

Blue Receipt Activity Report

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Purpose of this document

Food Banks must provide FA with detailed information from all blue-receipted donations. In Ceres, the “Blue Receipt Activity Report” provides FA with this detail.

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Table of Contents

| | |
|---------------------------------|----------|
| PURPOSE | 3 |
| DONOR CARDS..... | 3 |
| DONATION ORDERS | 4 |
| RUNNING THE REPORT | 6 |
| TROUBLE SHOOTING:..... | 8 |
| RELATED TOPICS: | 9 |

Purpose

There are two primary types of donations that come to you from Feeding America National Donors: “yellow” receipts (offered to you through the online Choice System) and “blue” receipts (when FA National Donors contact you directly when they have product to donate). Food Banks must provide FA with detailed information from all blue-receipted donations. In Ceres, the “Blue Receipt Activity Report” provides FA with this detail.

Ceres object release 4.00.00 is required for the functionality documented in this procedure.

Note: The UNC codes have been predetermined and are 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 Navision data entry procedures need to be enforced:

- All Donor Cards for “blue receipt” donors must have the appropriate UNC Donor ID No. field filled in
- Setup Donor Cards with a default FBC Product Source that is linked to the UNC Product Source=“A2H LOCAL” and the Blue Receipt check box checked. These will automatically populate the fields in the Donation Order.
- On the Donation Order,
 - The FBC Product Source that is linked to the UNC Product Source of “A2H LOCAL”
 - The UNC Notice No. field is automatically populated with the Donation Order number for Blue Receipts.
- The Blue Receipt check box checked.

Donor Cards

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 FA 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.

PD00019 · ConAgra Foods

| General | |
|--------------------------------|-------------------------------------|
| No.: | PD00019 |
| Parent Donor No.: | |
| Name: | ConAgra Foods |
| Address: | 9 ConAgra Drive 9-260 |
| City: | Omaha |
| State: | NE |
| ZIP Code: | 68102 |
| Phone No.: | 402-595-7785 |
| Phone Ext. No.: | |
| Contact: | Kim Reeve |
| Search Name: | CONAGRA FOODS |
| Balance (\$): | 0.00 |
| UNC Donor ID No.: | 28 |
| Blue Receipt: | <input checked="" type="checkbox"/> |
| FBC Donor Class of Trade Code: | MFGR |
| FBC Product Source Code: | A2H LOCAL |
| FBC Product Category Code: | DONATED |
| FBC County Code: | |
| Fund No.: | UR |
| Blocked: | |
| Last Date Modified: | 3/20/2014 |
| Last Modified By: | SWPROS\NPA |
| Date Donor Added: | |
| Show more fields | |

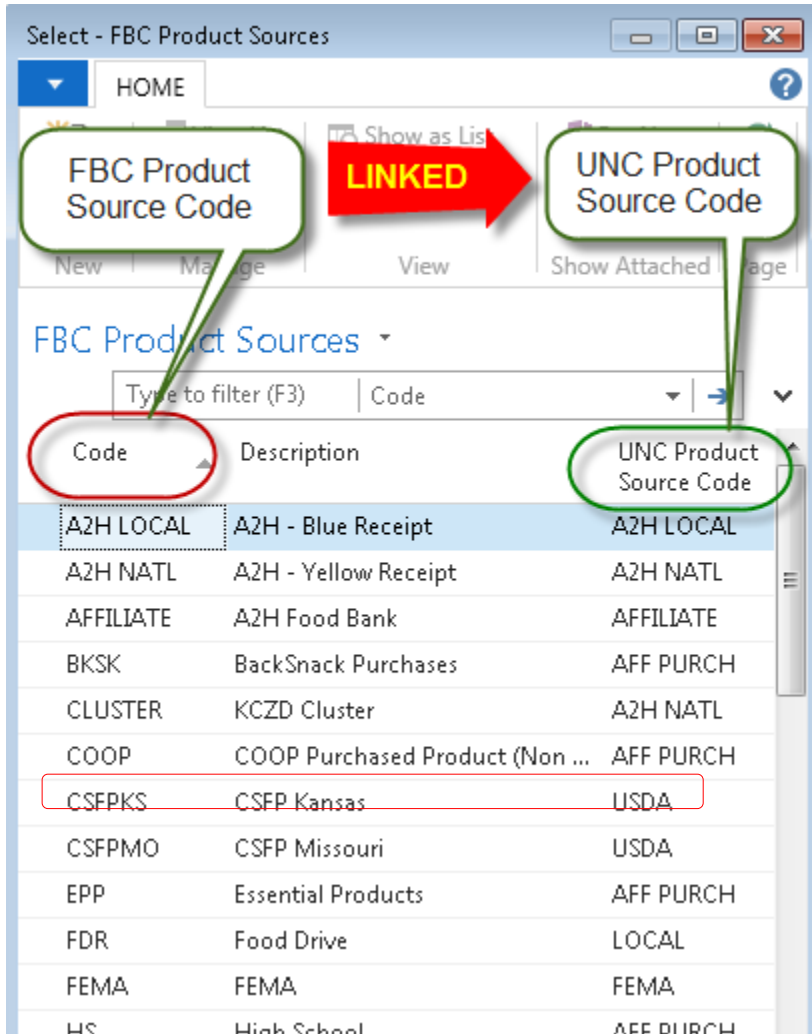
Donation Orders

On the General tab, 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 is checked.

| General | |
|---------------------------|-------------------------------------|
| No.: | DO-00040 |
| Parent Donor No.: | |
| Donor No.: | PD00019 |
| Donor Name: | ConAgra Foods |
| Address: | 9 ConAgra Drive 9-260 |
| City: | Omaha |
| State: | NE |
| ZIP Code: | 68102 |
| Contact: | Kim Reeve |
| Phone No.: | 402-595-7785 |
| Ext.: | |
| No. of Archived Versions: | 0 |
| Posting Description: | Order DO-00040 |
| Department Code: | |
| Project Code: | |
| Grant No.: | |
| Posting Date: | 8/18/2014 |
| Order Date: | 8/18/2014 |
| Document Date: | 8/18/2014 |
| Donor Order No.: | |
| Donor Shipment No.: | |
| Donor Invoice No.: | |
| Responsible Person Code: | |
| Fund No.: | UR |
| FBC Product Source: | A2H LOCAL |
| UNC Product Source: | A2H LOCAL |
| FBC Product Category: | DONATED |
| FBC Reason for Donation: | |
| UNC Notice No.: | DO-00040 |
| Blue Receipt: | <input checked="" type="checkbox"/> |
| Food Drive No.: | |
| Assigned User ID: | |
| Status: | Open |
| Show more fields | |

Note: How do you get the UNC Product Source code assigned if your Donation Order only lets you assign the FBC Product Source code?

When you click the FBC Product Source lookup arrow and then click on Advanced, at the bottom of the window, it displays not only the FBC Product Source codes, but it also displays the UNC Product Source codes links.



In this example, the FBC Product Source of 'AHRA GLEAN' is linked to the UNC Product Source of 'A2H LOCAL'. Navision will automatically copy the UNC Product Source Code of 'A2H LOCAL' into the donation order whenever the FBC Product Source of 'AHRA GLEAN' is used. It is crucial that you double-check your food bank's mapping (links) of FBC Product Source codes with UNC Product Source codes.

As a recap:

1. Check your donor cards and make sure the FA National Donors have the correct UNC Donor ID No.
2. In the Donation Order header, ensure the required fields and the appropriate FBC/UNC Product Source codes are entered.

Running the 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.

First, open the report. You will need to select your food bank's "A2H Affiliate No." from the lookup arrow and place a checkmark in the "Create Export File" checkbox (see below).

Edit - Blue Receipt Activity Report

ACTIONS

Clear Filter

Options for Export File

A2H Affiliate No.: 1

Create Export File: ☒

File Name: C:\NAVTEMP\BLUE1August 18.txt

Donor Receipt

Show results:

Where Posting Date is 08/01/14..08/31/14

And Buy-from Vendor No. is Enter a value.

+ Add Filter

Print... Preview Cancel

In the Donor Receipt section, enter the "Posting Date". Posting date range should be about 6 months in the past or whenever the oldest donation receipt is. (example: >010110)

Next enter the "File name:". By default, Navision will create a file name of C:\BLUE *Affiliate # Date Run*. (example: C:\BLUE1August 31.txt)

You must add the directory C:\NAVTEMP***.**

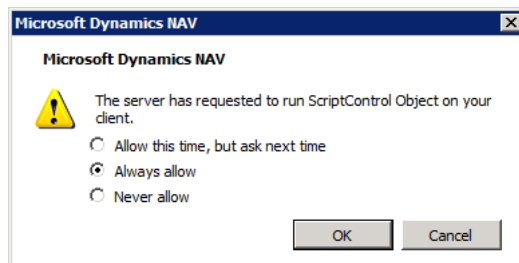
(example: C:\NAVTEMP\BLUE1August 31.txt)

In the image above, Navision is placing the Blue Receipt file directly on the Remote Desktop hard drive in the directory C:\NAVTEMP.

Each time you run this report, change the name to be unique but make sure not to change the ".txt" portion of the file name. This way you will not overwrite the previous file.

Now you are ready to run the report. If you are interested in printing out a hard copy for your food bank's records, then 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.

The first time you run this report there will be a popup box with three options. Select the middle option "Always allow"



By selecting the Print or Preview button, Navision automatically creates a text file that contains key information about your blue receipts and saves it to the remote desktop's hard drive "c:\navtemp\". Now, you simply open your email program and attach the file Navision just saved. You will then send this text file to localreceipts@feedingamerica.org. In the email's 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.

Note: A donation receipt can only be exported once. If you run the report but are unable to locate the file, please send an email to the service desk at servicedesk@feedingamerica.org and provide detailed information.

Trouble Shooting:

To fix a donation receipt that was miss-classified or entered incorrectly.

1. Open the Posted Donation Order via Donation History.
2. Select Actions → Functions → Update FBC/UNC Product Source Codes

Edit - Posted Donation Order - DO-93165-1 · Country Club Swim Association

HOME ACTIONS NAVIGATE

View Edit Delete Update Donor Number **Update FBC/UNC Product Source Codes** Print... Statistics Matrxs Documents Navigate OneNote Notes Links Refresh Clear Filter Go to Previous Next

DO-93165-1 · Country Club Swim Association

General

| | | | |
|-------------------|-------------------------------|--------------------------|------------|
| No.: | DO-93165-1 | Project Code: | |
| Parent Donor No.: | | Posting Date: | 10/21/2012 |
| Donor No.: | FD00008 | Document Date: | 10/21/2012 |
| Contact No.: | | Order No.: | DO-93165 |
| Donor Name: | Country Club Swim Associat... | Donor Order No.: | |
| Address: | 2920 Verona Road | Responsible Person Code: | |
| City: | Shawnee Mission | UNC Notice No.: | |
| State: | KS | UNC Reason for Donation: | QUALITY |
| ZIP Code: | 66208 | Fund No.: | UR |
| Contact: | Debbie Ward | FBC Product Source: | LOCAL |
| No. Printed: | 5 | UNC Product Source: | LOCAL |
| Grant No.: | | FBC Product Category: | DONATED |
| Department Code: | | Food Drive No.: | |
| | | Last Modified By: | ESP |

▼ Show more fields

Purchase Invoice

Gross Weight: 24,000

Notes

[Click here to create a new note.](#)

3. Select the correct FBC Product Source Code, Enter the UNC Notice No., and check the Update Lot No. Information box.
4. Click OK.

Edit - Update FBC/UNC Product Source

ACTIONS

Clear Filter Page

Options

FBC Product Source Code: A2H LOCAL

UNC Product Source Code: A2H LOCAL

UNC Notice No.: DO-93165-1

Update Lot No. Information: ☒

Update Blue Receipt as: Yes

OK Cancel

5. Re-run the Blue Receipt Activity Report. Make sure to change the file name to a unique name so it does not over-write the last file.

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