MEMBER BUSINESS SOLUTIONS | FEEDING® AMERICA

Leased Storage Overview

Owner of this document is: Scott Wiacek – swiacek@feedingamerica.org

Purpose of this document

This document outlines the setup and processing related to the leasing process and invoicing when food banks lease out a portion of their storage space.

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Purpose

Leased Warehouse storage functionality was added to Ceres to support those food banks that have excess warehouse capacity and lease this excess warehouse space to third party entities for a fee. This document outlines the setup and processing related to the leasing process and invoicing. Often times this leasing is for freezer or cooler space, so the examples may call it "Cold Storage Leasing."

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

Setup

1. Add a new a Receivables Account and Revenue G/L Account for leased storage transactions (Departments → Financial Management → General Ledger → Chart of Accounts). Make sure the Direct Posting field is not checked on the General FastTab of the G/L Account Card.

No.	Name	Income/Balance	Account Type	Direct Posting
130010	Accounts Receivable-Cold Stge	Balance Sheet	Posting	☑
482000	Cold Storage Revenue	Income Statement	Posting	☑

2. Add a new Agency Posting Group for leased storage transactions (Financial Management → Administration → Setup → Posting Groups → Customer Posting Groups). This Posting Group is linked to the new Receivable G/L Account that was setup in Step 1.
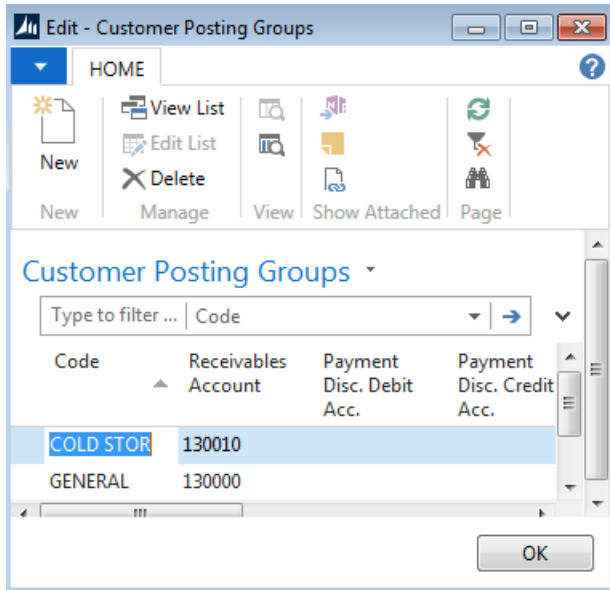
3. Complete the setup on the Leased Storage FastTab in the Agencies & Receivable Setup (Financial Management → Agencies & Receivables → Administration → Setup → Agencies & Receivables Setup) as follows:
    a. Check the Enable Leased Storage field of the Leased Storage FastTab.
    b. Link the Revenue Account field to the new Revenue Account you setup in Step 1.
    c. Fill in the Parent Agency No. with LEASED STORAGE (the Parent Agency created in Step 4)

4. Setup a new Leased Storage Location (Warehouse → Administration → Setup → Locations) or configure one of the existing Locations for leased storage transactions. In the below example a new LS-DRY Location was created.
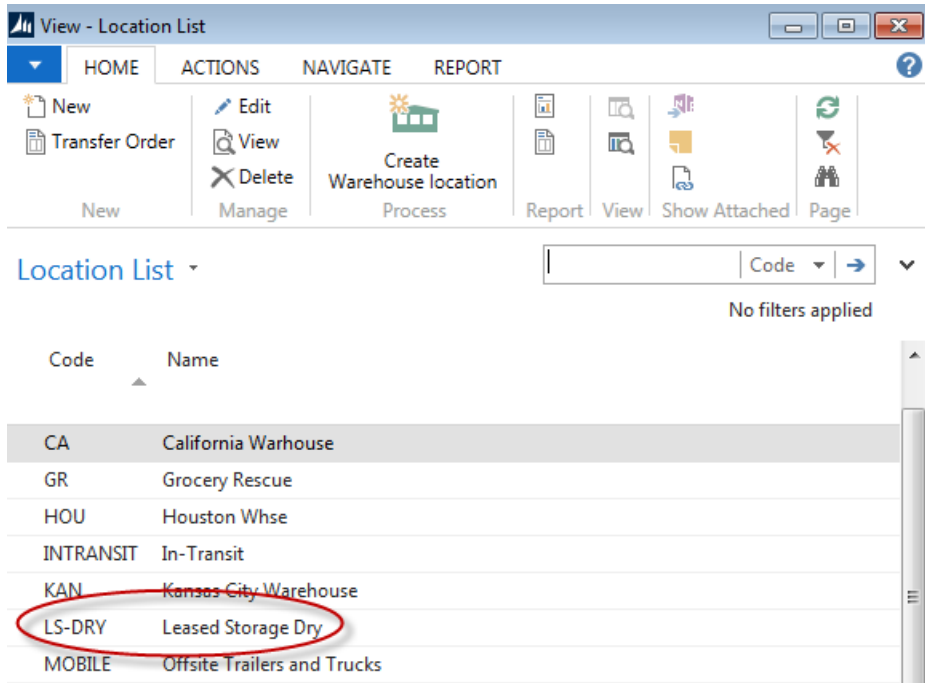
     a. Create at least one Zone for the leased storage transactions. More can be setup if necessary.

     b. Create at least on Bin for each Zone. Check the Leased Storage field in the Bin setup for each bin that will be used for leased storage transactions.

5. Create a new Parent Agency Card called LEASED STORAGE. The only fields that are required are No. and Name.
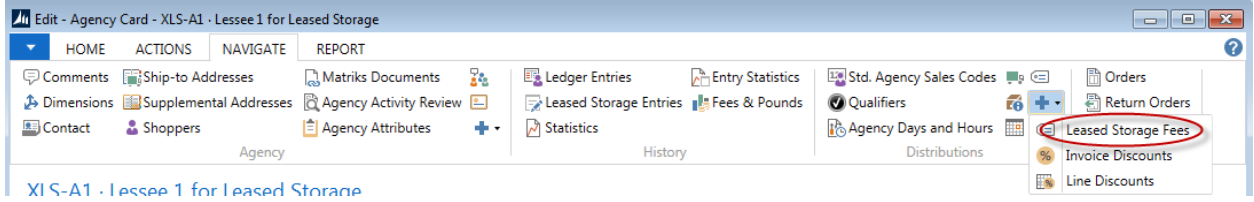

6. Create an Agency Card for each Lessee. Link each Agency to the LEASED STORAGE Parent Agency. You do not need to fill in the UNC Activity Status, FBC Program Category, or FBC County Code fields.

a. Setup storage fees for each Agency from Navigator → + → Leased Storage Fees

b. Create one line for each Leased Storage Code and specify the One-time Handling Fee and per Billing Period Fee for each.
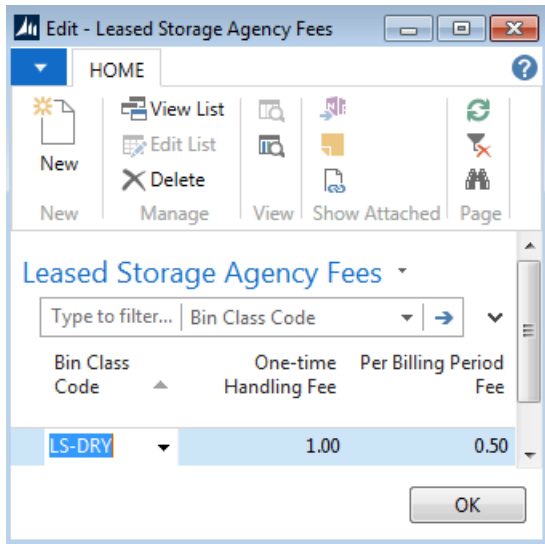
7. Create a LEASDSTOR Agency Journal Batch (Financial Management → Receivables → Tasks →Agency Journals. This batch will be used to calculate and process the storage fees. Update the fields as necessary.
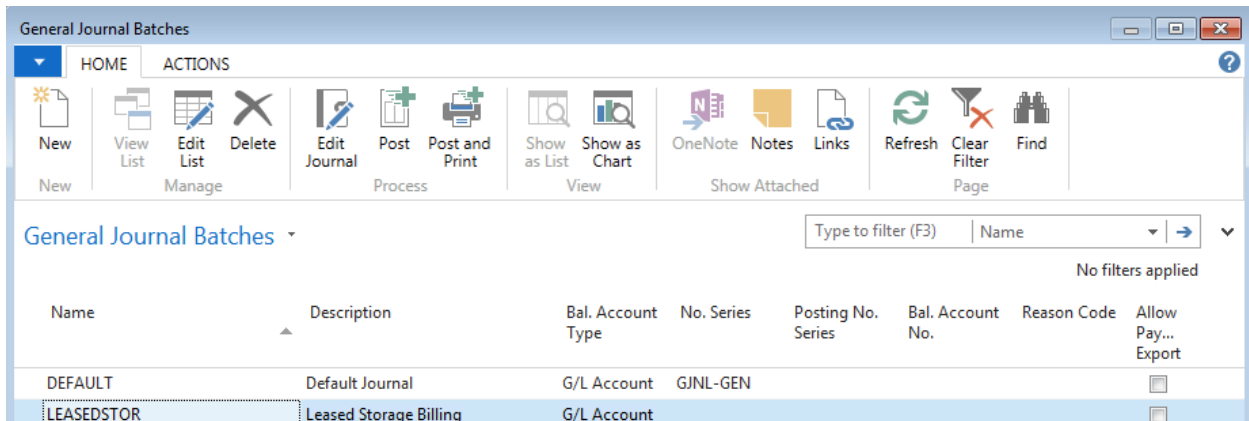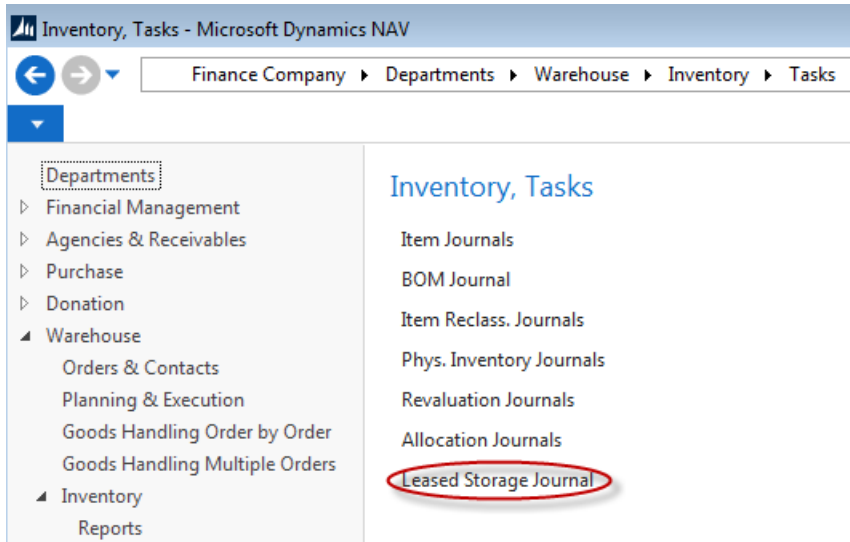

Name: LEASEDSTOR
Description: Leased Storage Billings
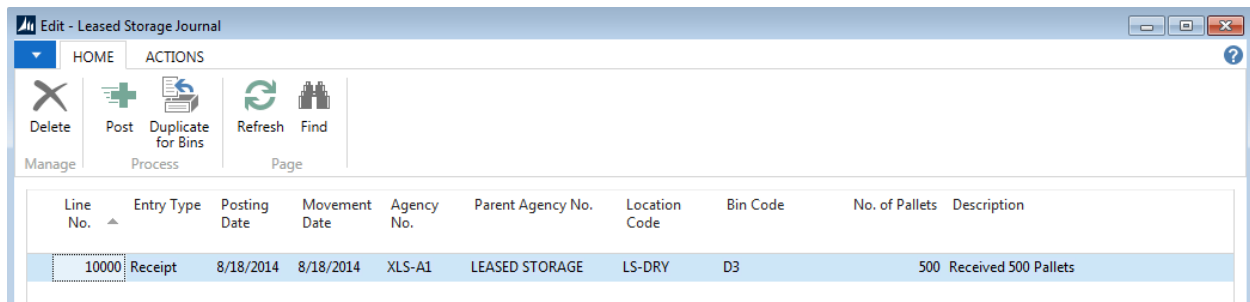**No. Series**: Must be blank

Processing Leased Storage Transactions

Pallet Receipt

1. The Leased Storage Journal is used to receive pallets of product that are being stored. The Leased Storage Journal is accessed from Warehouse → Inventory → Tasks → Leased Storage Journal.

2. Update the fields in the Journal.

   Entry Type: Select Receipt

   Posting Date: Input the date the pallets were received. Generally this is the same as the Movement Date.

   Movement Date: The date the pallets were stored

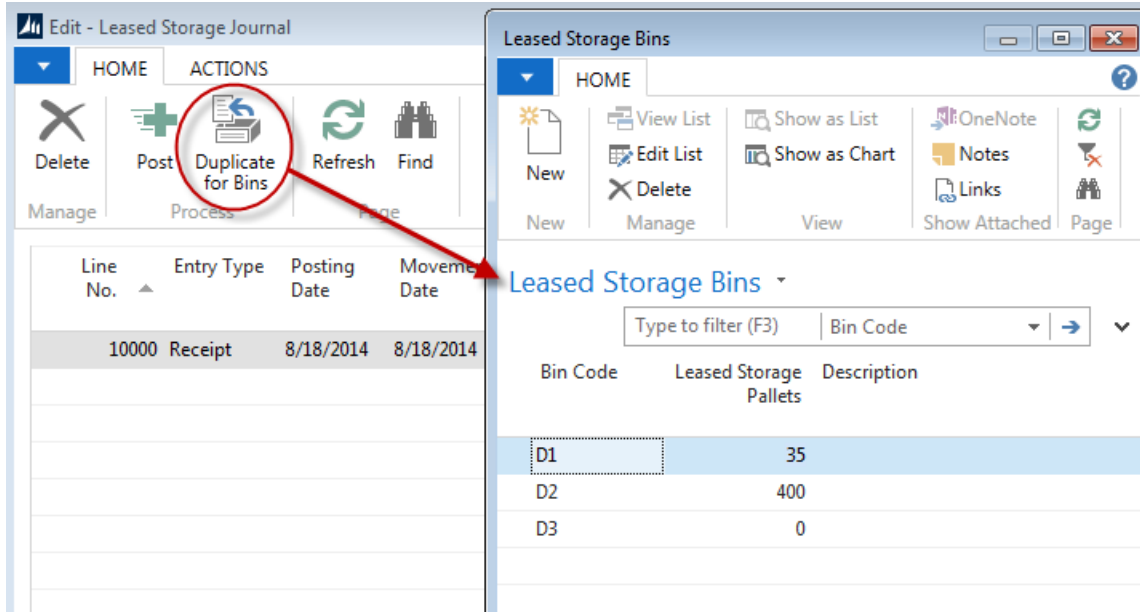   **Agency No**: The lessee's Agency No.

   Location Code: Select the Location were the pallets are stored.

   Bin Code: You may only select an empty bin. The Leased Storage Pallets column shows you the number of pallets in the bin (for all Agencies).

No. of Pallets: Enter the number of pallets, as a positive number, that were received.

Description: Enter a short description

3. The Duplicate for Bins Action duplicates the line you are on for each Bin you select from the Bin List that appears. The only difference in the new lines is the Bin Code. Do not select a Bin with Leased Storage Pallets on hand.

4. Select Post to post the Journal

Pallet Pickup

1. The Leased Storage Journal is also used to record the pickup of pallets that are being stored. The Leased Storage Journal is accessed from Warehouse → Inventory → Tasks → Leased Storage Journal.

2. Update the fields in the Journal.
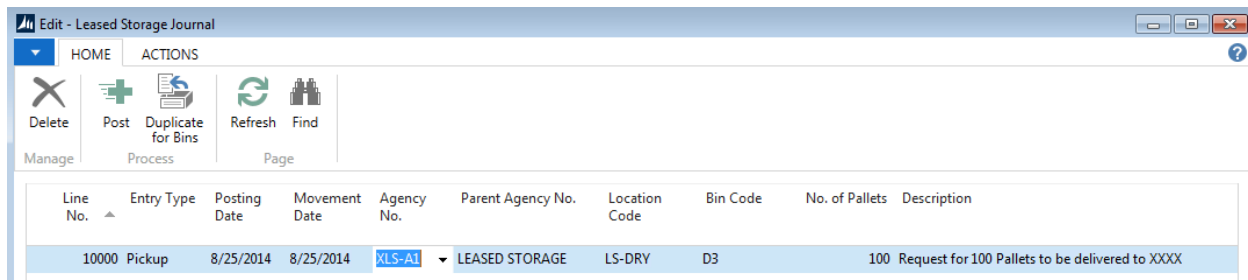
Entry Type: Select Receipt

Posting Date: Input the date the pallets were requested to be picked up. Generally this is the same as the Movement Date.

Movement Date: The date the pallets were picked up

Agency No: The lessee's Agency No
.
Location Code: Select the Location were the pallets are stored.

Bin Code: You may only select a bin that currently stored this Agency's pallets. The Leased Storage Pallets column shows you the number of pallets for this Agency.

No. of Pallets: Enter the number of pallets (as a positive) that were picked up.

Description: Enter a short description

3. The Duplicate for Bins function duplicates the line you are on for each Bin you select from the Bin list that appears. The only difference in the new lines is the Bin Code.

4. Select Post to post the Journal.


Viewing Pallet Entries

1. Once the leased storage transactions have been posted, you can view them from the Agency Card →
    Navigate → Leased Storage Entries. They can also be viewed by drilling down on the Leased Storage
    Pallets field from Location → Bins.

Billing Lessees

1. The Agency Journal is used to calculate and process the leased storage fees. The Agency Journal is accessed from Financial Management → Receivables →Tasks → Agency Journals.
2.
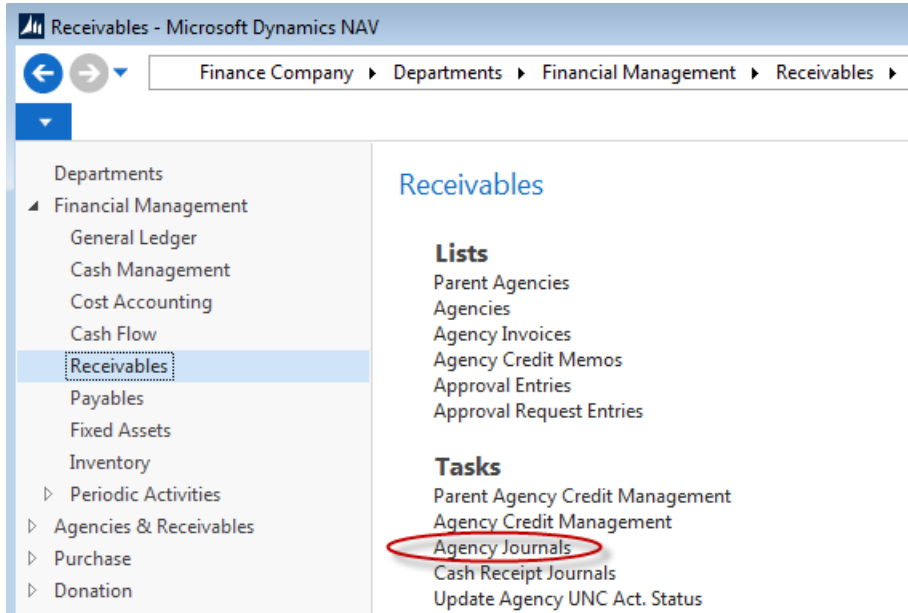
3. Select the LEASEDSTOR Batch that you setup in Step 7 above.

4. To calculate the fees, select Actions → Calculate Leased Storage Fees.

5. Update the fields as necessary.

Document Date: This is the date used with the Payment Terms Code from the Agency Card to calculate the Due Date.

Document No.: This Document No. will be appended with -01 and incremented for each invoice. (i.e. If you enter LS-083114, the Document No. will b eLS-083114-01, LS-083114-02, etc.)

Description: Enter a brief description

No. Select which Agencies you would like to calculate storage fees for.

Date Filter: Date range to look for new receipts. The Posting Date on the Agency Journal will be the last date.

Note: Ceres does not restrict you from billing the same date range twice so please track your dates used carefully.

6. Click OK to calculate the fees.

7. Review the Agency Journal Lines that were created. Fees are calculated as follows.

   a. Total No. of Receipted Pallets on the full Date Filter x One-time Handling Fee for the Agency/Location based on Leased Storage Agency Fees (i.e. if your Date Filter is 08/01/14..08/31/14, the lessee will be charged for all Receipt entries in August 2014).

   b. Total Pallets on Hand at the day before the first day of your Date Filter x per Billing Period Fee for the Agency/Location based on Leased Storage Agency Fees. (I.e. if your Date Filter is 01/01/14..08/31/14, the lessee will be charged for the total No. of Pallets on hand at 07/31/14).

   c. Total Pallets on Hand at the 15th day of your Date Filter x per Billing Period Fee for the Agency/Location based on Leased Storage Agency Fees. (I.e. if your Date Filter is 08/01/14..08/31/14, the lessee will be charged for the total No. of Pallets on hand at 08/15/14).

8. Select Post to post the Journal.

Leased Storage Statement

1. To print the Leased Storage Statement, choose Financial Management → Inventory → Reports → Leased Storage Statement.
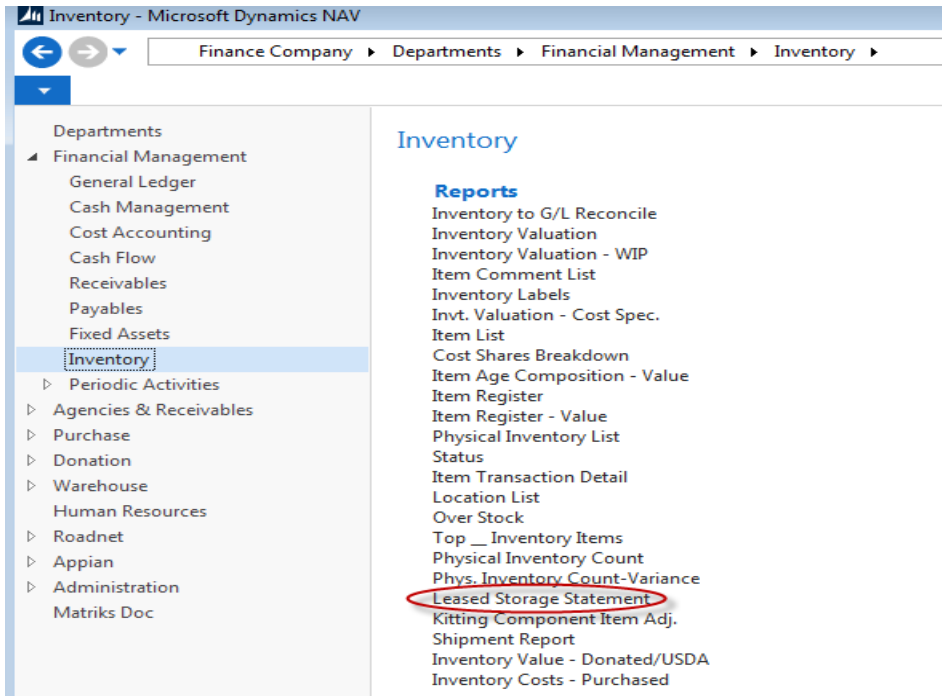
2. Update the fields as necessary.

Print Company Address: Place a checkmark in the field to print your Company Address on the Statement.

Parent Agency No.: Enter the Parent Agency No. for Leased Storage

Date Filter: Posting Date range to report (both Agency Ledger & Leased Storage Ledger).

eSoftware Professionals

Demo Food Bank
100 Main Street
Kansas City , MO 64127
333-333-3333
www.esopro.com

LEASING STATEMENT

Statement Date: 8/31/2014

Account Number: XLS-A1

Page: 1

Lessee 1 for Leased Storage

Amount Remitted

_____

RETURN THIS PORTION OF STATEMENT
WITH YOUR PAYMENT.

Type	Document	Date	Due	New Pallets	Total Pallets On the 15th	Debit	Credit	Balance
		7/31/2014	Balance Forward	Bal Fwd				545.00
Invoice	LS-083114-01	8/31/2014	8/31/2014	500		935.00		1,480.00

Type	Date	No. of Pallets
Beg. Bal.	7/31/2014	435.00
Receipt	8/18/2014	500.00
Pickup	8/25/2014	-100.00
End. Bal.	8/31/2014	835.00

Available Leased Storage Bins

1. To print a listing of available leased storage bins go to Warehouse → Inventory → Reports → Available Leased Storage Bins.

2. Place a checkmark in the Show All Leased Storage Bin if you want to show all bins regardless if they are empty. Leave this field blank if you only want to show empty bins.
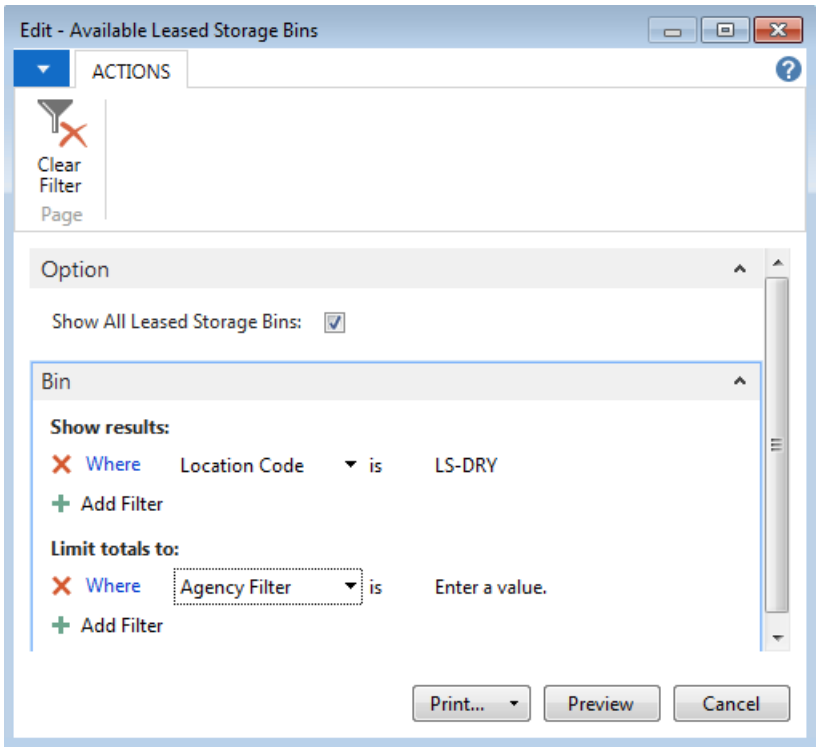
Available Leased Storage Bins

Branch Code	Location Code	Code	Last Entry Date	No. of Pallets
	LS-DRY	D1	12/20/2012	35
	LS-DRY	D2	12/5/2012	400
	LS-DRY	D3	8/25/2014	400
No. of Bins	3			

Related Topics:

1. Agency Overview
2. Bin Overview