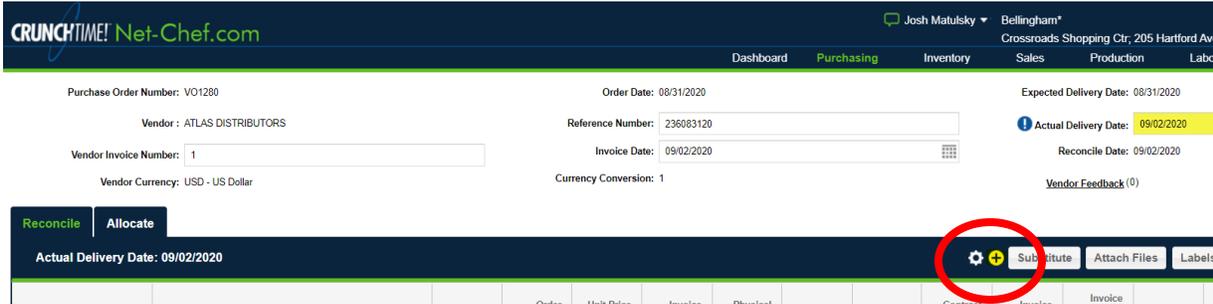


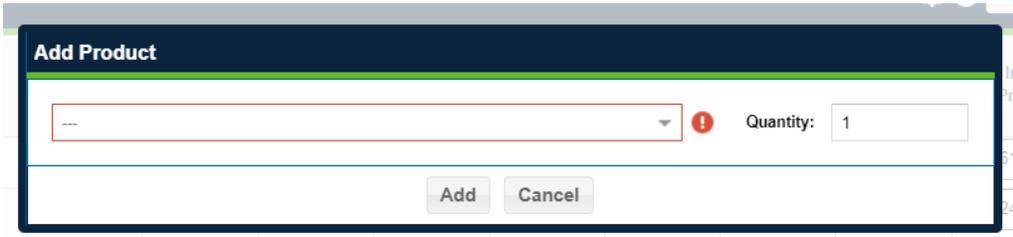
# RECONCILING KEG DEPOSITS

Keg credits should be entered in when reconciling an invoice, not when you place the order.

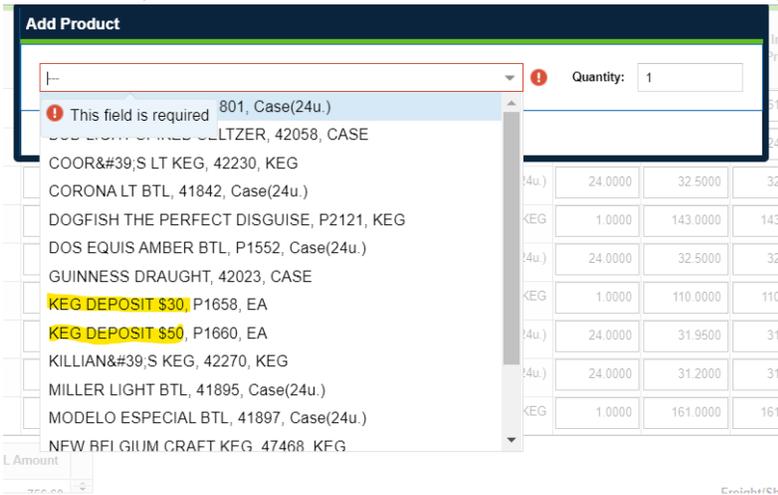
1. When you are reconciling the order, you will see the add button in the top right corner.



2. This window will pop up, and this is where you will add the keg deposits:



3. Use the drop down button and choose correct amount for the deposit:



4. Make sure when you enter the quantity for the keg deposit, that it is a negative number when reconciling the invoice. If this is a positive number the dollar amount on the hard copy invoice will not match with Crunvertime.