



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

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.

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

Table of Contents

OVERVIEW	3
UNIFORM NUMBER CODES (UNC)	3
UNC TABLES.....	3
PRODUCT DONATIONS	6
AGENCIES & RECEIVABLES	9
WAREHOUSE/INVENTORY	13
REPORTS.....	21
REPORT RECONCILIATION	33
RELATED TOPICS.....	34

Overview

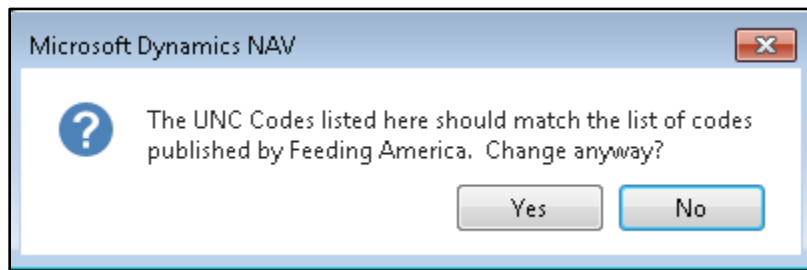
This document is to provide the current Feeding America (FA) Coding Standards for all UNC tables (as well as links between FBC and UNC tables) and to describe how the information entered on certain documents affects the following FA data requests:

1. Receipts and Distribution report (QPR)
2. Distributed Pounds by County report (also part of the QPR)
3. Blue Receipt Export Report

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 instructs 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.

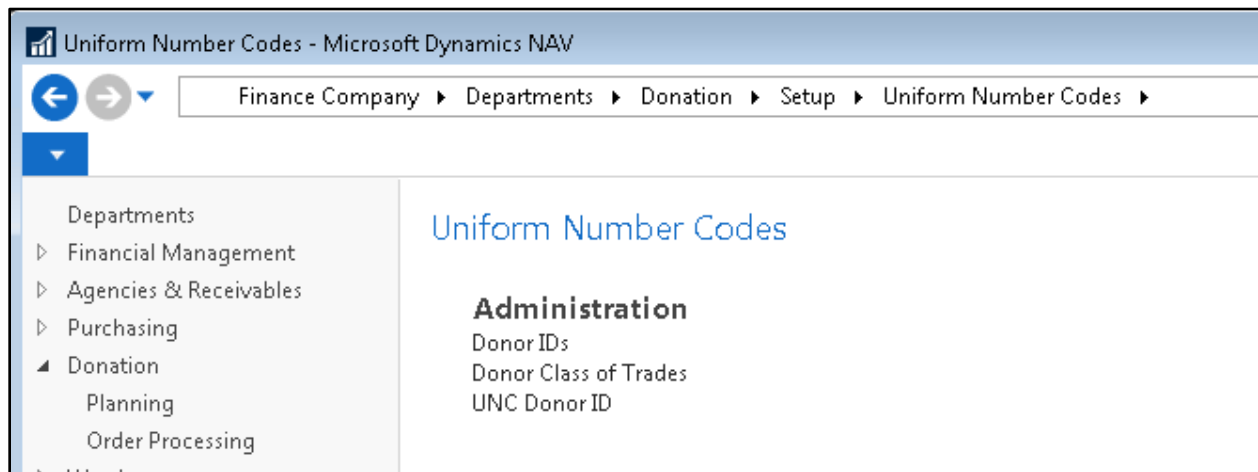
UNC Tables

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

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

- Donor IDs
- UNC Donor Class of Trades
- UNC Donor ID

Note: This is an import function to update the Donor IDs table.



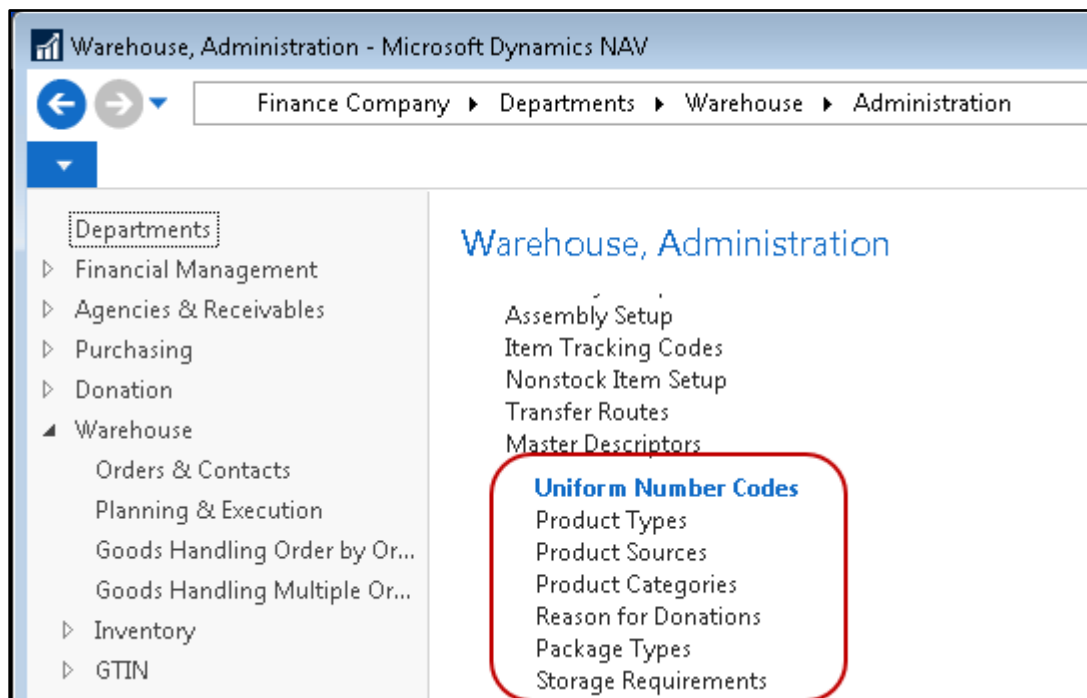
The UNC tables associated with Agencies & Receivables are located in Departments → Agencies & Receivables → Administration:

- UNC Activity Statuses
- UNC Handling Capabilities
- UNC Agency Categories
- UNC Food Bank ID



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

- UNC Product Types
- UNC Product Sources
- UNC Product Categories
- UNC Reason for Donations
- UNC Package Types
- UNC Storage Requirements



Product Donations

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

1. 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.

PD00373 · Wal-Mart Supercenter #573

General

No.: PD00373 FBC Product Source Code: AZH LOCAL

Parent Donor No.: F05 FBC Product Category Co.: DONATED

Name: Wal-Mart Supercent... FBC County Code:

Address: 1000 NE Sam Walton... Fund No.: UR

City: Lee's Summit Blue Receipt: ☒

State: MO Date Donor Added:

ZIP Code: 64086

UNC Donor ID No.: 3201

FBC Donor Class of Trade Co.: RETAIL

Address & Contact

Address: 1000 NE Sam Walton...

Donor Statistics

Gross Weight: Gross Weight

This Month: 0.00

This Year: 0.00

Last Year: 0.00

To Date: 0.00

Donor History

PD00373

0

0

0

0

De

OK

Select - UNC Donor IDs

HOME

View List Show as List OneNote

Edit List Show as Chart Notes

New Delete View Show Attached Page

UNC Donor IDs Type to filter (F3) No. No filters applied

No.	Description	Blue Rec...	Search Name
3319	Wallingford Coffee Mills, Inc.	<input checked="" type="checkbox"/>	WALLINGFO...
3201	Walmart Stores, Inc.	<input checked="" type="checkbox"/>	WALMART S...
14712	Walnut Creek Chocolate Co., Inc.	<input checked="" type="checkbox"/>	WALNUT CR...
11654	Walpole Marketing, Inc.	<input type="checkbox"/>	WALONG M...

Journals

PD00387 Wal-Mart Neigh

PD00388 Wal-Mart Neigh

PD00389 Wal-Mart Neigh

Worksheets

66212 Jeff F

66212 Mich

66202 Keith

DO-00485 · Wal-Mart Supercenter #573

General	
No.:	DO-00485
Parent Donor No.:	F05
Donor No.:	PD00373
Donor Name:	Wal-Mart Supercenter #573
Address:	1000 NE Sam Walton Lane
City:	Lee's Summit
State:	MO
ZIP Code:	64086
Contact:	Joel Bierbaum
Phone No.:	816-246-4555
Ext.:	
No. of Archived Versions:	0
Posting Description:	Order DO-00485
Location Code:	
Department Code:	6250
Project Code:	
Grant No.:	
Posting Date:	3/26/2020
Order Date:	3/26/2020
Document Date:	3/26/2020
Donor Order No.:	
Donor Shipment No.:	
Donor Invoice No.:	
Responsible Person Code:	
Fund No.:	UR
FBC Product Source:	A2H LOCAL
UNC Product Source:	A2H LOCAL
FBC Product Category:	DONATED
FBC Reason for Donation:	
UNC Notice No.:	DO-00485
Blue Receipt:	<input checked="" type="checkbox"/>
Food Drive No.:	
Assigned User ID:	
Status:	Open
Your Reference:	

- a. 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.
 - b. 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:

View - FBC Donor Class of Trades

HOME Ceres 5.0 Testing ?

New
View List
Show as List
OneNote

New
Manage
View

Edit List
Show as Chart
Notes

Delete
Links

Show Attached
Page

FBC Donor Class of Trades

Type to filter (F3) | Code

Code	Description	UNC Donor Class of Tr...
CORP	Corporation	OTHER
DISTRIB	Wholesale Distribution of general ...	DISTRIB
GOVT	Governmental Organization	OTHER
INDIVIDUAL	Individual	OTHER
MFGR	Manufacturing of Food Products	MFGR
OFB	Other Food Bank	AFFILIATE
ORG	Organization	OTHER
OTH	Other	OTHER
RELIGIOUS	Religious	OTHER
RESTAURANT	Eating places	RESTAURANT
RETAIL	Retail Store	RETAILER

View - UNC Donor C...

HOME Ceres...

New
Manage
View
Show Attached

UNC Donor Class of Tr...

Type to filt... | Code

Code	Description
AFFILIATE	A2H Affiliate
CO-PACKER	Co-Packer
DISTRIB	Distributor
DRUG STORE	Drug Store
FOOD SVC	Food Service Distri...
GROWER	Grower
HOME CTR	Home Center
MASS MERCH	Mass Merchandiser
MEDIA	Media Company
MFGR	Manufacturer
OTHER	Other

- 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

PD00373 · Wal-Mart Supercenter #573

General

No.:	PD00373	FBC Product Source Code:	A2H LOCAL
Parent Donor No.:	F05	FBC Product Category Co...:	DONATED
Name:	Wal-Mart Supercent...	FBC County Code:	
Address:	1000 NE Sam Walton...	Fund No.:	UR
City:	Lee's Summit	Blue Receipt:	<input checked="" type="checkbox"/>
State:	MO	Date Donor Added:	
ZIP Code:	64086	Last Date Modified:	1/27/2020
UNC Donor ID No.:	3201	Last Modified By:	ESOPRO\RXF
FBC Donor Class of Trade Co...:	RETAIL	Blocked:	

- 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		
Type to filter (F3) Code ▾ ➔ ▾		
Code	Error Message	Allow Post...
ACTIVE	Active	<input checked="" type="checkbox"/>
INACTIVEAG	Inactive at Agency's Request	<input checked="" type="checkbox"/>
INACTIVEFB	Inactive at Food Bank's Request	<input checked="" type="checkbox"/>
SUSPENDED	Suspended	<input type="checkbox"/>

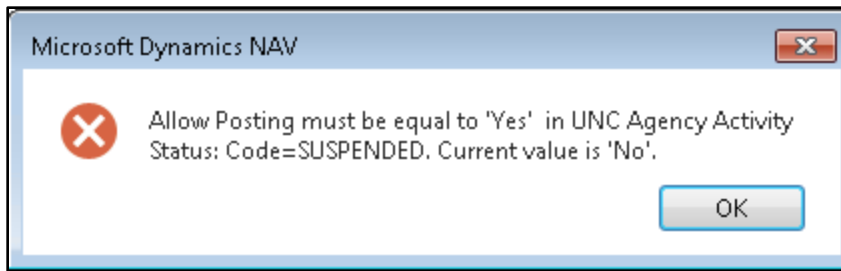
- ACTIVE
- INACTIVEAG
- INACTIVEFB
- SUSPENDED

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

B0129 · Safehome, Inc.

General	
No.:	B0129
Parent Agency No.:	1090
Name:	Safehome, Inc.
Address:	2000 Main St.
City:	Topeka
Location Code:	KAN
Shipment Method Code:	PICKUP
FBC County Code:	KS-LEAVENW
FBC Agency Category Code:	BATTERED
UNC Activity Status:	ACTIVE

- 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

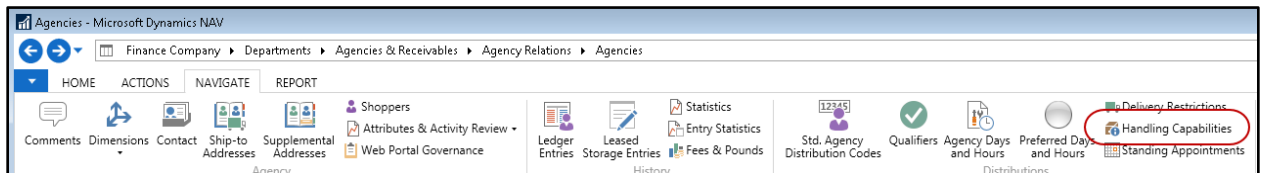


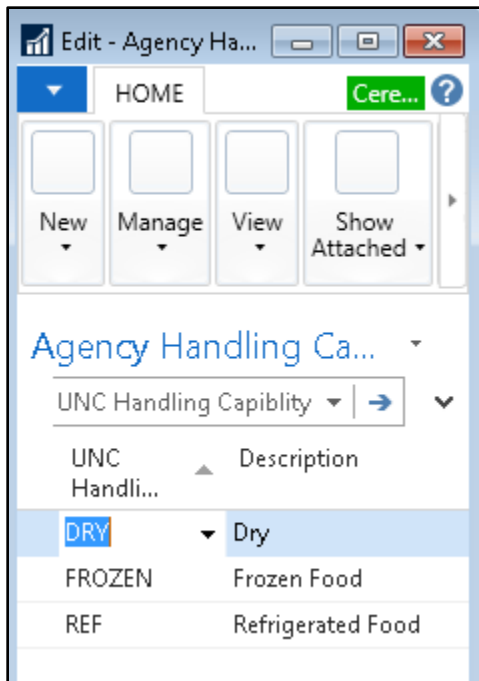
Note: The user will not get a warning when creating the order.

- 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:

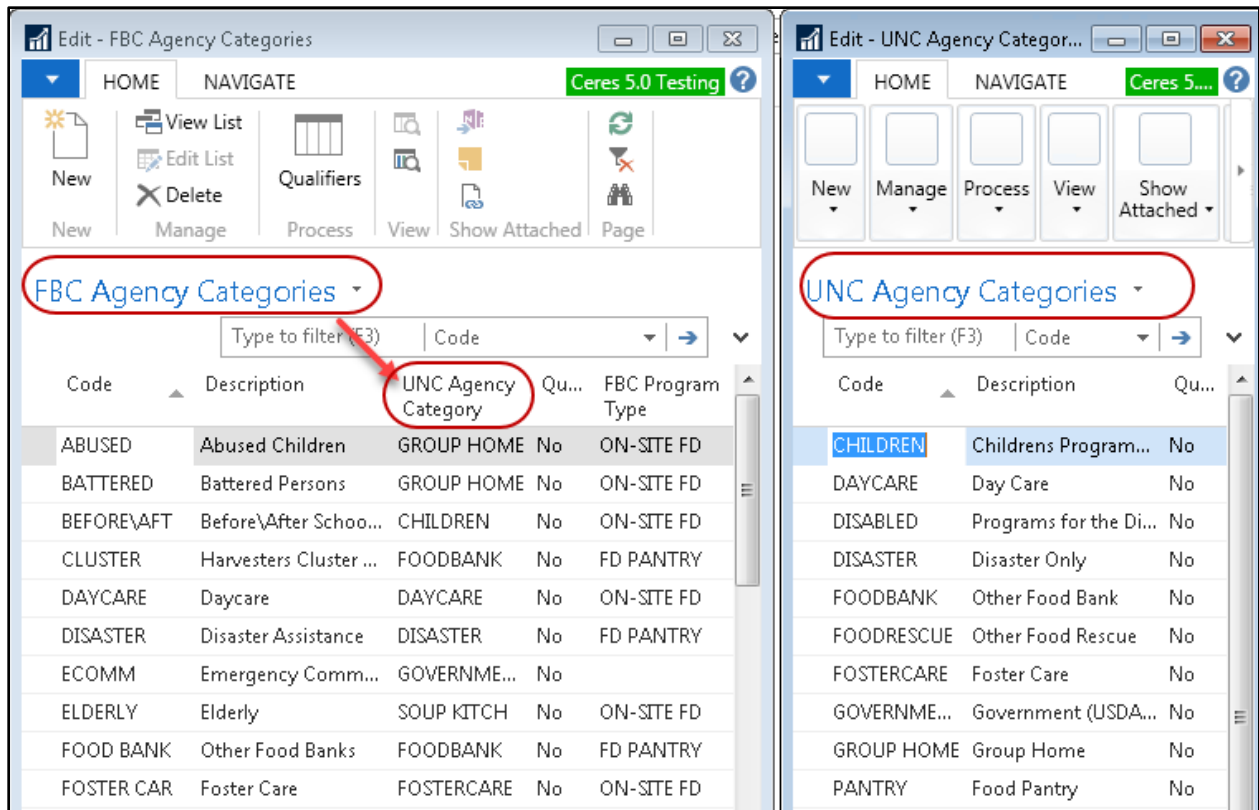
Handling Capabilities		
Type to filter (F3)	Code	
Code	Description	Qu...
DRY	Dry	No
FROZEN	Frozen Food	No
REF	Refrigerated Food	No

- 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.

Information

Agency Express

Agency Group Code: 0

Permit Web Orders: ☐

AE Survey Online Order Status: Enabled

AE Quest. Applicable Date:

Ceres Questionnaire Grp. Code:

Survey Group Code:

Agency Type & Information

Service Areas:

Product Sources:

Funding Sources:

Client Records Maintained: ☐

UNC Food Bank ID No.: 109

SBO:

No.	Description
10	NEW YORK
100	AKRON
102	ASHEVILLE

- 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

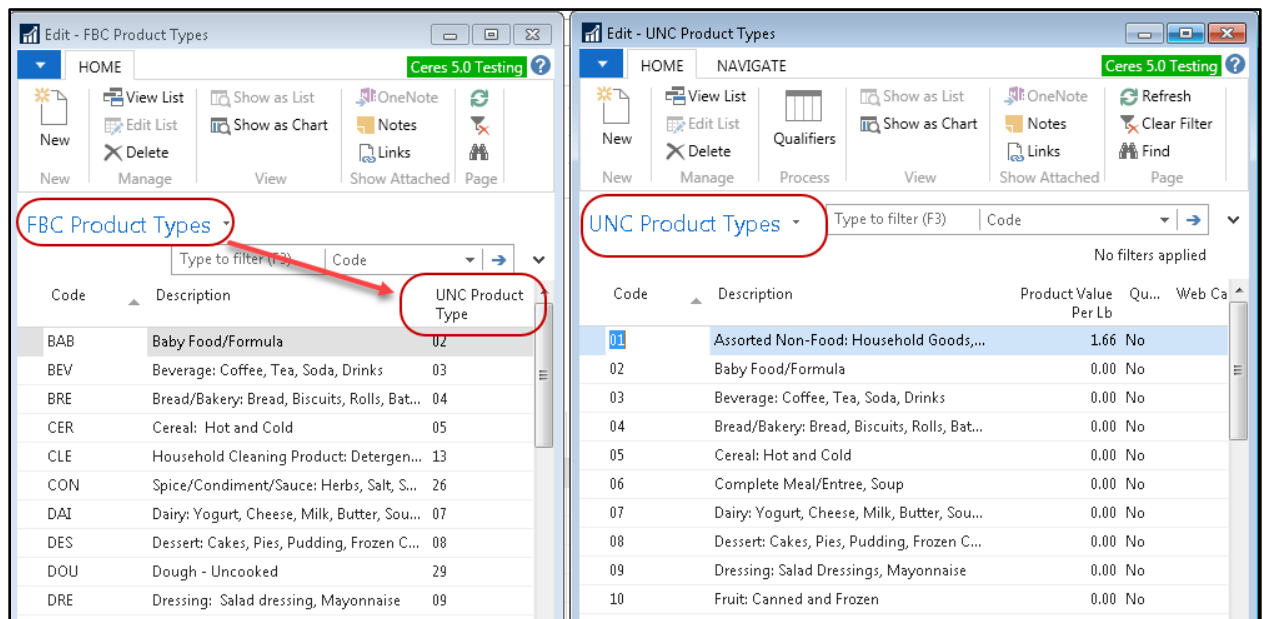
All UNC Codes related to Warehouse/Inventory have a corresponding FBC Code. The Food Bank may have as many FBC Codes as they would like, but they must always be linked to Feeding America authorized UNC Codes:

- 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.

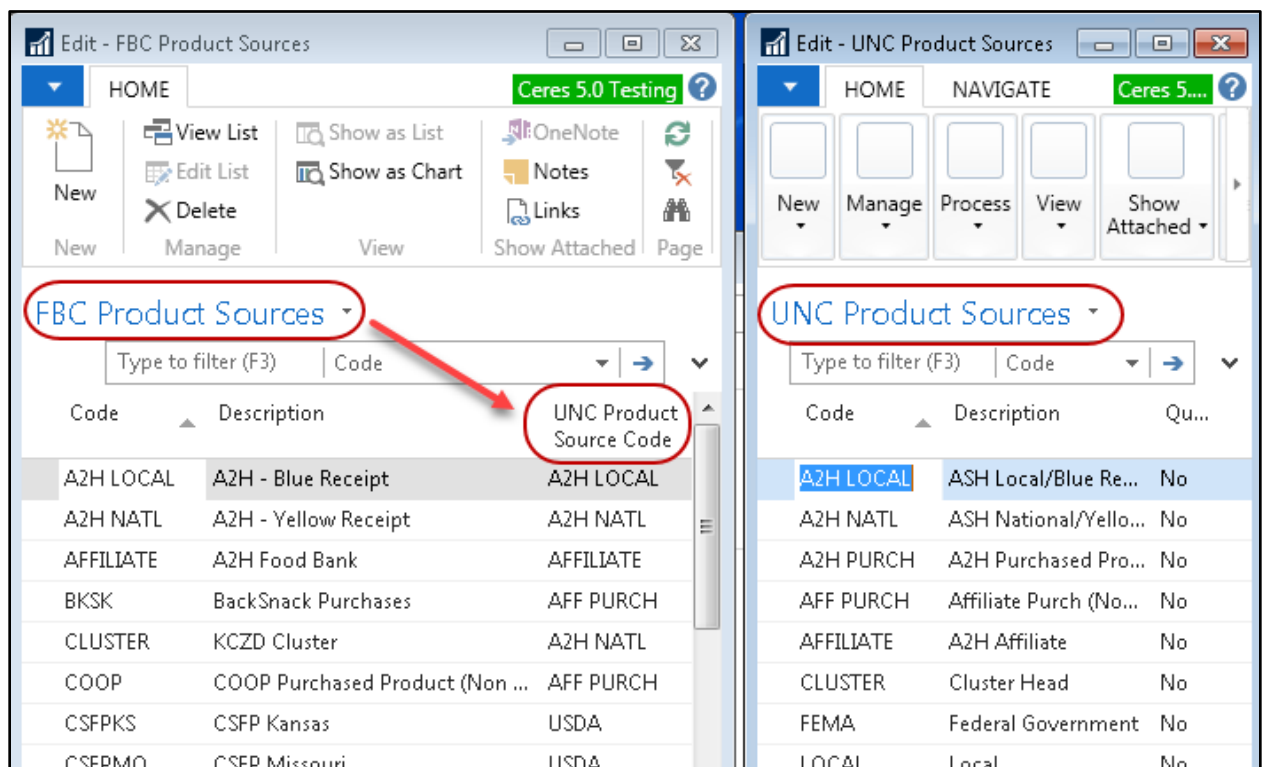
- a. There are 31 authorized UNC Product Types. It is recommended to only create 31 corresponding FBC Product Types; however, you may add more FBC Product Types (if needed), as long as they are only linked to the 31 authorized UNC Product Types



- 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.

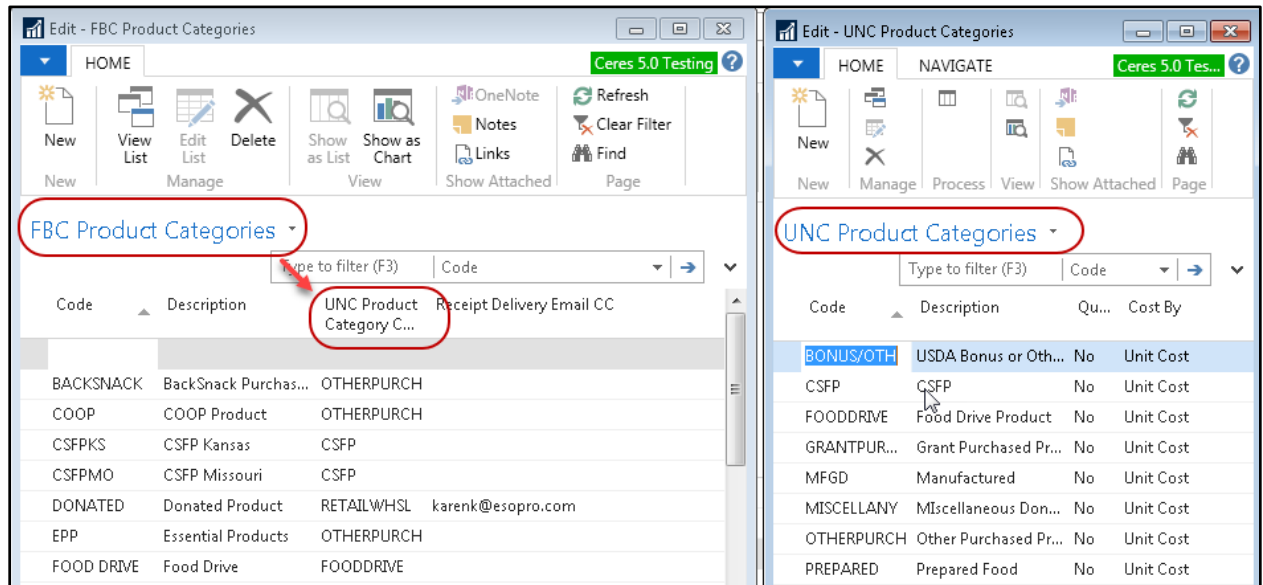
Item Tracking			
Lot Nos.:	I-LOT	FBC Storage Requirement Code:	DRY
Expiration Calculation:	+1Y	UNC Handling Requirement Code:	DRY
Consume by Date Calculation:	+3M	FBC Product Classification:	CON
Ship by Date Calculation:	+9M	Allocation Group No.:	10018
Pallet No. Required:	<input checked="" type="checkbox"/>	Permit Web Orders:	<input checked="" type="checkbox"/>
Tiers:	0	Product Image URL:	www.google.com
Height:	0	UNC Product Category Code:	RETAILWHSL
FBC Product Category Code:	DONATED	UNC Product Type Code:	26
FBC Product Type Code:	CON	UNC Package Type Code:	CASE
FBC Package Type Code:	CASE	UNC Storage Requirement Code:	DRY

- c. UNC Product Types determine what row the pounds received during the specified time frame on Page 3 of the QPR will be displayed.
- If an invalid UNC Product Type is used, then the product will NOT be included on Page 3.
 - 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.
- 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:



- 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:

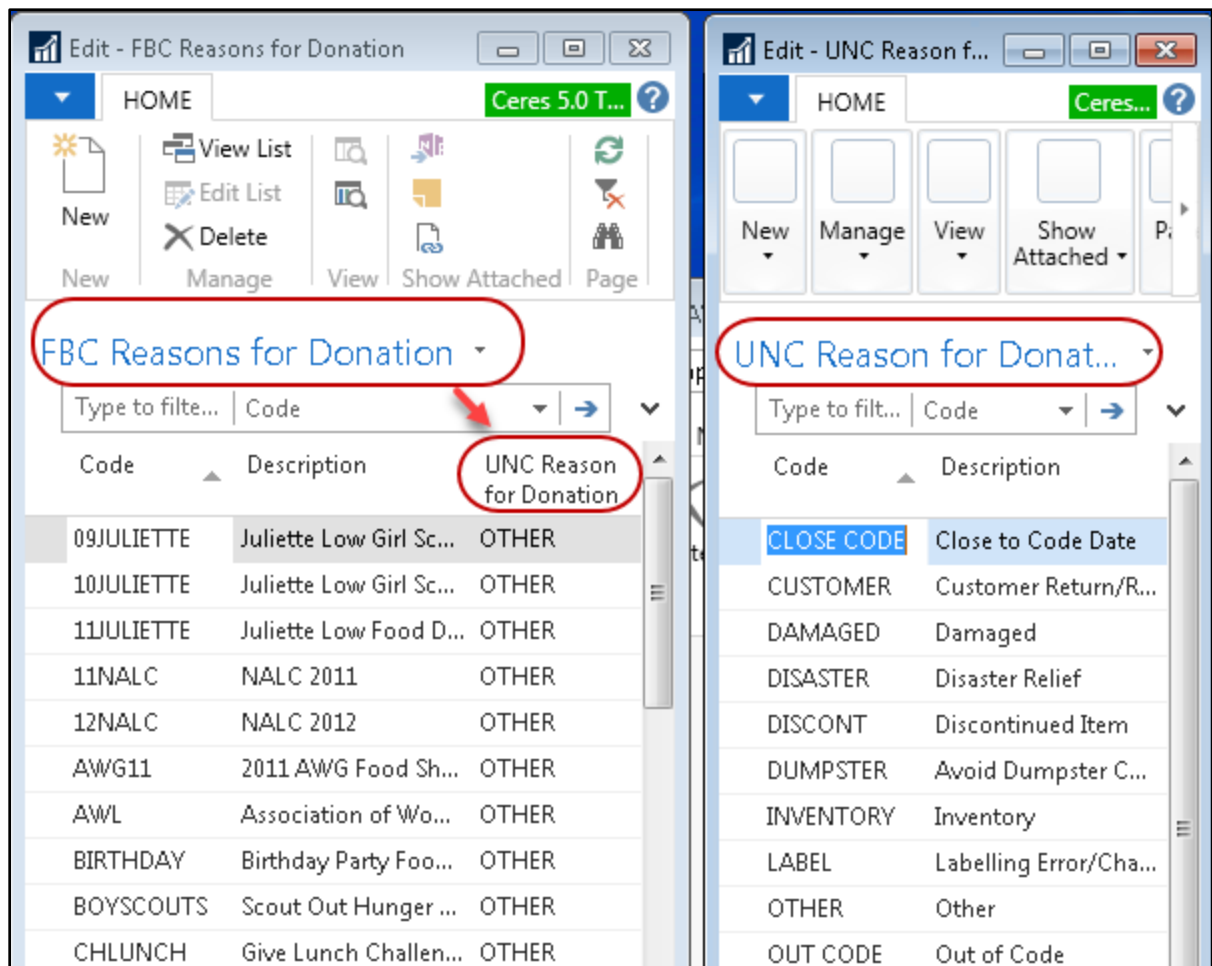


- b. FBC Product Categories are stored on the Item Card and are required BEFORE receiving product into inventory. They are tied to the FBC Product Category Code due to the linkage in the FBC Product Category table.

The 'Item Tracking' form shows various fields for product tracking. The 'FBC Product Category Code' is set to 'DONATED'. The 'UNC Product Category Code' is set to 'RETAILWHSL'. A red circle and arrow point to the 'UNC Product Category Code' field.

- 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.



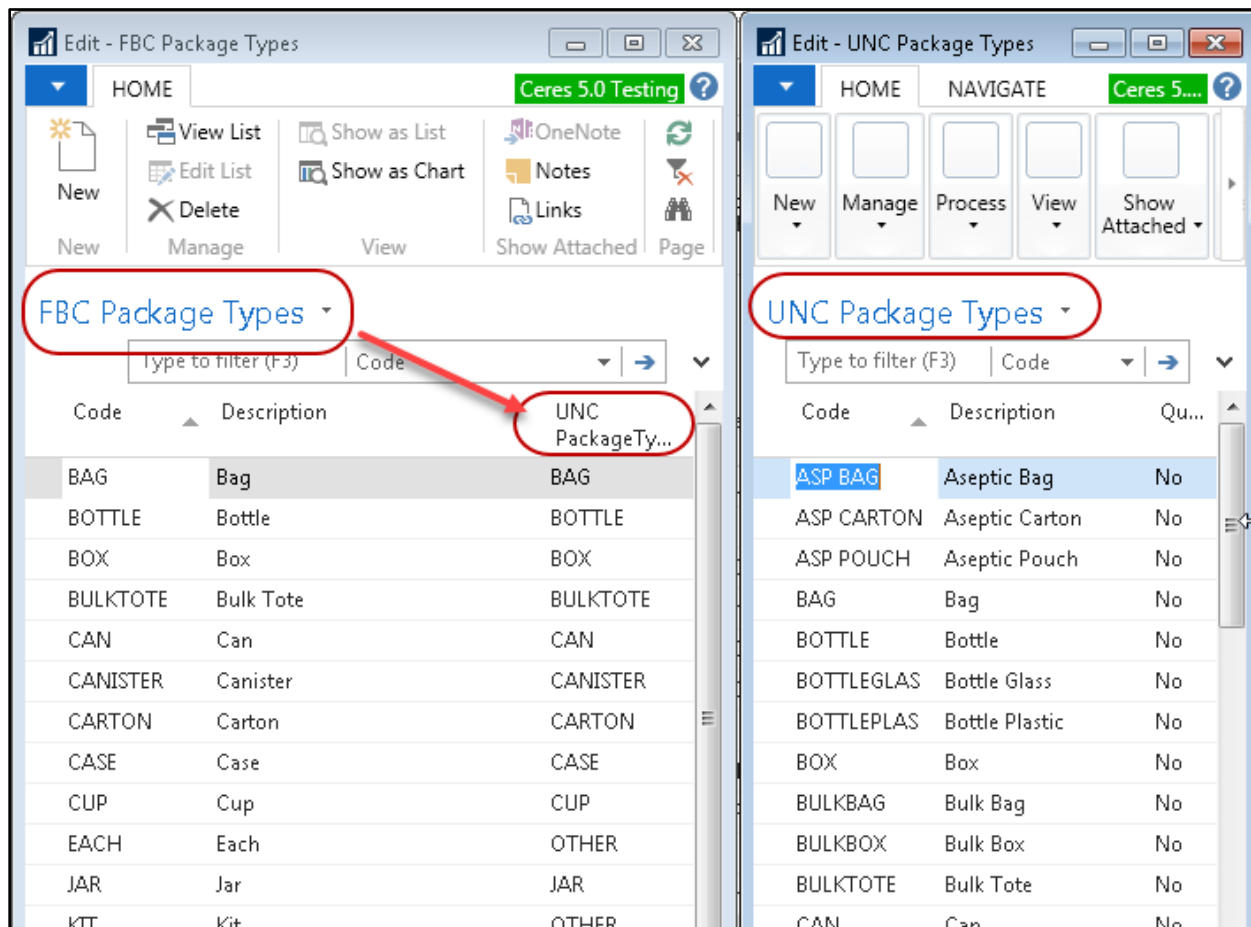
- b. FBC Reasons for Donations are assigned on the Donation Order header and are linked to UNC Reason for Donations via the FBC Reason for Donations table.

FBC Product Source:	A2H LOCAL
UNC Product Source:	A2H LOCAL
FBC Product Category:	DONATED
FBC Reason for Donation:	QUALITY

- 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.

Item Tracking

Lot Nos.:	I-LOT	FBC Storage Requirement Code:	DRY
Expiration Calculation:	+1Y	UNC Handling Requirement Code :	DRY
Consume by Date Calculation:	+3M	FBC Product Classification:	CON
Ship by Date Calculation:	+9M	Allocation Group No. :	10018
Pallet No. Required:	<input checked="" type="checkbox"/>	Permit Web Orders:	<input checked="" type="checkbox"/>
Tiers:	0	Product Image URL:	www.google.com
Height:	0	UNC Product Category Code:	RETAILWHSL
FBC Product Category Code:	DONATED	UNC Product Type Code:	26
FBC Product Type Code:	CON	UNC Package Type Code:	CASE
FBC Package Type Code:	CASE	UNC Storage Requirement Code:	DRY

- 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.

Edit - FBC Storage Requirements

HOME Ceres 5.0 Test...

New View List Edit List Delete View Show Attached Page

FBC Storage Requirements

Type to filter (F3) Code

Code	Description	UNC Storage Requireme...
DRY	Dry	DRY
FROZEN	Frozen	FROZEN
REF	Cooler	REF
XSALVAGE	Salvage, unsorted	DRY

Edit - UNC Storage Requirements

HOME NAVIGATE Ceres 5...

New Manage Process View Show Attached

UNC Storage Requirements

Type to filter (F3) Code

Code	Description	Qu...
DRY	Dry	No
FROZEN	Frozen	No
REF	Refrigerated	No

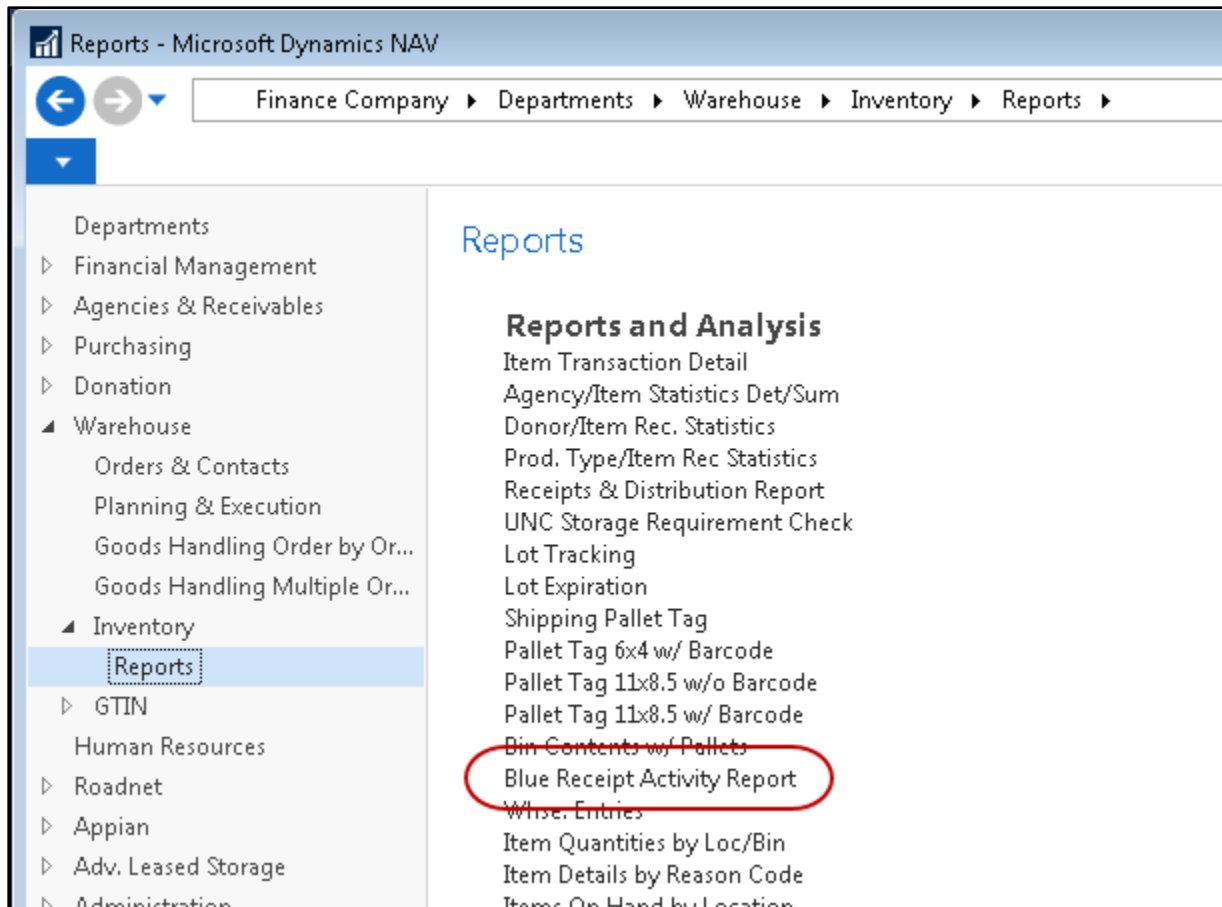
- b. FBC Storage Requirements are stored on the Item Card and are required before receiving product into inventory. They are tied to the UNC Storage Requirement Code due to the linkage in the FBC Storage Requirement table.

Item Tracking	
Lot Nos.:	I-LOT
Expiration Calculation:	+1Y
Consume by Date Calculation:	+3M
Ship by Date Calculation:	+9M
Pallet No. Required:	<input checked="" type="checkbox"/>
Tiers:	0
Height:	0
FBC Product Category Code:	DONATED
FBC Product Type Code:	CON
FBC Package Type Code:	CASE
FBC Storage Requirement Code:	DRY
UNC Handling Requirement Code :	DRY
FBC Product Classification:	CON
Allocation Group No. :	10018
Permit Web Orders:	<input checked="" type="checkbox"/>
Product Image URL:	www.google.com
UNC Product Category Code:	RETAILWHSL
UNC Product Type Code:	26
UNC Package Type Code:	CASE
UNC Storage Requirement Code:	DRY

- 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



Note: 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, 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.

Edit - Blue Receipt Activity Report

ACTIONS

Ceres 5.0 Testing

Clear Filter

Options for Export File

A2H Affiliate No.: 1

Create Export File: ☒

File Name: C:\NAVTEMP\BLUE1March 26.txt

Donor Receipt

Show results:

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

And Posting Date is Enter a value.

+ Add Filter

Print... Preview Cancel

- iii. To restrict the entries that are included in the report, enter a Posting Date range in the 'Donor Receipt' section and click Print.

Donor Receipt

Show results:

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

And Posting Date is 03/01/20..03/31/20

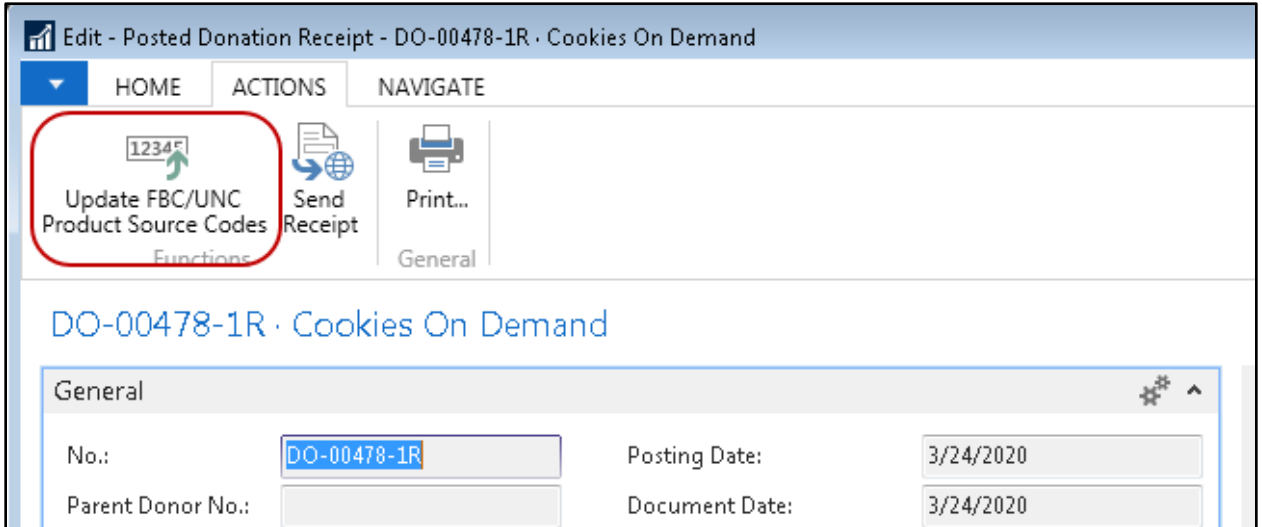
+ Add Filter

- 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



12345

Update FBC/UNC Product Source Codes

Send Receipt

Print...

DO-00478-1R · Cookies On Demand

General

No.: DO-00478-1R

Posting Date: 3/24/2020

Parent Donor No.:

Document Date: 3/24/2020

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.

Edit - Update FBC/UNC Product Source

ACTIONS Ceres 5.0 Test...

Clear Filter
Page

Options

FBC Product Source Code: A2H LOCAL

UNC Product Source Code: A2H LOCAL

UNC Notice No.: DO-00478

Update Lot No. Information: ☒

Update Blue Receipt as: Yes

OK
Cancel

- vii. The user will receive a notice that the update has completed and the fields on the Donation Receipt will be updated accordingly.

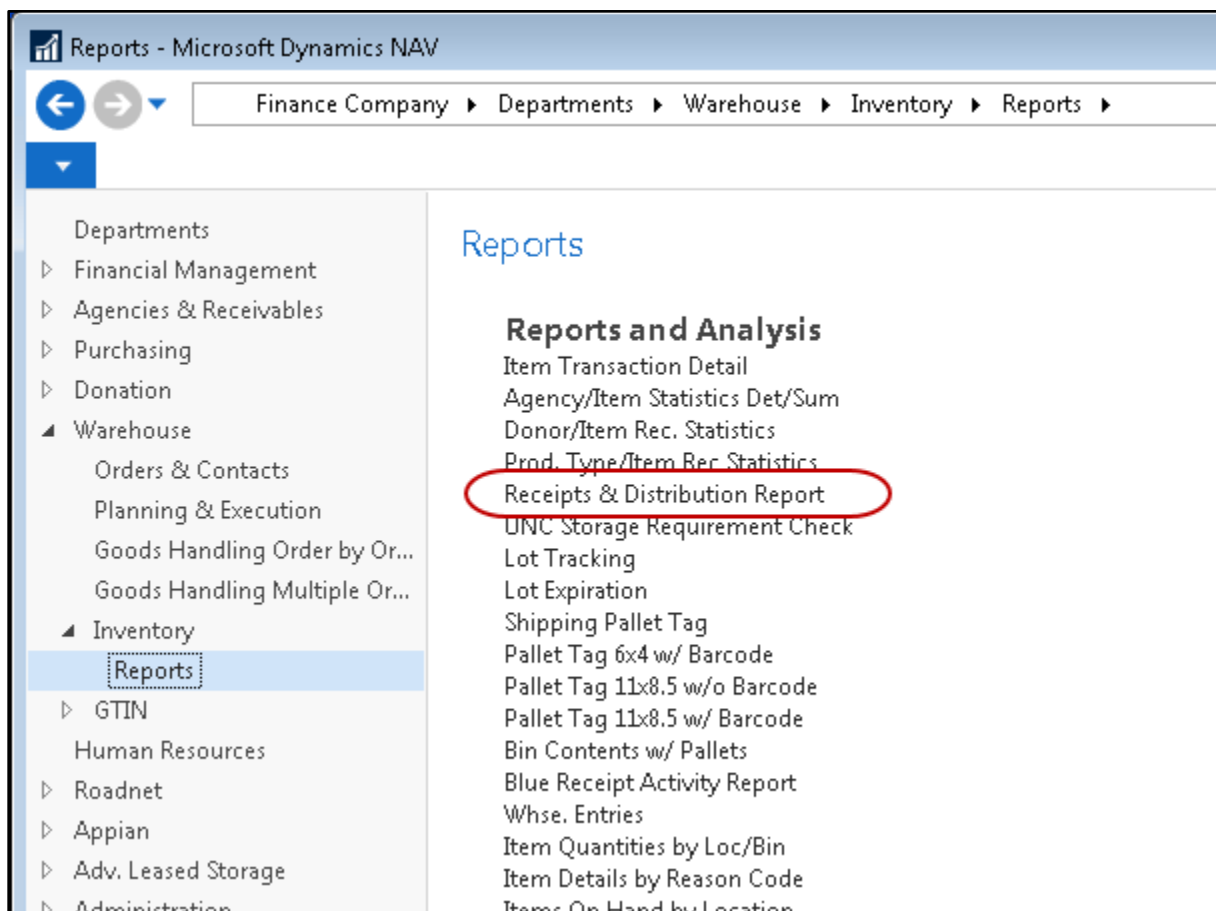
Microsoft Dynamics NAV

i The update process completed successfully.

OK

<p>Contact: Eric Stanley</p> <p>No. Printed: 0</p> <p>Grant No.: </p> <p>Department Code: 4000</p> <p>Project Code: </p> <p>Blue Receipt: <input checked="" type="checkbox"/></p>	<p>UNC Notice No.: DO-00478</p> <p>UNC Reason for Donation: </p> <p>Fund No.: IIR</p> <p>FBC Product Source: A2H LOCAL</p> <p>FBC Product Category: DONATED</p> <p>Food Drive No.: </p> <p>Last Modified By: ESOPRO\RXF</p>
---	--

- 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



- 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:

Export XML: ☒

Report Type:

[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:

Edit - Receipts & Distribution Report

ACTIONS

Clear Filter
Page

Saved Settings

Options

Trash Reason Code Filter:

Export XML: ☒

Report Type:

[Click to set SDO Pou...](#)

Warning: Utilizing the export to Microsoft Word or Microsoft Excel via the Print button is not recommended as the report totals will be incorrect.

Item

Edit - SDO Pounds List

HOME **NAVIGATE**

View List Edit List Show as List Show as Chart OneNote Notes Links Refresh Clear Filter Find

SDO Pounds List

Type to filter (F3) | SDO Pounds

No filters applied

SDO Pounds	Yellow	Blue	Local
Donated Receipts	165.00	0.00	0.00
Purchased Receipts	0.00	0.00	0.00
Federal Commodities Receipts	0.00	0.00	0.00
Donated Distributions	0.00	0.00	0.00
Purchased Distributions	0.00	0.00	0.00
Federal Commodities Distributio...	0.00	0.00	0.00
Trash	0.00	0.00	0.00

- 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.

Item

Show results:

+ Add Filter

Limit totals to:

Where Date Filter is 02/01/20..02/29/20

+ Add Filter

- 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).

Information

Agency Express

Agency Group Code: 0

Permit Web Orders: ☐

AE Survey Online Order Status: Enabled

AE Quest. Applicable Date:

Ceres Questionnaire Grp. Code:

Survey Group Code:

Agency Type & Information

Service Areas:

Product Sources:

Funding Sources:

Client Records Maintained: ☐

UNC Food Bank ID No.: 109

SDO: ☐

Food Bank Program: ☐

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

Reports - Microsoft Dynamics NAV

Finance Company ▶ Departments ▶ Financial Management ▶ Receivables ▶ Reports ▶

Departments

Reports

Resp. Person Commissions

Resp. Person Statistics by Inv.

Ship-To Address Listing

Projected Cash Receipts

Distribution Pounds By County

Grant Summary

Grant Usage

Grant Status

- 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):

Pounds Distributed by County

Ceres 5.0 Testing

Posting Date: 09/01/19_12/31/19

3/26/2020 8:42 AM

Page 1

ESOPRO\RXF

Agency No.		TEFAP/ Bonus/Other	CSFP	Donated	Purchased	Total Pounds	Agency Count	Mobile Pantries
20091	JOHNSON, KS							
20091-KS-JOHNSON	- Johnson							
A0592	TLC For Children and	0	0	0	21	21		
KS-JOHNSON	- Johnson Total:	0	0	0	21	21	1	0
20091 Total:		0	0	0	21	21	1	0
20099	LABETTE, KS							
20099-KS-LEAVENW	- Leavneworth							
B0129	Safehome, Inc.	0	0	642	417	1,059		
KS-LEAVENW	- Leavneworth Total:	0	0	642	417	1,059	1	14
20099 Total:		0	0	642	417	1,059	1	14
29095	JACKSON, MO							
29095-MO-JACKSON	- Jackson							
1050-A	Uplift Organization	0	0	1,206	0	1,206		
B0310	Newhouse, Inc.	0	0	130	0	130		
MO-JACKSON	- Jackson Total:	0	0	1,336	0	1,336	2	0
29095 Total:		0	0	1,336	0	1,336	2	0
29107	LAFAYETTE, MO							
29107-MO-LAFAYET	- Lafayette							
A0442	Synergy Services-2	0	0	36	0	36		
MO-LAFAYET	- Lafayette Total:	0	0	36	0	36	1	0
29107 Total:		0	0	36	0	36	1	0

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

Pounds Distributed by County

Ceres 5.0 Testing

Posting Date: 09/01/19..12/31/19

3/26/2020 8:41 AM

Page 1

ESOPRO\RXF

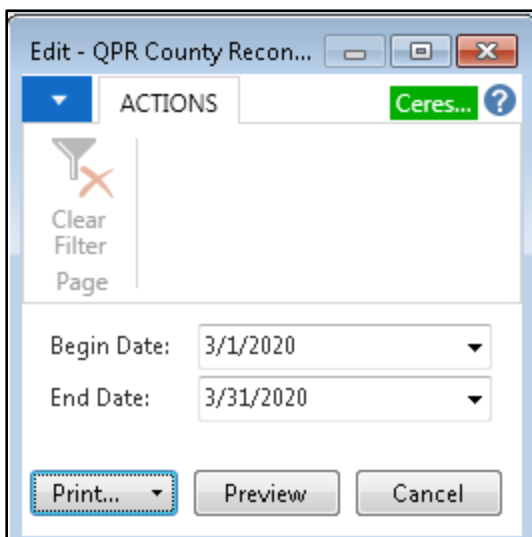
		TEFAP/ Bonus/Other	CSFP	Donated	Purchased	Total Pounds	Agency Count	Mobile Pantries
20091	JOHNSON, KS							
KS-JOHNSON - Johnson Total:		0	0	0	21	21	1	0
20091 Total:		0	0	0	21	21	1	0
20099	LABETTE, KS							
KS-LEAVENW - Leavneworth Total:		0	0	642	417	1,059	1	14
20099 Total:		0	0	642	417	1,059	1	14
29095	JACKSON, MO							
MO-JACKSON - Jackson Total:		0	0	1,336	0	1,336	2	0
29095 Total:		0	0	1,336	0	1,336	2	0
29107	LAFAYETTE, MO							
MO-LAFAYET - Lafayette Total:		0	0	36	0	36	1	0
29107 Total:		0	0	36	0	36	1	0
Report Total:		0	0	2,014	438	2,452	5	14

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.

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										3/26/2020 8:43 AM
Finance Company										Page 1
										ESOPROIRXF
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	Exception	
21829	AO-01250-1S	AFF PURCH	RETAILWHSL	KS-JOHNSON	False	False		-900	On QPR, not County	
Total								-900	On QPR, not County	

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.	Description	Blocked	Variant Code	Quantity on Hand	Unit Cost	Unit Gross Weight	Receive Date	Consume by Date	UNC Produ...	FBC Produ...	FBC Storage R...	UNC Product ...	FBC Package ...	UNC Package ...	FBC Product...
10018	LOT-03799	Chocolate Syrup	None		0	19.29		18 10/1/2018	12/31/9999	AFF PURCH	COOP	DRY	26	CASE	CASE	DONATED
10018	LOT-03806	Chocolate Syrup	None		25	25.00		18 10/2/2018	12/31/9999	AFF PURCH	EPP	DRY	26	CASE	CASE	DONATED
10018	LOT-03807	Chocolate Syrup	None		25	0.00		18 10/2/2018	12/31/9999	LOCAL	LOCAL	DRY	26	CASE	CASE	DONATED
10018	LOT-03808	Chocolate Syrup	None		0	25.00		18 10/2/2018	12/31/9999	AFF PURCH	EPP	DRY	26	CASE	CASE	EPP
10018	LOT-03809	Chocolate Syrup	None		90	25.00		18 10/2/2018	12/31/9999	AFF PURCH	EPP	DRY	26	CASE	CASE	DONATED
10018	LOT-03810	Chocolate Syrup	None		100	25.00		18 10/2/2018	12/31/9999	AFF PURCH	EPP	DRY	26	CASE	CASE	EPP
10018	LOT-03811	Chocolate Syrup	None		55	25.00		18 10/2/2018	12/31/9999	AFF PURCH	EPP	DRY	26	CASE	CASE	EPP
10018	LOT-03812	Chocolate Syrup	None		0	25.00		18 10/2/2018	12/31/9999	AFF PURCH	EPP	DRY	26	CASE	CASE	EPP
10018	LOT-03904	Chocolate Syrup	None		499	0.00		18 11/13/2018	12/31/9999	LOCAL	LOCAL	DRY	26	CASE	CASE	DONATED
10018	LOT-03907	Chocolate Syrup	None		315	0.00		18 11/14/2018	12/31/9999	LOCAL	LOCAL	DRY	26	CASE	CASE	DONATED
10018	LOT-03908	Chocolate Syrup	None		500	0.00		18 11/14/2018	12/31/9999	LOCAL	LOCAL	DRY	26	CASE	CASE	DONATED
10018	LOT-03909	Chocolate Syrup	None		500	0.00		18 11/14/2018	12/31/9999	LOCAL	LOCAL	DRY	26	CASE	CASE	DONATED
10018	LOT-03924	Chocolate Syrup	None		0	25.00		18 10/25/2018	12/31/9999	LOCAL	LOCAL	DRY	26	CASE	CASE	DONATED
10018	LOT-03931	Chocolate Syrup	None		0	19.29		18 10/25/2018	12/31/9999	LOCAL	LOCAL	DRY	26	CASE	CASE	DONATED
10018	LOT-03999	Chocolate Syrup	None		0	0.00		18 1/29/2019	12/31/9999	A2H LOCAL	A2H LOCAL	DRY	26	CASE	CASE	DONATED

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