

## Donation Credit Memos Overview

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### **Purpose of this document**

This document illustrates how to create a Donation Credit Memo.

**As of Ceres 4.50.00; Donation Credit Memos are no longer available, Donation Return Orders should be utilized instead.**

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## Table of Contents

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<b>PURPOSE .....</b>	<b>3</b>
<b>CREATING DONATION CREDIT MEMOS .....</b>	<b>3</b>
DONATION CREDIT MEMO HEADER.....	5
DONATION CREDIT MEMO LINES – MANUAL ENTRY.....	6
DONATION CREDIT MEMO LINES – USING COPY DOCUMENT.....	6
<b>RELATED TOPICS: .....</b>	<b>8</b>

## Purpose

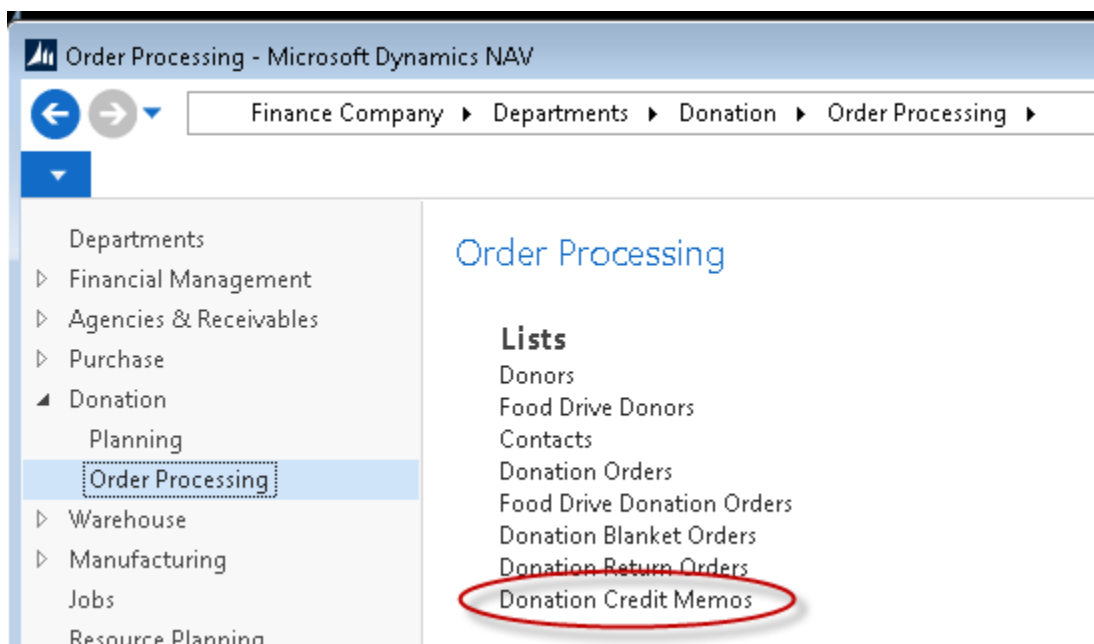
Donation Credit Memos are used to process the return of goods to a Donor in Ceres, either partially or in their entirety. This process may be used to correct the posting of an erroneous Donation Order or to correct the quantity received on some or all items. The Posting Process will create both a Posted Donation Credit Memo and a Posted Return Shipment. Before executing a Credit, review the Donation Return Order Procedure as well to determine which is applicable for your situation.

*Ceres Object Release 4.00.00 is required for some of the functionality described in this document.*

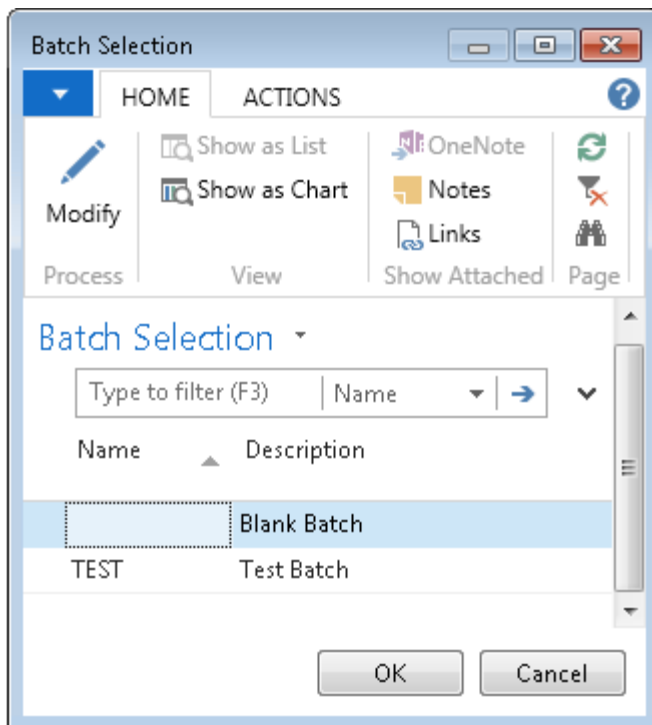
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## Creating Donation Credit Memos

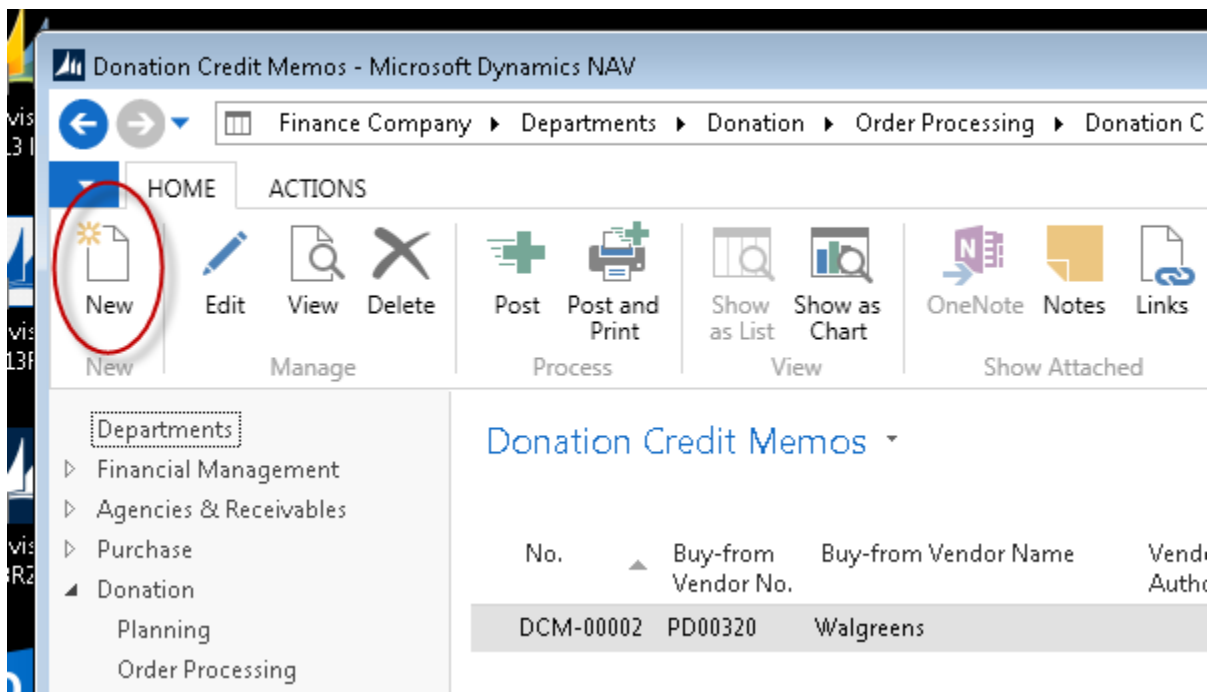
1. Donation Credit Memos can be accessed from Departments → Donation → Order Processing → Donation Credit Memos.




2. If you are using Batches, select the appropriate Batch from the Batch Selection List and click OK

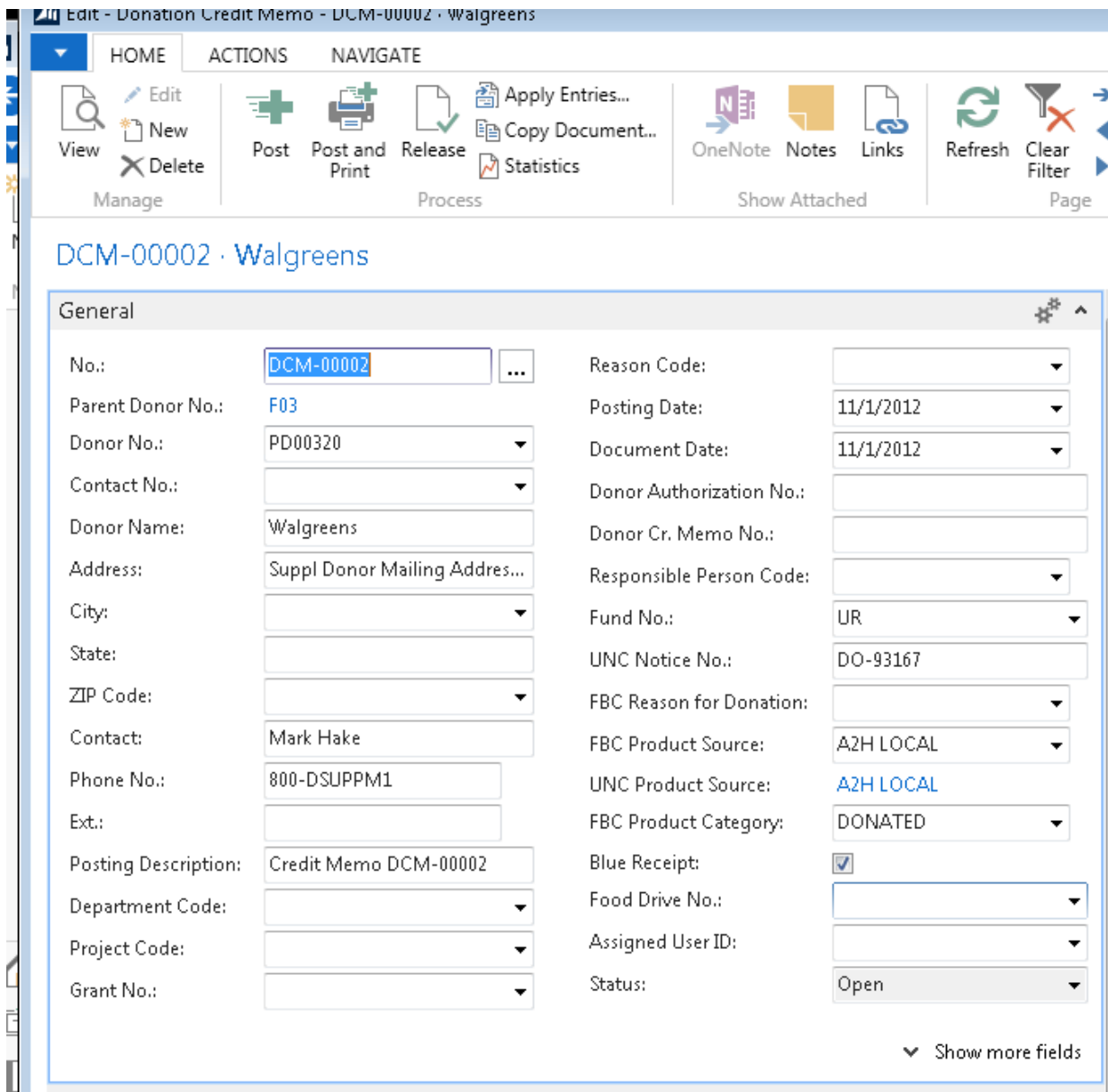


3. Click New in the Action Pane



## Donation Credit Memo Header

1. If Manual Nos. are used, enter the Donation Credit Memo number or tab through the No. field if you have assigned a document number series for Donation Credit Memos.
2. Enter the Donor No. or use the lookup button  to select the Donor No. from the Donor List. After tabbing off of this field, a number of fields will automatically be filled in (Donor Name, Address, City, State, ZIP, etc.).
3. Before posting, the Donor Cr. Memo No. field is a required field and must be filled in.



DCM-00002 · Walgreens

**General**

No.:	DCM-00002	Reason Code:	
Parent Donor No.:	F03	Posting Date:	11/1/2012
Donor No.:	PD00320	Document Date:	11/1/2012
Contact No.:		Donor Authorization No.:	
Donor Name:	Walgreens	Donor Cr. Memo No.:	
Address:	Suppl Donor Mailing Address...	Responsible Person Code:	
City:		Fund No.:	UR
State:		UNC Notice No.:	DO-93167
ZIP Code:		FBC Reason for Donation:	
Contact:	Mark Hake	FBC Product Source:	A2H LOCAL
Phone No.:	800-DSUPPM1	UNC Product Source:	A2H LOCAL
Ext.:		FBC Product Category:	DONATED
Posting Description:	Credit Memo DCM-00002	Blue Receipt:	<input checked="" type="checkbox"/>
Department Code:		Food Drive No.:	
Project Code:		Assigned User ID:	
Grant No.:		Status:	Open

▼ Show more fields

4. Fill in the other fields on the Header, as needed

## Donation Credit Memo Lines – Manual Entry

1. Select the appropriate Type from the drop down list. In the case of Donation Credit Memos, 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. Enter a Return Reason Code or hit 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.
  - a. 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. Then enter the quantity and the Bin will auto-fill.
  - b. Once the Pallet No. is selected, the Bin, and other information from the original Pallet will auto-fill on the line.
7. Fill in the other fields on the Line, as needed.
8. Enter additional lines, if needed.

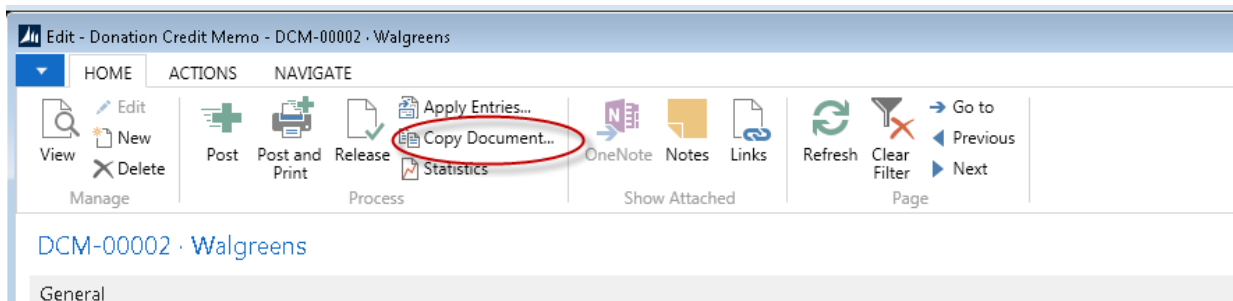
DCM-00002 · Walgreens

General									
Donation Cr. Memo Subform									
Functions	Line	Find	Filter	Clear Filter					
Type	No.	Description	Return Reason Code	Location Code	Pallet No.	Lot No.	Lot Expiration...	Lot Consume By Date	Quantity
Item	20000	Assorted Bulk	DAMAGED	KAN	1211-00003	LOT-00117	12/31/9999	12/31/9999	35

9. Be sure to confirm that all the data has been entered correctly, especially paying attention to the No., Location and Quantity and then Post or Post & Print the document.

## Donation Credit Memo Lines – Using Copy Document

1. To expedite the process of entering a Donation Credit Memo, the User can use the function Copy Document. This process will copy both the Header and Lines, if desired, from another open or posted document
2. On the Donation Credit Memo form navigate to Home → Copy Document.



3. On the Copy Purchase Document form, select the Document Type and Document No. of the document you would like to copy from.

4. In the Include Header field, place a check mark in this field if you want Ceres to copy the information, including dimensions, from the document header you are copying from to the document you are creating. The document lines will be copied regardless of the entry in this field.
5. In the Recalculate Lines field, place a check mark in this field if you want to recalculate the lines in the document you are creating. The process retains the item numbers and item quantities but recalculates the amounts on the lines based on the vendor information on the new document header. In this way, the process accounts for item prices and discounts that are specifically linked to the vendor on the new document header.
6. The information has been copied to the new document. Edit as needed prior to posting.

General									
Donation Cr. Memo Subform									
Functions	Line	Find	Filter	Clear Filter					
Type	No.	Description	Return Reason Code	Location Code	Pallet No.	Lot No.	Lot Expiration...	Lot Consume By Date	Quantity
Invoice No, DO-93167-1:									
Item	20000	Assorted Bulk	DAMAGED	KAN	1211-00003	LOT-00117	12/31/9999	12/31/9999	35

## Related Topics:

1. Donation Order Overview
2. Donation Return Order Overview
3. Blue Receipt Reporting
4. Reason Codes Mandatory Overview
5. Update Donor Number on Posted Donation