



Agency Orders with Grants

Purpose of this document

Agency Orders are used to process orders from Agencies for product. These can be either “Shopping Orders” completed when an Agency is checking out, or a Pre-Order of product for pickup or delivery. An Agency Order in Ceres allows you to create the initial order, ship product, and finish by posting an invoice.

Agency orders can be created manually or via a more automated means such as the Agency Express 3.0 web ordering system. The *Agency Order Overview* document has detailed information about handling Agency Orders. This document provides supplemental information on Agency Orders where Grants apply to offset Agency Fees. See Related Topics section for many related documents regarding Agency Ordering.

Agencies that are qualified for Grant funds will see their fees reduced by the Grant Funds available to apply to some or all of their order. This document will discuss how Grants may be applied on an Agency Order as well as how to troubleshoot if the Grant does not apply.

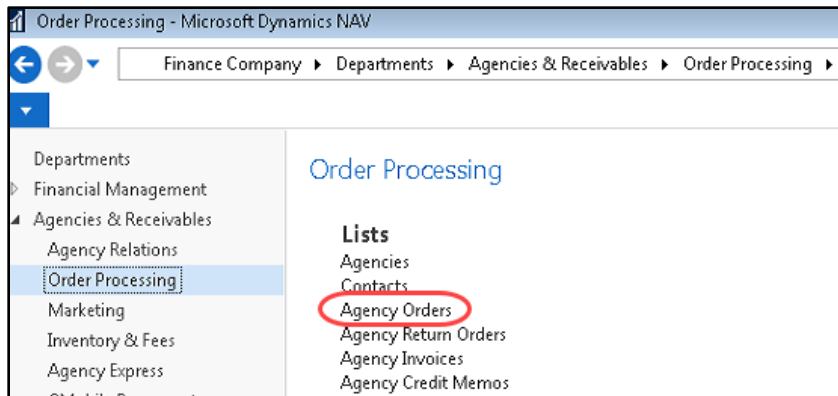
Ceres Object release 5.00.00 & 5.00.51 are required for the functionality described in this document

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Accessing the Agency Order

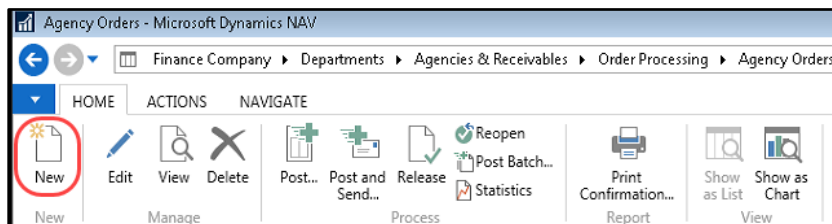
1. The Agency Order can be accessed from Departments → Agency & Receivables → Order Processing → Agency Orders.



2. If you are using batches, select your batch from the batch list; otherwise you will be taken directly to the list of open orders.
3. You will see the listing of open Agency Orders that exist within the system. Select one from the list to edit it, or click New to create a new Order.

Creating Agency Orders

1. Click Home → New to create a new Agency Order



Note: Agency Orders can be edited by highlighting an order from the list, then right clicking and selecting Edit (or by double-clicking on the Order number).

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 Shipment Date by using the Work Date.
3. In the Sell-to Agency No. field, enter the Agency No. or use the lookup to select the Agency from the list. The Agency's name, address, branch code and Fund No. will flow from the Agency card. If the Agency has any invoicing information, shipping information or delivery information it will flow to the appropriate tab of the Agency Order. This includes location, delivery zone, payment terms, etc.

4. Fill in the Shopper field. This is the person who placed the order.
5. Fill in the Your Reference field with an Agency supplied document number, such as a purchase order number, that will help them identify documents related to this agency order

Note: This field will be auto-filled if a Web Order and cannot be overwritten.

6. Move to the lines of the Agency Order. Here you specify which items the agency is ordering, along with the quantity and any fees. Depending on the setup of the warehouse location, you may need to enter additional information here, regarding pallets, lots or bin locations. This will be discussed in detail in the Creating and Processing Agency Orders document section titled Agency Order Shipping Options.
7. In the Type field, select Item.
8. 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, Available Quantity, and Agency Fee will flow forward to the line.

Lines														
Line	Order	Find	Filter	Clear Filter										
Type	No.	Description	Location Code	Available Quantity	Zone Code	Bin Code	Pallet No.	Lot No.	Quantity	Unit of Measure Code	Unit Gross Weight	Unit Fees	Line Amount Excl. Tax	Department Code
Item	10026	Tea	KAN	694					10	CASE	3	0.30	3.00	

Note: Availability of items is subject to numerous factors including location, agency qualifiers and item qualifiers

9. If you wish to change the Location for this line, in the location field, select the Location where the Item will be shipped from.
10. If the Location you specified is not utilizing warehouse picks, then you must enter the Bin Code, Lot No. and Pallet No. The Pallet No. is only required for items that are setup as palletized items.
11. Select the Dimension Values that apply to the item for this order. If you require a Department and/or Projects, you will need to specify the Codes on the lines and on the Invoicing FastTab. If you enter the Department and Project on the Invoice Details FastTab, all lines entered will default to the same Department and Project automatically. You may change them on the lines if necessary.

Lines														
Line	Order	Find	Filter	Clear Filter										
Type	No.	Description	Location Code	Available Quantity	Zone Code	Bin Code	Pallet No.	Lot No.	Quantity	Unit of Measure Code	Unit Gross Weight	Unit Fees	Line Amount Excl. Tax	Department Code
Item	10026	Tea	KAN	694					10	CASE	3	0.30	3.00	3999

Invoice Details	
Payment Terms Code:	<input type="text"/>
Payment Method Code:	<input type="text"/>
Grant No.:	<input type="text"/>
Department Code:	3999
Project Code:	GIVELUNCH

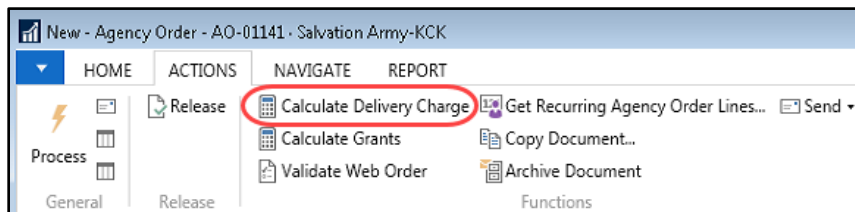
Show more fields

12. In the Quantity field, specify the amount of quantity ordered.
13. Repeat the steps above for each additional item that will be ordered.

Calculate Delivery Charge Functions

Ceres provides the ability to calculate and charge the Agency for the delivery of product on the Agency Order. This is accomplished through the delivery zones and fees process which is explained in detail in the *Delivery Zones and Delivery Fees* document.

1. To calculate the delivery charge on an Agency Order, select Actions → Functions → Calculate Delivery Charge. This only applies to orders with a Shipment Method Code of DELIVER and there is a Delivery Zone on the order that has associated Delivery Fees.



2. Ceres will calculate the appropriate charge and insert a delivery charge line on the agency order (The G/L Account entered on the line is based upon the Delivery Charge (Account) No. assigned in Agencies & Receivables Setup).

Note: Delivery charges are only calculated if a Delivery Zone is defined on the order.

Lines															
Type	No.	Description	Location Code	Available Quantity	Zone Code	Bin Code	Pallet No.	Lot No.	Quantity	Unit of Measure Code	Unit Gross Weight	Unit Fees	Line Amount Excl. Tax	Department Code	Project Code
Item	10026	Tea	KAN	694					10	CASE	3	0.30	3.00	3999	GIVELUNCH
G/L ...	485000	Delivery Fee	KAN	0					1			3.00	3.00	3999	GIVELUNCH

Calculate Grants

1. Ceres provides the ability to calculate and allocate qualified grant money to the Agency Orders. Grants should automatically calculate on the Agency Order lines if they apply. Ceres will automatically calculate grant applications for an Agency Order line anytime a line is created or an existing line is modified. This is true when the Agency Order line is manually created or modified by a user as well as for Agency Order lines that are modified or created by Ceres during the release process (for Shipment Option 1 and/or Shopping Zone orders), and posting of an Inventory Pick or Warehouse Shipment. During the posting of these warehouse documents Ceres will “explode” warehouse information back to their related Agency Order. In some cases this will result in the update of an Agency Order line; if it existed prior to the warehouse document’s creation. In other cases, Ceres will create new Agency Order lines to synchronize inventory usage information with the warehouse documents. Regardless of whether Ceres modifies an existing Agency Order line or

creates a new one during this synchronization, grant calculation will occur for the Agency order line.

There are several types of qualifiers associated with Grants, explained as follows, that determine whether there will be a Grant Allocation Amount on the order line.

Agency/Grant Qualifier (aka Grant/Agency): For the Grant to apply on an Agency order, both the Grant & the Agency Cards must have the same qualifier assigned. All items on the order will qualify for the Grant funds, if the Agency has the same qualifier as the Grant.

Item / Grant: For the Grant to apply on an Agency Order, the qualifier must be on both the Item Card and the Grant. Any Item that has the same qualifier as the Grant will be funded by the Grant if there are available grant monies

Item / Grant / Agency: For the Grant to apply the qualifier must be on the Item, Grant and Agency Card. County qualifiers may also apply. See the Grants Receiving-Usage & Reporting document for more information. If Grant funds apply, the Grant Allocation Amount should be populated when the Qty. x Fees are calculated:

Lines																
Type	No.	Description	Location Code	Available Quantity	Zo...	Bin Co...	Pa... No.	L... N...	Quantity	Unit of Meas... Code	Unit Gross Weight	Unit Fees	Line Amount Excl. Tax	Department Code	Project Code	Grant Allocati... Amount
G/...	485000	Delivery Fee	KAN	0					1			3.00	3.00	3999	GIVELUNCH	
Item	10026	Tea	KAN	694					10	CASE	3	0.30	3.00	3999	GIVELUNCH	3.00

- To see what Grant (or Grants) were used on the order line, click in the Grant Allocation Amount field and then on the ellipses to the right, and the Grants and amounts applied will display:

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General

Lines

Type	No.	Description	Unit Fees	Line Amount Excl. Tax	Department Code	Project Code	Grant Allocati... Amount	Qty. to
G/L ...	485000	Delivery Fee	3.00	3.00	3999	GIVELUNCH		
Item	10026	Tea	0.30	3.00	3999	GIVELUNCH	3.00	

View - Grant Allocations

HOME NAVIGATE

Show as List Show as Chart OneNote Notes Links Refresh Clear Filter Find

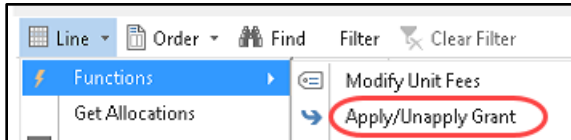
Grant Allocations

Type to filter (F3) Grant No.

Grant No.	Description	Amount	Shipped Not Invoiced
9032	Misc. Agency Grant	3.00	0.00

- If more than one Grant applies, you will see all Grants applied in this window.
- If the Grant funds are not automatically allocated on the lines where Grants should apply, to calculate the grant allocation on an agency order, select Actions → Functions → Calculate Grants.

5. If Grant funds are allocated to a line and you would like to remove the Grant Allocation for that specific line, select Line Actions → Line → Apply/Unapply Grant.



The Grant Allocation Amount will be removed and the “Grant Unapplied” box will be checked (it may be necessary to show the “Grant Unapplied” field via “Choose Columns”).

Type	No.	Description	Unit Fees	Line Amount Excl. Tax	Department Code	Project Code	Grant Allocati... Amount	Qty. to Ship	Quantity Shipped	Qty. to Invoice	Quantity Invoiced	Grant Unapplied
G/L ...	485000	Delivery Fee	3.00	3.00	3999	GIVELUNCH		1		1		<input type="checkbox"/>
Item	10026	Tea	0.30	3.00	3999	GIVELUNCH	<input type="text" value="3.00"/>	10		10		<input checked="" type="checkbox"/>

If you would like to restore the Grant Allocation, select Line Actions → Line → Apply/Unapply Grant and the Grant Allocation Amount will be restored and the “Grant Unapplied” box will be unchecked.

Type	No.	Description	Unit Fees	Line Amount Excl. Tax	Department Code	Project Code	Grant Allocati... Amount	Qty. to Ship	Quantity Shipped	Qty. to Invoice	Quantity Invoiced	Grant Unapplied
G/L ...	485000	Delivery Fee	3.00	3.00	3999	GIVELUNCH		1		1		<input type="checkbox"/>
Item	10026	Tea	0.30	3.00	3999	GIVELUNCH	<input type="text" value="3.00"/>	10		10		<input type="checkbox"/>

6. If the Grant funds still do not allocate, then you will need to troubleshoot why they were not applied. See below for suggestions for what to look for:
 - a. Are the appropriate qualifiers assigned to the Item, Agency and/or Grant?
 - b. Is the Grant released?
 - c. Is the Posting Date on the order AFTER the released date on the Grant?
 - d. Are there enough funds on the Grant to cover the amount on the line?
 - e. Is the Grant funded for specific Agencies only and does that Agency have a remaining balance to use for that Grant?
 - f. Please see the Grants Receiving-Usage & Reporting document for more information on Grant Setup, Grant Usage and Grant Reports.

Note: Grants cards may be setup with dimensions and funds. If dimensions and/or fund are specified at the grant card level, those value will be used when posting grant related general ledger entries for the agency order. If the dimensions and/or fund are not specified at the grant card level, then any dimensions and/or fund specified on the agency order line will be inherited on the grant related general

ledger entries created by posting the agency order. Dimensions and fund specified on the grant card are a higher priority to the dimensions and fund specified on the agency order.

Related Topics

1. [Grants Overview](#)
2. [Agency Order Overview](#)
3. [Agency Delivery Zones and Delivery Fees](#)
4. [Agency Invoice Credit and Recreate](#)