



Donation Return Order Overview

Purpose of this document

Donation return orders are the opposite of a donation order. Whereas a donation order notifies a donor of the receipt of donated goods, the donation return order reverses the donation order in Ceres. A donation return order is used to process the return of goods against a donor, either partially or in their entirety. The posting process will create both a posted donation credit memo and a posted return shipment to take the products out of inventory.

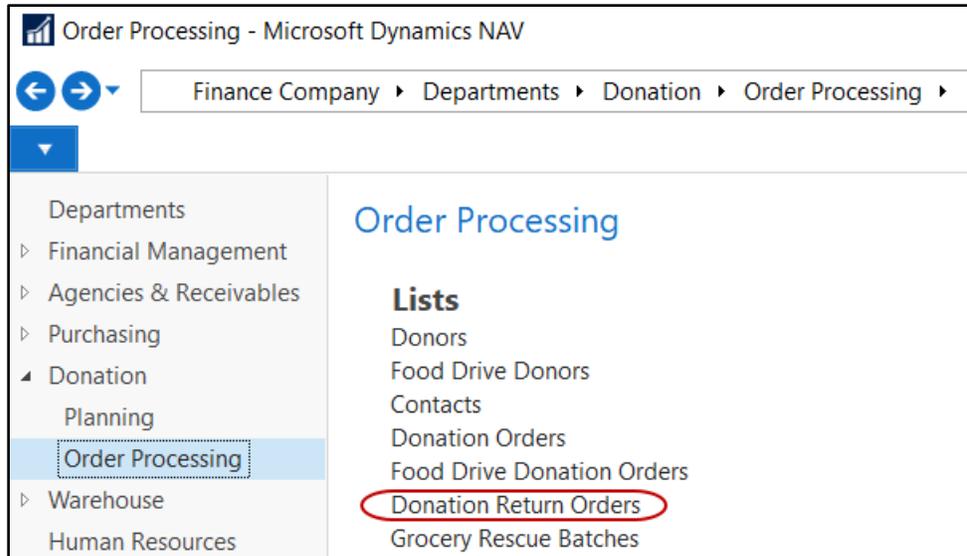
Ceres Object release 5.00.00 is required for the functionality described in this document.

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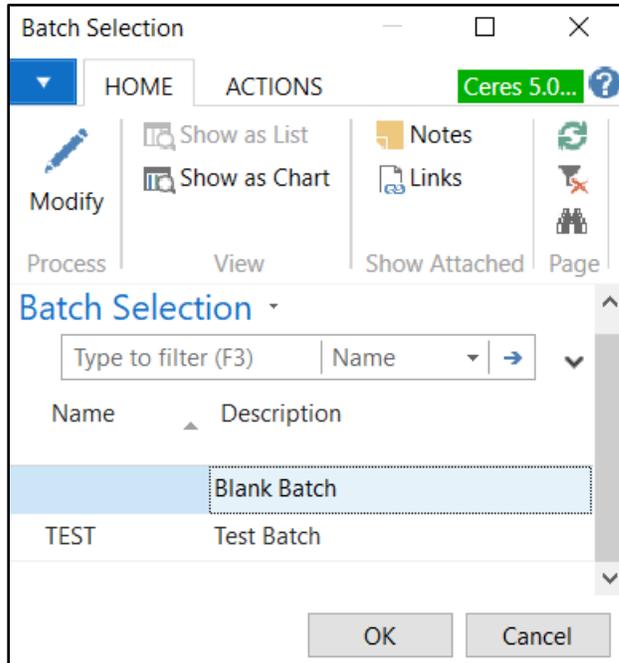
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Creating Donation Return Orders

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



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



- A list of open donation return orders that exist within Ceres will display.

Donation Return Orders - Microsoft Dynamics NAV

Finance Company > Departments > Donation > Order Processing > Donation Return Orders

HOME ACTIONS

New Edit View Delete Post... Post and Print... Print... Show as List Show as Chart Notes Links Refresh Clear Filter Find

Departments

- Financial Management
- Agencies & Receivable
- Purchasing
- Donation
 - Planning
 - Order Processing

Donation Return Orders

Type to filter (F3) No. No filters applied

No.	Posting Date	Donor No.	Donor Name	Location Code	Assigned User ID
DRO-00042	3/28/2020	PD00386	Wal-Mart Supercenter #4475		
DRO-00043	3/29/2020	PD00001	Cookies On Demand		

Donation Return Order Header

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

Donation Return Orders - Microsoft Dynamics NAV

Finance Company > Departments > Donation > Order Processing > Donation Return Orders

HOME ACTIONS

New Edit View Delete Post... Post and Print... Print... Show as List Show as Chart Notes Links Refresh Clear Filter Find

New Manage Process View Show Attached Page

2. Press the Enter 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 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.

DRO-00042 · Wal-Mart Supercenter #4475

General

No.:	DRO-00042	...	Posting Date:	3/28/2020
Parent Vendor No.:	F05		Order Date:	3/28/2020
Donor No.:	PD00386	▼	Document Date:	3/28/2020
Contact No.:		▼	Donor Cr. Memo No.:	
Donor Name:	Wal-Mart Supercenter #4475		Responsible Person Code:	
Address:	395 N. K 7 Highway		Fund No.:	UR
Address 2:			FBC Product Source:	A2H LOCAL
City:	Olathe	▼	FBC Product Category:	DONATED
State:	KS		FBC Reason for Donation:	
ZIP Code:	66061	▼	UNC Notice No.:	DRO-00042
Contact:	James Miller	▼	UNC Product Source:	A2H LOCAL
No. of Archived Versions:	0		Blue Receipt:	<input type="checkbox"/>
Department Code:	4000	▼	Food Drive No.:	
Project Code:		▼	Assigned User ID:	
Grant No.:		▼	Status:	Open
Reason Code:	DC1	▼	Last Modified By:	ESOPRO\KJK

4. If you are using Dimensions, do a lookup in and select a department, or if this donation is part of a project, select a project.
5. 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.
6. Lookup in the FBC Product Category field. This mandatory field provides information to the Quarterly Poundage Report.
7. Lookup in the FBC Reason for Donation field to select a reason for the donation.
8. If an A2H Product Source was specified, fill in the UNC Notice No. field.

9. 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.
10. If the Donation was part of a food drive, lookup in the Food Drive No. field to select the associated food drive.
11. Fill in the other fields on the General FastTab as needed, such as Reason Code or Responsible person. If Reason Code Mandatory is toggled in the Donation Setup, select a Reason Code to designate why the product is being returned.
12. Move to the Shipping FastTab and fill in the other field as needed.

Shipping			
Ship-to Name:	Wal-Mart Supercenter ...	Ship-to Contact:	James Miller
Ship-to Name 2:		Location Code:	▼
Ship-to Address:	395 N. K 7 Highway	Expected Receipt Date:	▼
Ship-to Address 2:		Order Address Code:	▼
Ship-to City:	Olathe ▼	Shipment Method Code:	▼
Ship-to State:	KS	Order Handling Group Code:	▼
Ship-to ZIP Code:	66061 ▼	Order Routing Group Code:	▼

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

Donation Return Order Lines (Subform)

1. Move to the lines of the donation return order. Here you specify which items are being returned. Select the appropriate Type from the drop down list. In the case of donation return orders, item would be the normal selection.
2. Enter the Item No. you wish to return or hit F4 to get a list of your items.
3. If a Reason Code was not entered in the Header, select a Return Reason Code or press F4 to get a list of your return codes.
4. Enter the Location that the Item will be returned from.

Note: If using Branches, be sure to show the Branch Code column and to select the appropriate Branch.

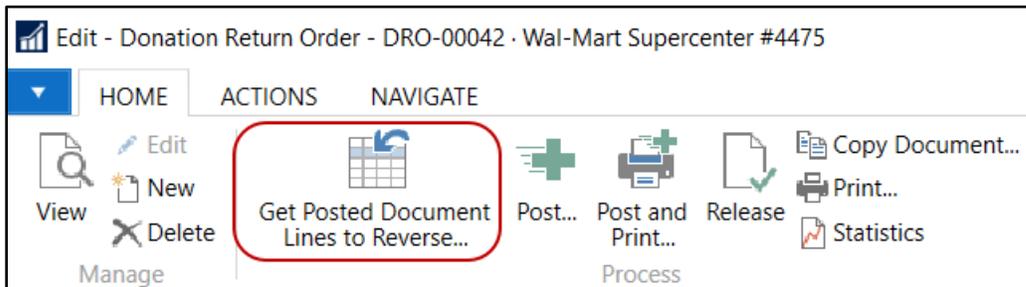
5. Enter the quantity to be returned in the Quantity field.
6. Enter or select the Pallet No. you wish to return. If you are not palletizing Items, then your Pallet No. field will be blank. In this case, you may wish to select the Lot No. you are returning. Once the Pallet No. (or Lot No.) is selected, the Bin, Lot and other information from the original Pallet will auto-fill on the line.
7. Fill in the other fields on the Line, as needed.

Donation Return Order Subform								
Functions ▾ Line ▾ Find Filter Clear Filter								
Type	No.	Description	Return Reason Code	Location Code	Bin Code	Pallet No.	Lot No.	
Item	20003	Beverage		KAN	GR	1305-04569	LOT-03874	
Item	20010	Non Food Items		KAN	SH-1	1305-04570	LOT-03875	

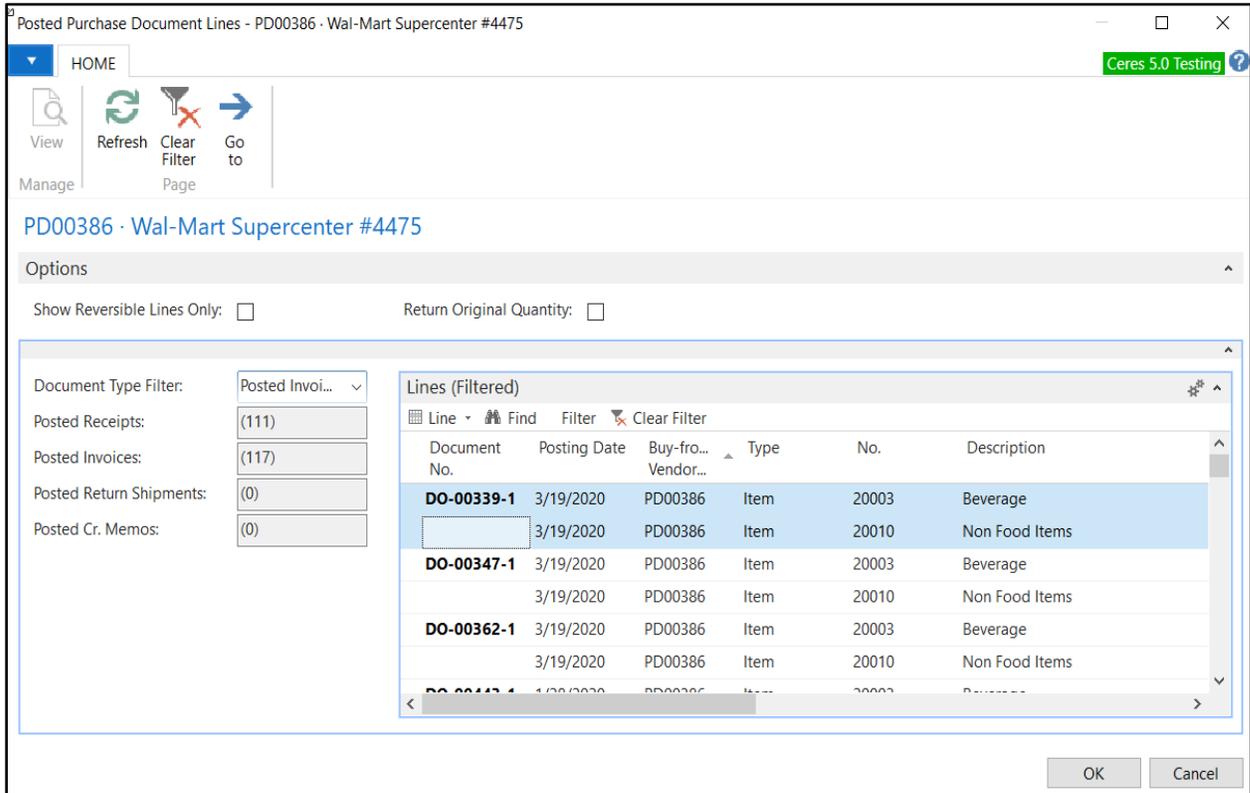
8. Be sure to confirm that all the data has been entered correctly, especially paying attention to the No., location, and quantity.

Note: The user may want to post the shipment separately and wait for the acknowledgement from the donor before posting the Donation Credit Memo (Invoice). Either way the product is removed from available inventory after the posting process has been run.

9. Alternatively, you can utilize the Get Posted Document Lines to Reverse to have Ceres create the lines automatically. On the donation return order, select Home → Process → Get Posted Document Lines to Reverse.



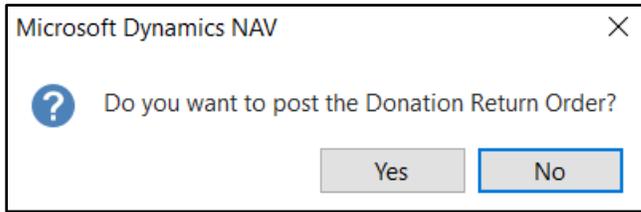
- Select the Document Type Filter to obtain the lines that you would like to select from and then select the lines that you would like copied to the donation return order. Click OK.



- The lines are copied to the donation return order. Note that the document number copied from has been added on a separate line. Edit the line as needed prior to posting.

Donation Return Order Subform							
Type	No.	Description	Return Reason Code	Location Code	Bin Code	Pallet No.	Lot No.
Invoice No. DO-00347-1:							
Item	2003	Beverage		GR	GR	1305-04585	LOT-03891
Item	20010	Non Food Items		GR	GR	1305-04586	LOT-03892
Invoice No. DO-00362-1:							
Item	2003	Beverage		KAN	01-101-A	1305-04635	LOT-03917
Item	20010	Non Food Items		KAN	01-101-A	1305-04636	LOT-03918

- To post the donation return order, select Home → Process → Post. Select Yes to post the donation return order and remove the product from inventory.



Related Topics

1. Donation Order Overview
2. Blue Receipt Activity Report
3. Update Donor on Posted Donation Order
4. Reason Code Mandatory Overview