



## Purchase Orders and Invoices with Grants

### **Purpose of this document**

Purchase orders are used to process inventory orders from vendors that involve a dollar value. A purchase order in Ceres allows you to create the initial order, receive product, and finish by posting an invoice. Alternately for a non-inventory purchase, you may start with a purchase Invoice directly.

Sometimes food banks will also have grant funds that are available to use for purchasing inventory or covering other types of purchases. This document will address how to assign grant funds to a purchase order for inventory purchases, and purchase invoice for other types of purchases.

*Ceres Object release 5.00.00 is required for the functionality described in this document.*

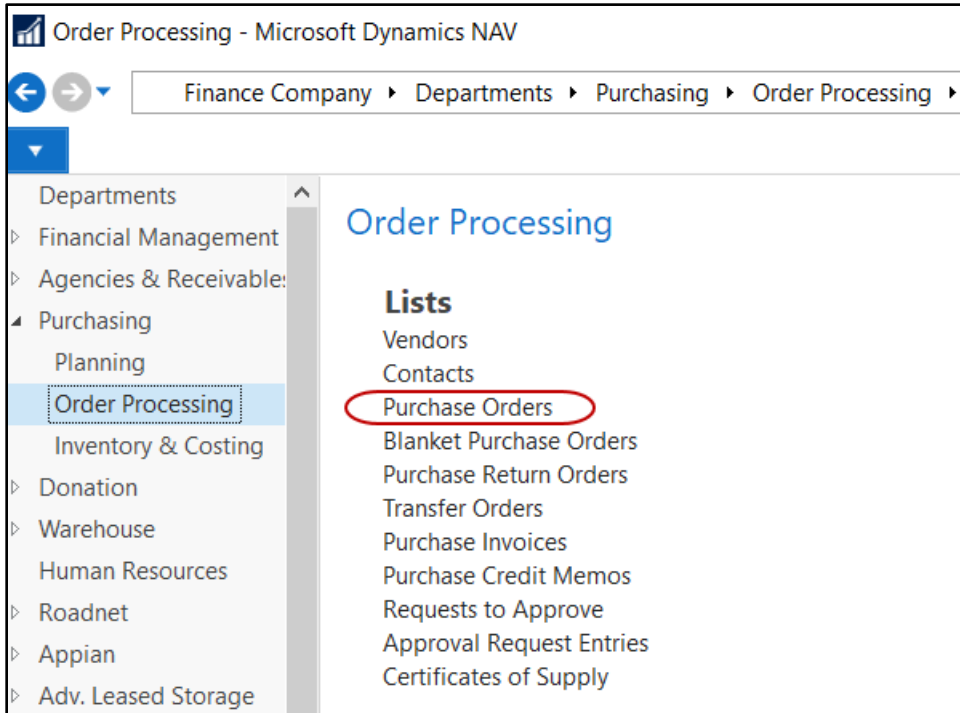
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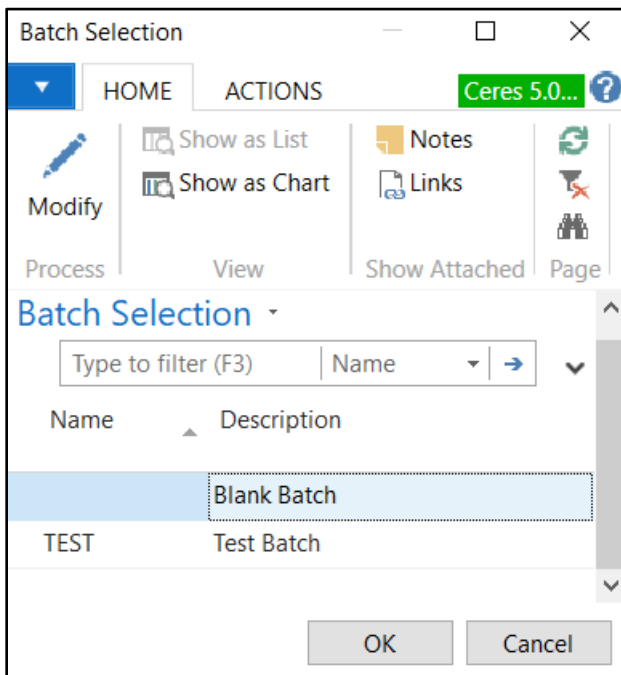
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## Creating Purchase Orders

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



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



- A list of open purchase orders that exist within Ceres will display. Select one from the list edit or create a new order.

No.	Posting Date	Buy-from Vendor No.	Buy-from Vendor Name
PO-00356	4/3/2020	V000025	Cosentino's Food Stores
PO-00355	4/3/2020	V000003	Cargo-Master, LLC
PO-00354	4/3/2020	V000003	Cargo Master, LLC
PO-00347	3/29/2020	V000025	Cosentino's Food Stores

- To create a new purchase order, select Home → New.

- 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.

- In the Buy-from Vendor No. field, enter the Vendor No. or use the lookup to select the vendor from the list. The vendor's name, address, and Fund No. will flow from the Vendor Card.

**PO-00347 · Cosentino's Food Stores**

**General**

Vendor No.:	V000025	Vendor Invoice No.:	*
<b>Buy-from</b>		Responsible Person Code:	
Address:	3901 W 83rd Street	No. of Archived Versions:	0
Vendor Name:	Cosentino's Food Stores	Posting Description:	Order PO-00347
Buy-from Vendor Name 2:		Grant No.:	GRTPUR1
Address 2:		Order Date:	3/29/2020
City:	Prairie Village	Vendor Order No.:	
State:	KS	Vendor Shipment No.:	
ZIP Code:	66208	Alternate Vendor Address Code:	
Contact:	Cosentino's price chop...	Your Reference:	
Phone No.:	816-483-6948	Fund No.:	
Extension:		FBC Product Source:	COOP
Location Code:		UNC Product Source:	AFF PURCH
Posting Date:	3/29/2020	FBC Product Category:	GRANTPURCH
Document Date:	3/29/2020	Assigned User ID:	
Due Date:	4/28/2020	Status:	Open
		Last Modified By:	ESOPRO\KJK

- Lookup on 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.
- Lookup on the FBC Product Category field. This mandatory field provides information to the Quarterly Poundage Report. It is imperative that FBC Product Source and Product Category codes are linked to valid UNC Codes from Feeding America. See FA Reporting and UNC Coding (QPRs-Blue Receipts) Procedure document for additional information.

For Orders that are covered by Grants, this would typically be GRANTPURCH (or similar). Make sure that your FBC Product Category is linked to the UNC Product Category of GRANTPURCH by clicking on the down arrow in the FBC Product Category field and selecting Advanced to see the linkage.

6. Enter the Grant No. on the Purchase Order Header or use the down arrow to select from a list of purchase grants.

**Note:** Only grants that have an Apply To type of Purchases or Agencies/Purchases will display here.

Grant No.:	GRTPUR1
Order Date:	
Vendor Order No.:	2500
Vendor Shipment No.:	9035
Alternate Vendor Address Code:	GRTPUR1
Your Reference:	
Fund No.:	

No.	Description
2500	HN County Grant FY10: Apr/...
9035	Misc. Grants
GRTPUR1	Purchase Grant

New Advanced Set as default filter column

7. Move to the lines of the purchase order. Here you specify which items you would like to purchase, along with the quantity and any costing information.
8. In the Type field, select Item.
9. 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 Direct Unit Cost will flow forward to the line.
10. In the Location Code field, select the Location where the Item will be received.
11. If the Location you specified is set up to require Bins, select a Bin on the Bin Code field.
12. In the Quantity field, specify the amount of quantity ordered. The quantity is in reference to the Unit of Measure field.

Type	No.	Description	Location Code	Quantity	Unit of Measure Code	Direct Unit Cost Excl. Tax	Bin Code
Item	65003	Coop Macaroni And Cheese	KAN	100	CASE	13.00	11-109-C
Item	65013	Coop Whole Turkey	KAN	500	EACH	12.04	43-108-D

**Note:** If Lot Nos. has been specified on the Item Card, a Lot No. will be generated at this time. If the item is purchased on more than one lot, you will need to create an additional line.

13. 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.

14. Select the dimension values that apply to the item for this order. If you require a Department, you will need to specify the Department Code on the lines and on the Invoice Details FastTab.

15. The Grant No. selected in the Purchase Order Header will display in the lines and if there are grant funds available, the Grant Amount will populate.

Type	No.	Description	Fund No.	Grant No.	Grant Amount	Cu
Item	65003	Coop Macaroni And Cheese	UR	G RTPUR1	1,300.00	
Item	65013	Coop Whole Turkey	UR	G RTPUR1	3,650.00	

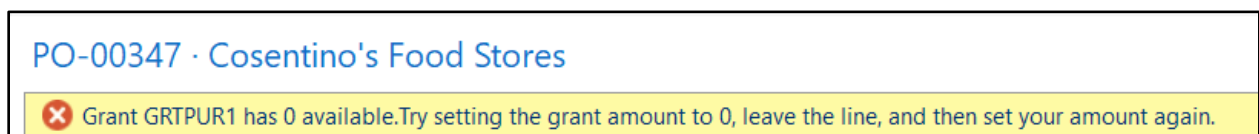
**Note:** Depending on how the grant is set up and the amount of funds available, the Grant Amount may not be the same as the Line Amount.

16. If the Grant Amount does not calculate, it may be because.

- There are not enough funds available on the Grant.
- The Grant is not Released.
- The Posting Date on the Purchase Order is before the Effective Date on the Grant.
- The Expiration Date on the Grant has been passed.
- Other.

17. It is possible to reduce the funds covered by the grant by typing the new value in the Grant Amount field.

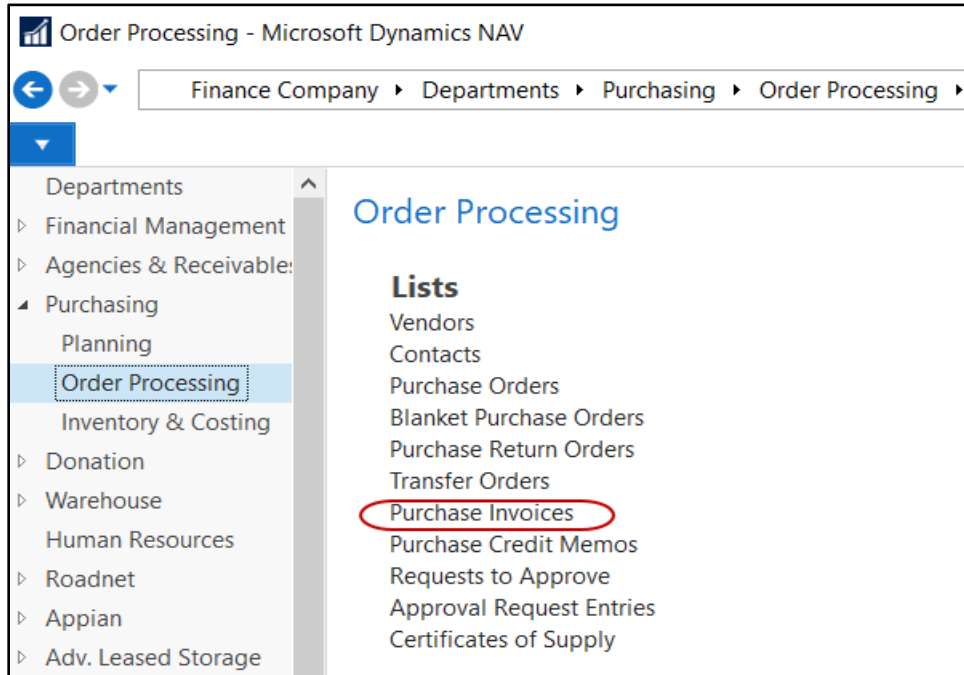
18. If the user tries to enter more than the amount on the line, they will receive an error similar to this one.



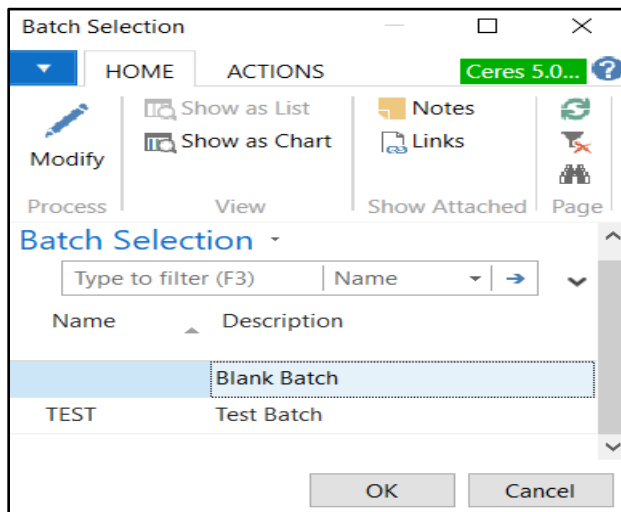
- Repeat the steps above for each additional item that will be purchased on the order.
- Refer to the Purchase Order Overview Procedure document for additional steps on how to process a purchase order.

## Creating Purchase Invoices

- The Purchase Invoice can be accessed from Departments → Purchase → Order Processing → Purchase Invoices.



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





- A list of open purchase invoices that exist within Ceres will display. Select one from the list edit or create a new order.

Purchase Invoices - Microsoft Dynamics NAV

Finance Company ▶ Departments ▶ Purchasing ▶ Order Processing ▶ Purchase Invoices

HOME ACTIONS NAVIGATE

New Edit Post and Print Post Approvals Send Approval Request  
View Post Batch... Preview Posting Vendor Cancel Approval Request  
Delete Statistics Invoice Request Approval

Departments

- Financial Management
- Agencies & Receivable
- Purchasing**
  - Planning
  - Order Processing
  - Inventory & Costing
- Donation

Purchase Invoices

Type to filter (F3) No. ▶ →

No.	Posting Date	Buy-from Vendor No.	Buy-from Vendor Name	State
PUR-1290	3/31/2020	V000003	Cargo Master, LLC	TX
PUR-1286	3/30/2020	V000003	Cargo Master, LLC	TX
CCI-0108	3/30/2020	V000004	Adelman-Fisher	MO

- To create a new purchase invoice, select Home → New.

Purchase Invoices - Microsoft Dynamics NAV

Finance Company ▶ Departments ▶ Purchasing ▶ Order Processing ▶ Purchase Invoices

HOME ACTIONS NAVIGATE

New Edit Post and Print Post Approvals Send Approval Request  
View Post Batch... Preview Posting Vendor Cancel Approval Request  
Delete Statistics Invoice Request Approval

- 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.

6. Enter the information as you would for a purchase order and select/enter the Grant No. to be applied to the Invoice in the Invoice Header.

PUR-1286 · Cargo Master, LLC

General

Vendor No.:	V000003	Grant No.:	G RTPUR1
<b>Buy-from</b>		Posting Date:	3/30/2020
Vendor Name:	Cargo Master, LLC	Document Date:	3/30/2020
Vendor Name 2:		Due Date:	4/29/2020

7. Be sure to fill in the FBC Product Source and FBC Product Category as described earlier in this document.
8. In the Lines section, enter the Type for your purchase. Often this is a G/L Account but may be a Fixed Asset or other.
9. Select/Enter the appropriate corresponding No. and enter the quantity (usually this is 1).
10. Enter the Direct Unit Cost. The Line Amount will populate based upon the Quantity x the Direct Unit Cost.
11. Select the dimension values that apply to the item for this order. If you require a Department, you will need to specify the Department Code on the lines and on the Invoice Details FastTab.
12. The Grant No. from the header should display on the line and if funds are available on the grant, they should calculate and display.

Lines

Line Find Filter Clear Filter

Type	No.	Description/Comment	Quantity	Direct Unit Cost Excl. Tax	Grant No.	Grant Amount
G/L Account	572500	Freight	1	1,000.00	G RTPUR1	1,000.00

13. If the Grant Amount does not calculate properly or at all, be sure to check the reason why above.
14. You may also reduce the Grant Amount calculated, but you may not increase it more than the amount on the line.
15. Refer to the Purchase Invoice Overview Procedure document for additional steps on how to process a purchase invoice.

## **Related Topics**

1. [Purchase Order Overview](#)
2. [Purchase Invoice Overview](#)
3. [Purchase Credit Memo](#)
4. [Item Overview](#)
5. [Purchase Replenishment and Planning](#)
6. [Warehouse Receipting](#)
7. [Warehouse Put-Aways](#)
8. [Grant Overview](#)