Enhanced Grocery Rescue Excel Import

Purpose of this document

This document demonstrates how to collect data from Grocery Rescue Routes onto a designated Excel workbook and import the data into Ceres.

Ceres Object release 5.00.00 is required for the functionality described in this document.

Table of Contents

Concept

Many food banks work to collect food from grocery stores in their communities. This collection process takes three primary forms:

1. The food bank sends a truck out to collect a grocery donation route, and the food is brought back to the food bank. The driver then provides information about the product and donor to receiving and multiple similar donation orders are needed.

2. The food bank collects the food from grocery donors and drops it off at Agency site (s) before returning to the food bank. The food bank then needs to create multiple donation and agency orders in Ceres to track this work.

3. The food bank connects up one or more Agencies with the grocery donors, and the agency picks up the food directly from the donor, and reports the transactions to the food bank at a designated time interval. This requires the creation of both donation orders and agency orders to record the transactions in Ceres after the fact.

These processes have been automated in Ceres, allowing the food bank to collect data and enter it into a designated Excel workbook template for import. The workbook can be modeled to collect Donation data, or Agency Order data or both. Ceres can import the workbook lines and create Donation Orders and/or Agency Orders from the designated Excel spreadsheet template. The Donation Orders can be automatically posted in order to provide available quantity in Ceres immediately for the imported Agency Orders which can also be automatically posted. This process overlaps with the Feeding America Online Marketplace initiative, but functions differently.

The Enhanced Grocery Rescue Excel Import process imports data from the Grocery Rescue Excel template and creates a Grocery Rescue "batch". The Grocery Rescue batch concept provides easy tracking of the Donation Orders and Agency Orders created from the import as well as providing the ability to resolve data issues without having to start from scratch. The Enhanced Grocery Rescue Excel Import replaces the basic Grocery Rescue Excel import.

Limitations

The Enhanced Grocery Rescue spreadsheet template was designed to facilitate grocery rescue scenarios for a limited number of items. For practical purposes, and to maintain processing speed, there is a 15 item (column) limit; users are not allowed to add additional columns to exceed this limit. You can have more Item Quantities, but only 15 unique Item columns, such as bread, dairy, etc. The layout of the template is locked down for the import. You may add new rows in the worksheet for additional donors and agencies, but **no** other columns or headers should be added to the template. Such changes to the template will cause the import to fail.

Failed Imports

When importing spreadsheets, the sheet will first be analyzed to determine if the sheet meets the primary specification of the specified type. Under certain conditions, the import will fail immediately and the sheet will not be imported into Ceres.

Unbalanced Type – When importing Unbalanced type sheets, it is expected that the sheet will contain just donations or just distributions but not both. If you have the type set to Unbalanced and the sheet contains both donations and distributions, the import will fail with this message.
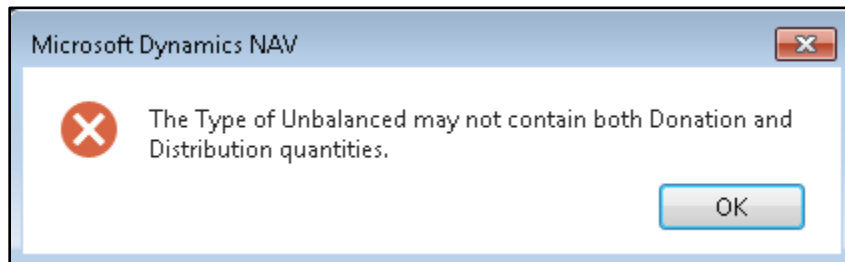
Variable Type - When importing Variable type sheets, it is expected that the sheet will contain both donations and distributions. If you have the type set to Variable and the sheet is missing both donations and distributions, the import will fail with this message.
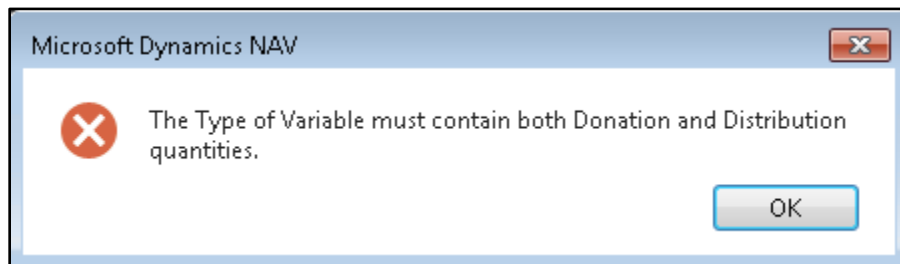
Grocery Rescue Setup

Because the Grocery rescue product is often distributed before it is received, Ceres requires you to define where the product will be received into and shipped from on the imported transactions. If you do not auto post the Donation Orders, you can modify these defaults prior to posting. The default Grocery Rescue Bin (and by default the Zone) are specified on the "Bins" fasttab of the Location Card for the Location where you receive and distribute Grocery Rescue product. Locations can be found at: Departments → Warehouse → Administration → Setup.

Zone

Set up a zone to be used for Grocery Rescue import; this essentially representing the truck used for pickup/ delivery. Be sure to check the "Exclude from Whse. Doc." button if the related location requires picks so these orders don't require warehouse put away or pick documents.

Bin

Set up a single Bin to be used for Grocery Rescue Imports; as above, this essentially represents the truck. Establish the Bin with a Bin Type Code of "PICKPUT" so that the inventory can flow in and out of the Bin via the Donation and Agency Orders created by the import process. See Bin Overview for more information on Bin setup.

> **NOTE**: The Enhanced Grocery Rescue Import allows a Bin to be specified for each Item in the import template. If Item specific bins are used, the Bin must be in a Zone that does not require put away or pick documents (i.e. Exclude from Whse. Doc. zone).

Grocery Rescue Template

The Enhanced Grocery Rescue Template is available for download from Hungernet, and is titled "Enhanced Grocery Rescue Excel Import Template.xls". The format and layout of the template should not be altered. If you are only importing Agency Orders, leave the Donation Order section headers and one blank line. Similarly, if only importing Donation Orders, leave the Agency Order section header and one blank line.

1. Open the Excel spreadsheet; save as a specific template for your food bank.

2. The top of the template contains fields that will control certain aspects of the orders created from the template.

> **Location (Required – Cell "I1")** – Fill in the Location Code matching the Warehouse Location in Ceres that the product will flow through. This Location should already have a Zone and Bin setup to handle grocery rescue orders as described above.

> **Posting Date (Required – Cell "I2")** – Enter a valid posting date to be used as the default posting date on all donation and agency orders created during the process. This can be overridden on an order by order basis by entering an override posting date in column "C". Alternately, if you do not auto post the orders; you can change the posting date on the Order header prior to posting.

> **Type (Required – Cell "M1")** – Enter Balanced, Unbalanced or Variable.

Balanced – this indicates that the total of donations and agency distributions are equal for all items being imported. With this selection if the donations and distributions are not equal for any item, the sheet will be placed in an error condition

Unbalanced – This indicates that the sheet is either entirely made up of donations or entirely made up of distributions. These types of imports are useful for organizations that pick up food from donor but all of the product is brought back to the warehouse for further processing prior to distributions. Conversely, an unbalanced sheet of distributions only can be used to create bulk orders with a limited number of items. For example, perhaps a group of school backpacks might have a large number of agencies getting similar orders with a small number of items on each. This would expedite the agency order creation process.

Variable – This indicates that the sheet will consist of both donations and distributions, however, the quantities will not be equal. This is useful when processing imports where some of the product may be distributed but also, some may be brought back to the warehouse for further processing. Imports where the donations exceed the distributions should not be subject to quantity available errors. However, If distributions exceed donations, which is allowed, the sheet will import without error, if and only if the there is sufficient quantities available in the warehouse to satisfy the distribution demand. If distributions exceed the total of donations and available inventory in the warehouse, the sheet will placed in the error status and will need to be manually resolved.

Auto Release (Required – Cell "M2") – Enter either a "Y" or "N" in this field to indicate whether or not you wish to have the Donation and Agency Orders, automatically released after import.

FBC Prod. Source (Optional – Cell "T2") – Enter a valid FBC Product Source code if you wish to specify the code at the template level. You have the option of specifying the FBC Product Source code during the import process which will take precedence over what is entered at the template level. If neither is specified, the system will use the FBC Product Source specified on the donor card for each donation order

FBC Reason Code (Optional – Cell "U2") - Enter a valid FBC Reason for Donation code here and this will be used on all donation orders in the template. Failure to specify a code will still allow the import to process; however, the FBC reason for donation will be blank.

Bin Code (Required – Cells "G3" to "S3") – The Enhanced Grocery Rescue process allows for a Bin Code to be specified for each Item imported. This Bin Code will be utilized for both Donation and Agency Orders.   Cells "G3" to "S3" can have the following values:

DEFAULT: Obtain the Bin Code for the Donation and Agency Orders from the Grocery Rescue Bin specified on the "Bins" fasttab of the Location Card.

"Specific Bin": Enter the Bin Code to be used for the Item on the Donation and Agency Orders.

NONE: Create the Donation and Agency Order lines leaving the Bin Code on the order line blank.

G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
	Location:	KAN			Type:	Balanced								
	Posting Date:	2/10/2020			AutoRelease:	Y				FBC Prod. Source/FBC Reason Code			LOCAL	QUALITY
Non Food	Unused	Unused	Unused	Unused	Unused	Unused	Unused	Unused	Unused	Unused	Unused	Unused		
20010														

3. Enter the Item numbers being used for Grocery Rescue. These are normally category based rather than specific items, for example Bakery, Dairy, Non-food etc., but they must match a specific Item Card in your database. The item numbers go into row 5, columns E through S. The same item numbers are entered in the Agency Order section. The template columns will hold up to 15 items, and may not be expanded.

E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
			Location:	KAN			Type:	Balanced						
			Posting Date:	2/10/2020			AutoRelease:	Y				FBC Prod. Source/FBC Reason Code		
Beverage	Snacks	Non Food	Unused	Unused	Unused	Unused	Unused	Unused	Unused	Unused	Unused	Unused	Unused	Unused
20003	20005	20010												

4. Insert/enter the Donors you will be received product from. The Donor numbers go in column A, beginning in row 7. You may insert rows as needed to accommodate the data, be sure to leave at least one blank row at the end of the data to tell the import that the data is complete. Do not leave blank rows between Donors. Enter a Donor Name in column B. This Name is for the benefit of users and is ignored during import, so it does not need to match the exact donor name in Ceres. The Donor ID is the field that will be used to select the appropriate Donor for the donation order. The Posting Date on the Donor Line can be completed to override to the default Posting Date for the template, which should be entered in Cell "I2". All orders without a Posting Date specified on the row in column "C" will default to posting date entered in Cell "I2"

	A	B	C
1	Any Foodbank USA		
2	Grocery Rescue Import		
3			
4	Donor ID	Donor Name	Posting
5			Date
6	D-1000	USDA/Dept. of General admin.	2/10/2020
7	D-1001	AAAA Liquidators	2/10/2020
8	D-1002	Walmart #2873	2/10/2020
9	D-1003	The Acme Poultry Co	2/10/2020
10	D-1004	African American Veterans Group	2/7/2020
11	D-1004	African American Veterans Group	2/10/2020
12			

5. If you wish to import Agency Orders as well, insert/ enter the Agencies that you distributed product to. The Agency numbers go into column A, beginning in the first row of the Agency section. You may insert rows as needed to accommodate the data, be sure to leave at least one blank row at the end of the data to tell the import that the data is finished. Do not leave blank rows between Agencies. Enter the Agency Name in column B if you wish. This Name is for the benefit of users and is ignored

during import, so it does not need to match the Agency name in Ceres exactly. The Agency Number is the field that will be used to select the appropriate Agency for the agency order. The Posting Date on the Agency Line will override the default posting date for the all orders in the template which may be entered in Cell "I2". All orders without a Posting Date specified on the row in column "C" will default to Posting Date entered in Cell "I2"

Agency Number	Agency Name	Posting Date
B3201	JLS Non-Profit Organization	2/10/2020
C1422	Emergency Food Network	2/10/2020
C1724	First Baptist Food Pantry	2/10/2020

6. Complete the quantity section as required entering the quantity associated with each donor or agency order under the correct item number. Quantities of zero or none should be left blank, you do not need to and should not enter zeros in these cells. Once the data is complete, save the file in a place that you can access it from Ceres.

	A	B	C	D	E	F	G
		Any Foodbank USA					
		Grocery Rescue Import					Post
				Description	Beverage	Snacks	Non Food
	Donor ID	Donor Name	Posting	Item #	20003	20005	20010
			Date	Line Total	860	0	0
	D-1000	USDA/Dept. of General admin.	2/10/2020	350	100	200	50
	D-1001	AAAA Liquidators	2/10/2020	700	600		100
	D-1002	Walmart #2873	2/10/2020	140	50	10	80
	D-1003	The Acme Poultry Co	2/10/2020	160	10	150	
	D-1004	African American Veterans Group	2/7/2020	220		20	200
	D-1004	African American Veterans Group	2/10/2020	525	100	75	350
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				Description	Beverage	Snacks	Non Food
	Agency Number	Agency Name	Posting	Item #	20003	20005	20010
			Date	Line Total	255	175	550
	B3201	JLS Non-Profit Organization	2/10/2020	355	55		300
	C1422	Emergency Food Network	2/10/2020	135		85	50
	C1724	First Baptist Food Pantry	2/10/2020	490	200	90	200
				0			

Grocery Rescue Order Import Setup

1. Grocery Rescue Order Import Setup can be found at: Departments → Financial Management →Inventory → Setup

2. Complete the setup by selecting/entering the values. The options selected will flow to the Grocery Rescue Import request page each time you run the import, but can be overwritten if desired.

> **Batch Nos**.: Select the No. Series you wish to use for Grocery Rescue Batches during import.

> **Donation Order Nos**.: Select the No. Series you wish to use for Grocery Rescue Donation Orders.

> **Agency Order Nos.**: Select the No. Series you wish to use for Grocery Rescue Agency Orders.

> **FBC Prod. Cat. Value Source**: Select Donor or Item.
> **Donor:** The default product category source from the Donor will be used to set this value on the Donation Order lines.
> **Item: T**he default product category source from the Item will be used to set this value on the Donation Order lines.

Auto-Post Donation Orders: Check this field to auto post the Donation Orders that are created by the import.

    Checked: Ceres will create the Donation Orders from the donation lines on the spreadsheet and post them prior to creating the Agency Orders.

    Unchecked: Ceres will create the Donation Orders from the donation lines on the spreadsheet but *__will not__* post them prior to creating the Agency Orders.

        NOTE: If you do not post the Donation Orders prior to creating the Agency Orders *__and__* there is not sufficient inventory on hand to fulfill the order, the Agency Order will be created, but the quantity will be left blank and will require manual handling.

Auto-Post Agency Orders: Check this field to auto post the Agency Orders that are created by the import.

    Checked: Ceres will create the Agency Orders from the Agency lines on the spreadsheet and post them.

    Unchecked: Ceres will create the Agency Orders from the agency lines on the spreadsheet but *__will not__* post them.

Hide Shipment Date Warning: Check this field and Ceres will ignore the normal shipment date warning messages that occur when creating orders with shipment dates *prior to the current date*. Because grocery rescue transactions are often recorded after the date the actual donation and shipments occurred it is common to postdate grocery rescue orders. Checking this flag will suppress the warnings that would normally occur.

If this field is left un-checked blank, Ceres will perform the shipment date test on each Agency Order created and you may need to answer numerous dialog box questions regarding shipment dates, etc.

Bypass Quantity Limits: Check this field to ignore established Item quantity limits during creation of the Agency Orders.

Duplication File Handling Method: Select None, Warning, or Error

    None: Ceres will not perform any duplicate file checking when importing a Grocery Rescue file.

    Warning: Ceres checks if the Grocery Rescue file name has been previously imported and if it has will request user confirmation to import the same file name again:
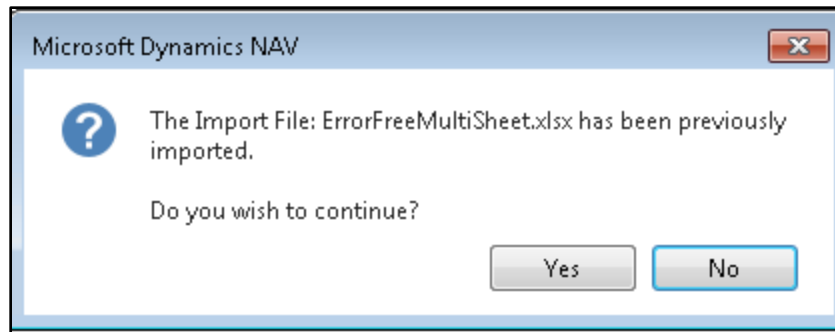
NOTE: Duplicate File Handling Method of "Warning" should not be utilized with Grocery Rescue automation.
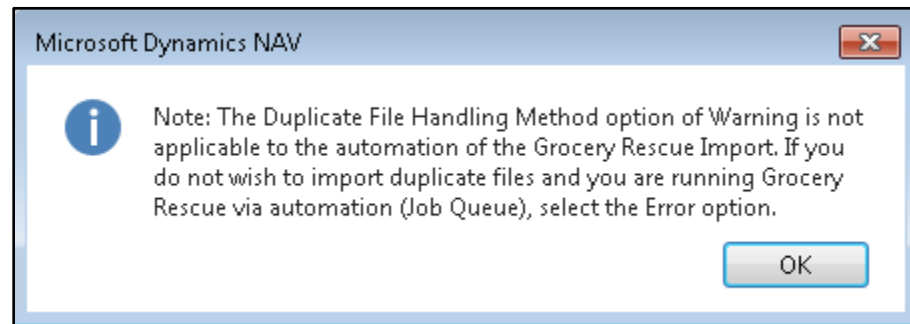
Error: Ceres checks if the Grocery Rescue file name has been previously imported and if it has prevents the duplicate file name from being imported
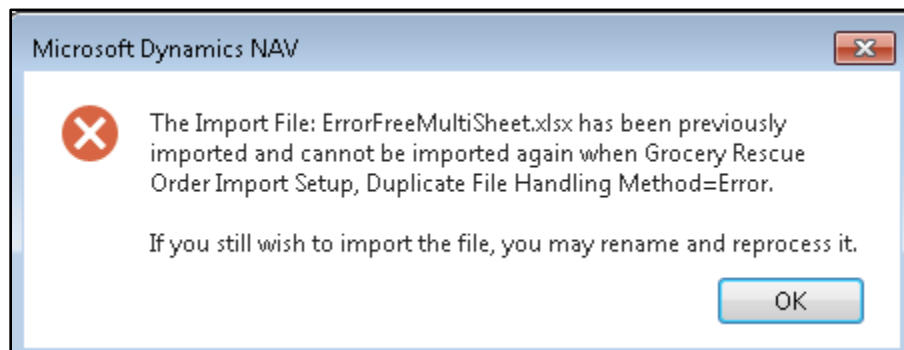
3. If utilizing the Job Queue Automated Grocery Rescue Import, the following information will need to be provided.

   NOTE: These directories must be on the NAV Middle Tier

   Import Source File Directory: Enter the directory for the source of the Grocery Rescue Import files.

Procd Source File Directory: Enter the directory for the processed Grocery Rescue Import files. Once a file has been successfully processed, Ceres will move the file to this directory from the Import Source File Directory.

Error Source File Directory: Enter the directory for Grocery Rescue Import files with errors. Once a file has errors and cannot be successfully processed, Ceres will move the file to this directory from the Import Source File Directory.
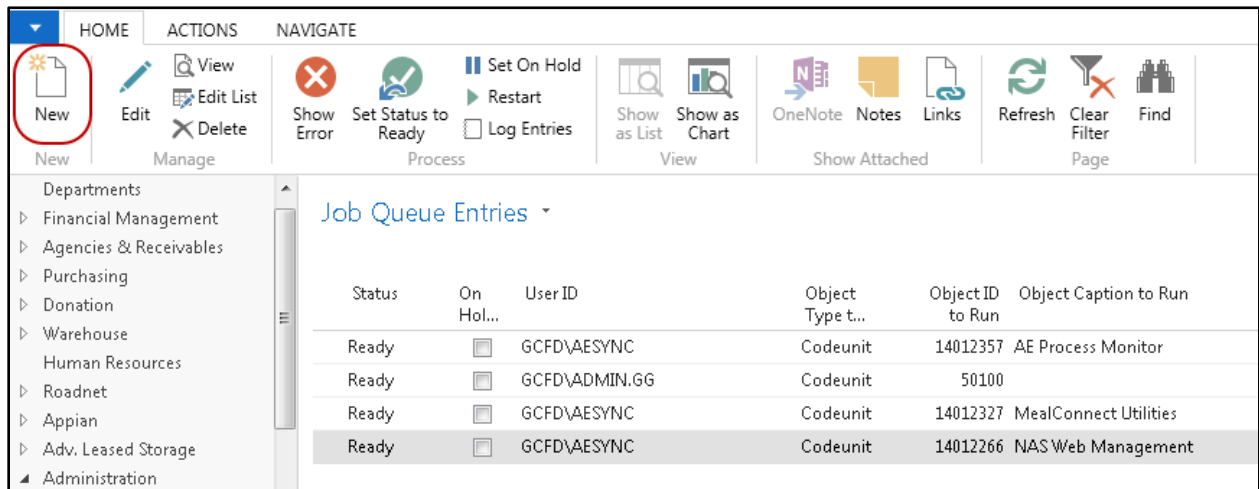
Notification From Email Addr: If using error e-mail notification enter the email address the notification is sent from.

Notification To Email Addr: If using error e-mail notification enter the email address the notification is sent to.

Notification Email Subject: If using error e-mail notification enter the subject line of the error email.

Job Queue setup for Automating Grocery Rescue Import

1. Access the Job Queue Entries to complete the setup for the Automated Grocery Rescue Import by selecting Departments → Administration → Application Setup → Job Queue → Job Queue Entries

2. Select New to create a new Job Queue Entry record.

3. Complete the setup by providing the following setup values:

    Object Type to Run: Select "Codeunit" from the drop down list.

    Object ID to Run: Enter 14012355, verify that the "Object Caption to Run" indicates "Grocery Rescue Automation Mgt." after entering the Object ID to run.

    Description: Enter a description to identify the Job Queue Entry record for the Automated Grocery Rescue Process.

    Recurrence: Select "Recurring Job" and select the days of the week that the Automated Grocery Rescue process should be run on.

Starting Time: Select the time the Automated Grocery Rescue process should start each day the job is run on.

4. Once the setup is competed, select Home → Process → Set Status to Ready.

Once the Job Queue setup has been completed, any Grocery Rescue files placed in the "Import Source File" directory will be processed at the start time on the days selected in the Job Queue Entry. The Automated Grocery Rescue process utilizes the parameters indicated on the General fast tab of Grocery Rescue Import Setup for document numbers and auto posting options.

NOTE: The number of files in the "Import Source File" directory should not exceed 1,000 files. Additionally, the fully qualified name (including the directory path) for each file should be 250 characters or less.

Using Enhanced Grocery Rescue Import

1. Access the Grocery Rescue Batches by selecting Departments → Donation → Order Processing → Lists → Grocery Rescue Batches
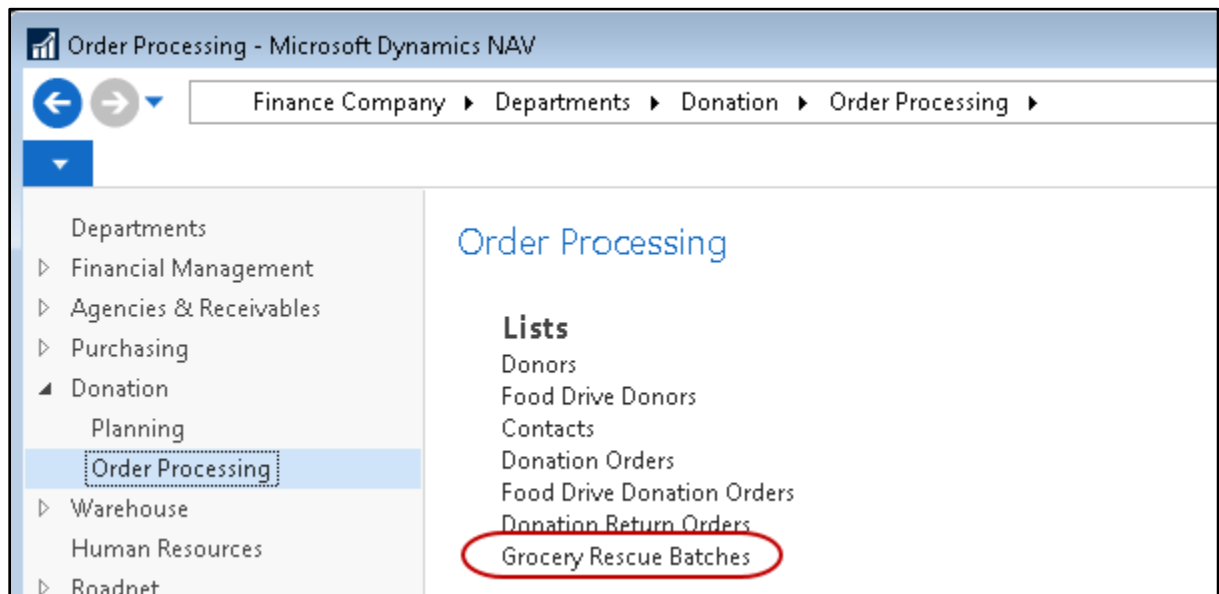
2. The Grocery Rescue Batches page shows a list of all in process Grocery Rescue Batches, allows navigation to the details of an existing Grocery Rescue Batch, and allows the user to create a new Grocery Rescue Batch.
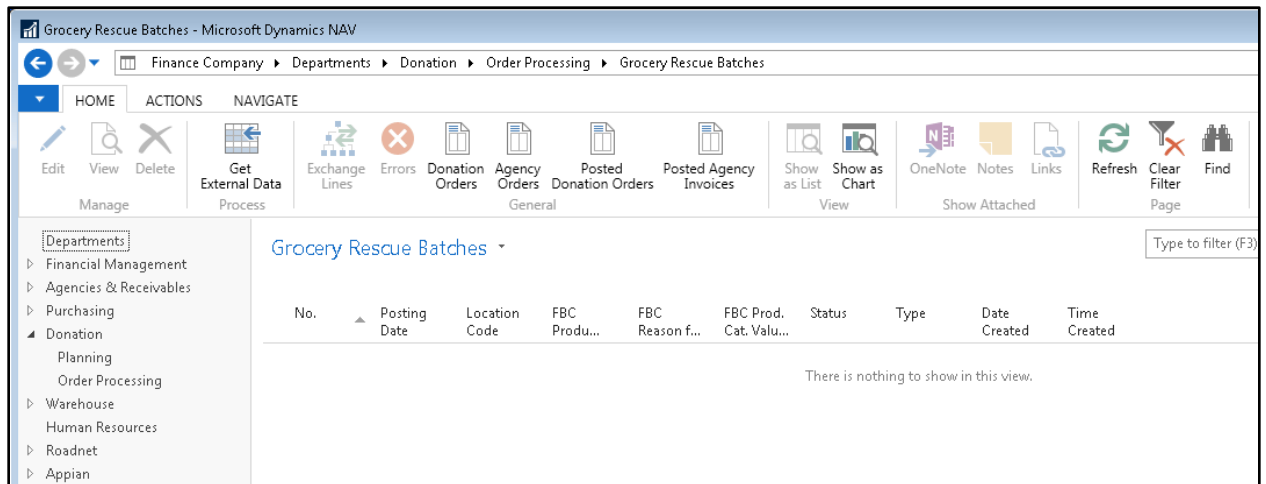
3. To import a New Grocery Rescue Batch, click "Get External Data" from the Grocery Rescue Batches page (Home ribbon, Process group).

4. Complete the Import Grocery Rescue Batch parameters.

> **Workbook File Name:** Use the ellipse to browse to the Grocery Rescue file you want to import.

> > **NOTE:** Always re-select the file to import via the ellipse even if the file name appears to be correct.

> **Worksheet Name:** Use the ellipse to select the Worksheet name you want to import from. If the Workbook only contains one Worksheet, the Worksheet name will be provided when you click on the ellipse. If the Workbook contain multiple Worksheets, the Worksheet selection dialog will be displayed:
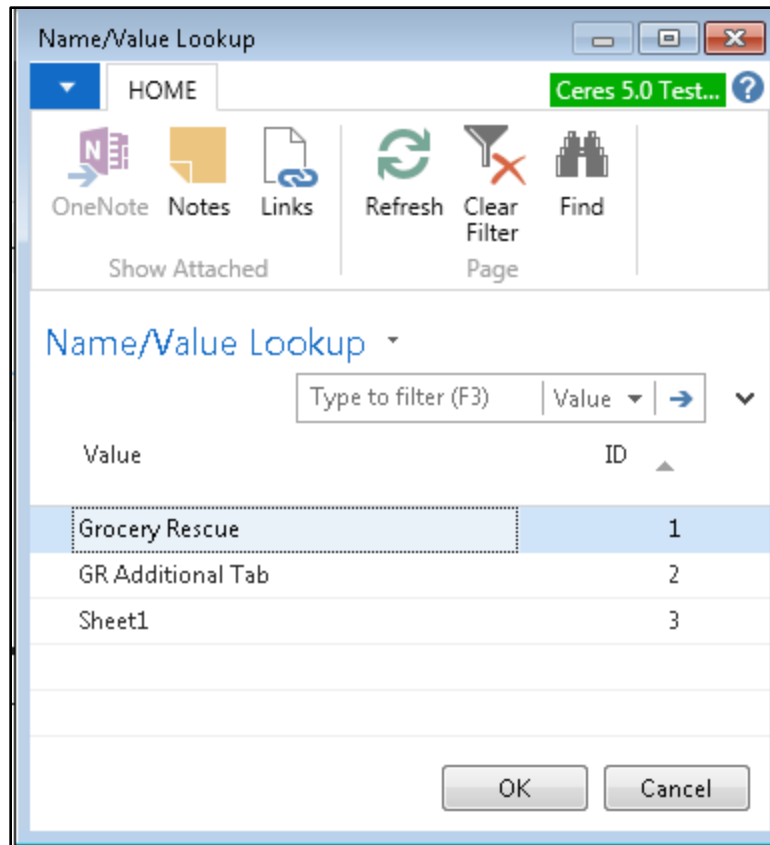
The user can select a single Worksheet or utilize Ctrl + Click to select any or all Worksheets in the Workbook.

> **NOTE:** When multiple Worksheets are selected, each Worksheet will create a separate Grocery Rescue Batch.

FBC Product Source: Select from the list to choose a FBC Product Source for the Donation Orders created. Based on the value entered during import, in the template, and on the Donor Card, the value used will be evaluated and assigned to the Donations in this batch.

a. If specified during import, then that value is used.
b. If specified on the Grocery Rescue Excel template and not during import, then that value is used.
c. If there is a default value on the Donor Card, Ceres will use that information when creating the Donation Orders if the value is not specified during import or on the Grocery Rescue Excel template.
d. If there is no default value on the Donor Card and no value is specified during import or on the Grocery Rescue Excel template, the Donation Orders will be created with a blank FBC Product Source code.

UNC Product Source: This field is no longer user specified. The UNC Product Source will be assigned based on the UNC Product Source assigned to the FBC Product Source used.

Auto-Post Donations: Check this field to auto post the Donation Orders that are created by the import. This field is defaulted to the "Auto-Post Donation Orders" setting from Grocery Rescue Order Import Setup.

> **Checked:** Ceres will create the Donation Orders from the donation lines on the spreadsheet and post them prior to creating the Agency Orders.

> **Unchecked:** Ceres will create the Donation Orders from the donation lines on the spreadsheet but ***will not*** post them prior to creating the Agency Orders.

> > **NOTE:** If you do not post the Donation Orders prior to creating the Agency Orders ***and*** there is not sufficient inventory on hand to fulfill the order, the Agency Order will be created, but the quantity will be left blank and will require manual handling.

Auto-Post Agencies: Check this field to auto post the Agency Orders that are created by the import. This field is defaulted to the "Auto-Post Agency Orders" setting from Grocery Rescue Order Import Setup.

> **Checked:** Ceres will create the Agency Orders from the Agency lines on the spreadsheet and post them.

> **Unchecked:** Ceres will create the Agency Orders from the agency lines on the spreadsheet but ***will not*** post them.

FBC Product Category Value Source: Select from the list available. Based on the value selected in the template and on the Donor Card, the value used will be checked in this order.
   a. Donor: The default product category source from the Donor card will be used to set this value on the Donation Order lines.
   b. Item: The default product category source from the Item card will be used to set this value on the Donation Order lines.

Hide Shipment Date Warning: This field is defaulted to the "Hide Shipment Date Warning" setting from Grocery Rescue Order Import Setup.

Check this field and Ceres will ignore the normal shipment date warning messages that occur when creating orders with shipment dates *prior to the current date*. Because grocery rescue transactions are often recorded after the date the actual donation and shipments occurred it is common to postdate grocery rescue orders. Checking this flag will suppress the warnings that would normally occur.

If this field is left un-checked blank, Ceres will perform the shipment date test on each Agency Order created and you may need to answer numerous dialog box questions regarding shipment dates, etc.

Bypass Quantity Limits: This field is defaulted to the "Bypass Quantity Limits" setting from Grocery Rescue Order Import Setup. Check this field to ignore established Item quantity limits during creation of the Agency Orders.

5. Once you have evaluated/updated the Import Grocery Rescue Batch parameters, select OK to run the import process to create/process the Grocery Rescue Batch and report the results.
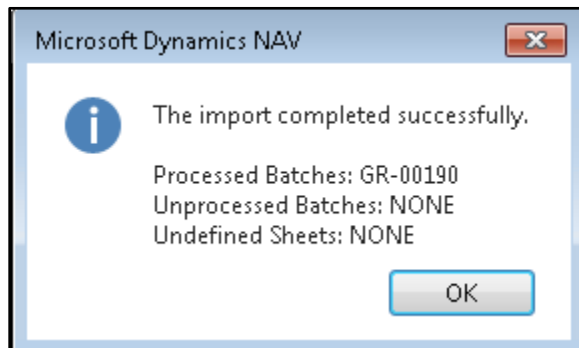
Processed Batches: The Grocery Rescue batches listed have been successfully processed and moved to "Processed Grocery Rescue Batches" located at: Departments → Donation → Archive →History → Processed Grocery Rescue Batches.

Unprocessed Batches: The Grocery Rescue batches listed have been created but processing has not been completed.

Undefined Sheets: If multiple Worksheets were selected for import and the Import Grocery Rescue Batch process determined that the Worksheet was not a valid Grocery Rescue template, that Worksheet is skipped.

Grocery Rescue Batches

The Grocery Rescue Batch window is where in-process Grocery Rescue Batches are accessed and processed.

Grocery Rescue Batch General Information

The type of import (Balanced, Unbalanced or Variable) is specified on the import spreadsheet in Cell "M1".

No.: Batch Number assigned to the Grocery Rescue batch based upon the number series specified in the Batch Nos field on Grocery Rescue Order Import Setup.

Posting Date: The Posting Date entered on the Grocery Rescue Import template in Cell "I2".

Location Code: The Location Code entered on the Grocery Rescue Import template in Cell "I1".

FBC Product Source Code: The FBC Product Source Code selected by the Grocery Rescue Import process via the hierarchy defined above.

FBC Reason for Donation Code: The FBC Reason for Donation Code selected by the Grocery Rescue Import process via the hierarchy defined above.

FBC Prod. Cat. Value Source: The FBC Prod. Cat. Vale Source selected on the Grocery Rescue Import process.

Type: Indicates the type of Grocery Rescue Batch Import

> **Balanced:** A "balanced" Grocery Rescue Import indicates that in order to be fully processed the Donation Quantity must equal the Distribution quantity. This is the typical Grocery Rescue transaction.

> **Unbalanced:** An "unbalanced" Grocery Rescue Import indicates that the batch contains Donations or Distributions, but not both. Using the Grocery Rescue Import process to create either a batch of Donation Orders or a batch of Agency Orders would be an example of an unbalanced Grocery Rescue batch.

> **Variable:** A "Variable" Grocery Rescue Batch Import indicates that the import contains both Donations and "Distributions, but the quantities for each item are not necessarily equal. On any individual item, donations may exceed distributions or vice versa. In cases where the distributions exceed donations, the excess distributions will be taken from existing warehouse inventory. If ware inventory is not available to cover the excess distributions, any distribution lines not covered will be set to an error condition.

Status: Indicates the current status of the Grocery Rescue Batch

> **Open:** Indicates that the Grocery Rescue Batch has been created but not processed.

> **Released:** Indicates that the Grocery Rescue Batch is ready for processing

> **Inprocess:** Indicates that the Grocery Rescue Batch is in the middle of being processed (e.g. Donation Order have been created but the corresponding Agency Orders have not been created and processed).

> **Processed:** Indicates that the Grocery Rescue Batch has been successfully processed and can be found in "Processed Grocery Rescue Batches".

> **Error:** Indicates that an error is preventing the Grocery Rescue Batch from processing to completion. See "Errors" for a list of the errors identified.

Import File Name: The file name of the Workbook that the Grocery Rescue Batch was created from.

Import Worksheet Name: The Worksheet Name that the Grocery Rescue Batch was created from.

Date Created: The date the Grocery Rescue Batch was created

Time Created: The time the Grocery Rescue Batch was created

Donation Quantity: The total quantity of imported donation lines. Drill down on the quantity to see the detail lines.

Distribution Quantity: The total quantity of import distribution lines. Drill down on the quantity to see the detail lines.

Grocery Rescue Batch Line Information

The Grocery Rescue lines recap the Zones, Bins, Quantities, and Errors (if any) by Item.

Item No.	Item Description	Zone Code	Bin Code	Qty. to Donate	Quantity Donated	Qty. to Distribute	Quantity Distributed	Line No.	No. of Errors
20003	Beverage	GR	GR	700	0	700	0	10000	1
20005	Snacks	GR	GR	200	0	200	0	20000	1
20010	Non Food Items	GR	GR	150	0	150	0	30000	1

If a line has an error that will prevent the Grocery Rescue Batch from processing, the line will be RED and the "No. of Errors" field will contain the count of the errors identified.

> **NOTE:** Drill down on the No. of Errors count to see the error details.

The Qty. to Donate and/or Qty. to Distribute indicates the quantity that will be created on Donation and/or Agency Order(s) or the quantity that currently exists on Unposted Donation and/or Agency Order(s) related to the Grocery Rescue Batch.

The Quantity Donated and/or Quantity Distributed indicates the quantity that exists on Posted Donation and/or Agency Order(s) related to the Grocery Rescue Batch.

Grocery Rescue Batch Exchange Lines
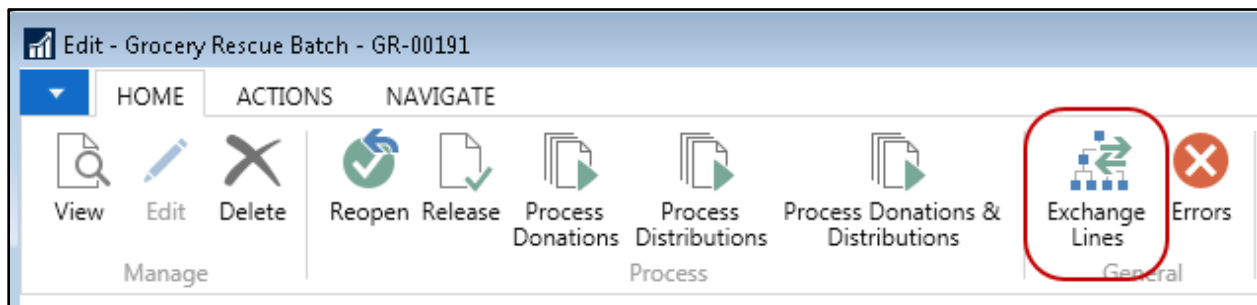
Utilize the Grocery Rescue Exchange Lines to access the import information by Donor and/or Agency and Item.

The "Last Automation Action" on the Grocery Rescue Exchange Lines indicates where in the process the Grocery Rescue Batch is with respect to that line.

> **None:** This indicates that the grocery rescue data has been imported but no actions have been completed.
>
> > **NOTE:** If all lines have a "Last Automation Action" = None, the Grocery Rescue Batch can be deleted. A user may delete a Grocery Rescue Batch if they prefer to correct any errors in the Excel Workbook and re-import it for processing.
>
> **Order Created:** This indicates that an unposted Donation and/or Agency Order has been created from the line. Drill down on the "Order No." field to access the unposted Donation and/or Agency Order.
>
> **Order Posted:** This indicates that a posted Donation and/or Agency Order has been created from the line. Drill down on the "Order No." field to access the posted Donation and/or Agency Order.

Grocery Rescue Batch Errors

The main purpose of the Enhanced Grocery Rescue process is to enable errors to be resolved prior to creating/posting Donation and/or Agency Orders.
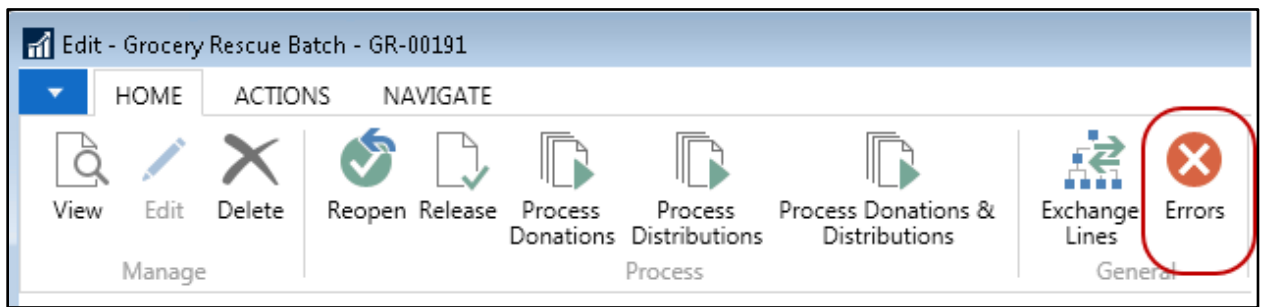
The Grocery Rescue Batch Errors indicate the error condition(s) that needs to be resolved before the Grocery Rescue Batch can be fully processed.

Type: Indicates the source of the error as Batch, Donation, or Distribution

Error Note: Indicates error condition to aid the user in resolving the error.

Grocery Rescue Batch Error Correction

The Grocery Rescue Batch Errors indicate the error condition that is preventing the Grocery Rescue Batch from processing. The most common errors are incorrect Donor and/or Agency numbers, incorrect Item numbers, or incorrect Quantities

> **NOTE:** If the "Last Automation Action" is "none" for all Grocery Rescue Batch Exchange Lines, the Grocery Rescue Batch can be deleted; the Donor and/or Agency, Item number, or Quantities can be corrected in the Excel Workbook and the data can be reimported.

Correcting Donor/Agency Numbers

To correct an invalid Donor and/or Agency Number, access the Exchange Lines for the Grocery Rescue Batch and in the Donor No. or Agency No. field either manually type the correct Donor No. or Agency No. or utilize the drilldown to select the correct Donor No. or Agency No.

Grocery Rescue Batch Exchange Lines ▾

Type to filter (F3) | Type ▾ → ∨

Filter: GR-00191

Type	Last Automatio...	Posting Date	Donor No.	Agency No.	Item No.	Quantity	FBC Product Source Code	UNC Product Source Code	Order
Donation	None	3/19/2018	PD00320		20003	100	LOCAL	LOCAL	
Donation	None	3/19/2018	PD00386		20003	600	LOCAL	LOCAL	
Donation	None	3/19/2018	PD00320		20005	200	LOCAL	LOCAL	
Donation	None	3/19/2018	PD00320		20010	50	LOCAL	LOCAL	
Donation	None	3/19/2018	PD00386		20010	100	LOCAL	LOCAL	
Distribution	None	3/19/2018		B3201	20003	300			
Distribution	None	3/19/2018		C1422	20003	150			
Distribution	None	3/19/2018		(C1724A)	20003	250			
Distribution	None	3/19/2018		B3201	20005	55			
Distribution	None	3/19/2018		C1422	20005	60			
Distribution	None	3/19/2018		(C1724A)	20005	85			
Distribution	None	3/19/2018		B3201	20010	20			
Distribution	None	3/19/2018		C1422	20010	10			
Distribution	None	3/19/2018		(C1724A)	20010	120			

Grocery Rescue Batch Exchange Lines ▾

Type to filter (F3) | Type ▾ → ∨

Filter: GR-00191

Type	Last Automatio...	Posting Date	Donor No.	Agency No.	Item No.	Quantity	FBC Product Source Code	UNC Product Source Code	Order
Donation	None	3/19/2018	PD00320		20003	100	LOCAL	LOCAL	
Donation	None	3/19/2018	PD00386		20003	600	LOCAL	LOCAL	
Donation	None	3/19/2018	PD00320		20005	200	LOCAL	LOCAL	
Donation	None	3/19/2018	PD00320		20010	50	LOCAL	LOCAL	
Donation	None	3/19/2018	PD00386		20010	100	LOCAL	LOCAL	
Distribution	None	3/19/2018		B3201	20003	300			
Distribution	None	3/19/2018		C1422	20003	150			
Distribution	None	3/19/2018		(C1724)	20003	250			
Distribution	None	3/19/2018		B3201	20005	55			
Distribution	None	3/19/2018		C1422	20005	60			
Distribution	None	3/19/2018		(C1724)	20005	85			
Distribution	None	3/19/2018		B3201	20010	20			
Distribution	None	3/19/2018		C1422	20010	10			
Distribution	None	3/19/2018		(C1724)	20010	120			

Once the all invalid Donor No. or Agency No. have been corrected click Ok to close the Grocery Rescue Batch Exchange Lines.

Correcting Item Numbers

To correct an invalid Item number (or change an Item number), the Item number can be updated directly (either by typing the correct Item Number or utilizing the drilldown to select the correct Item Number) on the Grocery Rescue Batch Lines provided the Qty. to Donate equals Qty. to Distribute OR the Qty. to

Donate is not zero and the Qty. to Distribute is zero OR the Qty. to Donate is zero and the Qty. to Distribute is not zero.

GR-00194

General				^
No.:	GR-00194	Status:	Error ▼	
Posting Date:	2/10/2020 ▼	Import File Name:	BadItemNo.xlsx	
Location Code:	KAN	Import Worksheet Name:	Grocery Rescue	
FBC Product Source Code:	LOCAL ▼	Date Created:	2/25/2020	
FBC Reason for Donation Code:	UNKNOWN ▼	Time Created:	8:19:40 AM	
FBC Prod. Cat. Value Source:	Item ▼	Donation Quantity:	1,050.00	
Type:	Balanced ▼	Distribution Quantity:	1,050.00	

Lines   ▦ Line ▾   🔍 Find   Filter   ⛛ Clear Filter

Item No.	Item Description	Zone Code	Bin Code	Qty. to Donate	Quantity Donated	Qty. to Distribute	Quantity Distributed	Line No. ▲	No. of Errors
20003	Beverage	GR	GR	700	0	700	0	10000	2
20005	Snacks	GR	GR	200	0	200	0	20000	1
20010	Non Food Items	GR	GR	150	0	0	0	30000	1
20010A		GR	GR	0	0	150	0	40000	4

If the Qty. to Donate does not equal the Qty. to Distribute (and neither are zero), then the incorrect Item number must be corrected by associating it to a valid Item number via the Grocery Rescue Batch Exchange Lines.

Lines   ▦ Line ▾   🔍 Find   Filter   ⛛ Clear Filter

Item No.	Item Description	Zone Code	Bin Code	Qty. to Donate	Quantity Donated	Qty. to Distribute	Quantity Distributed	Line No. ▲	No. of Errors
20003	Beverage	GR	GR	700	0	700	0	10000	2
20005	Snacks	GR	GR	200	0	200	0	20000	1
20010	Non Food Items	GR	GR	150	0	0	0	30000	1
20010A		GR	GR	0	0	150	0	40000	4

From the Grocery Rescue Batch Exchange Lines, select a line that has the incorrect Item Number and click "Associate Item No."

Select the Item No. that the incorrect Item number should be updated to and then click OK.

Ceres will correct all instances of the incorrect Item number to correct Item number.

Correcting Item Quantities

For a Balanced Grocery Rescue Batch, the Qty. to Donate must equal the Qty. to Distribute in order to process the Grocery Rescue Batch. To correct an Item Quantity select "Exchange Lines" on the Grocery Rescue Batch page. Once on the Grocery Rescue Batch Exchange Lines page you can adjust the Quantity for any line.

For Item 20003, the Grocery Rescue Batch indicates that the Qty. to Distribute is 10 more than the Qty. to Donate.

The Exchange Lines shows a Distribution line for Item 20003 that is 110 and should be 100

The Distribution Line Quantity can be updated by entering the correct Quantity

Adding/Deleting Donations or Distributions

In some cases it may be necessary to add or delete Donation or Distribution records in order to process a Grocery Rescue Batch.

To add a Donation or Distribution select "Create Donation" or "Create Distribution" from the Grocery Rescue Batch Lines menu.

If Create Donation is selected, the Grocery Rescue Batch Exchange Lines page is displayed where you can enter a new Donation line.

If Create Distribution is selected, the Grocery Rescue Batch Exchange Lines page is displayed where you can enter a new Distribution line.

On the Grocery Rescue Batch Exchange Lines page, you can also delete a Donation or Distribution line.

Releasing the Batch after correcting errors

Clicking "Release" on the Grocery Rescue Batch will re-run the Grocery Rescue validation process and clear any errors that will prevent the Grocery Rescue Batch from processing.

If all errors are resolved, the No. of Errors will be zero on all lines and the Status will be set to "Released".

NOTE: Once a Grocery Rescue Batch has been released no changes can be made, to make changes, click "Reopen".

Grocery Rescue Batch Processing

If the Grocery Rescue Batch failed to Auto Post due to errors or the Auto Post Options were not selected upon import, the Grocery Rescue Batch can be processed manually.

The following processing options are available:

Process Donations: When selected, Process Donations has the following options:
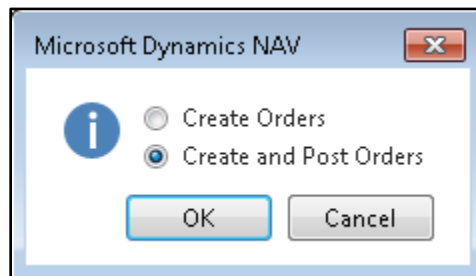
Create Orders: Donation Orders will created from the Donation information contained in the Grocery Rescue Batch, the orders will not be posted.

Create and Post Orders: Donation Orders will created and posted from the Donation information contained in the Grocery Rescue Batch.

Process Distributions: When selected, Process Distributions has the following options.
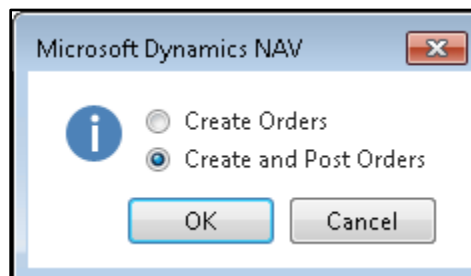
Create Orders: Agency Orders will created from the Distribution information contained in the Grocery Rescue Batch, the orders will not be posted.

Create and Post Orders: Agency Orders will created and posted from the Distribution information contained in the Grocery Rescue Batch.

Process Donations & Distributions: When selected, the process will create and post Donation Orders from the Donation information and create and post Agency Orders from the Distribution information.

Once all Donation and Agency Orders have been successfully created and posted, the Grocery Rescue Batch is automatically closed and moved to "Processed Grocery Rescue Batches".

If a Grocery Rescue Batch cannot be processed manually and needs to be closed, the Actions ribbon contains a "Set Status Processed" option.

"Set Status Processed" will close the Grocery Rescue Batch and move it "Processed Grocery Rescue Batches"

> **NOTE:** Typically the "Set Status Processed" is utilized when the underlying Donation and/or Agency Orders have been posted outside of the Grocery Rescue Batch.

Grocery Rescue Batch Error Validation

The Enhanced Grocery Rescue Batch process contains several levels of error checking.

The following errors will prevent a Grocery Rescue Workbook from being imported into the Grocery Rescue Batch:

1. Invalid or missing Location Code.

2. Invalid or missing global Posting Date.

3. Configured for Auto-posting but Bin Codes are defined as NONE.

4. Zone Code attached to the Bin Code requires put away or pick documents.

5. Import Worksheet is not a valid Grocery Rescue template (only applies to a Workbook with a single Worksheet).

The following errors will prevent a Grocery Rescue Batch from being fully processed once imported:

1. Invalid Donor Number or Agency Number.

2. Invalid or missing Item Number.

3. Invalid Bin Code.

4. Donation Quantity not equal to Distribution Quantity on a "Balanced" Grocery Rescue Batch.

5. Blocked Agency or Donor.

6. Agency UNC Activity Status blank or does not allow posting.

7. Invalid FBC Codes (FBC Reason for Donation, FBC Product Source).

8. Agency not qualified for Item.

Related Topics

1. Grocery Rescue Import Excel Template
2. Grocery Rescue CSV Import
3. Donation Order Overview
4. Agency Order Overview
5. Item Overview
6. Location Overview
7. Zone Overview
8. Bin Overview