Donation Order Overview

Purpose of this document

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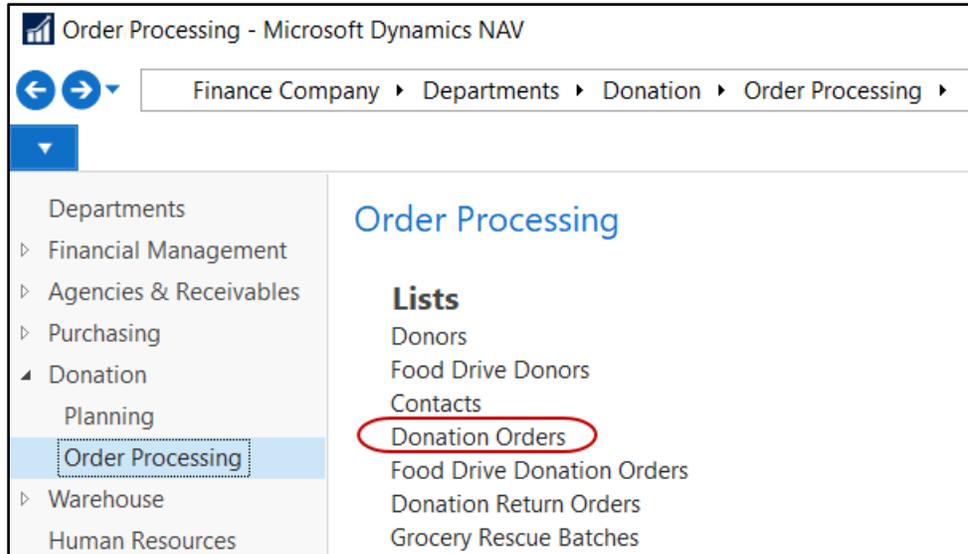
Ceres Object release 5.00.00 is required for the functionality described in this document.
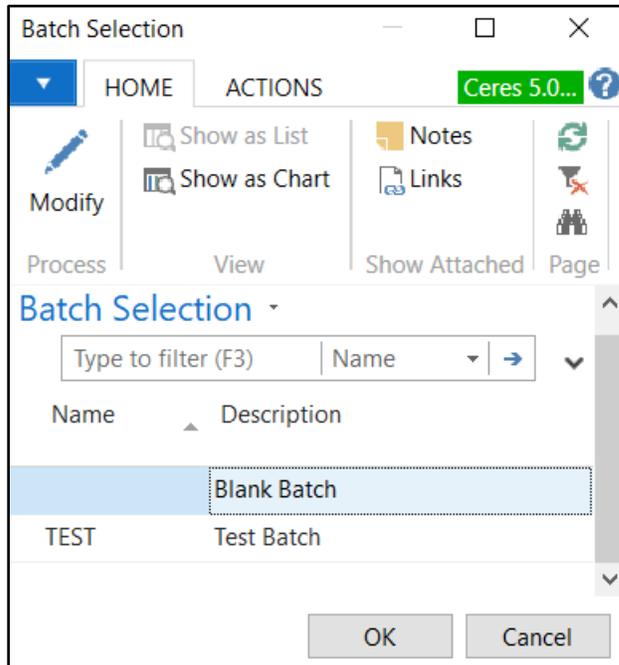
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Creating Donation Orders

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

Donation Order Header

1. To create a new donation order, select New → Home.

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 on the General FastTab, enter the donor number or use the lookup to select the donor from the List. The donor's name, address, contact, and fund will flow from the Donor Card.

Note: Only donors that are not marked as a food drive donor will display in the Donor List from a donation order, and only donors that are marked as a food drive donor will display in the Donor List from a food drive donation order. Refer to the Food Drive Enhancements Procedure Document for additional information.

4. If you are using Dimension, do a lookup in the Department Code field and select a department, or if this donation is part of a project, lookup in the Project Code and select a project.

5. Do a lookup in the FBC fields. FBC Product Source and FBC Product Category are mandatory fields which provide information to the Quarterly Poundage Report. The UNC Product Source field will update based on the FBC Product Source selected. FBC Reason for Donation is optional.

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 refer to the Donor Overview Procedure Document on how to setup a donor.

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

7. 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.

8. If the donation is part of a food drive, do a lookup in the Food Drive No. field and select the associated food drive.

9. Update other fields as needed.

10. Move to Shipping FastTab and update fields as needed.

Special Instructions: This is a free form text field can be used to enter special instructions about this order.

Location Code: Enter the Location where the product will be received. The Location Code entered here will flow to the donation order lines.

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.

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.

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 Agency and Donor Document Emailing Procedure Document.

11. Move to the Receiving FastTab and update the fields as needed.

Shipment Date: Enter the expected ship date of the donation order.

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.

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.

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

Truck Type: This a free-form text field that can be used to specify the type of truck used or required for shipping.

Estimated Freight Cost: Enter the estimated freight cost of pickup or delivery.

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

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

Product Description: This is free form text field that 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.

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

Scheduled Time: Enter the time the order is scheduled for pickup for pickup orders or the appointment time for delivery orders.

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, refer to the Donor Preferred Pickup Days & Times Procedure Document.

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, refer to the Donor Preferred Pickup Days & Times Procedure Document.

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.

12. If you are using Appian to route your order, update the fields on the Appian FastTab as needed.

Appian				
Route:	0	Export to Appian:	☐	
Stop:	0	Appian Routing Sent:	☐	
Leg:	0	Appian Routing Date:		
		Total Cubic Feet:		0.00

Donation Order Lines (Subform)

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.

Donation Order Subform

Line ▾ Functions ▾ 🔍 Find   Filter 🔻 Clear Filter

Type	No.	Description	Lot No.	Lot Expiration Date	Lot Consume By Date	Ship by Date
Item	10018	Chocolate Sryup	LOT-04381	4/5/2021	7/5/2021	1/5/2021
Item	10371	Brown Sugar	LOT-04382	4/5/2021	7/5/2021	1/5/2021

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. 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.

7. If applicable, fill in the Lot Expiration Date, Lot Consume By Date, and Ship 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.

8. 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.

9. Select the dimension values that apply to the item for this order. If you inputted a Department Code and Project Code on the General FastTab, the value will flow to the line.

10. Repeat the steps above for each additional item that will be received.

11. Two fields on the donation order line facilitate paying inbound freight and/or other charges for donations.

Type	No.	Description	Vendor No. Payables	Direct Unit Cost Excl. Tax	Qty. to Receive	Quantity Received	Department Code
Item	10018	Chocolate Sryup				100	4000
Item	10371	Brown Sugar				125	4000
L Account	572500	Freight	V000003	500.00		1	4000

Donation Order Subform
Line • Functions • Find   Filter   Clear Filter

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

Note: Any linked documents that are attached to the donation order are copied and attached to the Purchase Invoice created by the process. Refer to the Purchase Invoice Overview Procedure Document on how to link documents.

Releasing the Document

1. When the data entry is complete and the order is ready to be sent to the donor, selecting Actions → Release. This locks the order from users being able to enter more items or change quantities. The order can be reopened by selecting Actions → Release → Reopen.
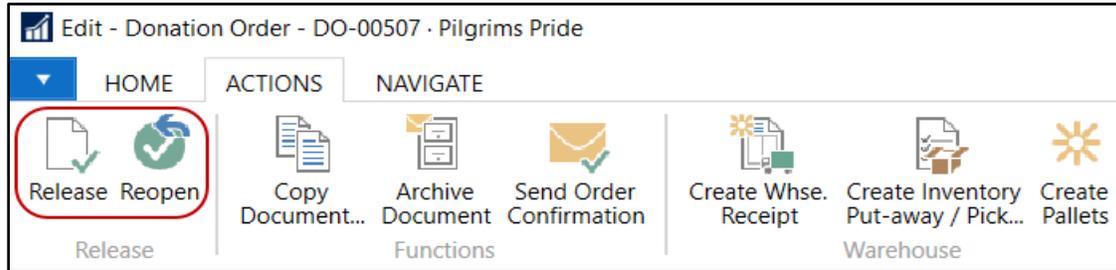
2. You can print the order by selecting Actions → Print → Order.

3. On the Options Tab, you can choose how many copies to print and choose If your company's address should print on the Donation Receipt.
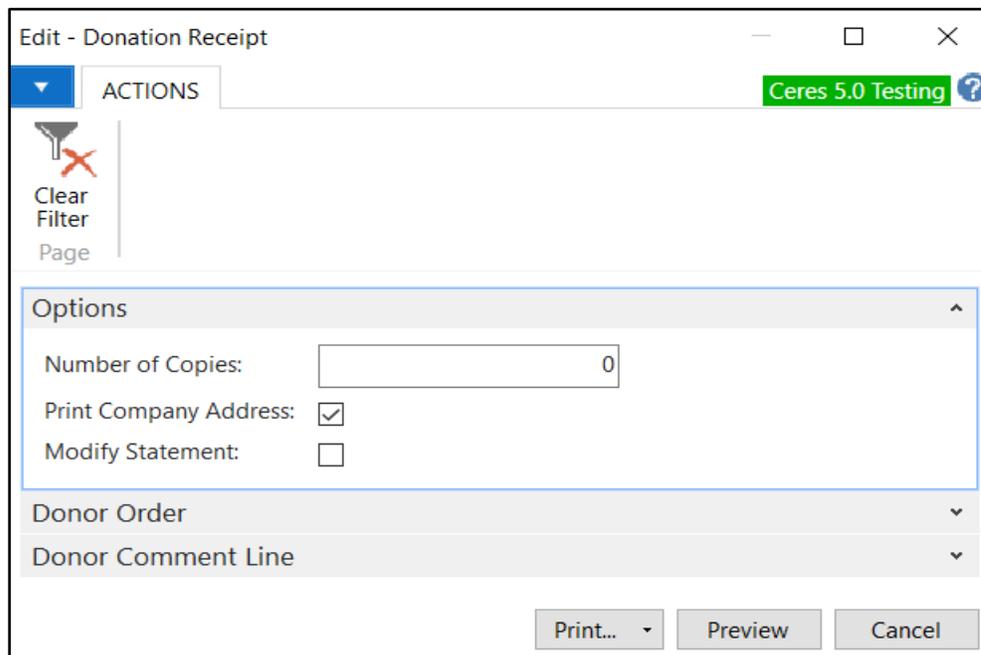
4. Click Print to print the order.

5. You may now close the donation order.

Receiving

Donation orders can be received through the donation order, or via warehouse processes. In this example, we will receive from the donation order. If you would like to receive via Receipts and Put-Aways, please refer to the Warehouse Put-Away Overview Procedure Document.

1. When the items you ordered arrive, return to Departments → Donation → Order Processing → Donation Orders.

2. Select the donation order from the List you want and select Home → Manage → 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 Tier and Height fields. Tiers are the number of units per level; height is the number of levels. In the example below, we will receive 1 pallet of item 10018 that are 2 level high and 25 deep, and 2 pallets of item 10371 that are 2 level high and 25 deep.

Tier	Height
25	5

9. To create pallet, select Home → Process → Create Pallets.
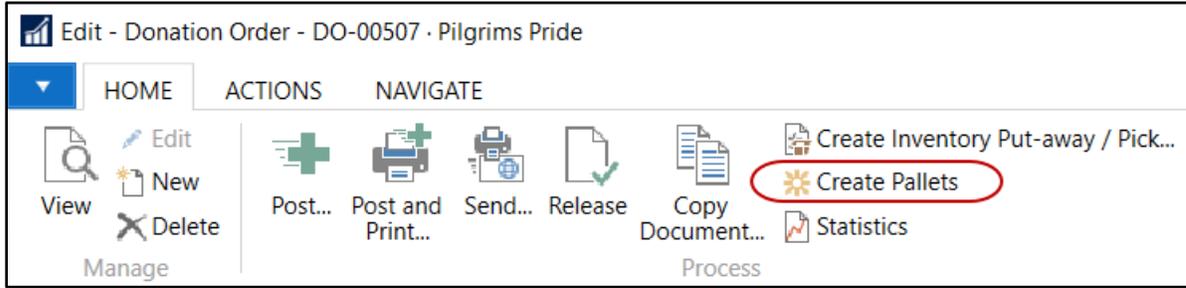
10. Select one of the following options and then click OK.
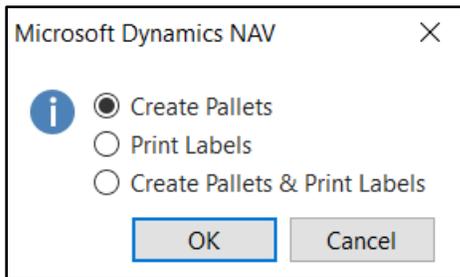
11. Ceres will assign pallet numbers to the palletized items and split the lines according to the tiers and height.

Type	No.	Description	Location Code	Bin Code	Pallet No.	Lot No.	Lot Expiration Date	Lot Consume By Date
Item	10018	Chocolate Sryup	KAN	01-101-B	1305-05620	LOT-04381	4/5/2021	7/5/2021
Item	10371	Brown Sugar	KAN	08-122-C	1305-05621	LOT-04382	4/5/2021	7/5/2021
Item	10371	Brown Sugar	KAN	08-122-C	1305-05622	LOT-04382	4/5/2021	7/5/2021
G/L Account	572500	Freight						

12. Once you have verified the data, select Home → Process → Post, or select Post & Print to print a receiving document. The receipt can also 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. Various pallets tag reports exist that can be linked to Report Selections. Below is an example of Report 14012531 – Pallet Tag 11X8.5 w/ Barcode.


Pallet No. 1305-05620

Item No.   10018

Chocolate Sryup

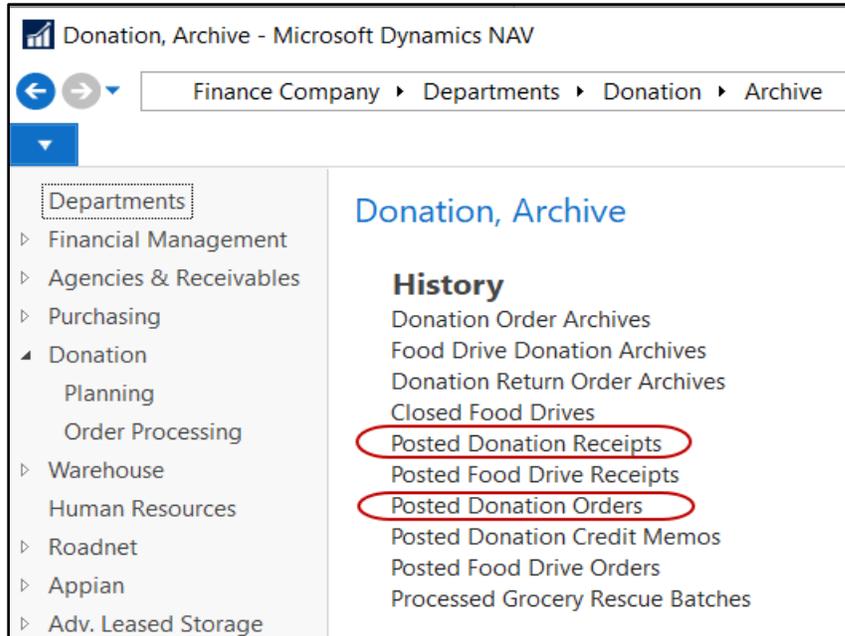|		
Pack Size 12 / 22 oz		
Quantity 100	CASE	
Receipt No. DO-00507	**Date Received** 4/19/2020	
Lot No. LOT-04381	**Exp. Date** 4/5/2021	
Total Weight 1,800	**Unit Weight** 18	

14. If you need a pallet label for a lot tracked only Item (not palletized), select Actions → Print → Lot Label.

15. To receive the donation order, select Home→ Process → Post. Select Yes to post the donation order and receive the product into inventory.
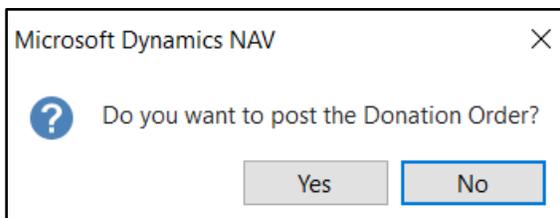
16. If you have received the donation order in full, the order will be deleted. Historical data can be obtained from the posted donation receipts or from posted donation orders.

Posted Donation Receipts and Posted Donation Orders

1. Once the donation order has been posted, you can access the posted donation receipts from Departments → Donation → Archive→ Posted Donation Receipts or Posted Donation Orders.

2. A list of posted documents will display. Below is a list of posted donation receipts.

3. Select the desired document then select Home → Process → Print.

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

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. This option only applies to posted
    donation receipts.
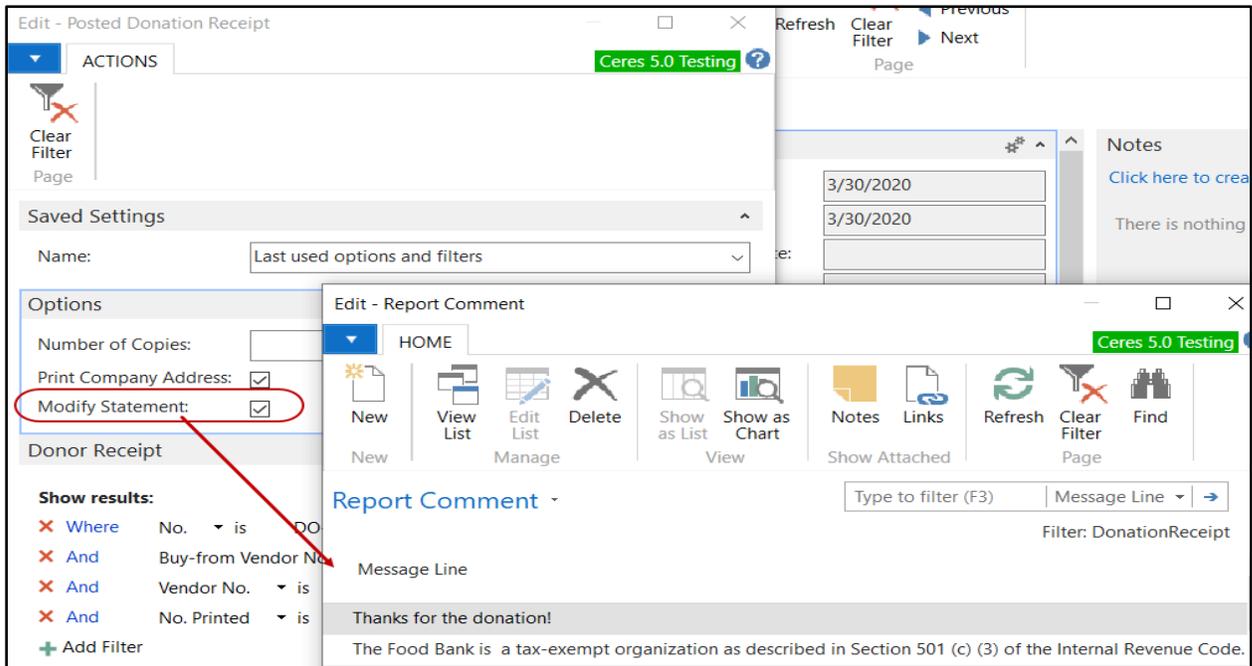
7. You can also email the receipts. For more information, please see the Agency and Donor Document
    Emailing Procedure Document.

Related Topics

1. Item Overview
2. Parent Donor Overview
3. Donor Overview
4. Food Drive Overview
5. Food Drive Donation Order Overview
6. Donation Order Archiving
7. Warehouse Receipting Overview
8. Warehouse Put-Away Overview
9. Blue Receipt Activity Report
10. Donor Preferred Pickup Days and Times
11. Appian Overview and Integration
12. Voxware Overview and Integration
13. Order Handling Groups Order Routing Groups
14. Agency and Donor Document Emailing