MEMBER BUSINESS SOLUTIONS | FEEDING AMERICA

Donation Order Overview

Owner of this document is: Scott Wiacek – swiacek@feedingamerica.org

Purpose of this document

This document reviews how to create a Donation Order in Ceres to record product received from a Donor.

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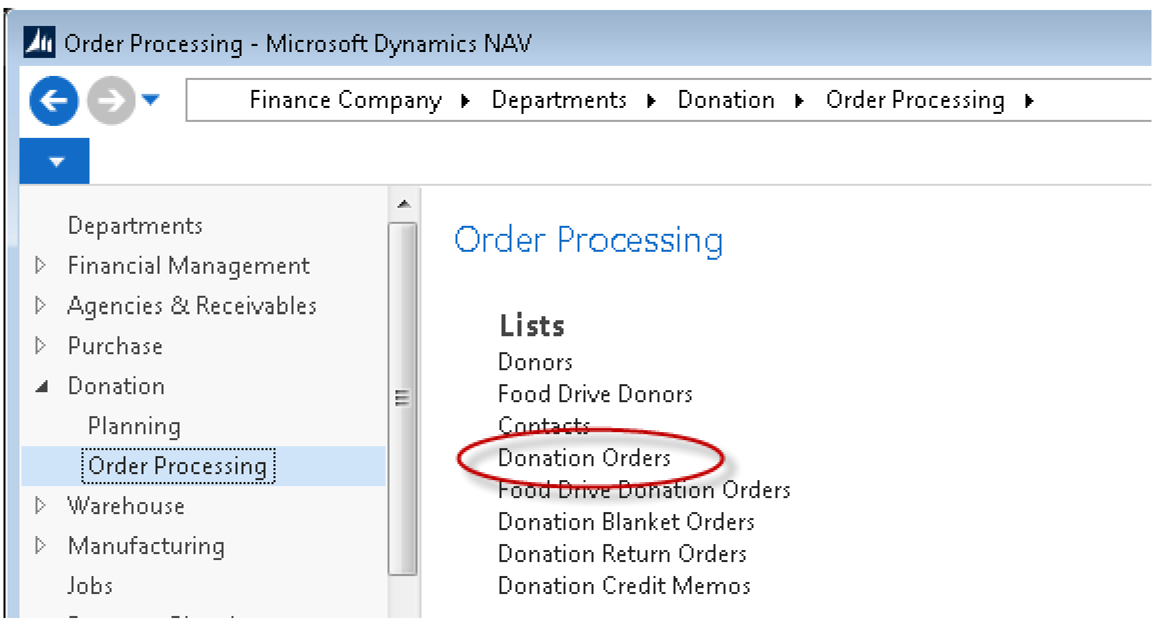
Purpose

Donation Orders are used to record product donations (orders) from Product Donors. Financial Donations are not recorded with this process. A Donation Order in Ceres allows you to create the initial record of the product donation and its associated details, as well as post the receipt of the product once it arrives at the food bank. Food Drive Donation Orders are a specific subset of product Donations and an additional procedure document is available for those types of donations.

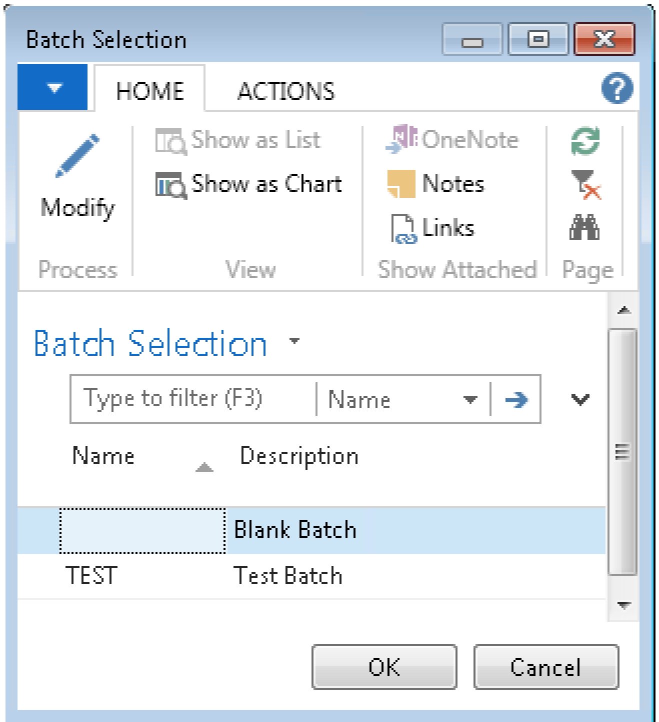
Ceres object release 4.00.00 & 4.50.45 are required for the functionality documented in this procedure.

Creating Donation Orders

1. The Donation Order can be accessed from Departments → Donation → Order Processing → Donation Orders



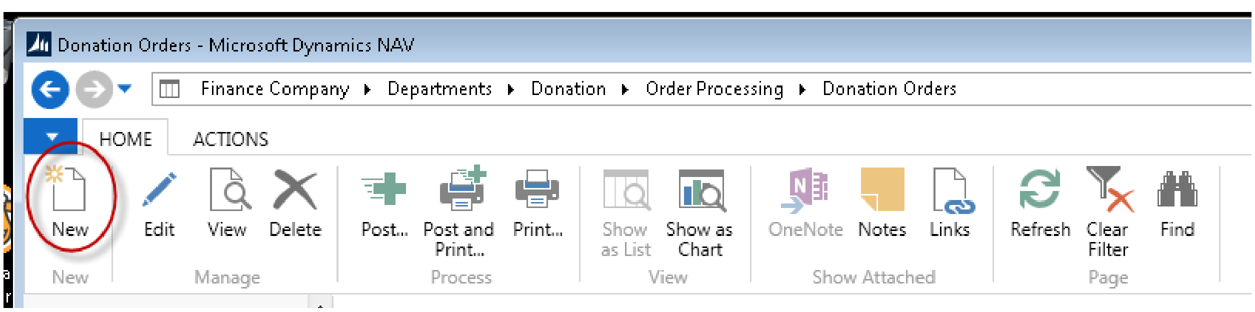
2. If you are using batches, select your batch from the batch list; otherwise click Cancel

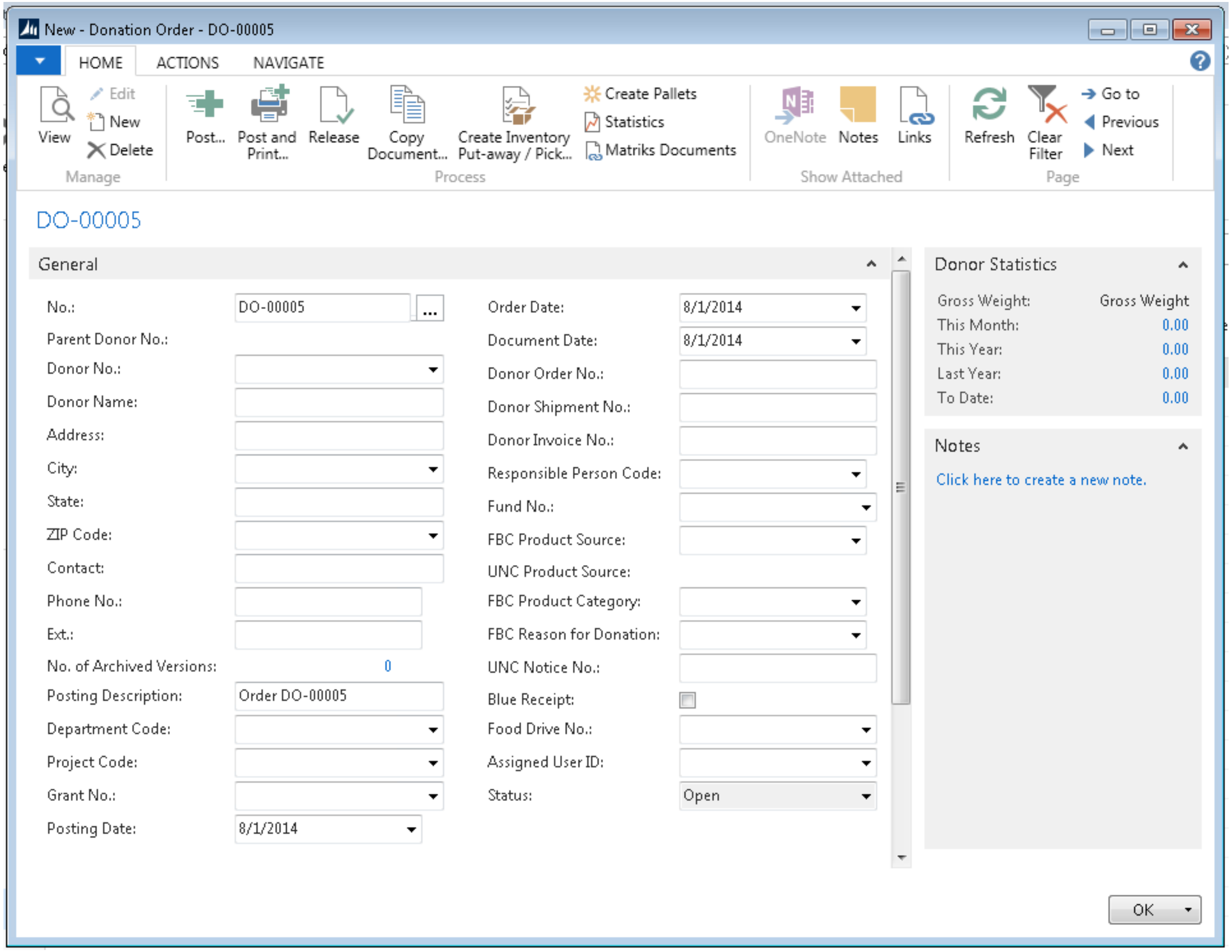


3. You will see the listing of open Donation Orders that exist within the system. Select one from the list to edit it, or click New to create a new Order.

Donation Order Header

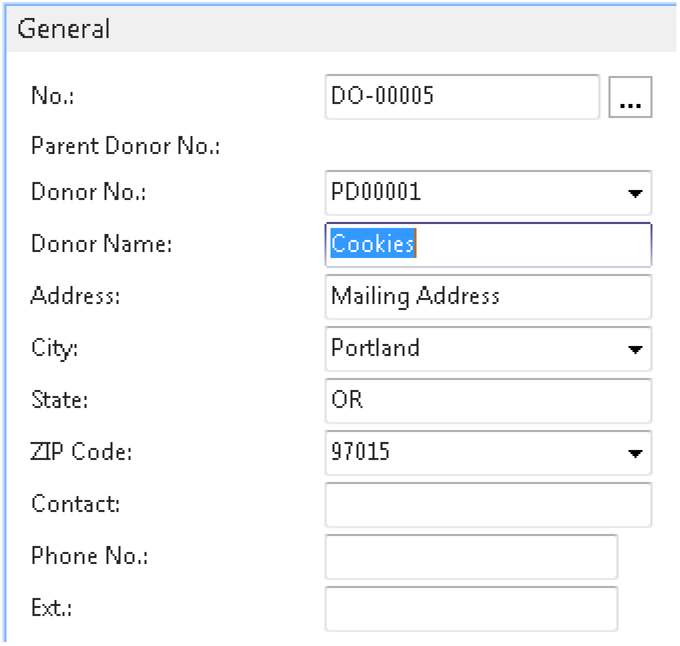
1. Click Home → New to create a new Donation Order





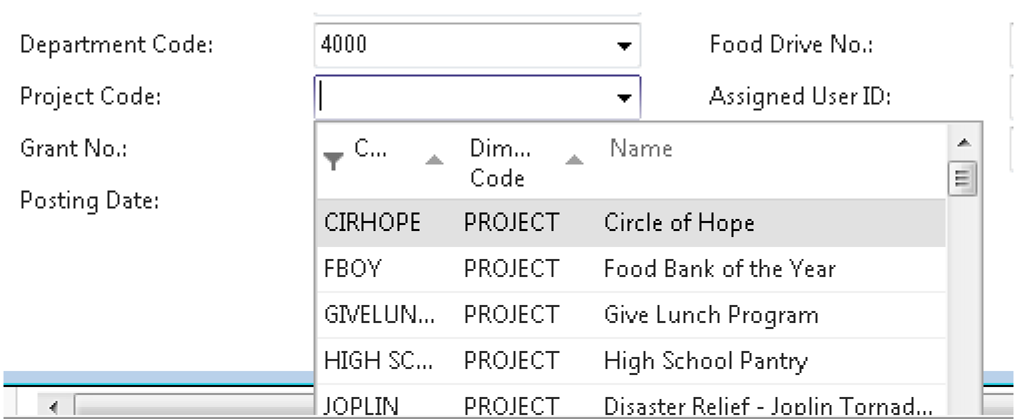
2. Press the Enter key to have Ceres automatically assign the next document number in the No. field. This will also fill in the Posting Date, Order Date, and Document Date by using the Work Date

3. In the Donor No. field, enter the Donor No. or use the lookup to select the Donor from the list. The Donor's name, address, contact, and Fund No. will flow from the Donor Card.



4. Lookup in the Department Code field and select a department

5. If this donation is part of a project, lookup in the Project Code and select a Project Code



6. Fill in the Responsible Person field. This is the person who placed the order.

7. Lookup in the FBC Product Source field to select a product source. This mandatory field provides information to the Quarterly Poundage Report. The UNC Product Source field will update based on the FBC Product Source selected.

   Note: if an A2H Product Source is selected, the Donor must be previously set up with a proper UNC Donor ID on the Donor Card. Please see documentation on Donor setup.

8. Lookup in the FBC Product Category field. This mandatory field provides information to the Quarterly Poundage Report.

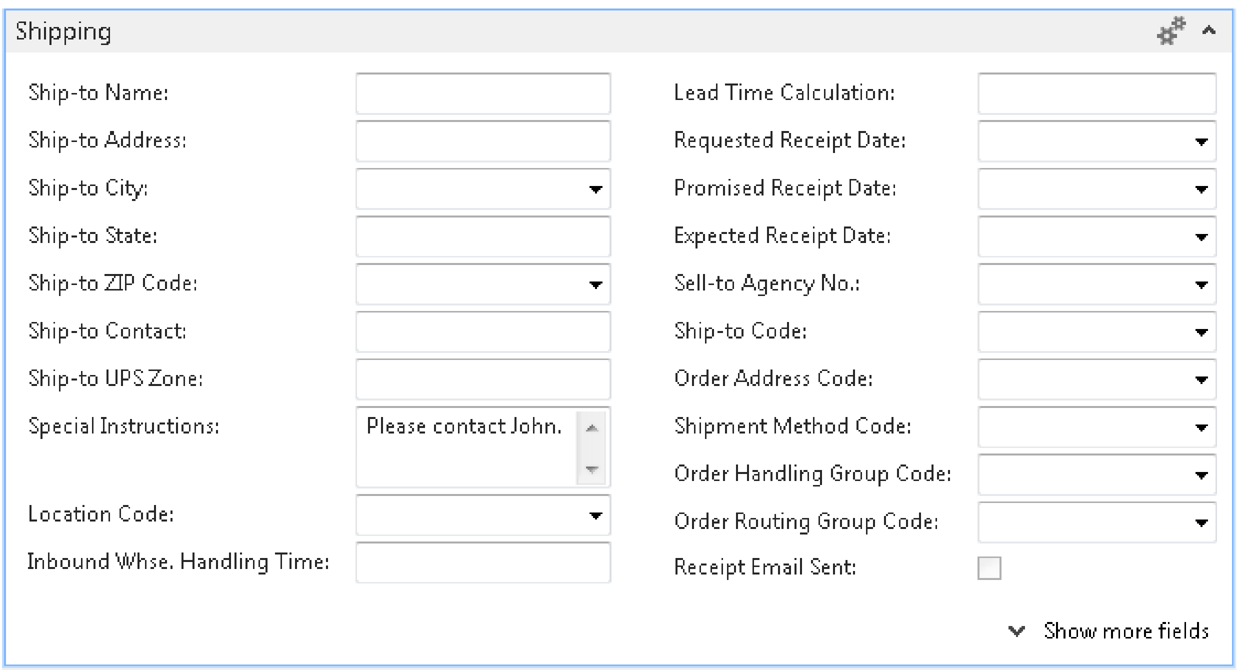
9. Lookup in the FBC Reason for Donation field to select a reason for the donation

10. If an A2H Product Source was specified, fill in the UNC Notice No. field

11. If necessary, place a check mark in the Blue Receipt field. This field will default based on setup from the Donor Card and assist in selecting the proper FBC/UNC Product Source.

12. If the Donation is part of a food drive, lookup in the Food Drive No. field to select the associated food drive

Donation Order Shipping FastTab



1. **Special Instruction** – This is a free form text field can be used to enter special instructions about this order.

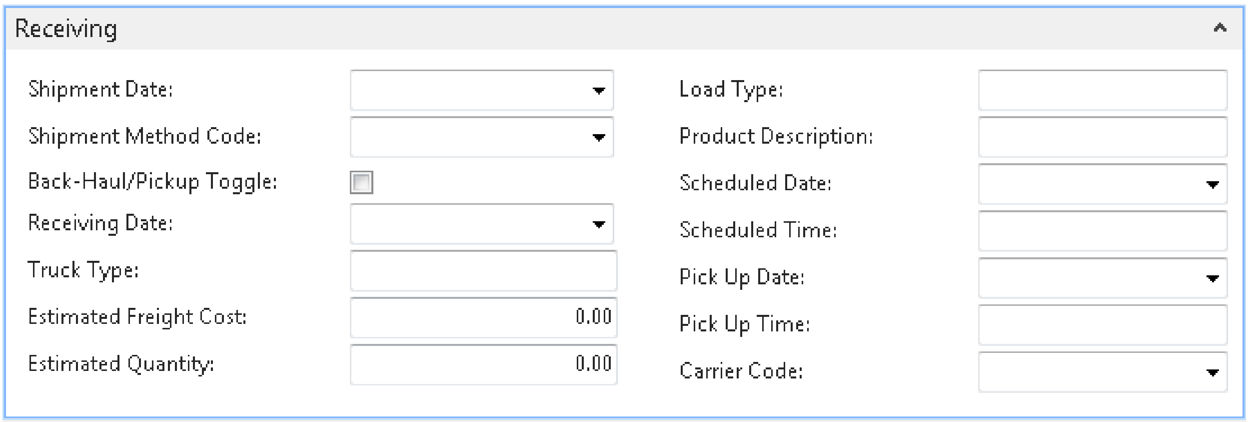
2. **Location Code -** Enter the Location where the product will be received. The Location Code entered here will flow to the Donation Order Lines.

3. **Order Handling Group Code** - This field will default from the Donor and can be overridden if required. This field typically identifies how the order will be handled.

4. **Order Routing Group Code** - This field will default from the Donor and can be overridden if required. This field typically identifies how the order will be routed.

5. **Receipt Email Sent** – This is a Ceres maintained field that automatically updates when a receipt email is sent for this order. For more information, please see the Donation Email Receipt Functionality document.

Donation Order Receiving FastTab



1. **Shipment Date** - Enter the expected ship date of the Donation Order.

2. **Shipment Method Code** – This field will default from the Donor and can be overridden if required. This field typically identifies whether the order will be picked up or delivered by the Donor.

3. **Back-Haul/Pickup Toggle** – Check this field to indicate that the order will be picked up by the food bank as part of a back-haul after deliveries. This field will be used in routing applications to schedule the pickup.

4. **Receiving Date** – Enter the expected receipt date. This should be updated with the actual receipt date at the time of receiving.

5. **Truck Type** –This free-form text field can be used to specify the type of truck used or required for shipping.

6. **Estimated Freight Cost** – Enter the estimated freight cost of pickup or delivery.

7. **Estimated Quantity** – Enter the estimated quantity of the order, typically in pounds to help operations with logistics planning.

8. **Load Type** – This is a free form text field and can be used to specify the type of load expected.

9. **Product Description** – This free form text field can be used to enter a general product description of the load as specified by the Donor. It can help logistics to plan for any special handling or storage requirements.

10. **Scheduled Date** – Enter the date the order is scheduled for pickup for pickups or the appointment date for delivery orders.

11. **Scheduled Time** – Enter the time the order is scheduled for pickup for pickup orders or the appointment time for delivery orders.

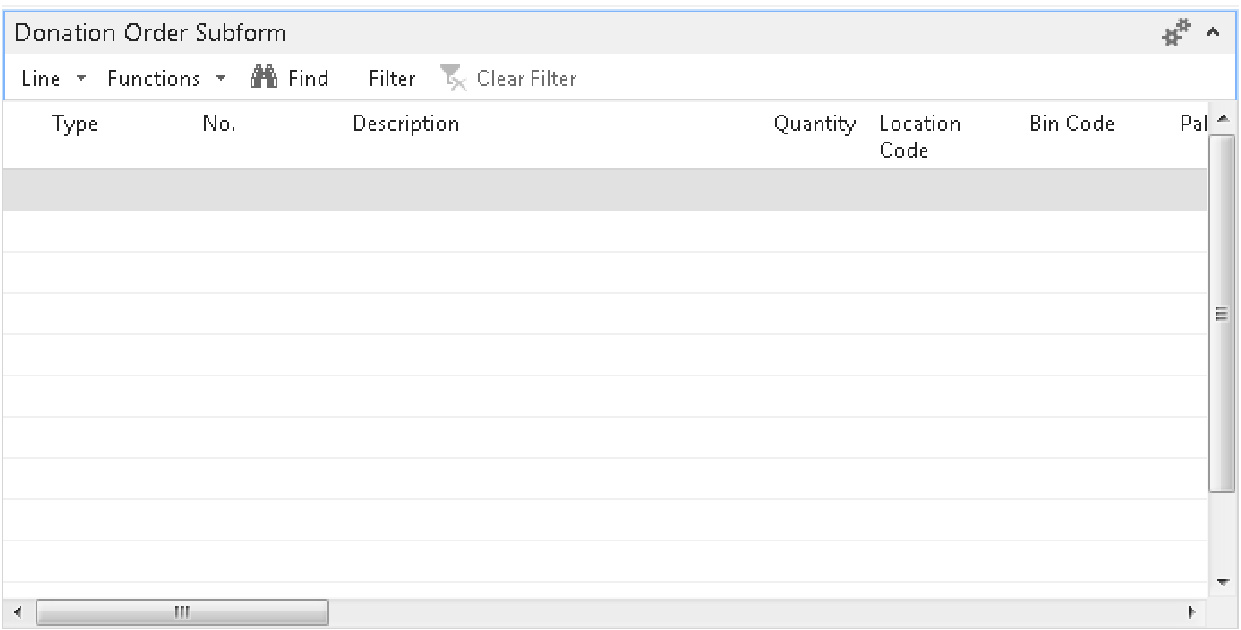
12. **Pickup Date** – This is the Donor's preferred pickup date. It is calculated from the Preferred Pickup Days & Times setup if it has been specified for the donor. For more information, please see Donor Preferred Pickup Days & Times document.

13. **Pickup Time** – This is the Donor's preferred pickup time. It is calculated from the Preferred Pickup Days & Times setup if it has been specified for the donor. For more information, please see Donor Preferred Pickup Days & Times document.

14. **Carrier Code** – This field is used to specify the carrier used for the transportation of the product. Normally this would refer to a 3rd party trucking company.

Donation Order Lines

1. Move to the lines of the Donation Order. Here you specify which items are being donated.

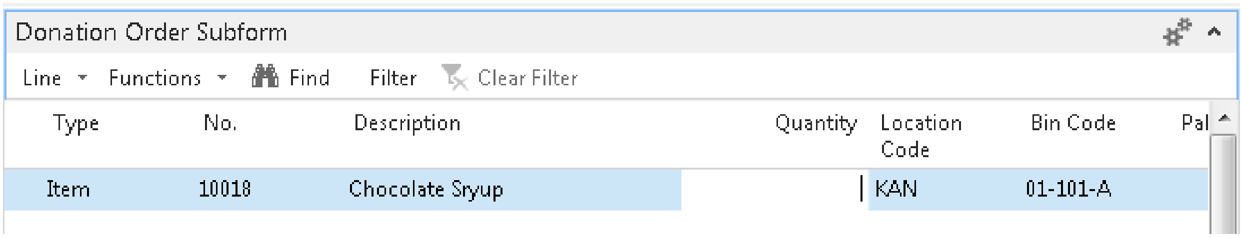


2. In the Type field, select "Item"

3. In the No. field, type in the item number or use the lookup to select the Item from the list. The Item's Description, Unit of Measure, and Gross Weight will flow forward to the line.

4. In the Location Code field, select the Location where the Item will be received.

5. If the Location you specified is set up to require Bins, select a Bin on the Bin Code field

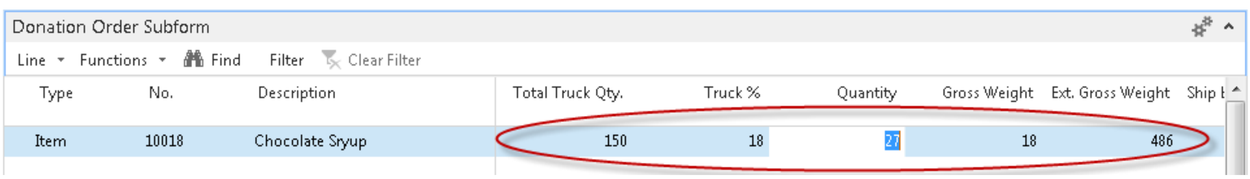


6. If applicable, fill in the Lot Expiration Date and Lot Consume By date fields.

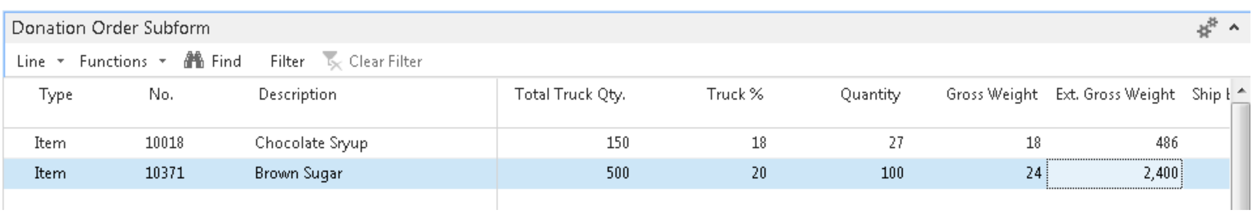
   Note: these fields may have already been pre-generated by the calculation formulas set on the Item Card. In this case, you may review and adjust these dates on the order as necessary.

7. Optionally, you may fill in the Total Truck Quantity and Truck % for this Donor. Once these values are entered, the Quantity and Ext. Gross Weight fields will update based on the percentage calculation.

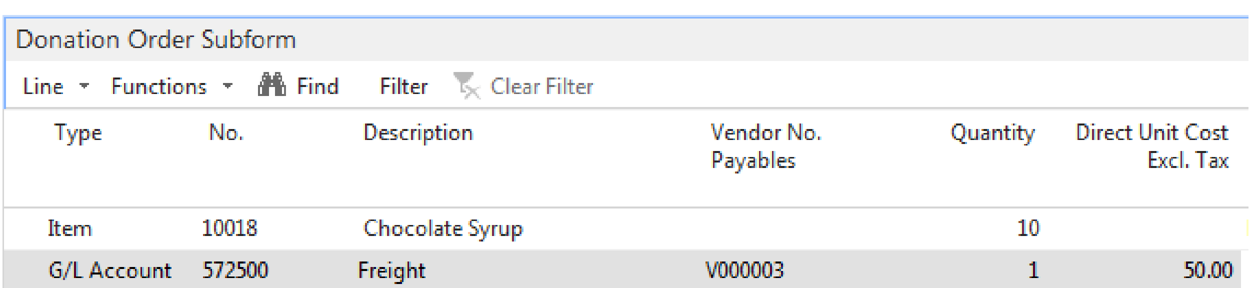
   Note: The Quantity is in reference to the Unit of Measure Code. If Lot Nos. has been specified on the Item Card, a Lot No. will be generated at this time. If the item is donated on more than one lot, you will need to create an additional line.



8. Repeat the steps above for each additional item that will be ordered



9. Two fields on the Donation Order Line facilitate paying inbound freight and/or other charges for Donations.



Vendor No. Payables – This field is only available for data entry when Type = G/L Account.

Direct Unit Cost Excl. Tax – This field is only available for data entry when Type = G/L Account

When the line Type = G/L Account and a Direct Unit cost Excl. Tax and Vendor No. Payables are provided on the line; upon posting the Donation Order, a Purchase Invoice to the vendor specified in the Vendor No. Payables field is created (and released) utilizing the G/ L Account and the Direct Unit Cost Excl. Tax. specified on the line.

NOTE: On the Purchase Invoice created by the process, the Donation Order that created the Invoice is noted in the Vendor Order No. field on the General Tab of the Purchase Invoice.

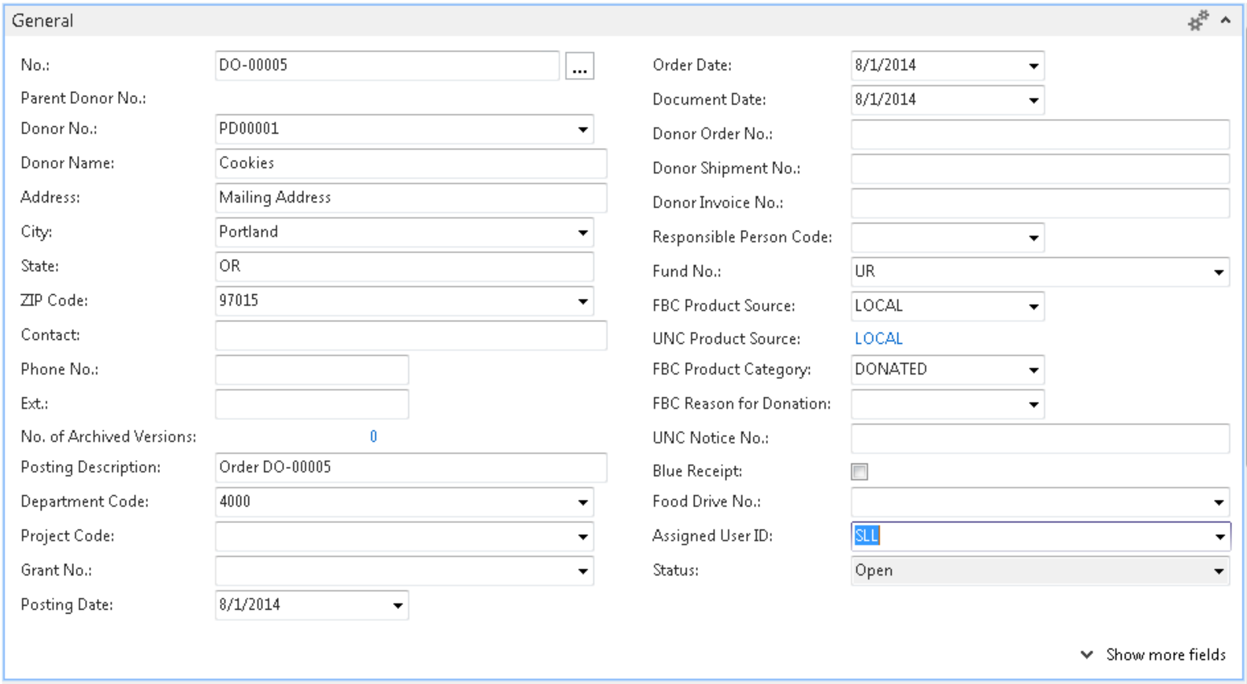
NOTE: On the Posted Donation Order, the Purchase Invoice number created by the process is noted in the line Description field.

NOTE: Any Matrix Documents that are attached to the Donation Order are copied and attached to the Purchase Invoice created by the process.

Receiving

Donation Orders can be received through the Donation Order, or via warehouse processes. In this document, we will receive from the Donation Order. If you would like to receive via Receipts and Put-Aways, please refer to the document Warehouse Put-Away Overview.

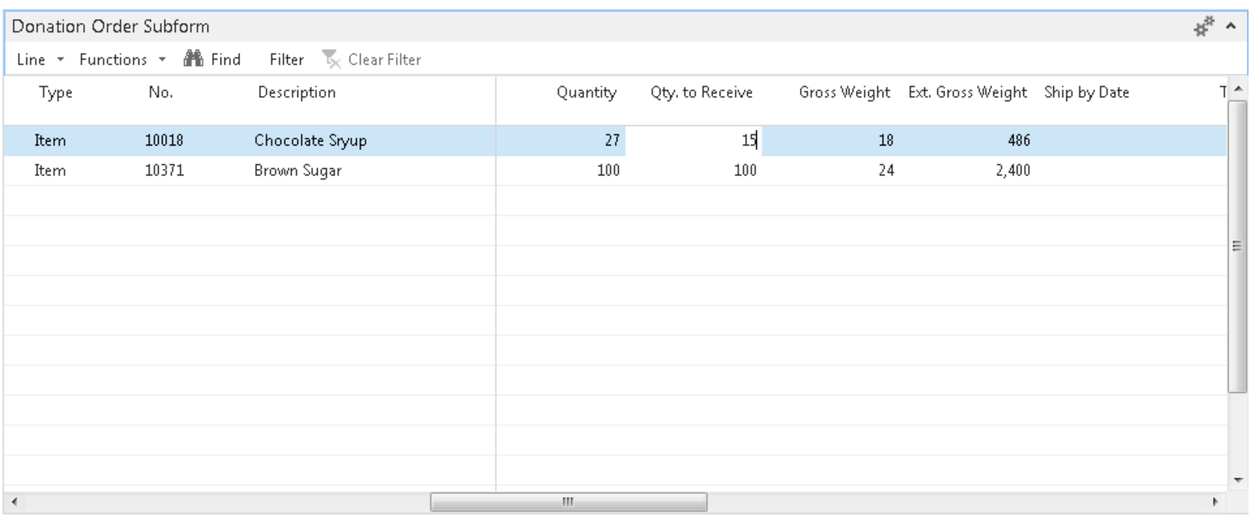
1. When the items you ordered arrive, return to Departments → Donation → Order Processing → Donation Orders
2. Select the Donation Order from the list and click Home → Edit
3. Enter today's date in the Posting Date field
4. On the Assigned User ID field, use the lookup to select the user in charge of receiving the products



5. Move to the lines of the Donation Order

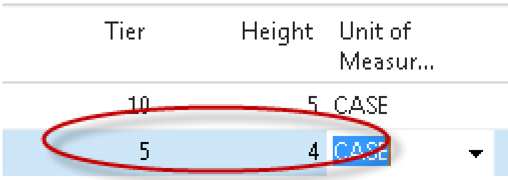
6. Update the Qty. to Receive field with the actual quantity that is being received into inventory.

   Note: If the Qty. to Receive is lower than the Quantity field, you will be completing a partial receipt. You can return to the Order later to post more receiving. In the example below, the user will receive a portion of the first item now and the other portion at a later time.



7. Verify the Lot No. field shows the correct Lot number. To assign a different lot, type in a different number.

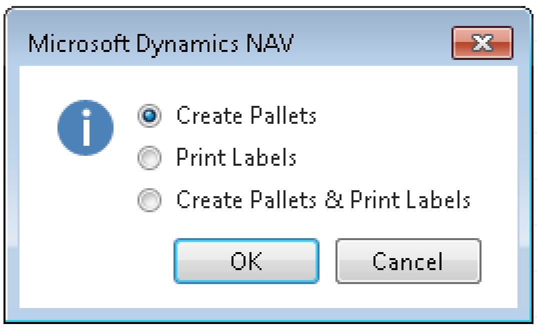
8. If the Items are palletized, fill in the Tiers and Height fields. Tiers are the number of units per level; Height is the number of levels. In the example below, we will receive 2 pallets that are 4 levels high and 5 deep.



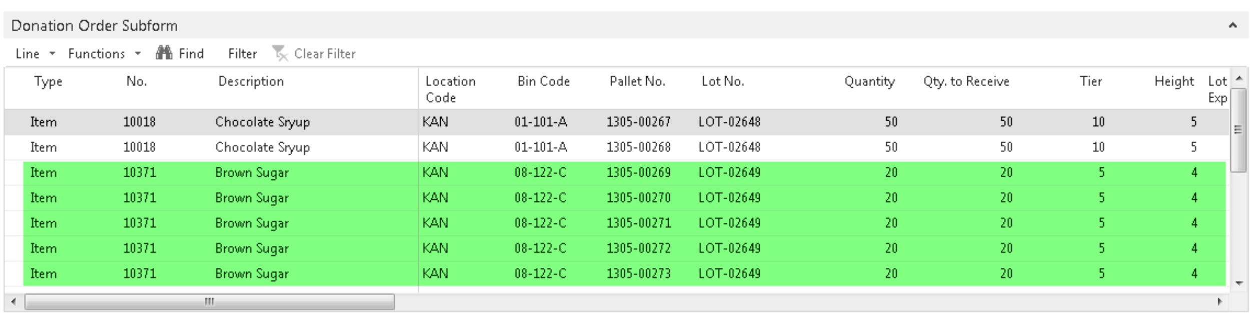
Tier	Height	Unit of Measur...
10	5	CASE
5	4	CASE

9. Click Home → Create Pallets.

10. Select one of the following choices and click OK



11. Ceres will assign pallet numbers to the palletized items and split the lines according to the tiers and height.



Type	No.	Description	Location Code	Bin Code	Pallet No.	Lot No.	Quantity	Qty. to Receive	Tier	Height	Lot Exp
Item	10018	Chocolate Sryup	KAN	01-101-A	1305-00267	LOT-02648	50	50	10	5	
Item	10018	Chocolate Sryup	KAN	01-101-A	1305-00268	LOT-02648	50	50	10	5	
Item	10371	Brown Sugar	KAN	08-122-C	1305-00269	LOT-02649	20	20	5	4	
Item	10371	Brown Sugar	KAN	08-122-C	1305-00270	LOT-02649	20	20	5	4	
Item	10371	Brown Sugar	KAN	08-122-C	1305-00271	LOT-02649	20	20	5	4	
Item	10371	Brown Sugar	KAN	08-122-C	1305-00272	LOT-02649	20	20	5	4	
Item	10371	Brown Sugar	KAN	08-122-C	1305-00273	LOT-02649	20	20	5	4	

12. Once you have verified the data, click Home, then choose Post, or select Post & Print to print a receiving document

    Note: The receipt can be re-printed from a Posted Donation Receipt

13. If you wish to create Pallets first and then print Pallet Tags, click on Create Pallets twice. The first time choose Create Pallets. The second time choose Print Labels. If you need a Pallet Label for a Lot only Item (not Palletized) choose Actions.. Print.. Lot Label.
14. Select Receive and click OK. This will create a Posted Donation Receipt.

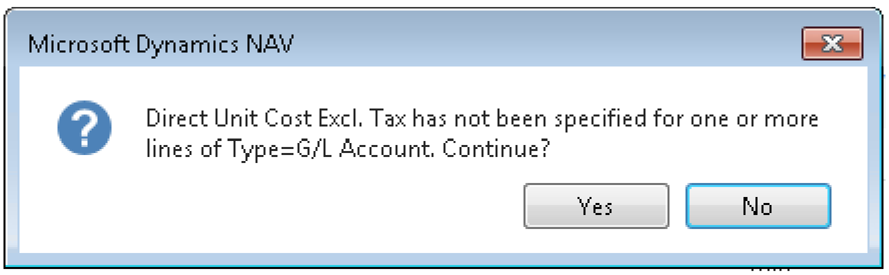
15. If you have received the Donation Order in full, the Order will be deleted. Historical data can be obtained from the Posted Donation Receipt(s)

Releasing the Document to the Warehouse

1. When the data entry is complete and the product is received, Click Home → Release. This locks the page from users being able to enter more items or change quantities.

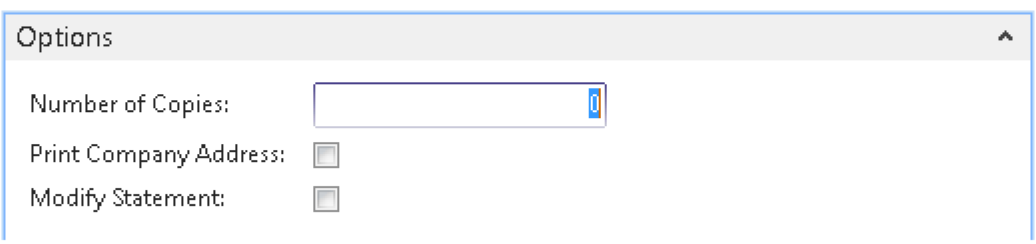
   Note: The order can be re-opened by clicking Actions → Reopen.

   Note: With Ceres 4.50.45, if a zero cost line with Type = "G/L Account" is present when the Donation Order is Released the following confirmation will be displayed:



   The user can click YES to proceed with releasing the Donation Order, or select NO to cancel the order release so the cost can be added to the affected lines.

2. You may post & print the order by clicking Actions → Order. On the Options FastTab, you can choose how many Receipt copies to print and choose if your company's address should show.



3. Click Print

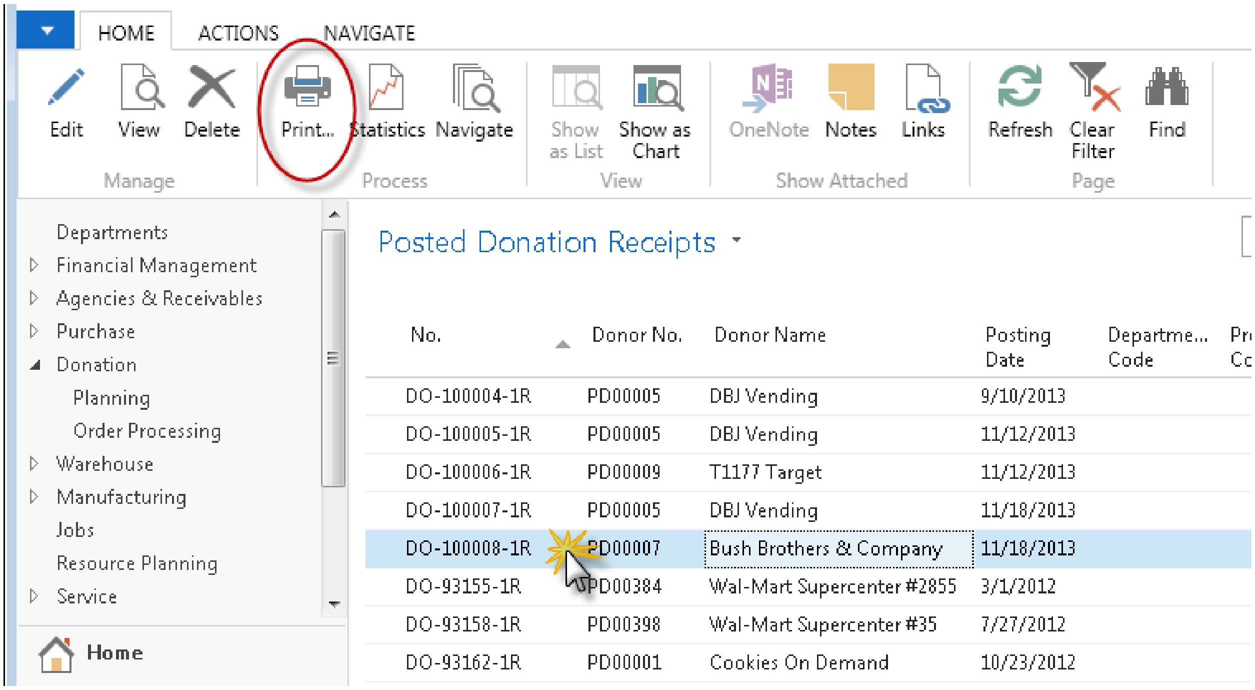
4. You may now close the Donation Order form

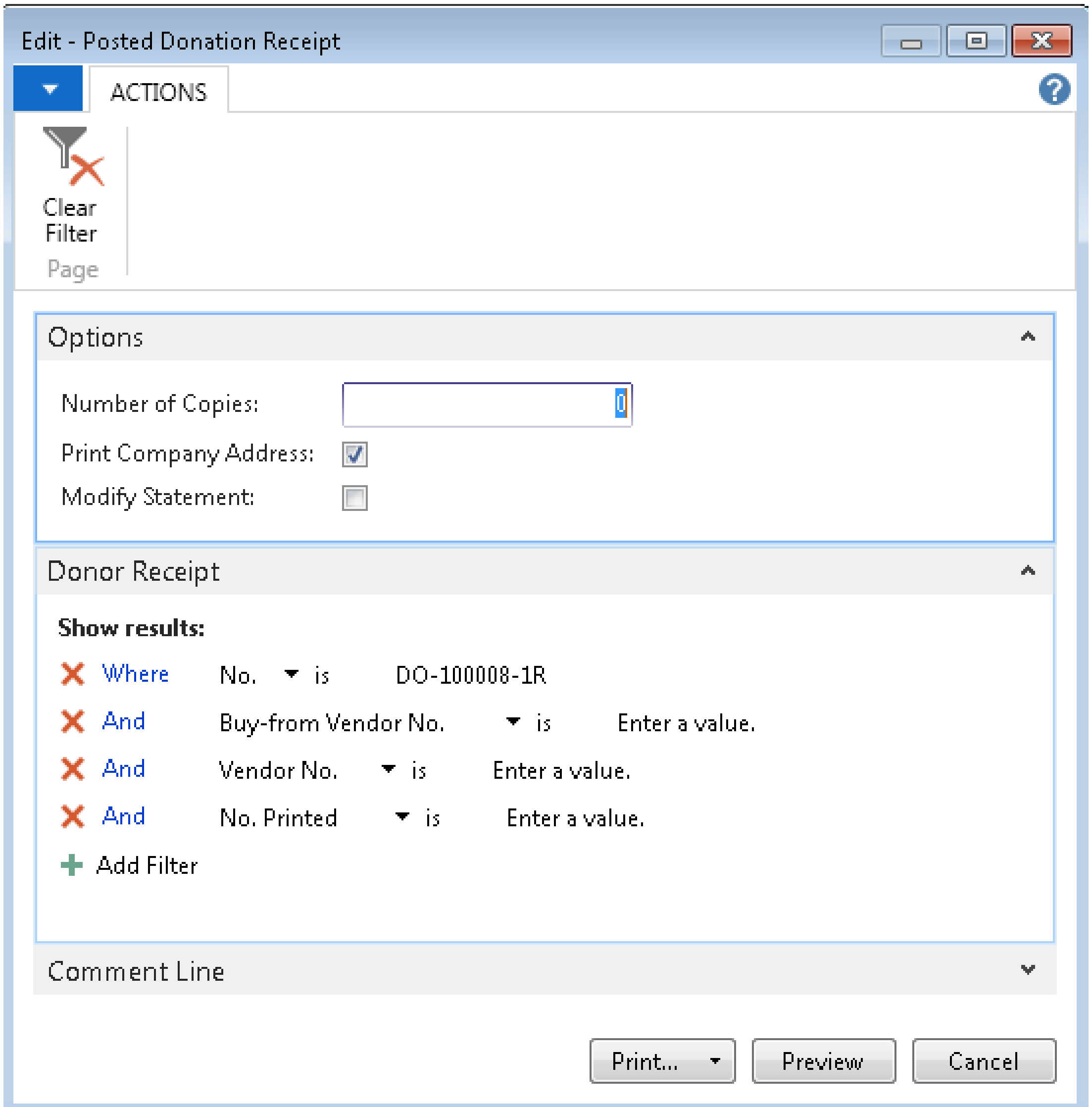
Posted Donation Receipts

1. Click Departments → Donation → Archive.

2. Click Posted Donation Receipts

3. Select the desired Receipt and click Print in the Home Pane



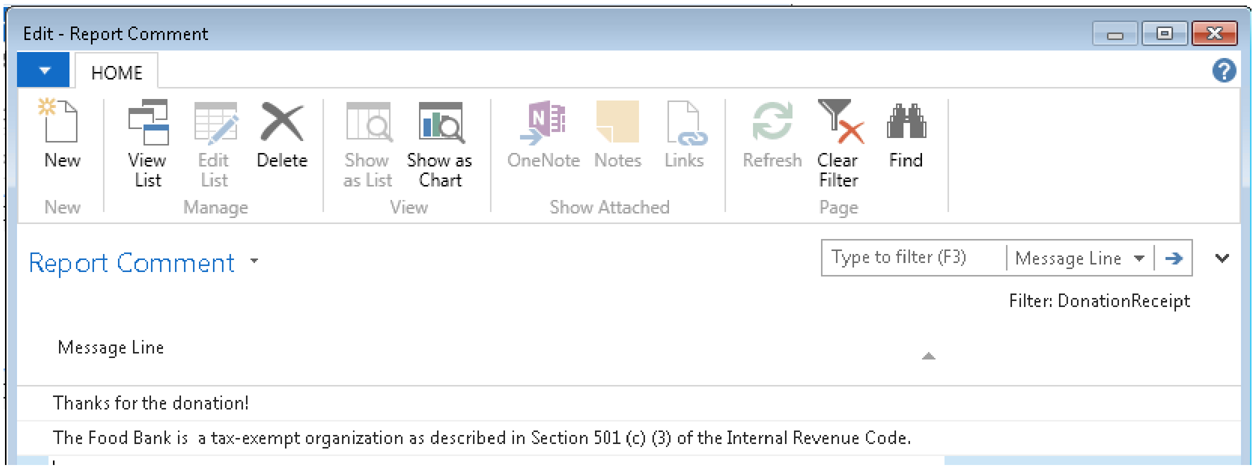


4. Select the Number of Copies desired. This is the number of copies in addition to the original.

   Note: If Default No. of Copies are setup, inputting an amount below will override the setup.

5. Check the box if you would like to print the Company Address on the Donation Receipt.

6. Click the Modify Statement check box to modify the standard statement that will print on all Donation Receipts. The following is the recommended verbiage from Feeding America. Simply replace "The Food Bank" with the name of your food bank.



7. You can also email the receipts. For more information, please see the Agency and Donor Email Receipt Functionality document

Related Topics:

1. Item Overview
2. Parent Donor Overview
3. Donor Overview
4. Food Drive Overview
5. Food Drive Enhancements
6. Warehouse Receipting Overview
7. Warehouse Put-Away Overview
8. FA Reporting and UNC Coding (QPRs_Blue Receipts)
9. Donor Preferred Pickup Days and Times
10. Appian Overview and Integration
11. Voxware Overview and Integration
12. Order Handling Groups Order Routing Groups
13. Donation Order Archiving
14. Agency and Donor Document Emails