UNC Coding & Relation to FA Reporting
(Receipts & Distribution, Blue Receipts, Distribution Pounds by County)

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Purpose of this document

This document is to provide the current Feeding America (FA) Coding Standards for all UNC tables (as well as links between FBC and UNC tables) and to describe how the information entered on certain documents affects FA data requests.

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Purpose

This document is to provide the current Feeding America (FA) Coding Standards for all UNC tables (as well as links between FBC and UNC tables) and to describe how the information entered on certain documents affects the following FA data requests:

1. Receipts and Distribution report (QPR)

2. Distributed Pounds by County report (also part of the QPR)

3. Blue Receipt Export Report

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

Overview

Uniform Number Codes (UNC)

These are Data categorization Codes provided to member food banks in the Feeding America network. A detailed definition of the standard codes and their use with Ceres is available on Hungernet or by request from Feeding America.

UNC Codes should be specified by Feeding America only. The food bank should not change these codes unless Feeding America instructions them to. A message warning the user of that restriction should appear when the user tries to change the records.
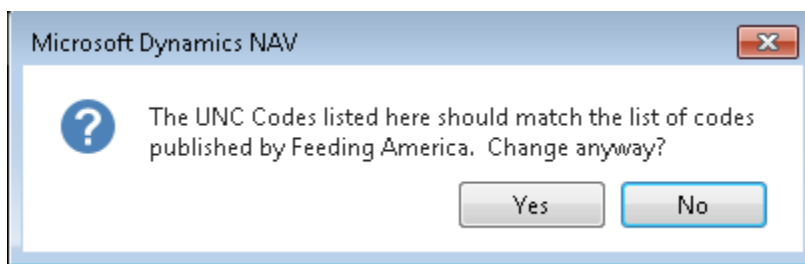
Note: If you have been authorized by Feeding America or your Ceres Provider to add/change/delete a value in an UNC table, then you may click Yes to the above message.

There are a few UNC Tables that you may create/edit/delete entries:

    a) UNC Age Groups
    b) UNC Ethnicity
    c) UNC Households

Uniform Number Codes play an important role in determining where received and distributed product displays on your Quarterly Receipts & Distribution Report (R&D), the Distributed Pounds by County report as well as other reports that may be filtered by UNC Codes.

UNC Tables

The UNC Tables are located in different departments depending on the role they play.

1. The UNC tables associated with Donors are located in Departments → Donation → Administration

   a. UNC Donor ID's

   b. UNC Donor Class of Trades

   c. UNC Donor ID Import

Donation, Administration

Setup
Donation Setup
Standard Donor Donation Codes
Return Reasons
Report Selection Donor
Document Batches
Vehicles

Uniform Number Codes
Donor IDs
Donor Class of Trades
UNC Donor ID Import

Food Bank Number Codes
Donor Class of Trades

2. The UNC tables associated with Agencies & Receivables are located in Departments → Agencies & Receivables → Administration:

   a. UNC Activity Statuses

   b. UNC Handling Capabilities

   c. UNC Agency Categories

   d. UNC Food Bank ID

Agencies & Receivables, Administration

Interaction Groups
Interaction Templates
Salutations
Interaction Template Setup

To-do
Activities

Uniform Number Codes

Parent Agency
Activity Statuses
Handling Capabilities
Food Bank IDs
Counties

Agency
Agency Categories

3. The UNC tables associated with Inventory are located in Departments → Warehouse → Administration

    a. UNC Product Types

    b. UNC Product Sources

    c. UNC Product Categories

    d. UNC Reason for Donations

    e. UNC Package Types

    f. UNC Storage Requirements

Warehouse, Administration

Product Groups
Item Tracking Codes
Nonstock Item Setup
Transfer Routes
Master Descriptors

Uniform Number Codes
Product Types
Product Sources
Product Categories
Reason for Donations
Package Types
Storage Requirements

Product Donations

1. UNC Donor ID's – UNC Donor ID's are provided by Feeding America and should be assigned to Donors.

   a. If a UNC Donor ID is marked as "Blue Receipt" in the UNC Donor ID table, then when that Donor ID is selected in the UNC Donor ID No. field on the Donor Card, the "Blue Receipt" box will automatically be checked for that Donor.

   b. If a Donor is marked as a "Blue Receipt" donor, that flag will be defaulted on any Donation Orders that are created for that Donor.

      i. If the Donation in progress is not a "Blue Receipt" donation, they should uncheck that flag on the Donation Order.

c. If a Donation is marked as "Blue Receipt" and the user selects "FBC Product Source" of A2H Local, then the UNC Notice No. field will automatically fill in with the Donation Order Number for reporting purposes.

   i. This information is used to determine whether a receipt is included when running the Blue Receipt Activity Report (and export). This will be discussed further in the Reports section of the document.

2. UNC Donor Class of Trades – Authorized Donor Class of Trades are as follows. A Food Bank may create as many FBC Donor Class of Trades as they would like, but they should always be linked to the authorized Feeding America codes:
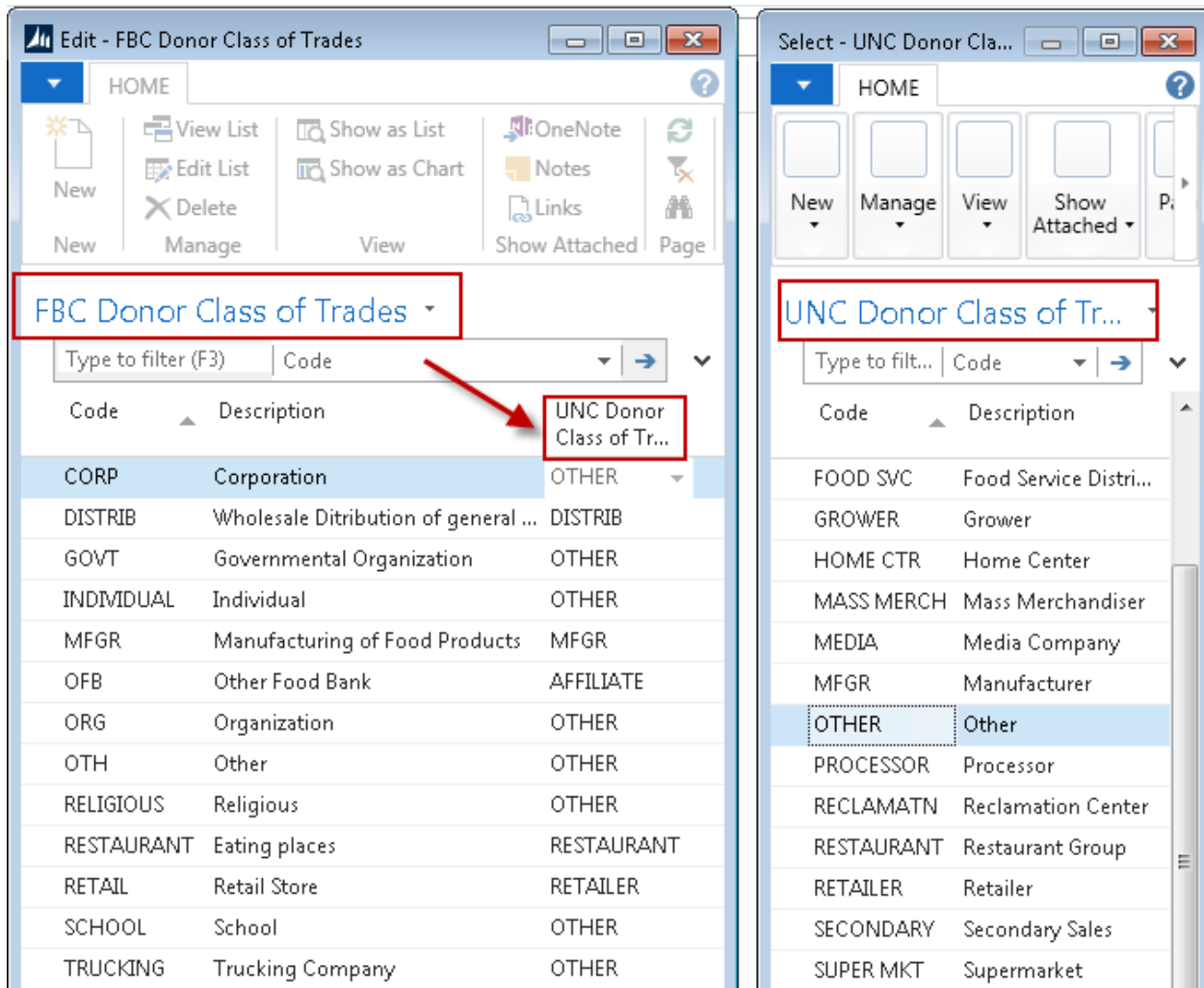
a. FBC Donor Class of Trade Codes are assigned to the Donor Card and must be linked to the authorized UNC Donor Class of Trades

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 Reefe
Search Name:	CONAGRA FOODS

Balance ($):	0.00
UNC Donor ID No.:	28
Blue Receipt:	☑
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

    b. UNC Donor Class of Trade Codes are not used for QPR or Lbs. Distributed by County reporting, but may be important or required filtering for other reports.

3. There are additional UNC Codes that are important for Product Donations (as well as purchases) that are described in the Warehouse/Inventory section of this document.

Agencies & Receivables

1. UNC Activity Status Table – Authorized statuses are as follows:

UNC Activity Status ▾

Code	Error Message	Allow Posting	E-Mail Notification
ACTIVE	Active	☑	☐
INACTIVEAG	Inactive at Agency's Request	☑	☐
INACTIVEFB	Inactive at Food Bank's Request	☑	☐
SUSPENDED	Suspended	☐	☐

a. ACTIVE
　　　　b. INACTIVEAG
　　　　c. INACTIVEFB
　　　　d. SUSPENDED

2. UNC Activity Statuses are assigned on the AGENCY Card → General Tab.

　　　a. The UNC Activity Status is what determines whether you can create/post an agency order for the Agency to which it is assigned. If the Activity Status does not allow posting, the user will receive a message warning them of this when they try to post an order
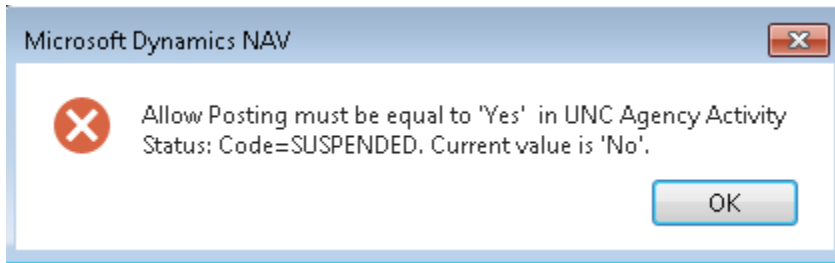
Note: The user will not get a warning when creating the order.

　　　b. Activity Status also affects Web Ordering. It is important that the Agency Activity Status not be changed to one that does not allow posting if the Agency has web orders in progress.

　　　　i. Also, if changing the Activity Status to one that does not allow posting for an Agency that shops online, be sure to change the Permit Web Orders status to No (uncheck the box) on the agency.

3. UNC Handling Capability Codes – Feeding America has authorized the following UNC Handling Capability Codes:

a. UNC Handling Capabilities are assigned to an Agency by going to Related Information →
Agency → Handling Capabilities and selecting the codes that apply to the particular Agency:

b. These codes are not required, but may be used for information purposes.

4. UNC Agency Category Codes – Feeding America has authorized the following UNC Agency Category Codes. A Food Bank may create as many FBC Agency Category Codes as they would like, but they should always be linked to the authorized Feeding America codes:
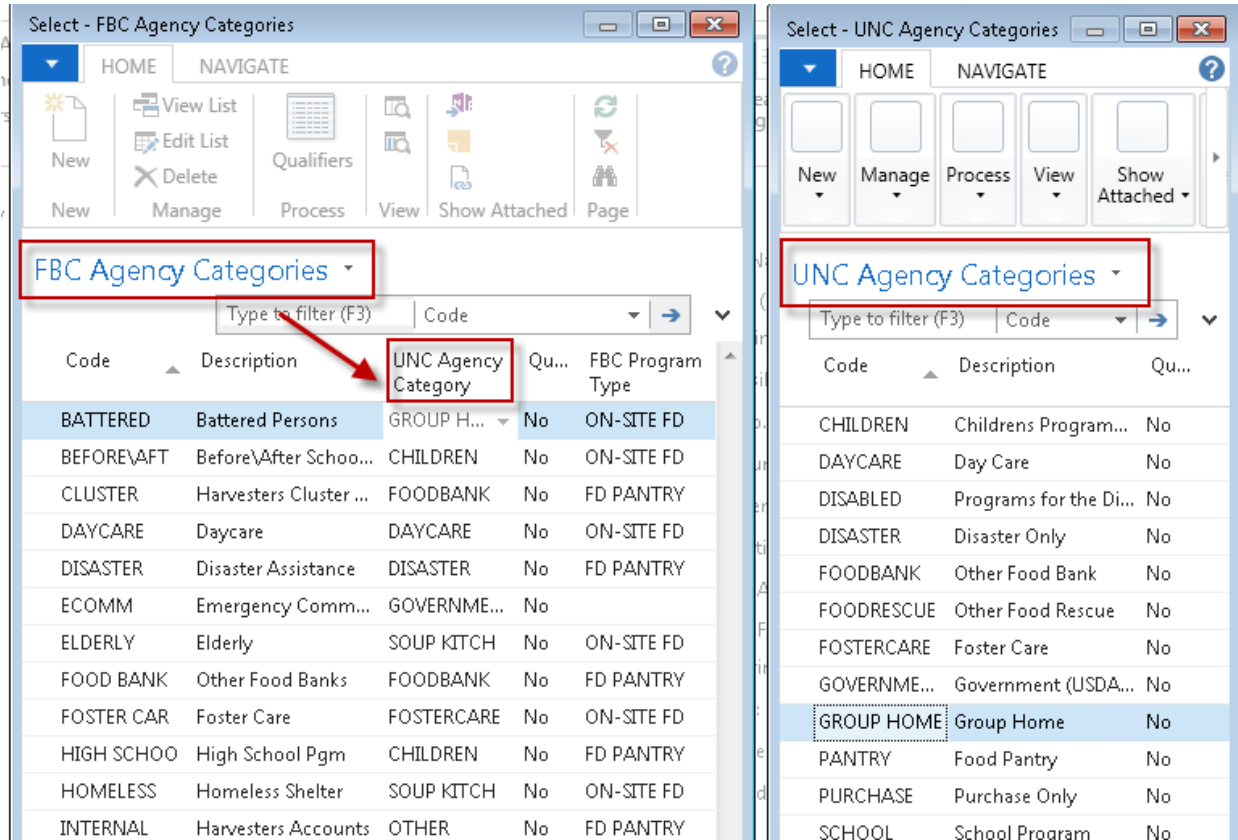
5. UNC Food Bank ID's – UNC Food Bank ID's are provided by Feeding America and should be assigned to the Agency Card if the Agency is part of the Food Bank Member Network:

   a. This value is assigned on the Information Tab of the Agency Card.

      i. It can be entered manually, or selected from the UNC Food Bank ID List (accessed by clicking on the down arrow to the right of the field). Be sure to scroll down to see all ID's in the list.

b. If a UNC Food Bank ID is assigned to the Agency, then the product distributed to this Agency (while that UNC Food Bank ID Code is assigned) will help determine whether the product will be included in Section 1d, 2d & 3d (Distributed to YOUR Cluster Members) or 1e, 2e & 3e (Distributed to other members) on Page 2 (Distributions) on the QPR.

　　i. If product was distributed to an Agency that was incorrectly coded with (or without) a UNC Food Bank ID, then it may fall in the wrong rows on the QPR.

c. Product distributed to agencies marked with a UNC Food Bank ID will NOT be included on the Distribution Pounds by County Report.

6. There are additional UNC Codes that are important for Agency Distributions that are described in the Warehouse/Inventory section of this document.

Warehouse/Inventory

All UNC Codes related to Warehouse/Inventory have a corresponding FBC Code. The Food Bank may have as many FBC Codes as they would like, but they must always be linked to Feeding America authorized UNC Codes:

a. UNC Product Types

b. UNC Product Sources

     c.   UNC Product Categories

     d.   UNC Reason for Donations

     e.   UNC Package Types

     f.   UNC Storage Requirements

1. UNC Product Types – UNC Product Type Codes are provided by Feeding America and should be linked to FBC Product Types and assigned to Item Cards.

     a.   There are 31 authorized UNC Product Types. It is recommended to only create 31 corresponding FBC Product Types; however, you may add more FBC Product Types (if needed), as long as they are only linked to the 31 authorized UNC Product Types
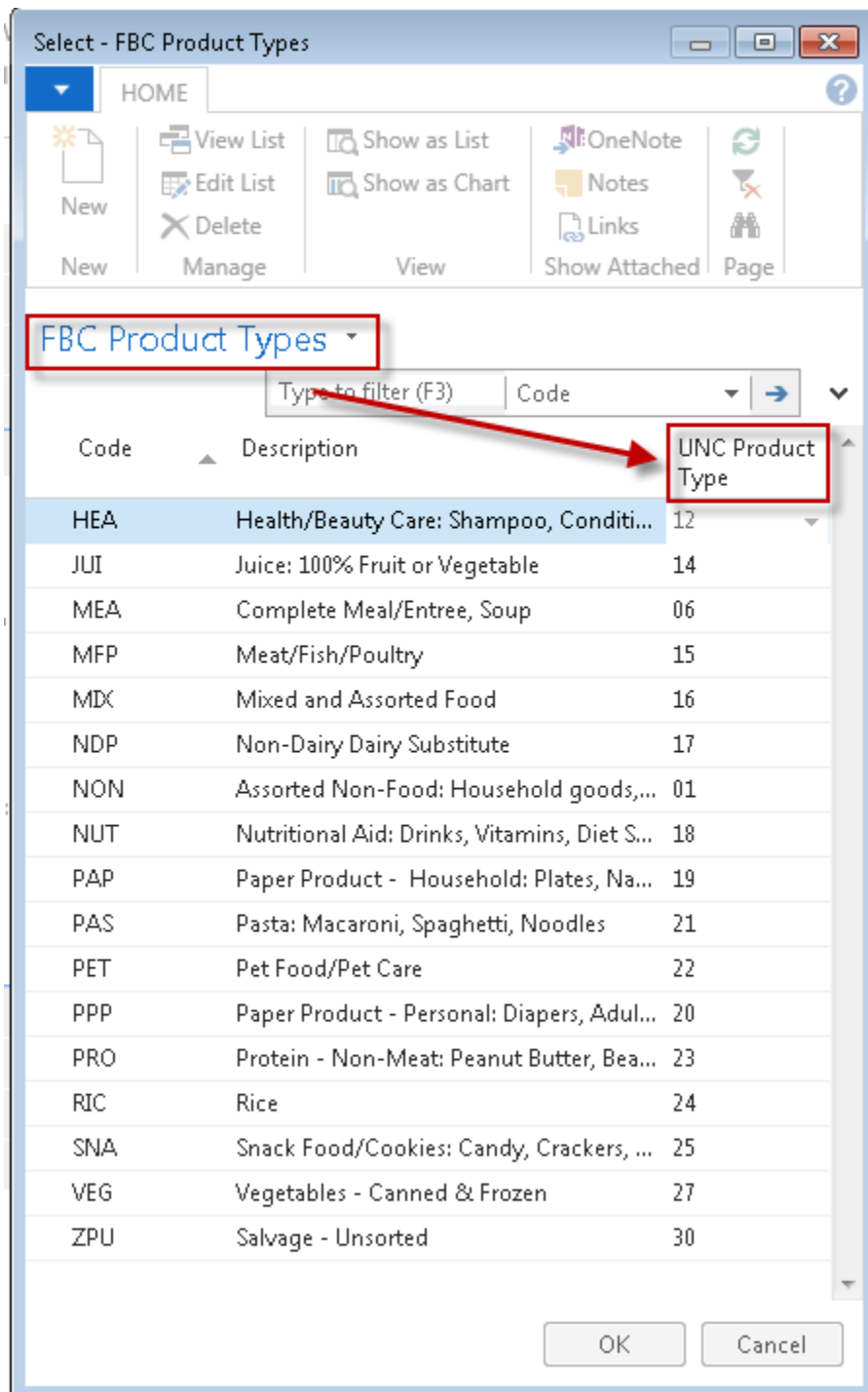
Select - FBC Product Types

HOME

New | View List | Edit List | Delete | Show as List | Show as Chart | OneNote | Notes | Links | (refresh) | (filter) | (binoculars)

New | Manage | View | Show Attached | Page

FBC Product Types ▾

Type to filter (F3) | Code ▾ | →

Code	Description	UNC Product Type
HEA	Health/Beauty Care: Shampoo, Conditi...	12
JUI	Juice: 100% Fruit or Vegetable	14
MEA	Complete Meal/Entree, Soup	06
MFP	Meat/Fish/Poultry	15
MIX	Mixed and Assorted Food	16
NDP	Non-Dairy Dairy Substitute	17
NON	Assorted Non-Food: Household goods,...	01
NUT	Nutritional Aid: Drinks, Vitamins, Diet S...	18
PAP	Paper Product - Household: Plates, Na...	19
PAS	Pasta: Macaroni, Spaghetti, Noodles	21
PET	Pet Food/Pet Care	22
PPP	Paper Product - Personal: Diapers, Adul...	20
PRO	Protein - Non-Meat: Peanut Butter, Bea...	23
RIC	Rice	24
SNA	Snack Food/Cookies: Candy, Crackers, ...	25
VEG	Vegetables - Canned & Frozen	27
ZPU	Salvage - Unsorted	30

OK | Cancel

Code	Description	Product Value Per Lb	Qu...	Web Catalog Name	Web Catalog Description
01	Assorted Non-Food: Household Goods,...	1.66	No		
02	Baby Food/Formula	0.00	No		
03	Beverage: Coffee, Tea, Soda, Drinks	0.00	No		
04	Bread/Bakery: Bread, Biscuits, Rolls, Bat...	0.00	No		
05	Cereal: Hot and Cold	0.00	No		
06	Complete Meal/Entree, Soup	0.00	No		
07	Dairy: Yogurt, Cheese, Milk, Butter, Sou...	0.00	No		
08	Dessert: Cakes, Pies, Pudding, Frozen C...	0.00	No		
09	Dressing: Salad Dressings, Mayonnaise	0.00	No		
10	Fruit: Canned and Frozen	0.00	No		
11	Grain: Flour, Corn Meal, Matzo Meal	0.00	No		
12	Health/Beauty Care: Shampoo, Conditi...	0.00	No		
13	Household Cleaning Product: Detergen...	0.00	No		
14	Juice: 100% Fruit or Vegetable	0.00	No		
15	Meat/Fish/Poultry	0.00	No		
16	Mixed and Assorted Food	0.00	No		
17	Non-Dairy Dairy Substitute	0.00	No		
18	Nutritional Aid: Drinks, Vitamins, Diet S...	0.00	No		

b. UNC Product Types are stored on the Item Card and are required BEFORE receiving product into inventory. They are tied to the FBC Product Type Code due to the linkage in the FBC Product Type table.

    c.   UNC Product Types determine what row the pounds received during the specified time frame on Page 3 of the QPR will be displayed.

        i.   If an invalid UNC Product Type is used, then the product will NOT be included on Page 3.

        ii.   If the wrong UNC Product Type is used, the product will be sorted in the wrong place on Page 3.

2.   UNC Product Sources – UNC Product Sources are provided by Feeding America and should be linked to FBC Product Sources and assigned to Donation and Purchase Orders.

    a.   There are 12 authorized UNC Product Sources. It is recommended to create only 12 corresponding FBC Product Sources; however, you may add more FBC Product Sources (if needed), as long as they are only linked to the 12 authorized UNC Product Types:

FBC Product Sources

Code	Description	UNC Product Source Code
A2H LOCAL	A2H - Blue Receipt	A2H LOC...
A2H NATL	A2H - Yellow Receipt	A2H NATL
AFFILIATE	A2H Food Bank	AFFILIATE
BKSK	BackSnack Purchases	AFF PURCH
CLUSTER	KCZD Cluster	A2H NATL
COOP	COOP Purchased Product (Non ...	AFF PURCH
CSFPKS	CSFP Kansas	USDA
CSFPMO	CSFP Missouri	USDA
EPP	Essential Products	AFF PURCH
FDR	Food Drive	LOCAL
FEMA	FEMA	FEMA
HS	High School	AFF PURCH
KC	KidsCafe Purchases	AFF PURCH
KCHB	Food Rescue - Blue	A2H LOCAL
KCHL	Food Rescue - Local	LOCAL
KSDE	KSDE Backpack pilot	AFF PURCH
LOCAL	Local Donated	LOCAL
SUPPLIES	Purchased supplies (Boxes, etc)	AFF PURCH

UNC Product Sources

Code	Description	Qu...
A2H LOCAL	ASH Local/Blue Re...	No
A2H NATL	ASH National/Yello...	No
A2H PURCH	A2H Purchased Pro...	No
AFF PURCH	Affiliate Purch (No...	No
AFFILIATE	A2H Affiliate	No
CLUSTER	Cluster Head	No
FEMA	Federal Government	No
LOCAL	Local	No
LOCALGOV	Local Government	No
MFGD	Manufacturers/Pro...	No
STATEGOV	State Government	No
USDA	Federal Government	No

b. FBC Product Sources are selected during Donation and Purchase Order Entry (and the associated UNC Product Source is visible on the Order Header).

c. UNC Product Sources determine what column the pounds received during the specified time frame will be displayed on Page 1 (Receipts) and Page 2 (Distributions) of the QPR.

   i. If invalid UNC Product Sources are used on a receipt and subsequent distribution, the pounds will not be included on the report; or if an incorrect UNC Product Source is used, the pounds may display in the wrong column.

d. UNC Product Sources help determine what column (Donated or Purchased) pounds distributed during the specified time will be displayed on the Distribution Pounds by County report (aka Pounds Distributed by County).

    i. If invalid UNC Product Sources are used on a distribution, the pounds will not be included in the report. If an incorrect UNC Product Source is used, the pounds may display in the wrong column.

3. UNC Product Categories – UNC Product Category Codes are provided by Feeding America and should be linked to FBC Product Categories and assigned to Item Cards.

    a. There are 12 authorized UNC Product Categories. It is recommended to create only 12 corresponding FBC Product Categories; however, you may add more FBC Product Categories (if needed), as long as they are only linked to the 12 authorized UNC Product Categories:
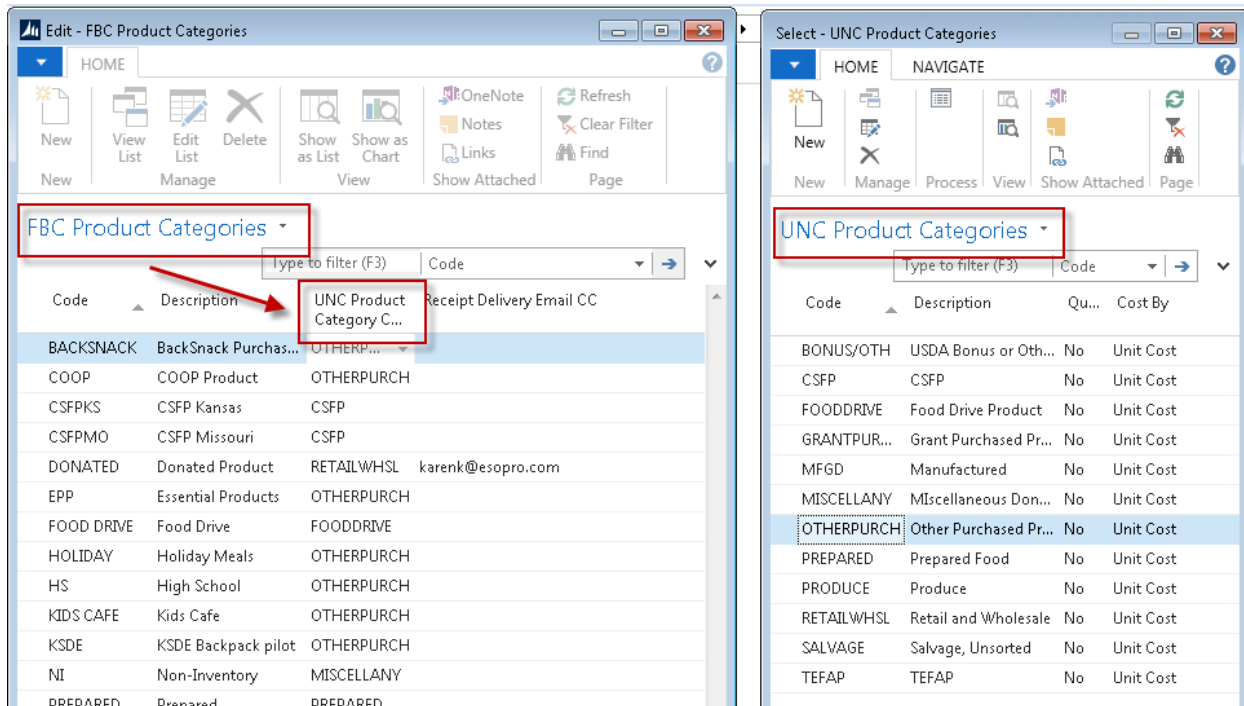

b. FBC Product Categories are stored on the Item Card and are required BEFORE receiving product into inventory. They are tied to the FBC Product Category Code due to the linkage in the FBC Product Category table.

c. UNC Product Categories determine what row pounds received and pounds distributed will be displayed on Page 1 & 2 respectively of the QPR.

    i. If invalid UNC Product Categories are used on a receipt and subsequent distribution, the pounds will not be included in the report. If an incorrect UNC Product Category is used, the pounds may display in the wrong row.

4. UNC Reasons for Donations – UNC Reason for Donations Codes are provided by Feeding America and should be linked to the corresponding FBC Reason for Donations.

    a. There are 19 authorized UNC Reason for Donations Codes. It is recommended to create only 19 corresponding FBC Reason for Donations; however, you may add more FBC Reason for Donations (if needed), as long as they are only linked to the 19 authorized UNC Reason for Donations.
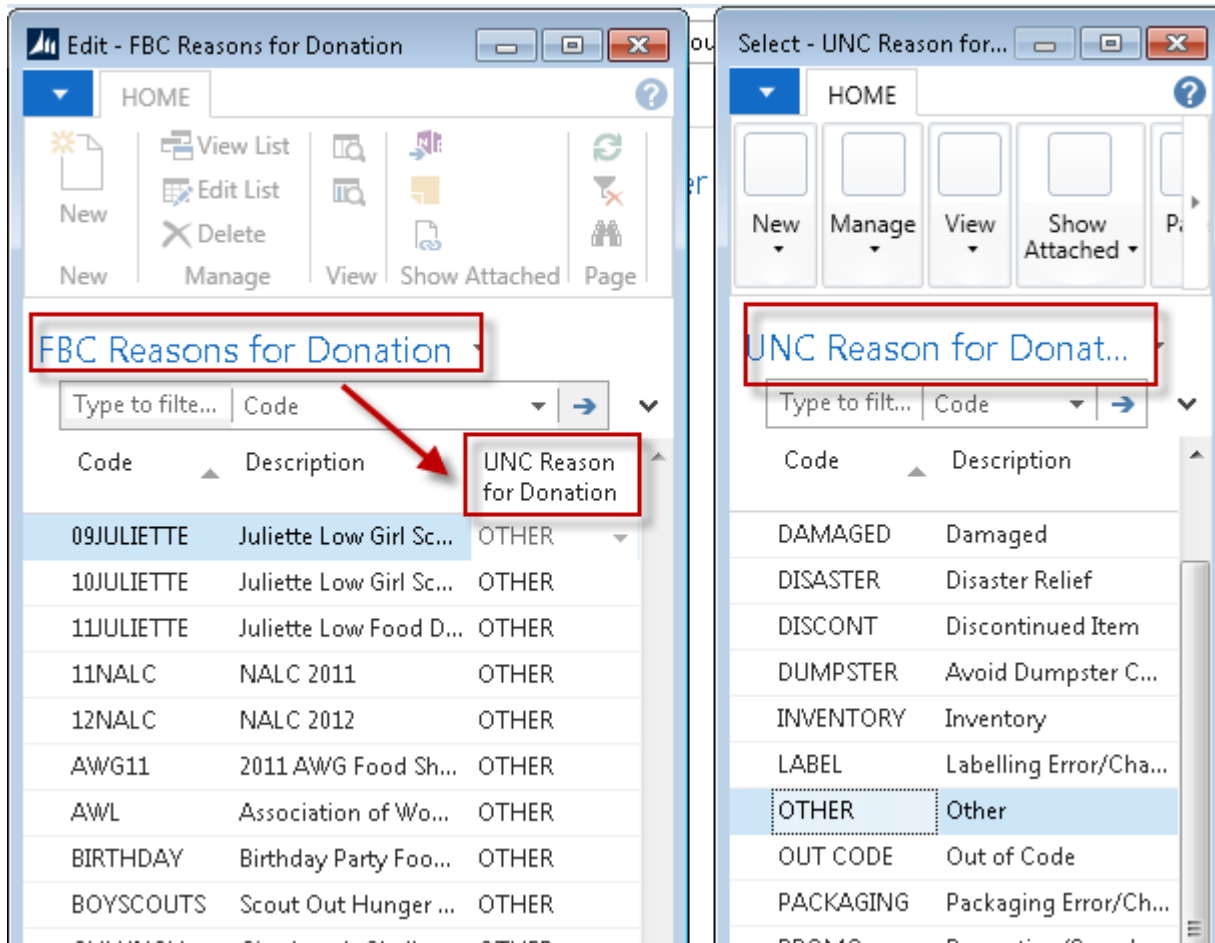
b. FBC Reasons for Donations are assigned on the Donation Order header and are linked to UNC Reason for Donations via the FBC Reason for Donations table.
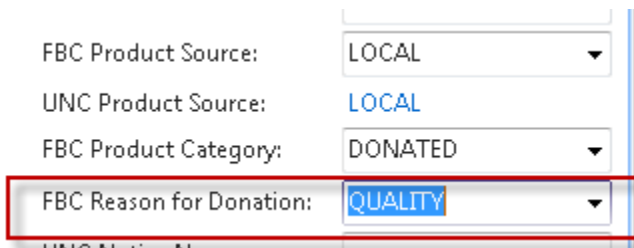
c. UNC Reason for Donations Codes are not used in filtering for either the QPR or the Distribution Pounds by County report, but may be required or helpful for other reports.

5. UNC Package Types – UNC Package Type Codes are provided by Feeding America and should be linked to corresponding FBC Package Type Codes.

a. There are 40 authorized UNC Package Types. It is recommended to create only 40 corresponding FBC Package Types; however, you may add more FBC Package Types (if needed), as long as they are only linked to the 40 authorized UNC Package Types.
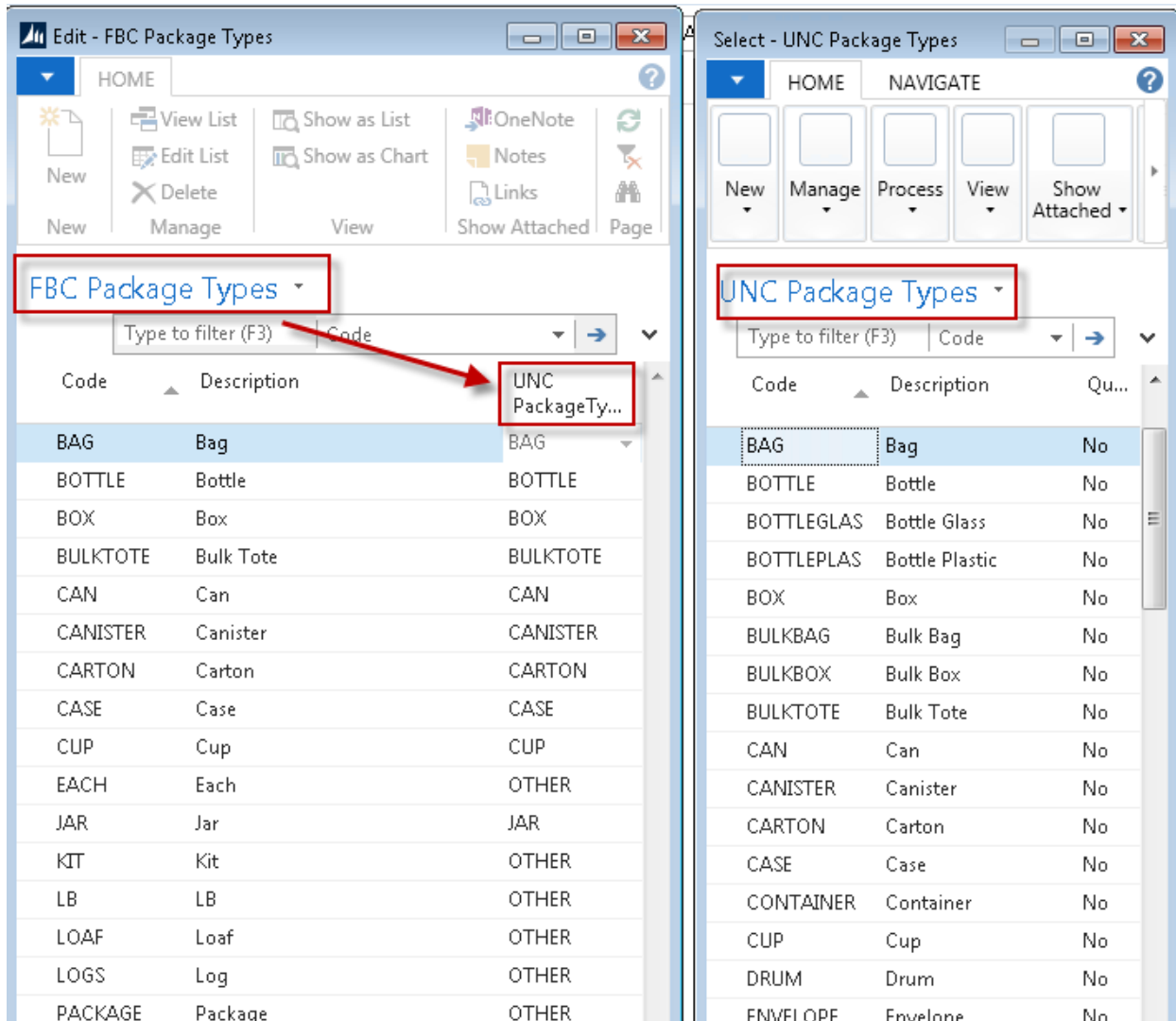
b. FBC Package Types are stored on the Item Card and are required before receiving product into inventory. They are tied to the UNC Package Type Code due to the linkage in the FBC Package Type table.

c. UNC Package Type Codes are not used in filtering for either the QPR or Distribution Pounds by County report but may be required or helpful for other reports.

6. **UNC Storage Requirements** – UNC Storage Requirement Codes are provided by Feeding America and should be linked to the corresponding FBC Storage Requirement Codes.

   a. There are 3 authorized UNC Storage Requirement Codes. It is recommended to create only 3 corresponding FBC Storage Requirement Codes; however, you may add more FBC Storage Requirements (if needed) as long as they are only linked to the 3 authorized UNC Storage Requirement Codes.

   b. FBC Storage Requirements are stored on the Item Card and are required before receiving product into inventory. They are tied to the UNC Storage Requirement Code due to the linkage in the FBC Storage Requirement table.

c. UNC Storage Requirements determine what **column** the pounds received during the specified time frame on Page 3 of the R&D will be displayed.

      i. If an invalid UNC Storage Requirement is used, then the product will NOT be included on Page 3.

      ii. If the wrong UNC Storage Requirement is used, the product will be sorted in the wrong place on Page 3.

d. UNC Storage Requirements can also play a part in the sorting of the Wave Pick Report.

Reports

1. Blue Receipt Activity Report (and export) – This report was created to gather information regarding donations from "Blue Receipt" donors (A2H Local), such as grocery stores. Food banks have the option of creating an export file to send to Feeding America. It is found by going to Departments → Warehouse → Inventory → Reports: Blue Receipt Activity Report

Reports

Reports and Analysis
Item Transaction Detail
Agency/Item Statistics Det/Sum
Donor/Item Rec. Statistics
Prod. Type/Item Rec Statistics
Receipts & Distribution Report
UNC Storage Requirement Check
Lot Tracking
Lot Expiration
Shipping Pallet Tag
Pallet Tag 6x4 w/ Barcode
Pallet Tag 11x8.5 w/o Barcode
Bin Contents w/ Pallets
Blue Receipt Activity Report
Whse. Entries
Item Quantities by Loc/Bin

Prior to running the export the first time, the Temp Path field for the user running the export must be established. This can be changed in User Setup page (requires Object 04.00.00), and needs to be set to an approved directory on the users workstation where they can access the file to send to Feeding America. If you are using Remote Desktop to the Feeding America hosted site (rd.feedingamerica.org), you will need to export the file to C:\Navtemp

2. Preview the data and generate the export file.

    a. To run the report and export, enter your "A2H Affiliate No." in the 'Options for Export File' section.

    Note: If you want to preview the report before creating an export file, make sure that the "Create Export File" flag is NOT checked. It is a good idea to preview first so you can make any changes BEFORE creating the export file.

        i.   Check the box for "Create Export File" if you wish to create a text file for submission to Feeding America.

        ii. If a File Name already exists, update it so that it corresponds with the current time frame for which you are running the report.
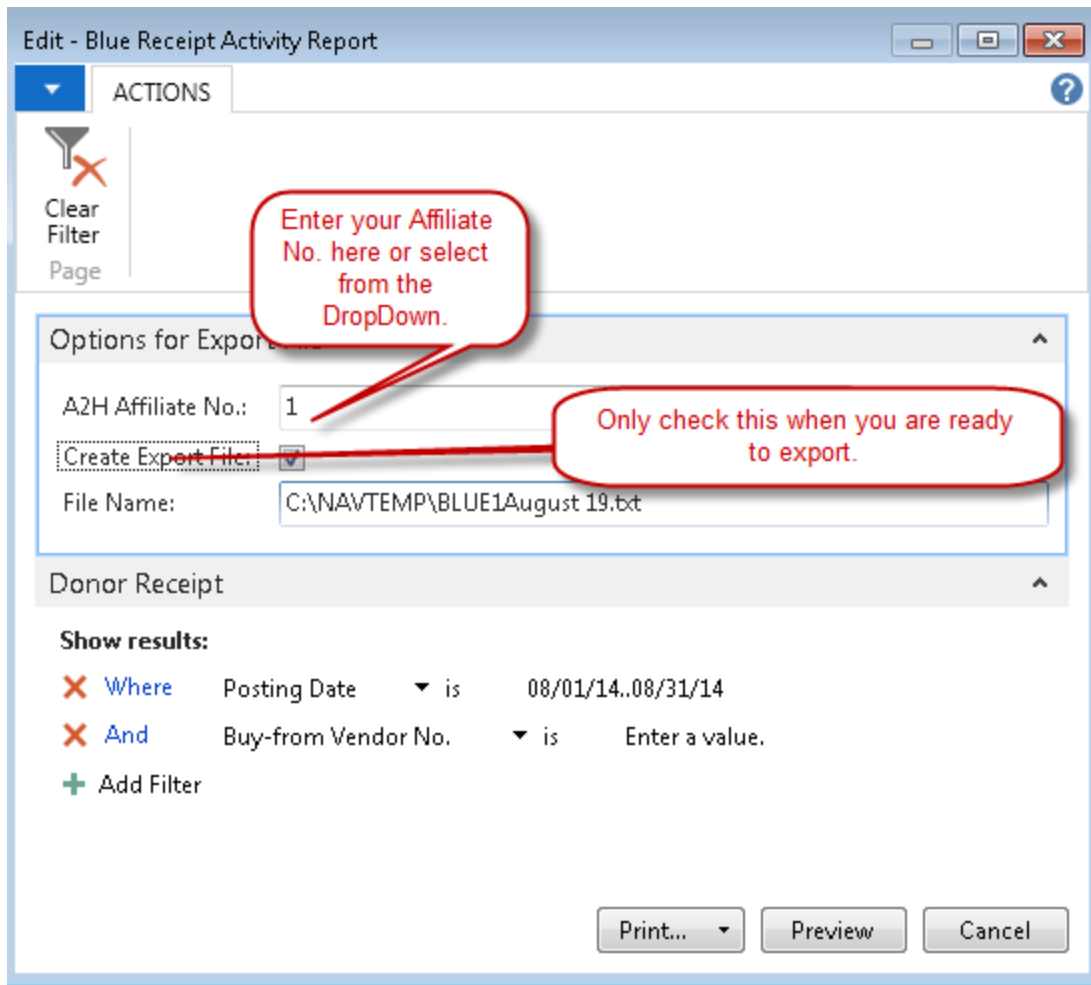
iii. To restrict the entries that are included in the report, enter a Posting Date range in the 'Donor Receipt' section and click Print.

b. The report will print (or preview if selected) and the number of pages you get will be in relation to the number of Blue Receipts during that time frame.

i. If it appears that there is incorrect information in the report, you can make adjustments and run it again before you create the submission file.

c. To correct Posted Donation Orders where the FBC/UNC Product Source code was incorrect (to either add it to or remove it from the Blue Receipt Activity report), go to Departments → Donation → Archive → Posted Donation Receipts.

    i. Find the Donation Receipt that you need to update and edit it.

    ii. Go to Actions → Functions → Update FBC/UNC Product Source Codes
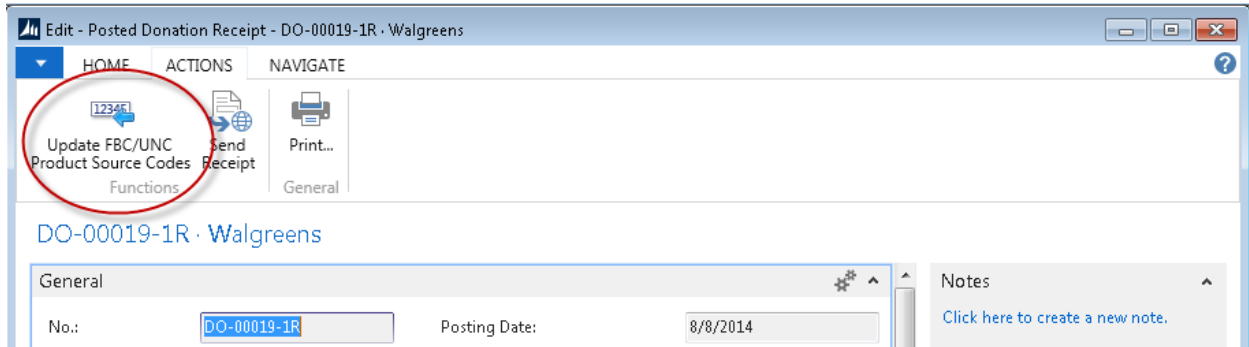
    iii. Enter the FBC Product Source Code that SHOULD be on the receipt.

    iv. The UNC Product Source Code that corresponds will display below.

    v. The UNC Notice No. will be created from the Donation Receipt No. (if the new UNC Product Source Code is A2H Local or A2H NATL)

    vi. To Update the associated Lot information with the correct Product Source (which will help with your QPR reporting), check the box "Update Lot No. Information" and click OK.
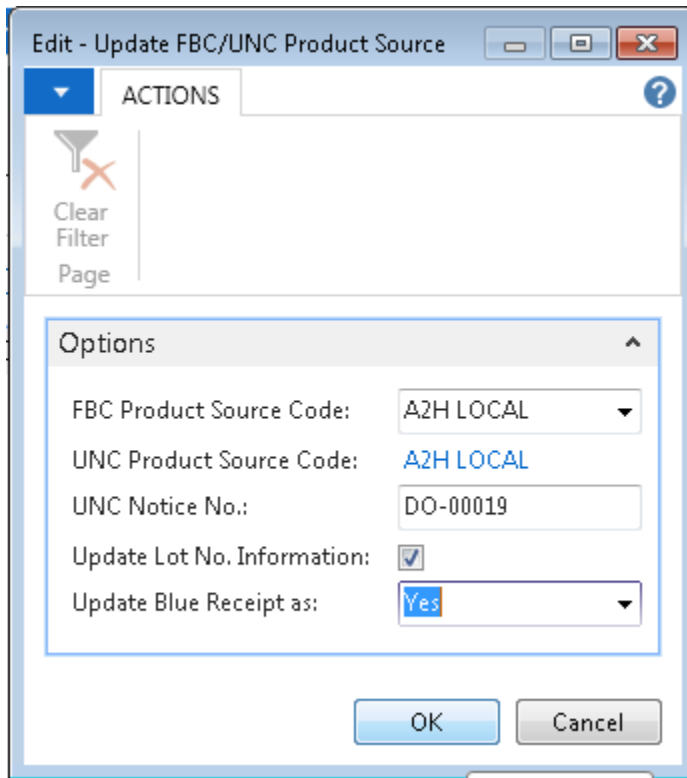
vii. The user will receive a notice that the update has completed and the fields on the Donation Receipt will be updated accordingly.
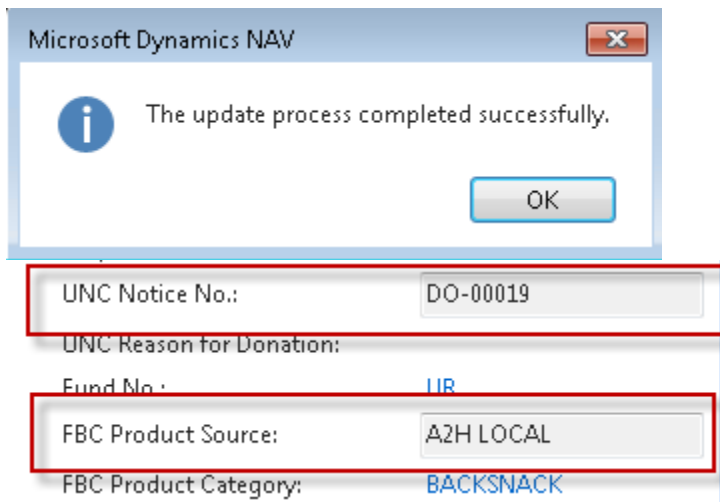
viii. This change will mark the Donation Receipt as a Blue Receipt (or unmark it if applicable).

ix. When the Blue Receipt Activity Report is run again, the receipt will be included (or not) depending on how it was updated.

1. Only receipts that are marked with a Blue Receipt flag and are not marked as "Blue Receipt Exported" in the Purch. Rcpt. Header table will be included in the report/export.

3. Receipts & Distribution Report (aka R&D or Quarterly Poundage Report) – This report displays pounds received, pounds distributed and total pounds in inventory, as well as pounds received by Category and Storage Requirement and is required by Feeding America to be submitted at least each quarter. It is found by going to Departments → Warehouse → Inventory → Report: Receipts & Distributions Report

Reports

Reports and Analysis
Item Transaction Detail
Agency/Item Statistics Det/Sum
Donor/Item Rec. Statistics
Prod. Type/Item Rec. Statistics
Receipts & Distribution Report
UNC Storage Requirement Check
Lot Tracking
Lot Expiration
Shipping Pallet Tag

   a. To run the report, enter your Trash Reason Code Filter (or if you use multiple Trash Reason Codes, click on the Down Arrow and select whether you wish to use a range of codes, etc.

      i. If you use just one Trash filter, fill in just that code.

Options	^
Trash Reason Code Filter:	TRASH ▼
Export XML:	☐
Report Type:	Quarterly ▼
Folder Path:	
Click to set SDO Pou...	

      ii. If you wish to have the report include SDO Pounds, click on the 'Click to set SDO Pounds' link, which opens the Edit – SDO Pounds List window. Here you can enter pounds for Yellow, Blue and/or Local for each of the following types:
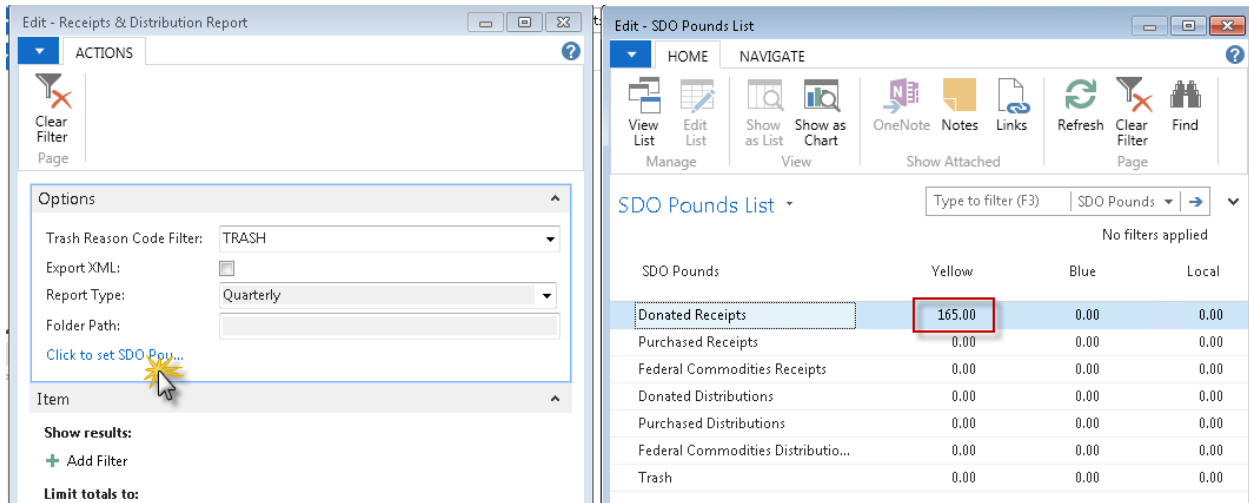
iii. In the Item window, enter the Date Filter for the time frame you wish to get results and click Print or Preview (NOTE: Clicking Preview will not show you the report in the 3 page format. If you wish to view on screen, you may select Print → Send to OneNote (if you have that option), or print to a .pdf):
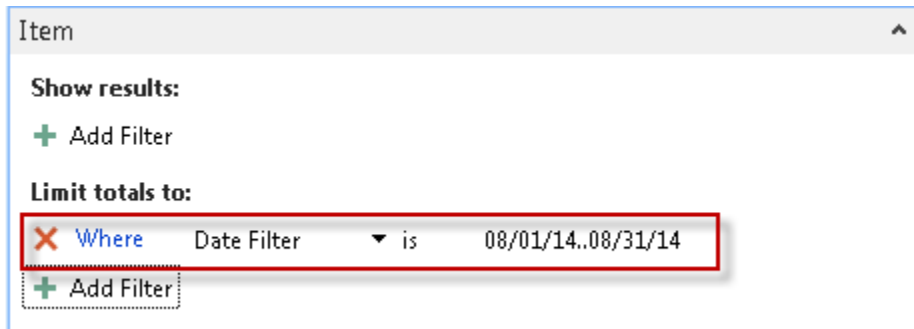
iv. If you have added SDO pounds, it will show in the associated SDO/PDO/RDO Activity Line on the report:

A RECEIPTS

1		Donated Product:	Yellow Receipted	Blue Receipted	Locally Receipted	Totals
	a	Salvage:	0	0	0	0
	b	Prepared Foods:	0	0	0	0
	c	Produce:	0	0	0	0
	d	Food Drives:	0	0	0	0
	e	Retail / Wholesale:	0	1,260	420	1,680
	f	Manufacturers / Processors:	0	0	0	0
	h	Miscellaneous:	0	0	0	0
	i	From Cluster Head/Members:	0	0	0	0
	j	Inter-Member Transfers:	0	0	0	0
	k	PDO/RDO Activity	165	0	0	165
	l	Gross Donated Total:	165	1,260	420	1,845
	m	Net Donated Total:	165	1,260	420	1,845

b. The Receipts and Distribution Report relies on the UNC Product Source, UNC Product Category, UNC Product Type and UNC Storage Requirement to determine where to display inventory pounds on the report.

   i. If the UNC coding on a receipt or distribution is not an authorized Feeding America code, then the pounds will NOT be included on this report.

   ii. If the UNC coding on a receipt or distribution is incorrect, the pounds will be included in the wrong place on the report.

c. Please review the QPR Data Information Workbook (for Ceres Users) for more information about determining problems with your Receipts & Distribution (QPR) report.

d. Please contact your Ceres Service Provider if you are unable to determine why problems exist and/or how to correct them.

4. Distribution Pounds by County Report – This report displays Pounds Distributed to your agencies, but does not include distributions to PDO's/RDO's (those agencies with a checkmark in the SDO field) or other Food Banks (those with a UNC Food Bank ID assigned).

It is found by going to Departments → Financial Management → Receivables → Reports: Distribution Pounds by County (this may change in a future release).

a. If you wish to show the Agencies individually on the report, click "Display Agency."

b. If you want to validate that the ledger entries associated with the date range entered have an FBC County Code on them, leave "Do Not Validate Agency" unchecked.

    i. If there are any item ledger entries for distributions in that time frame where the FBC County Code is missing, the Agency will appear on the report

    ii. If you check the box "Do not Validate Agency" , distributions missing the FBC County Code on the Item Ledger Entries will be included in the report, but without an FBC County Code displayed.

iii. Click on Preview to see the results of your report (if you wish to view before printing) or Click Print to get a paper copy.

Example of report where "Display Agency" and "Do not Validate Agency" were both checked (the first Agency listed is missing the FBC County Code on the item ledger entries for that time frame):

Agency No.		TEFAP/ Bonus/Other	CSFP	Donated	Purchased	Total Pounds	Agency Count
-							
A-0004	Julie's Loaves and Fishes	0	0	15	0	15	
	- Total:	0	0	15	0	15	1
COOK - Cook County							
A-001-1	Salvation Army - Union	0	0	122	620.6	742.6	
A-001-4	Salvation Army	0	0	0	42.8	42.8	
A-002-2	Food Pantry of Grtr Chicago	0	0	-59.2	2,254.2	2,195	
A-003-1	St. Vincent de Paul	0	0	-95	0	-95	
A-003-2	St. Vincent de Paul	0	0	0	50	50	
	COOK - Cook County Total:	0	0	-32.2	2,967.6	2,935.4	5
FRANKLIN - Franklin County							
A-004-1	Loaves and Fishes - Franklin	0	0	80	107	187	
	FRANKLIN - Franklin County Total:	0	0	80	107	187	1
KING - King County							
A-126-1	Hopelink-Kirkland	120	0	0	0	120	
A-128-1	Maple Valley Food Bank	0	0	250	0	250	
A-199-1	North Helpline	0	0	250	0	250	
	KING - King County Total:	120	0	500	0	620	3
LAKE - Lake County							
A-002-1	United Methodist Church - Senior Ct	0	0	250	0	250	
	LAKE - Lake County Total:	0	0	250	0	250	1
	Report Total:	120	0	812.8	3,074.6	4,007.4	11

Example of the report where "Display Agency" was NOT checked, but "Do not Validate Agency" was checked:

	TEFAP/ Bonus/Other	CSFP	Donated	Purchased	Total Pounds	Agency Count
- Total:	0	0	15	0	15	1
COOK - Cook County Total:	0	0	-32.2	2,967.6	2,935.4	5
FRANKLIN - Franklin County Total:	0	0	80	107	187	1
KING - King County Total:	120	0	500	0	620	3
LAKE - Lake County Total:	0	0	250	0	250	1
Report Total:	120	0	812.8	3,074.6	4,007.4	11

In both of these cases, the first section includes all pounds distributed (within the report filter criteria) that did not have an FBC County Code assigned, so the County Code is blank.

Report Reconciliation

To assist in finding variances between the Receipts & Distribution Report and the Distribution Pounds by County report, a new Report (QPR County Reconciliation) and a new Page (Item Ledger Report View List) have been added. *Ceres 04.00.00 is required for the Report reconciliation functionality described below.*

1. QPR County Reconciliation Report – This report was created to find and display variances between the Receipts & Distribution Report and the Distribution Pounds by County Report. It is found by going to Departments → Financial Management → Receivables → Reports & Analysis → Reports → QPR County Reconciliation
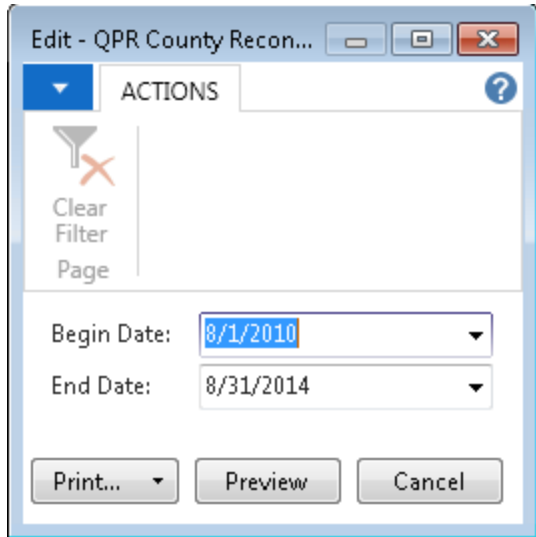
An example of the report displays below:

County QPR Reconciliation
Ceres 2009 on SP1 NO Branches

March 12, 2014
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esp

Entry No.	Document No.	UNC Product Source Code	UNC Product Category Code	FBC County Code	SDO	Food Bank Program	UNC Food Bank ID	Ext. Gross Weight
On QPR, not on County								
491	ARC-0004	USDA	RETAILWHSL	FRANKLIN	No	No		63.60
492	ARC-0004	USDA	RETAILWHSL	FRANKLIN	No	No		95.40
531	T-1	A2H LOCAL	MISCELLANY		No	No		-500.00
1737	AOR-0384-1S	A2H PURCH	PRODUCE	COOK	No	No		-2,400.00
						Total. . . .		-2,741.00

The report identifies discrepancies, but will not indicate which is correct. Please review the QPR Data Information Workbook and/or contact your Ceres Service Provider for help to make any adjusting entries.

2. Item Ledger Report View List– This page displays all Lots in the system, as well as all fields in the Lot record. The page can be sorted and/or filtered as needed. One common requirement is to filter for Lots that have a Blank FBC or UNC Codes which will render that Lot "invisible" to the R&D and/ or Distribution Pounds by County reports.   In addition, using base Ceres functionality, the page records can be exported to Excel for further analysis. It is found by going to Departments → Agencies & Receivables → Inventory & Fees → Lists → Lots.

Lots ▾

Type to filter (F3) | Item No. ▾ →

No filters applied

Item No.	Lot No.	Variant Code	Description	Blocked	Quantity on Hand	Unit Cost	Unit Gross Weight	Receive Date	Consume by Date	UNC Produ...	FBC Produ...
10371	LOT-450666		Brown Sugar	None	0	0.00	24	3/16/2012	12/31/9999	A2H LOCAL	A2H LOCAL
10371	LOT-450667		Brown Sugar	None	10	0.00	24	3/16/2012	12/31/9999	A2H LOCAL	A2H LOCAL
10371	LOT-455189		Brown Sugar	None	0	0.00	24	3/16/2012	12/31/9999	A2H LOCAL	A2H LOCAL
10378	LOT-448154		Frosting	None	3	0.00	9	3/16/2012	12/31/9999	LOCAL	LOCAL
10401	LOT-00570		Snacks	None	37	0.00	12	12/4/2012	12/31/9999	LOCAL	LOCAL
10401	LOT-00571		Snacks	None	48	0.00	12	12/4/2012	12/31/9999	LOCAL	LOCAL
10401	LOT-00572		Snacks	None	48	0.00	12	12/4/2012	12/31/9999	LOCAL	LOCAL
10401	LOT-00941		Snacks	None	50	0.00	12	12/6/2012	12/31/9999	LOCAL	LOCAL
10401	LOT-00942		Snacks	None	48	0.00	12	12/6/2012	12/31/9999	LOCAL	LOCAL
10401	LOT-00943		Snacks	None	47	0.00	12	12/6/2012	12/31/9999	LOCAL	LOCAL
10401	LOT-01561		Snacks	None	50	0.00	12	12/13/2012	12/31/9999	LOCAL	LOCAL
10401	LOT-01562		Snacks	None	48	0.00	12	12/13/2012	12/31/9999	LOCAL	LOCAL

Related Topics:

1. QPR Data Information workbook
2. Distribution by County Data information workbook
3. Feeding America UNC Code Guide
4. Feeding America UNC Codes with Ceres Guides