

# Weekly Skip Bin Reconciliation & Monthly Report

## Friday Check

### Pull data from Weigh

- Right Click
- Grid Profile Edit
- Arrow down to display report

\*This report is scheduled for Friday 12pm to office email

Check for overweight loads – invoice these.

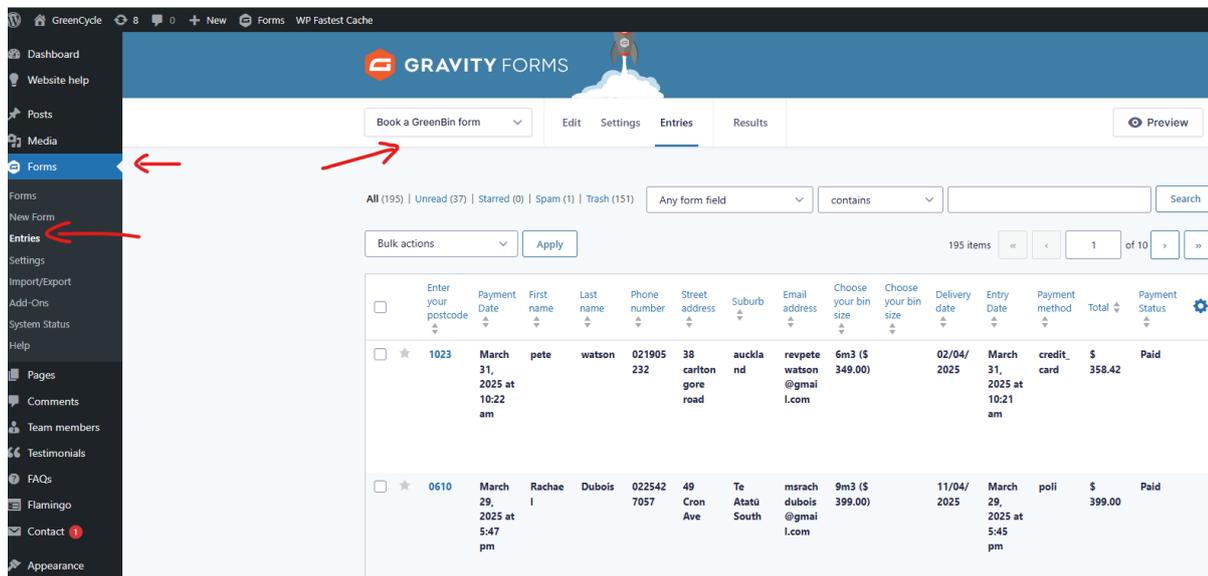
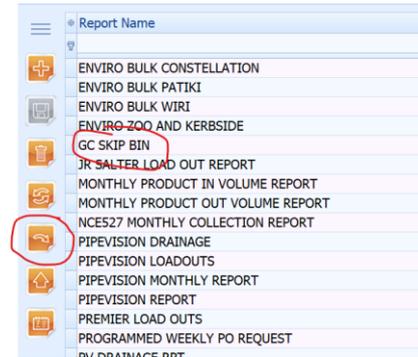
### Pull Gravity Form Report

Checking GreenCycle collections

Go to Wordpress <https://greencycle.co.nz/wp-admin>.

Select Forms > Entries (to export information select Import/Export). Main forms are:

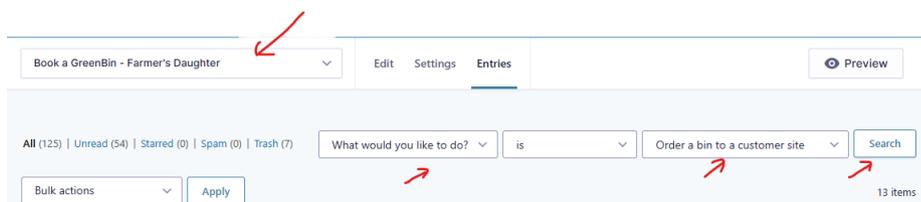
- Book a Bin Form
- Farmers Daughter
- Nat Habs
- Book a GreenBin - GreenCycle



Start with Book a GreenBin Form.

Check entries against Weigh information to ensure all captured.

If missing bins check other forms (Farmers Daughter, Nat Habs, GreenCycle for orders to customer site). Use filters to see bins ordered to customer sites



Any bins that are commercial customers need to be invoiced manually via Xero.

Notify person creating invoices of bin details.

## End of Month

Trash Control will send Excel file of bins for month. Use this as base for reconciliation spreadsheet to send MGB (Laura)

Compare Trash Control Report with Weigh Report 'Trash Control Loads Ins'

\*This report is scheduled for 9am 2<sup>nd</sup> of month. NOTE: if all loads have not been entered by 9am 2<sup>nd</sup> of month (i.e. Trash Control Enviro dockets) pull report from Weigh.

To get date from Weigh > Trash Control Loads In Grid Profile

- Set date
- Right click
- Excel

Save to G: \GreenCycle - Shared Drive\Joe Working files\Reports - Monthly\Trash Control.

Save as File name Trash Control MONTH YEAR

- Open Weigh Report
- Sort on Customer > Order > Date
- Select GC Collections rows only and sort date
- Reconcile with Trash Control Report and add haul costs to TC Report
- Note any discrepancies and investigate
- GC Collections pull Gravity Forms
  - Book a Bin Form (export select delivery date, Select bin size (x2), address > conditional logic 'payment status' 'is' 'paid', select Date range > Download
  - Farmers Daughter - can filter on 'what do you want to do?' is 'bin to client site'
  - Nat Habs - can filter on 'service required' is 'bin to client site'
  - Book a GreenBin – GreenCycle (check for cash sales and yard bin exchange and include)
  - If still can't reconcile check with Seb; he may have ordered and not invoiced
- Send Trash Control Report, with cost included, to MGB.

Prepare GC Collections for monthly reporting.

Open saved Weigh Report

G: \GreenCycle - Shared Drive\Joe Working files\Reports - Monthly\Trash Control.

File name Trash Control MONTH YEAR

Open exported Gravity Form 'Book a Green Bin'

Sort by Colum 1 Bin size Column 2 Bin size. Add cost price ex GST. (this is stored in Trash Control Capsule)

Resort based on date

In Weigh Report

Add pricing and haul cost to GreenCycle Collections transactions.

Update customer if an on account customer (e.g. Nat Habs & Farmers daughter)

Save (do not resort)

Pull Greencycle Monthly Report from Weigh. Select date range

\*this is scheduled on 1<sup>st</sup> month 5pm to [office@greencycle.co.nz](mailto:office@greencycle.co.nz). If all loads are not entered by this date, enter all loads and pull report from grid profile Greencycle Monthly Report.

Using Trash Control Report update Weigh GreenCycle Monthly Report GREENCYCLE COLLECTIONS loads (customer, haul price, subtotal). Save

This is the raw data for the final Monthly Report

Open previous month's Monthly Report

G:\.shortcut-targets-by-id\1KafEyNiKcm7b\_db04qcn-lCHiME0B9u1\GreenCycle - Shared Drive\Joe Working files\Reports – Monthly

Save as this month's report

## Pivot Tables

### Pivot table 1 = Sales

- Filter: Notes, Customer
- Columns: Values
- Rows: Product
- Values: Sum of Subtotal, Sum of Haul Subtotal, Sum of WT Net WB, Count of Date In

Copy data and save in a new worksheet (sales).

Worksheet Column headers will be:

- Sum of Subtotal / Sum of Haul Subtotal / Sum of WT Net WB / Count of Date In / Enviro Weight / Enviro Cost / Wt Net less enviro / Sum of Product Cost / Total less Haul and Product cost

Return to Pivot Table. Filter for Enviro Weight using Notes = Constellation, Patiki, Wiri

Copy Enviro Weights (will only be Greenwaste & Greenwaste minimum). Add to Sales worksheet.

Calculate Wt Net less enviro = 'Sum of WT Net – Enviro Weight'. Link result to Monthly Report Net Weight.

Calculate Enviro Cost = Enviro weight \* 45 (this is the differential between EnviroNZ tipping charge and GC Enviro Bulk charge)

Calculate Sum of Product Cost = 'Wt Net less enviro \* product cost'

- Product Costs are:
  - Clean Greenwaste, Greenwaste, Greenwaste minimum \$35 p/t
  - Compost \$20
  - Garden Mix \$32
  - Ground Greenwaste \$15
  - Mulch \$5

Calculate 'Total less haul, enviro and product cost' = Sum of subtotal – Enviro Cost – Sum of product cost

Link results to Monthly Report Weight (Value less haulage and product cost)

## Top Customers

Add new worksheet to Monthly Report > Top Sales Month Year

Monthly Report Headers for Table 1:

Total Sales (by Subtotal) > Total > % Total . Net > % Net > Haul Cost > Product Cost > Enviro Tipping Cost > Count of Days In

## All Sales

Add new worksheet to Monthly Weigh Report Customer Top Sales

Header:

Sum of Sub total / Sum of Haul Subtotal / Sum of count in / Product Cost / Enviro Cost / Total Less Costs

Return to Pivot Table to calculate top customer information:

- Filter: Notes
- Columns: Values
- Rows: Customer
- Values: Sum of Subtotal, Sum of Haul Subtotal, Sum of WT Net WB, Count of Date In

Filter for Enviro Weight using Notes = Constellation, Patiki, Wiri. It should already be on this.

Copy data to weigh report as will use this later

Clear Filter > Notes > All

Select All data (not headers or totals).

Select Filter in Row Labels Header > More Sort Options > Descending Sum of subtotal.

This is clients by Sum of Subtotal for all products. Copy and add to Customer Top 20 Sheet

Add Products to Columns

Move Sum of WT Net WB to top in values

Copy Net Wt data to Customer Top 20 (below previous table)

Insert line below header and enter product cost for each product.

Create a Total column and calculate product cost = Net WT \* product cost for each item/customer.  
Copy to top table.

Sort table based on Subtotal > largest to smallest

Copy data into Monthly Report Top Sales 'Month' worksheet.

Update Graphs in Monthly Report for Distribution

### **Top 10 Customers Greenwaste**

Monthly Report Headers for Table 2 – (Greenwaste)

Greenwaste > Sales > Net > Margin > Product Cost > Haul Cost > Enviro Tipping

Add new worksheet to Monthly Weigh Report - Customer Greenwaste

Header:

Sum of Sub total / Sum of Haul Subtotal / Sum of WT Net WB / Product Cost / Enviro Cost / Total Less Costs

Return to Pivot Table to calculate top customers greenwaste:

- Filter: Notes, Product
- Columns: Values
- Rows: Customer
- Values: Sum of Subtotal, Sum of Haul Subtotal, Sum of WT Net WB, Count of Date In

Filter on Products: Clean Greenwaste, Greenwaste p/t Greenwaste Min

Copy data to Weigh – Customer Greenwaste

Calculate product cost = WT Net \* greenwaste cost (35)

Add Enviro Tipping cost (calculated previously in All Sales)

Calculate Net = Subtotal – Haul – Product Cost – Enviro Cost.

Sort table based on Subtotal > largest to smallest

Copy data to Monthly Report > Top Sales Month Year Sheet

Calculate margin = Net / Total

Add table to Monthly Report

Update Graph in Monthly Report for Distribution

## **Top 10 Customers Product**

Monthly Report Headers for Table 2 – (Product)

Greenwaste > Sales > Net > Margin > Product Cost > Haul Cost

Add new worksheet to Monthly Weigh Report - Customer Product

Header:

Sum of Sub total / Sum of Haul Subtotal / Product Cost / Total Less Costs

Return to Pivot Table to calculate top customers Product:

- Filter: Product
- Columns: Values
- Rows: Customer
- Values: Sum of Subtotal, Sum of Haul Subtotal, Count of Date In

Filter on Products: Compost, Garden Mix, Ground Greenwaste, Mulch

Copy data to Weigh – Customer Product

Return to Pivot Table to calculate Product cost

- Filter: Product
- Columns: Values, Product
- Rows: Customer
- Values: Sum of WT NB

Add a row under product type with Product cost.

Calculate product cost = Net WT \* product cost for each item/customer. Copy to top Table.

Sort table based on Subtotal > largest to smallest

Add table to Monthly Report

Update Graph in Monthly Report for Distribution

To filter top 10 in a Pivot Table

Select Arrow in Row Labels Header > Value Filters > Top 10 > Top | 20 | items | sum of subtotal

## **Machine Efficiency**

Machine Hours

Gravity Forms > Machine Pre-Start Checks

Subtract 1<sup>st</sup> hours start of new month from 1<sup>st</sup> hours start of report month for each machine.

Enter in Monthly Report.

Login to Waitomo Customer Portal

Account > Transaction History > Fuel

Set Date range

Search

Change items showing on screen

Download to excel

Open spreadsheet

Delete all columns except Date / Quantity / Machine Number / Total excl GST

Sort on Machine Number. Check that names are consistent and update

Create Pivot Table

- Filter:
- Columns: Values
- Rows: Machine Number
- Values: Sum of quantity. Sum of Total ex GST

Enter into monthly report

Update Monthly Report Efficiency Table. Update Graphs.

Save

My Green Bookkeeper will send Monthly Report for the Sales Section at start of report.

Request from Laura if it isn't sent through. Add this information. Check the previous month's data as this will sometimes change.

Save Monthly Report for distribution as pdf and email to Seb

