

Distribution Pounds by County Report with XML Export

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Purpose of this document

The Distribution Pounds by County Report in Ceres includes an option to generate an XML file for upload to HungerNet. This document covers the export process.

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Purpose

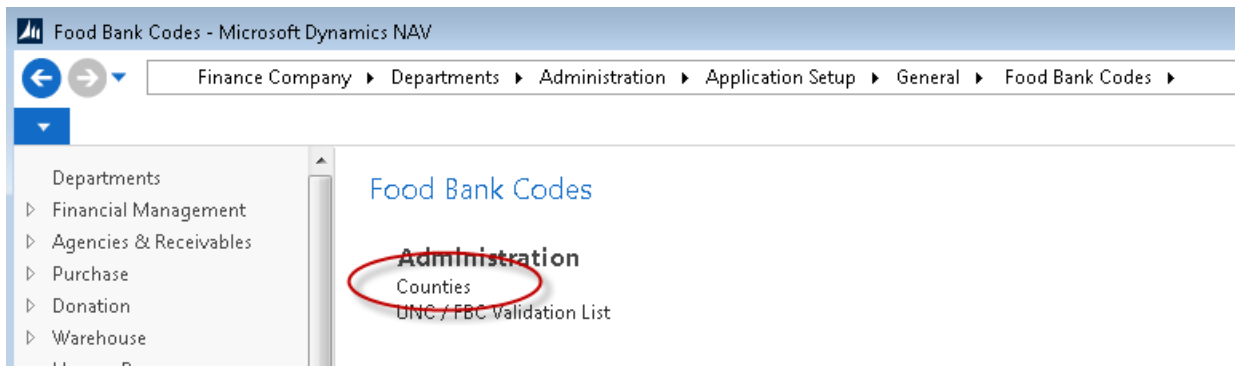
The Distribution Pounds by County Report in Ceres includes an option to generate an XML file for upload to HungerNet. There is a paired document that explains the Import process.

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

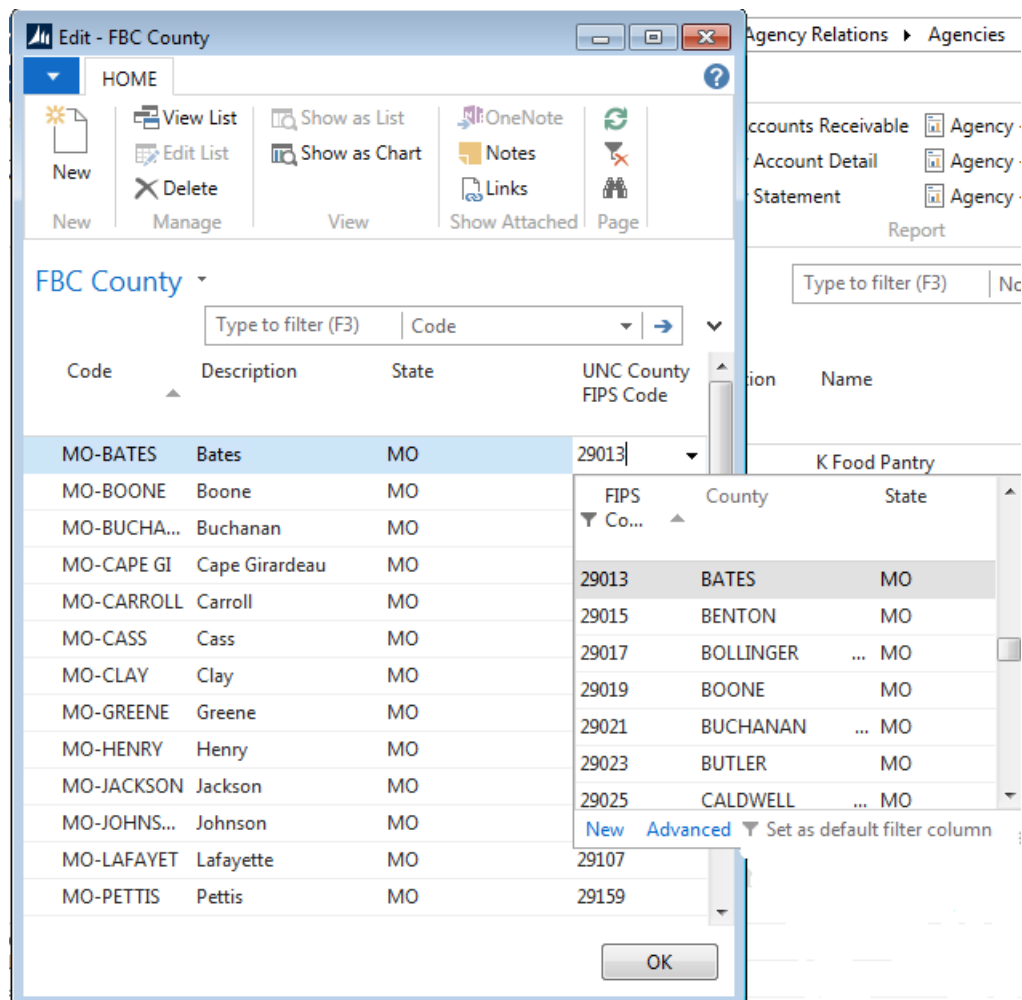
Setup

Prior to generating the Report and/or XML file for upload to HungerNet, the following setup steps need to be completed. For an even longer review see the Feeding America Reporting Procedure.

1. UNC County Codes
 - a. Verify with Feeding America that the import process has been run to populate the UNC County Codes.
 - b. The UNC County Codes can be accessed from Departments → Administration → Application Setup → General → Food Bank Codes → Counties.



2. Link the FBC County Code to the appropriate UNC County FIPS Code.
 - a. For each FBC County Code listed, select the appropriate UNC County FIPS Code from the edit assist list or enter it manually.

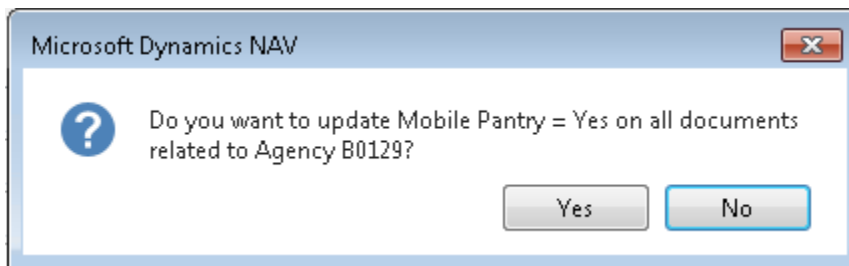


3. Mobile Pantry Drops Indicator

- An indicator has been added to the Agency Card, Information Tab to designate if Agency Orders from the Agency should be considered
- The Agency List can be accessed from Departments → Agencies & Receivables → Agency Relations → Lists → Agencies.
- Once an Agency is selected, Click Actions → Edit to edit the details of that Agency.

Payments			
Shipping		Partial PICKUP	
Kitting			
Information			
Permit Web Orders:	<input checked="" type="checkbox"/>	FBC Size Code:	
Agency Group Code:	30	Mobile Pantry:	<input checked="" type="checkbox"/>
Service Areas:		CMobile Related:	<input type="checkbox"/>
Product Sources:		Exclude from Compliance:	<input type="checkbox"/>
Funding Sources:		Federal Congr. Dist. Code:	4
Client Records Maintained:	<input type="checkbox"/>	State Congr. Dist. Code:	120
UNC Food Bank ID No.:		Senate District:	MO-28
SDO:	<input type="checkbox"/>	City Council District:	
Food Bank Program:	<input type="checkbox"/>	Ward:	
Statement URL:		School District:	
Geographical Location Code:		Attribute Count:	2
Metropolitan Area Code:		Affiliation Count:	0
FBC Program Type:	ON-SITE FD	Tier Count:	0

- d. If the Mobile Pantry indicator on the Agency Card is selected, the user will be prompted with the following:



A **“Yes”** answer will set the Mobile Pantry indicator on the Agency Card and on all posted Agency Orders for that Agency. The Mobile Pantry Drop indicator will also be defaulted to **“Yes”** for any new Agency Orders for this Agency.

A **“No”** answer will set the Mobile Pantry indicator on the Agency Card and the Mobile Pantry Drop indicator will be defaulted to **“Yes”** for any new Agency Orders for this Agency. No existing transactions will be updated.

Note: While the Mobile Pantry indicator will be defaulted to **“Yes”** on any new Agency Orders, the indicator can be set to **“No”** on an Agency Order if that specific Agency Order is not a Mobile Panty Drop.

Distribution Pounds by County Report

1. Click Departments → Financial Management → Receivables → Reports → Distribution Pounds by County.

Edit - Distribution Pounds By County

ACTIONS

Clear Filter

Options

Display Agency: ☐

Do not Validate Agency: ☐

Begin Date: 4/1/2014

End Date: 6/30/2014

Export XML: ☐

Report Type: Quarterly

Folder Path:

Item Ledger Report View

Show results:

Where Branch Code is Enter a value.

And FBC County Code is Enter a value.

And Inventory Posting Group is Enter a value.

+ Add Filter

Print... Preview Cancel

2. If the Export XML option is not selected:
 - a. The report can be run for any Begin Date and End Date
 - b. The XML file will not be created.
3. If the Export XML option is selected:
 - a. The report can only be run for a Begin Date and End Date that spans a complete Month or Quarter depending upon which Report Type has been selected.

- b. The Report Type “Monthly” or “Quarterly” must be selected and match the period covered by the Begin Date and End Date.
- c. The Period Number must be specified and match the Report Type selected and the period covered by Begin Date and End Dates.
- d. The XML file will be created in the location specified in the Folder Path field. In RTC, this path must be “C:\NAVTEMP”. Once saved it is recommended to move the report to a location on your network so that more than just the person running the export can access the file.

Options

Display Agency: ☐

Do not Validate Agency: ☐

Begin Date:

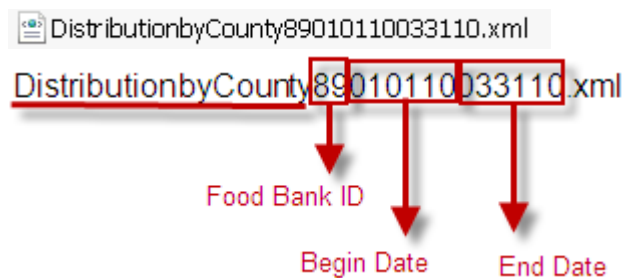
End Date:

Export XML: ☒

Report Type:

Folder Path:

4. The XML file will be named by process as follows:



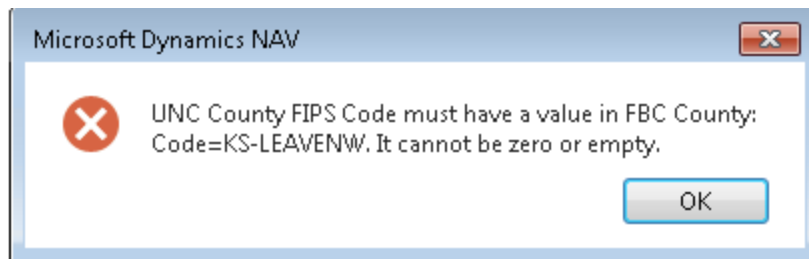
5. Amounts on both the Report and XML Export are now rounded to the nearest whole number.

```

<county fipsCode="36017" state="NY" county="CHENANGO" srvArea="" fedCommArea="" sharedArea="">
  <value type="TEFAP" estimated="0" qprId="36017.TEFAP">8544</value>
  <value type="CSFP" estimated="0" qprId="36017.CSFP">0</value>
  <value type="Donated" estimated="0" qprId="36017.Donated">5133</value>
  <value type="Purchased" estimated="0" qprId="36017.Purchased">23545</value>
  <value type="NumAgncies" estimated="0" qprId="36017.NumAgncies">16</value>
  <value type="NumMobilPantryDlv" estimated="0" qprId="36017.NumMobilPantryDlv">2</value>

```

6. If a County is included on the Report and/or XML Export and does not have a UNC Count FIPS Code associated with it, the user will receive the following message upon running the report and/or export.



To resolve this error, review the FBC County Codes list to ensure that every county listed has a UNC County FIPS Code specified.

- The number of Mobile Pantry Drops has been added to the printed report to the right of the Agency Count field.

Distribution Pounds By County

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Pounds Distributed by County 3/19/2010 11:58 AM
Food Bank of Page 1
Posting Date: 01/01/10..03/31/10

		TEFAP/ Bonus/Other	CSFP	Donated	Purchased	Total Pounds	Agency Count	Mobile Pantries
36011	CAYUGA	NY						
CA - Cayuga Total:		14,945	0	7,566	15,599	38,110	14	0
36011 Total:		14,945	0	7,566	15,599	38,110	14	0
36017	CHENANGO	NY						
CH - Chenango Total:		8,544	0	5,133	23,545	37,222	16	2
36017 Total:		8,544	0	5,133	23,545	37,222	16	2
36023	CORTLAND	NY						
CO - Cortland Total:		8,056	0	4,152	11,569	23,777	11	0
36023 Total:		8,056	0	4,152	11,569	23,777	11	0

Related Topics:

- Agency Overview
- Agency Order Overview
- Blue Receipt Activity Report
- FA Reporting and UNC Coding (QPRs_Blue Receipts)
- Receipts and Distribution Report with XML Export
- QPR Import User Guide