



Blue Receipt Activity Report

Purpose of this document

Food banks must provide Feeding America with detailed information from all blue-receipted donations. In Ceres, the Blue Receipt Activity Report provides Feeding America with this detail. This document explains how to run and update the Blue Receipt Activity Report.

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

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Overview

There are two primary types of donations that come to the food bank from Feeding America National Donors. Yellow receipts which are offered to a food bank through the online Choice System, and Blue receipts when a Feeding America National Donors contacts a food bank directly when they have product to donate. Food banks must provide Feeding America with detailed information from all blue-receipted donations. In Ceres, the Blue Receipt Activity Report provides Feeding America with this detail.

The UNC codes have been predetermined for all food banks to use. The FBC Codes are for the food banks' own usage and must be linked to a UNC Code. The Blue Receipt Activity Report looks at the UNC Product Source Code.

In order for the Blue Receipt Activity Report to be accurate, several data entry procedures need to be enforced.

Donor Card

1. All Donor Cards for Blue Receipt donors must have the appropriate UNC Donor ID No. field filled in.
2. If a Donor Card is setup with a default FBC Product Source that is linked to the UNC Product Source of A2H LOCAL, then Blue Receipt field should be checked. These fields will automatically populate on the Donation Order.

Donation Order

1. The Blue Receipt field should be checked when the FBC Product Source that is linked to the UNC Product Source of A2H LOCAL is selected.
2. The UNC Notice No. field is automatically populated with the donation order number for Blue Receipts.

Donor Card

The UNC Donor ID No. field is required, click the lookup arrow to the right of the field and select the appropriate number assigned to that donor. For all Feeding America national donors this field is required. If it is left blank, no donations will be included on the Blue Receipt Activity Report for that donor. Outlined in green are the default fields that will automatically populate on the donation Order. This will make donation orders more consistent and quicker to create. These fields are; Blue Receipt check box, FBC Donor Class of Trade Code, FBC Product Source Code, and FBC Product Category Code.

Edit - Donor Card - PD00009 - T1177 Target

HOME ACTIONS NAVIGATE REPORT

Donation Order New | View Manage | Edit New Delete | Apply Template... | Copy Data From... Ledger Entries Statistics Process | Notes Links | Refresh Clear Filter Page | Go to

PD00009 - T1177 Target

General

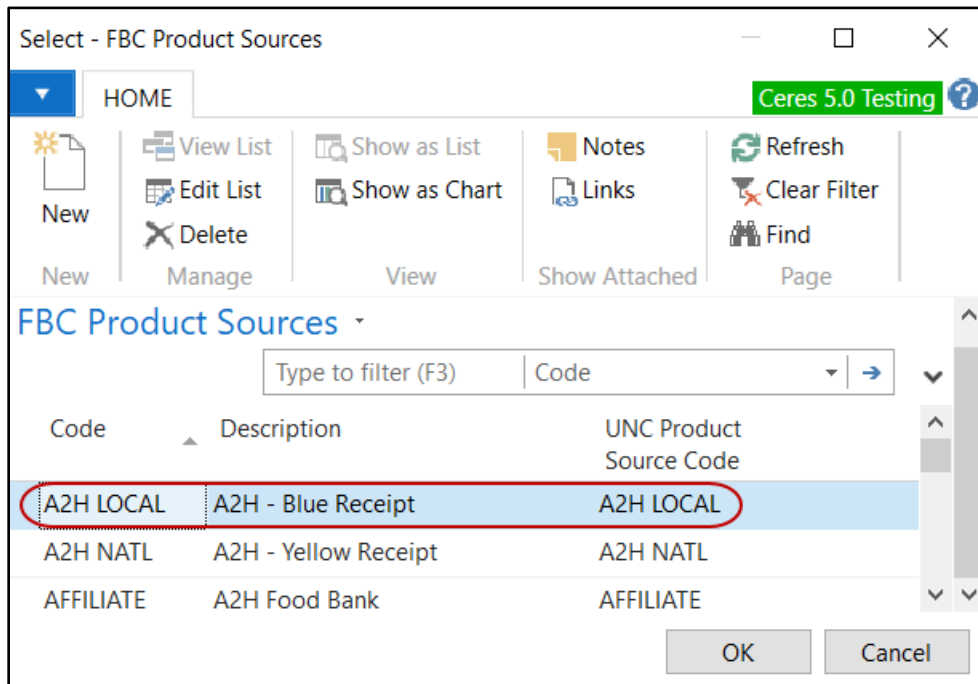
No.:	PD00009	FBC Donor Class of Trade Code:	RETAIL
Parent Donor No.:	F06	FBC Product Source Code:	A2H LOCAL
Name:	T1177 Target	FBC Product Category Code:	DONATED
Name 2:		FBC County Code:	
Address:	8420 N Madison Av...	Fund No.:	UR
Address 2:		Blue Receipt:	<input checked="" type="checkbox"/>
City:	Kansas City	CMobile Related:	<input type="checkbox"/>
State:	MO	Food Drive Donor:	<input type="checkbox"/>
ZIP Code:	64155	Date Donor Added:	
Country/Region Code:		Last Date Modified:	3/27/2020
Search Name:	T1177 TARGET	Last Modified By:	ESOPRO\KJK
Responsible Person Code:		Blocked:	
UNC Donor ID No.:	6228	Dormant:	<input type="checkbox"/>

Donation Orders

On the General FastTab of the donation order, outlined in red, are the required fields for a donation to be included on the Blue Receipt Activity report. The UNC Product Source must be A2H LOCAL, the UNC Notice No. cannot be blank, and the Blue Receipt check box must be checked.

DO-00506 · T1177 Target			
General			
No.:	DO-00506	Posting Date:	4/2/2020
Parent Donor No.:	F06	Order Date:	4/2/2020
Donor No.:	PD00009	Document Date:	4/2/2020
Donor Name:	T1177 Target	Donor Order No.:	
Donor Name 2:		Donor Shipment No.:	
Address:	8420 N Madison Avenue	Donor Invoice No.:	
Address 2:		Responsible Person Code:	
City:	Kansas City	Fund No.:	UR
State:	MO	FBC Product Source:	A2H LOCAL
ZIP Code:	64155	UNC Product Source:	A2H LOCAL
Contact:	Amanda Salifbary	FBC Product Category:	DONATED
Phone No.:	816-436-8711	FBC Reason for Donation:	
Ext.:		UNC Notice No.:	DO-00506
No. of Archived Versions:	0	Blue Receipt:	<input checked="" type="checkbox"/>
Posting Description:	Order DO-00506	Food Drive No.:	
Location Code:	KAN	Assigned User ID:	
Department Code:	4000	Status:	Open
Project Code:		Your Reference:	
Grant No.:			

To view the linkage between the FBC Product Source and the UNC Product Source, click on the down arrow to the right of the FBC Product Source Code field. Then click Advanced at the bottom of the window to display the FBC Product Sources Page.



In the above example, the FBC Product Source of A2H LOCAL is linked to the UNC Product Source of A2H LOCAL. Ceres will automatically copy the UNC Product Source Code of A2H LOCAL into the donation order whenever the FBC Product Source of A2H LOCAL is used. It is crucial that the food bank's FBC Product Source Codes are mapped correctly to the FA UNC Product Source Codes by reviewing.

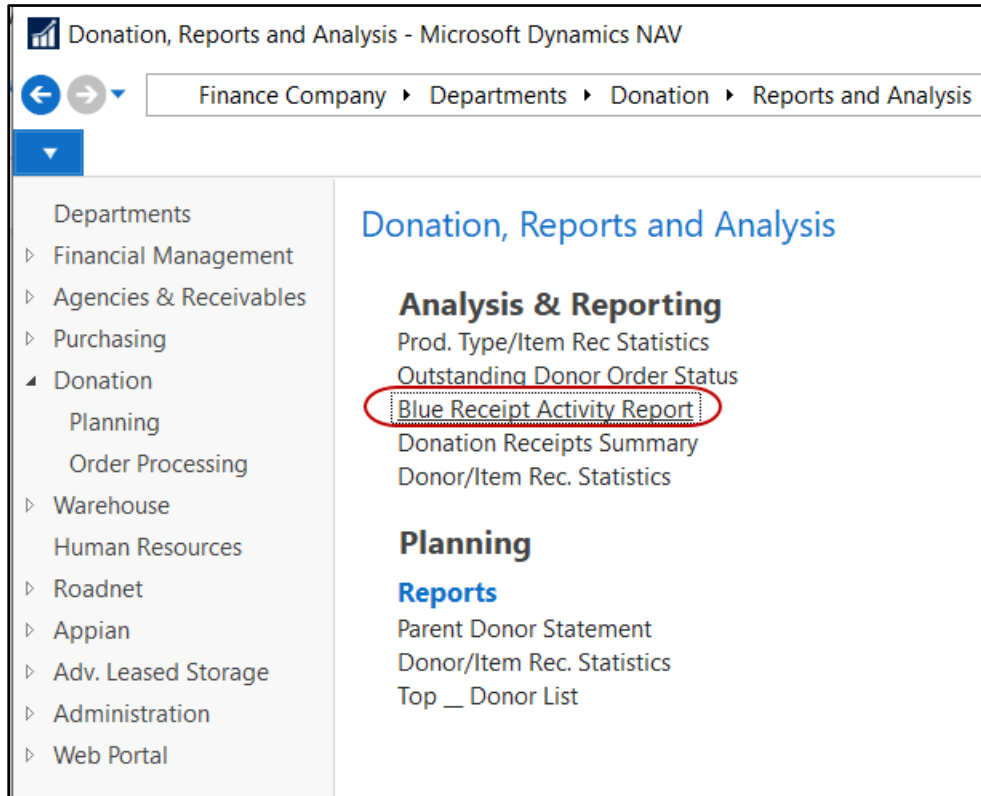
Donor Cards - Make sure the FA National Donors have the correct UNC Donor ID No.

Donation Order Headers - Check that the required fields are populated, and the appropriate FBC/UNC Product Source Codes have been entered.

Running the Blue Receipt Activity Report

The Blue Receipt Activity Report (report #14012298) should be run once per week. Typically, you would run the report Monday morning for the preceding week's transactions and then email this exported file to Feeding America.

1. The Blue Receipt Activity Report can be accessed from Departments → Donations → Reports and Analysis → Analysis & Reporting → Blue Receipt Activity Report.



2. From the Blue Receipt Activity Report Request Page, set the following options and filters.

The screenshot shows a software window titled "Edit - Blue Receipt Activity Report". At the top right, there is a green status bar that says "Ceres 5.0 Testing" with a help icon. Below the title bar, there is a "Clear Filter" button with a funnel icon and a red 'X'. The main area is divided into sections: "Saved Settings" (collapsed), "Options for Export File" (expanded), and "Donor Receipt" (expanded). In the "Options for Export File" section, "A2H Affiliate No." is set to "40", "Create Export File" is checked, and "File Name" is "C:\NAVTEMP\BLUE40April 02.txt". In the "Donor Receipt" section, under "Show results:", there are two filters: "Where Posting Date is 03/31/20..04/03/20" and "And Buy-from Vendor No. is Enter a value.". At the bottom right, there are "Print...", "Preview", and "Cancel" buttons.

A2H Affiliate No: Select or input your food bank’s A2H Affiliate No. For a list the A2H Affiliate Nos., click on the down arrow to the right of the A2H Affiliate No. field.

Create Export File: Place a check mark in the field to create a Blue Receipt export file.

File Name: The file name of C:\NAVTEMP automatically defaults based on the User Setup, followed by BLUE, A2H Affiliate No., and the Month and Day the Report was run.

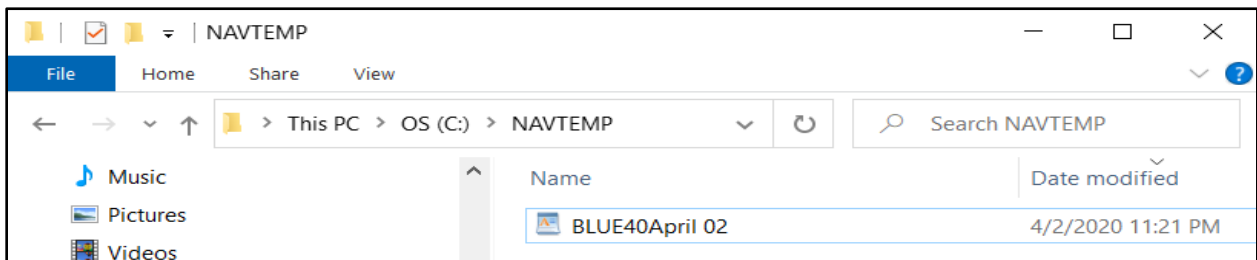
Buy-From Vendor No: To run the Report for a specific Donor, input or select a Donor No.

Posting Date: Enter the date or a range of dates for which you are creating the report for. If you run the Blue Receipt Activity Report once a week then the date range should be for that time period.

3. If you are interested in printing out a hard copy of the Blue Receipt Activity Report for your food bank's records, click on the Print button at the bottom of the screen. If you are not interested in printing out hard copies, then select Preview button at the bottom of the screen. Below is an example of a hard copy of the Report.

BLUE (A2H LOCAL) RECEIPT ACTIVITY							
Ceres 5.0 Testing			T1177 Target				
Food Bank Name			Donor Name				
KANSAS CITY MO 64127							
Food Bank City/State/Zip			Parent Corporation				
4/2/2020 12:00:00 AM			Amanda Salifbary				
Order Received (Date)			Donation Contact				
PICK-UP ADDRESS INFORMATION							
Have You Sent A Receipt To Donor? ___ Yes ___ No							
If YES, To Whom? _____							
Warehouse Name/Phone No.: T1177 Target							
Warehouse Address: 8420 N Madison Avenue , KANSAS CITY, MO 64155							
Receipt No.: DO-00506-1R UNC Notice No.: DO-00506							
Pickup Date	Description	BOL/Shp Invoice#	Quantity	UOM	Lbs Rec'd	UNC Type	Hand
4/16/2020	Chocolate Sryup		100	Case	1,800		
4/16/2020	Chocolate Sryup		25	Case	450		
TOTAL:			125		2,250		
_____ Authorized Signature				_____ Date Signed			
Note: Attach bill of lading and return to: SECOND HARVEST 35 EAST WACKER DRIVE, SUITE 2000 CHICAGO, IL 60601							

4. By selecting the Print or Preview button, Ceres automatically creates a text file that contains key information about your blue receipts and saves it to the NAVTEMP folder on the C drive of the computer of the user who is running the Report.

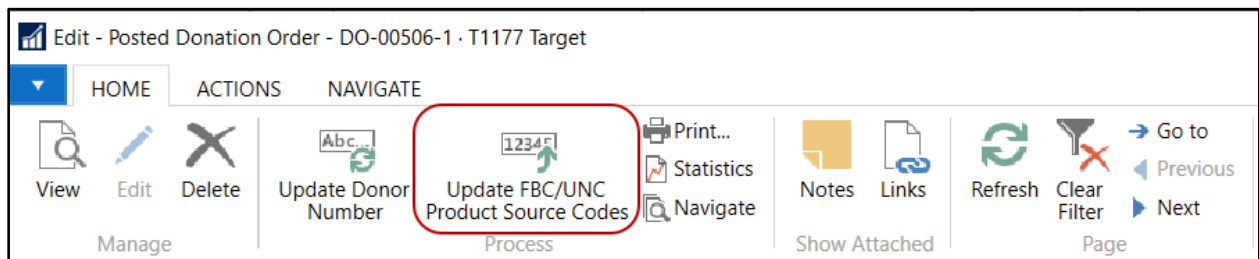


- To send the Blue Receipt Activity Report file to Feeding American, open your email program and attach the file that was saved to localreceipts@feedingamerica.org. In the email subject line insert Blue Receipts for [your food bank name] [your UNC Food Bank ID] and indicate the name of the person submitting the receipts

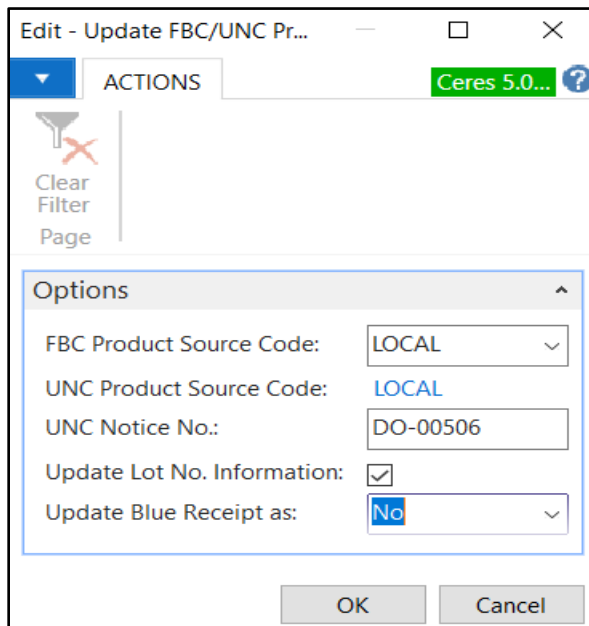
Updating FBC/UNC Product Source Codes

There may be times were a donation order is posted with an incorrect FBC/UNC Product Source Code, such as LOCAL was selected when it should have been A2H LOCAK or vice versa. To fix a donation receipt that posted with an incorrect FBC/UNC Product Source.

- Select Posted Donation Orders or Posted Donation Receipts from Departments → Donation → Archive → History.
- Locate the order you want to update and then select Home → Manage → Edit.
- From the posted donation order, select Home → Process → Update Donor FBC/UNC Product Source Codes.



- From the Update FBC/UNC Product Request Page, update the fields as needed.



FBC Product Source Code: Select or enter the correct FBC Product Source Code.

UNC Produce Source Code: Confirm the UNC Product Source Code is correct based on the FBC Product Source Code that was selected.

UNC Notice No.: Enter or update the UNC Notice No.,

Update Lot No Information: Place a checkmark in Update Lot No. Information box to update the Lot associated with this receipt/order. If this field is not checked then only receipt/order will be update.

Update Blue Receipt as: From the drop down select Yes to set the Blue Receipt field on the receipt/order you are updating to Yes. Select No to not update the Blue Receipt field.

5. Click OK to run the update.
6. Re-run the Blue Receipt Activity Report to make sure the updates are correctly reflected on the Report.

Related Topics

1. Donor Overview
2. Donation Overview
3. Food Drive Enhancements
4. FA Report and UNC Coding (QPRs_Blue Receipts)
5. Receipts and Distributions Report with XML Export