QPR Import User Guide

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Purpose of this document

This document show network member users that use Ceres how to import their Receipts and Distribution Report along with their Distribution by County into Hungernet.

QPR Import — Definition

Network member users that use Ceres who are also responsible for submitting Quarterly Poundage reports will have the ability to export their Receipts and Distribution Report along with their Distribution by County into two corresponding XML files, and they will be able to import each of these XML files into HungerNet.org – QPR pages. Importing files into QPR for Receipts and Distribution as well as Distribution by County can continue as long as the user is able to make modifications in that period.

QPR Import — How To

Follow the steps below to import your Ceres data into HungerNet.org – QPR pages.

1) Run and save your Ceres Receipts and Distribution Report for the applicable time period for QPR reporting and export it to an XML file. The path that must be specified for Ceres in the "Folder Path" option is "C:\NAVTEMP\". The file that is created will use the naming convention below.

   - 'receiptsDistribution' + two digit member id + time period from date of report that is run in MMDDYY format where MM is the month, DD is the date, and YY is the year + time period to date of report that is run in MMDDYY format where MM is the month, DD is the date, YY is the year + .XML. An example naming convention for one of these files is receiptsDistribution81010110033110.xml

2) Run and save your Ceres Distribution by County report for the applicable time period for QPR reporting and export it to an XML file. The path that must be specified for Ceres in the "Folder Path" option is "C:\NAVTEMP\". The file that is created will use the naming convention below.

   - 'DistributionbyCounty' + two digit member id + time period from date of report that is run in MMDDYY format where MM is the month, DD is the date, and YY is the year+ time period to date of report that is run in MMDDYY format where MM is the month, DD is the date, YY is the year + .XML. An example naming convention for one of these files is DistributionbyCounty81010110033110.xml.

3) Log into HungerNet, scroll to the bottom right, and click on 'Quarter Poundage Report (QPR)

4) Click on the 'Create' or Edit/Submit link for the year and quarter that you want to create your report.

QUARTERLY POUNDAGE REPORT

Year	Quarter	Created	Created By	Last Modified	Modified By	Submitted Date	Verified Date	Status	Action
2016	2								Create
2016	1	1/18/2016 8:56:35 PM	Chris Buchholz	1/18/2016 8:56:35 PM	Chris Buchholz			NOT STARTED	Edit
2015	4	8/20/2015 6:00:07 PM	Andy Admin	1/19/2016 6:06:33 PM	szidek@feedingamerica.org			IN PROGRESS	Edit
2015	3	1/19/2016 2:42:05 PM	Chris Buchholz	1/19/2016 2:42:05 PM	Chris Buchholz			NOT STARTED	Edit
2015	2	12/14/2015 10:54:33 AM	Stephanie Zidek	12/14/2015 10:54:33 AM	Stephanie Zidek			NOT STARTED	Edit

5) Click on 'Import Ceres' button as shown below

QPR
- ○ 01 Receipts
- ○ 02 Distribution
- ○ 03 Inventory
- ○ 04 Receipts By Category
- ○ 05 Distribution By Category
- ○ 06 Distribution By County
- ○ 07 Sources of Private Support

| Email QPR To ED |
| Current Quarter Report |
| Processed Blue Receipts |
| Six Quarter Report |
| Import Ceres |

| Validations |
| Print |
| Submit |

6) Once you click on 'Import Ceres' button, click the 'Import Receipts File' button, search for your XML file and import

7) Browse to the directory where your XML file is located and click the Open button.
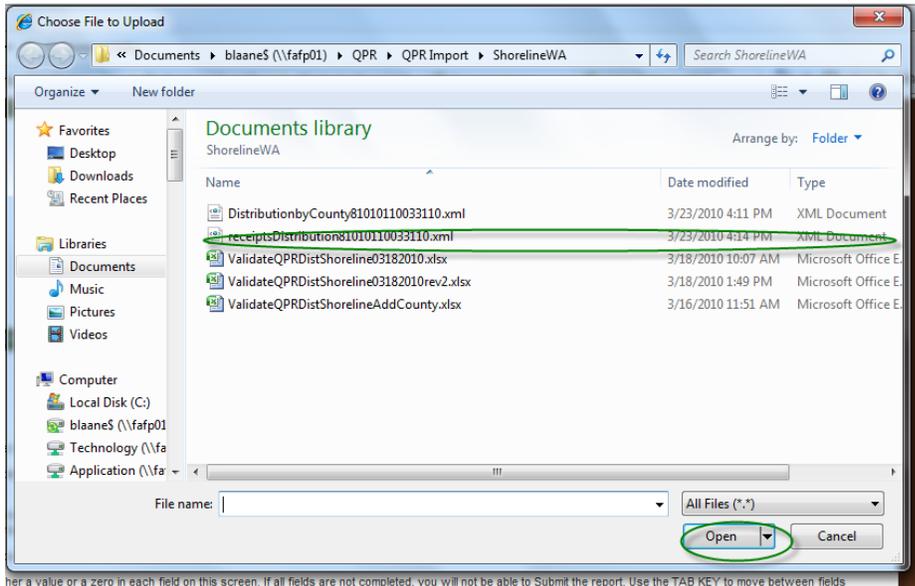
8) Once the 'Open' button is clicked, the file will name will appear and indicate when it has been successfully imported.
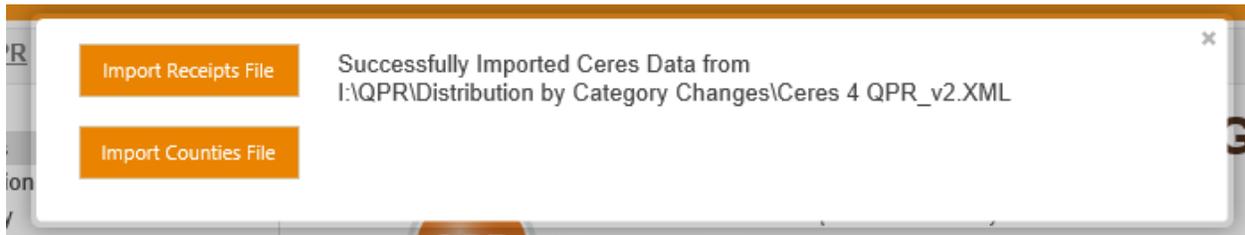
9) Then click on 'Import Counties File' button, and repeat the process to search for your XML file and import.

It is important for you to validate that your numbers are correct in each of the sections where you have imported data before clicking the 'Submit' button to submit your QPR. The total net receipts on the Receipts section of QPR should match the total in the Receipts by Category section of QPR'.

The following items need to match between the Distribution section and the Distribution by County section of QPR.

- Total Federal Commodities amount on Distribution section needs to match the total of TEFAP + CSFP on Distribution by County section
- Total Donated amount on Distribution section needs to match with Total Donated amount on Distribution by County

- Total Purchased on Distribution section needs to match with Total Purchased amount on Distribution by County

If the numbers do not match between the sections, determine where the differences are and adjust appropriately before clicking the 'Submit' button. If you are not able to determine the differences to adjust, you can go ahead and submit your QPR and review any error or warning messages that may appear.

QPR Import — Error Conditions

The following error conditions will be examined when a file is imported into QPR, and those conditions will cause an error message to appear which will require that a correction is to be made in CERES and a new file to be used for the import process.

1) Wrong File error – this error message occurs in the following situations.
   a. The 'Import Receipts File' button is clicked, but a Distribution by County file is chosen to be loaded instead.
   b. The 'Import Counties File' button is clicked, but a Receipts and Distribution file is chosen to be loaded instead.
   c. A file with a different format than is expected is chosen when either the 'Import Receipts File' button is clicked or the 'Import Counties File' file is clicked.
   d. The file is from a different time period than the period to be used for importing the file; e.g. the report period is Q1 2016, but the file selected for importing is for Q4 2015.

> **Import Receipts File**
>
> Cannot Import Ceres Data from
> I:\QPR\Distribution by Category Changes\Ceres 4 QPR_v2.XML
> because
>
> - /qprForm/header/year equals 2015 and should be 2016
> - /qprForm/header/periodnbr equals 4 and should be 1

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