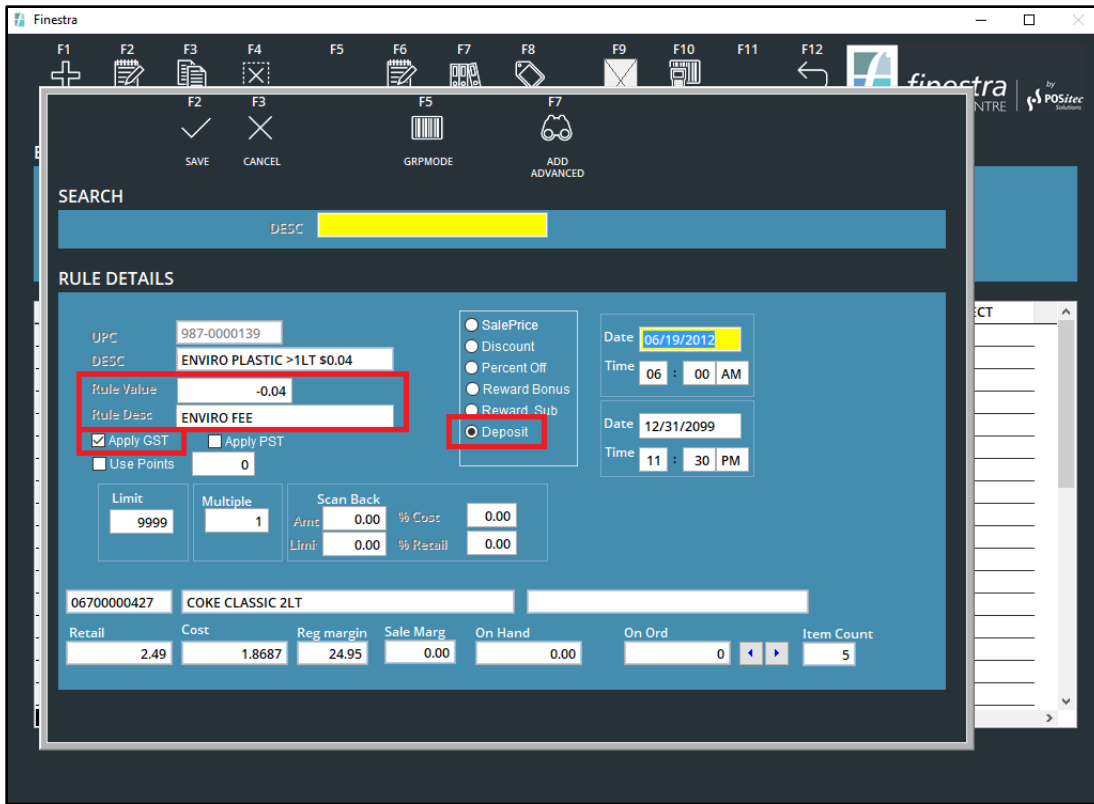
CREATE A ENVIRO FEE RULE

1. Select **[Events]**
2. Highlight the Default Event, then choose **[F9] – Select**
3. Select **[F1] – New Rule**, then select **[F5] – UPC Mode** to toggle your search to lookup by a Group Description
4. Enter the description of the Enviro Fee Group you wish to add to this event
5. In the *Rule Value* field, enter the **[Enviro Fee]** as a Negative Amount; ie: for the **Enviro Plastic >1LT \$0.04 Group**, enter the Rule Value as -0.04
6. Select the **[Deposit]** option, then enter the *Rule Description* as **[ENVIRO FEE]**



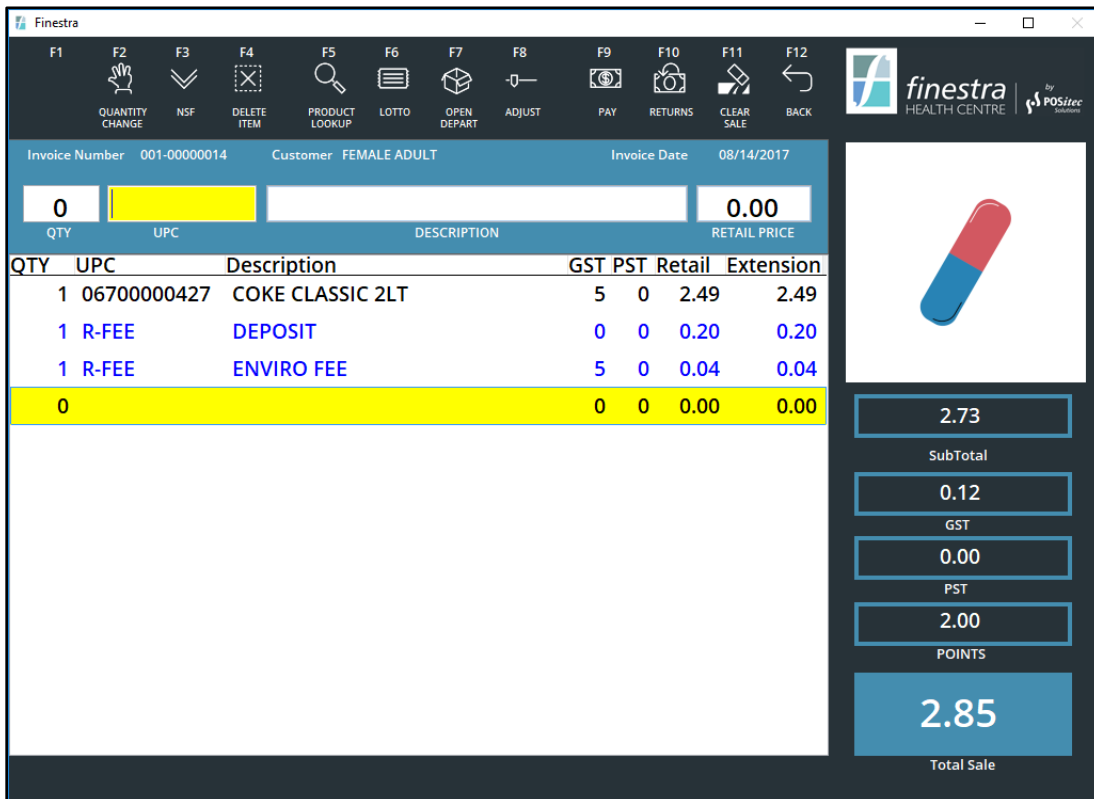
The Rule Description **MUST** be set to ENVIRO FEE. If the Rule Description is entered incorrectly, the fee will not report correctly to the GM Sales or Accounting Details Reports.

7. Select the **[Apply GST/HST]** option, then select **[F2] – Save**



PHASE 5 – PROCESSING A TRANSACTION

Now that the Deposit & Environmental Fee Configurations are complete, you're ready to start selling these items. When you scan the item into a transaction, the Deposit & Enviro Fees will automatically apply.



PHASE 6 – RECONCILIATION REPORTING

Use the following Finestra Report to submit the total Deposit & Environmental Fees you've collected.

ACCOUNTING DETAILS REPORT

The Accounting Details Report will list a lump sum total for the Deposit & Environmental Fees collected during the selected date range. The Deposit Fee totals will display under GL Codes SALES S_DEPOSIT, COGS C_DEPOSIT and INV I_DEPOSIT. The Environmental Fee totals will display under GL Codes SALES S_ENVIRO FEE, COGS C_ENVIRO FEE and INV I_ENVIRO FEE.

1. Select **[Reports]**, then choose the **[Accounting Details Report]**
2. Enter the **[Start Date]** and **[End Date]** you wish to run this report for
3. Select **[Run Report]**

Doc. #	Date	G/L Account	Debit	Credit	Cst/Vnd	Description
		INTERAC	59.94	0.00		
		GST	0.00	2.61		
		SALES FS	0.00	52.29		
		SALES S_DEPOSIT	0.00	4.20		
		SALES S_ENVIRO FEE	0.00	0.84		
		COGS C_DEPOSIT	4.20	0.00		
		COGS C_ENVIRO FEE	0.84	0.00		
		COGS FS	39.24	0.00		
		INV FS	0.00	39.24		
		INV I_DEPOSIT	0.00	4.20		
		INV I_ENVIRO FEE	0.00	0.84		
Report Total			104.22	104.22		