

Agency Fees Setup

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

Purpose of this document

This document describes the Agency Fees Setup, which provides food banks with the ability to create and designate different fees for specific Agencies for the same Items.

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Purpose

The Agency Fees functionality provides food banks with the ability to create and maintain special Item unit fees charged to agencies for designated items. For example, other Food Banks could be charged a reduced fee for the same Item, without specific manual discounting on the Agency Order. Agency Fees can be setup to apply to all Agencies, Agency Groups, individual Agencies or a Campaign.

Ceres will check all applicable unit fees for the combination of Agency and Item and select the lowest unit fee the Agency qualifies for. Standard Unit fees are established on the Item Card which will be used only if no other applicable Agency Fees are found in the Agency Fee table. Agency Fees can have start and end dates and if populated are only active for agency orders within the specified date range.

If established and synchronized, then Agencies will see the specific fees on Agency Express as in Ceres.

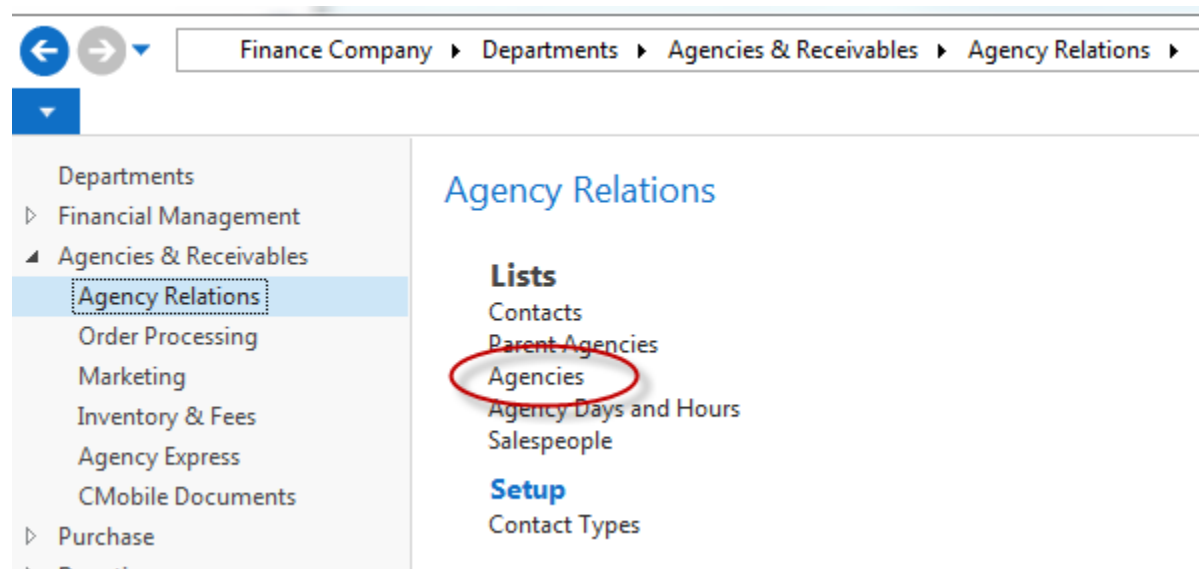
Ceres Object release 4.00.00 is required for the functionality described in this document.

Accessing the Agency Fees Setup Page

The Agency Fees setup page may be accessed from either the Agency List or the Item List. Access from the Agency List will filter the records to only those agency fees applicable to the selected Agency. Likewise, access from the Item List will filter the records to only those agency fees applicable to the selected item.

Agency Fees from an Agency

1. Go to Departments → Agencies & Receivables → Agency Relations → Agencies. You will see the listing of Agencies.



2. Select the Agency you wish to use by clicking on it once. This will highlight the selected Agency. Go to Navigate → Distributions → Fees to open the Agency Fees form.

NAVIGATE REPORT

Addresses Agency Activity Review Agency Certifications
 nental Addresses Agency Attributes + More
 rs Agency Training

Ledger Entries Statistics Entry Statistics Fees & Pounds Leased Storage Entries History
 Std. Agency Sales Codes 12345 Qualifiers Agency Days and Hours Delivery Restrictions Handling Capabilities Standing Appointments Feas + More

Agencies ▾

Type to filter (F3) No. Filter: • Ni

No.	Name	Address	City	State	Per...	Location ...	Phone No.	Phone Ext...	Contact	Se
B0358	Rose Brooks Center	Do Not Disclose		MO	<input checked="" type="checkbox"/>	KAN			Johnnie Prince	RO
B0458	House of Hope, Inc.	Do Not Disclose		MO	<input checked="" type="checkbox"/>	HOU			Ann Ellinson	HO
B0459	Safe Home Inc.	Do Not Disclose		KS	<input type="checkbox"/>	HOU			Rachael Reebe	SAI

3. Proceed to Agency Fees Setup

Agency Fees from an Item

1. Go to Departments → Agencies & Receivables → Inventory & Fees → Items. You will see the listing of items.

Finance Company ▸ Departments ▸ Agencies & Receivables ▸ Inventory & Fees ▸

Departments

- Financial Management
- ▾ Agencies & Receivables
 - Agency Relations
 - Order Processing
 - Marketing
 - Inventory & Fees**
 - Agency Express
 - CMobile Documents
- Purchase
- Donation
- Warehouse

Inventory & Fees

Lists

- Items**
- Nonstock Items
- Item Ledger Report View List
- Lots

Tasks

- Agency Fees Worksheet
- Item Fees Update Worksheet
- Adjust Item Costs/Fees

2. Select the item you wish to use by clicking on it once. This will highlight the selected item. Go to Home → Process → Agency Fees to open the Agency Fees form from the Item.

Finance Company ▶ Departments ▶ Agencies & Receivables ▶ Inventory & Fees ▶ Item

HOME ACTIONS NAVIGATE REPORT

New Edit View Delete Agency Fees Item Journal Adjust Cost - Item Entries Qualifiers Statistics Fees List Inventory V. Inventory A Inventory C Report

Departments

▶ Financial Management

▲ Agencies & Receivables

Agency Relations

Order Processing

Marketing

Inventory & Fees

Agency Express

Items ▼

No.	Description	Description 2
10018	Chocolate Sryup	Nestle Quick
10026	Tea	Assorted Herbal
10040	Napkins, Napkins, Napkins, ...	Decorated Party

3. Proceed to Agency Fees Setup

Agency Fees Setup

After opening the Agency Fee page either from the Agency or Item List, you can create the table of fee options.

1. To enter a new Agency Fee, go to a blank line. To edit an existing Agency Fee, click on the line you want to change.

Edit - Agency Fees - Item 10026

HOME

Delete Refresh Find

Manage Page

General

Distribution Type Filter: None

Distribution Code Filter:

Item No. Filter: 10026

Starting Date Filter:

Distribution Type	Distribution Code	Item No.	Unit of Measure Code	Minimum Quantity	Cost Adjustment Type	Cost Adjustment Factor	Handling Fee (per Lb)	VAP Fee (per Lb)	Handling Fee (\$)	VAP Fee (\$)
Agency	B0458	10026	CASE	0.00	Percent		0.18		0.54	0.00
Agency	B0458	10026	CASE	0.00	Percent		0.20		0.60	0.00

2. Enter the Distribution Type by selecting from the following choices:

All Agencies – This line applies to all agencies. (Do not use this if your Item Fees need to export to Agency Express 3, use Agency Fee Groups instead).

Agency Price Group (same as Agency Fee Group) – This line applies to agencies with the same Agency Fees Group as specified by the Distribution Code field. If you wish to export Agency/Item fees to Agency Express 3, you need to specify a Fee Group on every Item that matches the Agency Fee group. This is required for the Item Fees and Items to show on Agency Express. Please note that this is not the same as Agency Groups for Qualifiers.

Agency – This line applies only to the agency specified by the Distribution Code field.

Campaign – This line applies to agencies associated with the selected campaign specified by the Distribution Code field.

3. Enter the Distribution Code pertaining to the Distribution Type field. If the Distribution Type is All Agencies then this field is left blank. The AssistButton will display valid entries for the distribution type selected.
4. Enter the Item No. this fee applies to. Multiple Items require setting up multiple lines.
5. Display of Unit of Measure Code. This will default to the Item's base unit of measure and should not be changed.
6. Enter the Minimum Quantity needed to order to qualify for this fee if desired. Quantity breaks can be accomplished by added multiple records with different Minimum Quantities for the same Distribution Code and Item Code relationship.
7. Enter the Cost Adjustment Type. Valid options are Amount or Percent. This field is used to determine the calculation method used when you wish to include all or part of the item's cost in the fee charged to agencies. If the item's cost should not be included in the fee charged to agencies, leave this field blank. See Item Overview for more information.
8. Enter the Cost Adjustment Factor. This field relates the Cost Adjustment Type and should be entered accordingly. This field is used to help determine the Unit Fees. If the item's cost should not be included in the fee charged to agencies, leave this field blank. See Item Overview for more information.
9. Enter the Handling Fee (per Lb) amount. This field is used to calculate the Handling Fee (\$) based on the gross weight of the item. Typically used for Donated Items and/or when the cost of the Item should not be a factor in the fee calculation. See Item Overview.
10. Enter the VAP Fee (per Lb) amount. This field is used to calculate the VAP Fee (\$) bases on the gross weight of the item. See Item Overview.
11. Enter starting and ending dates if this fee should only be valid for a period of time. If no starting and ending dates are specified, the agency fee record never expires. If the distribution type is campaign, the starting and ending dates for the agency fee record will default to the corresponding dates from the campaign card.

Calculation of Agency Fees

The Unit Fees will calculate based on a formula of:

If Cost Adjustment Type = Percent; then Unit Fees = (Unit Cost [on the Item Card] x Cost Adjustment Factor) + Handling Fee \$ + VAP Fee \$

If Cost Adjustment Type = Amount; then Unit Fees = Unit Cost [on the Item Card] + Handling Fee \$ + VAP Fee \$ + Cost Adjustment Factor

Note: The Default is Cost Adjustment Type of Percent with a Cost Adjustment Factor of 0. The result is that the cost has no impact on the Item Fee in Fee Groups.

See Item Overview Procedure for more information on the relationship of Costs and Fees for Items.

Agency Fees with Agency Express

With Ceres 4, Ceres no longer requires that an agency fee be setup for each agency fee group. In the absence of a specified agency fee for the agency fee group, Ceres will default the fee established on the distribution tab of the item. However, Agency Express requires that a matching agency fee records exist for all defined agency fee groups for every item. For this reason, Ceres has been modified to send valid agency fee records for all agency fee groups for all items. When creating the item fee's update transmission file to Agency Express, Ceres will always create a record for every agency fee group defined in the system regardless of whether any have been set up on the item's distribution fee table. Ceres will first check if the combination of item number and agency fee group exist and if it does it will send that record. If the particular combination of item number and agency fee group does not exist in the item's distribution fee table, Ceres will use the fee from the Item Card and send that fee for the combination of item number and agency fee group. Ceres does not create any additional records in the database nor does it require any additional maintenance. The process is in place only to satisfy the Agency Express requirement to have valid fee records for every combination of item and agency fee group.

Related Topics:

1. Agency Overview
2. Item Overview
3. Agency Groups & Qualifiers
4. Agency Order Overview
5. AE3 Agencies, Shoppers & Items