

Reason Codes Mandatory Overview

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

Purpose of this document

The purpose of this document is to illustrate the functionality available in Ceres to require a valid Reason Code to be entered on designated transactions.

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Purpose

The purpose of this document is to illustrate the functionality available in Ceres to require a valid Reason Code to be entered on designated transactions. The functionality is optional and can be set via a setup parameter within Ceres. The functionality is applicable to all users/logins. The primary functional areas affected are:

Item Journals (all types, by batch)
Return Orders (all types)
Credit Memos (all types)

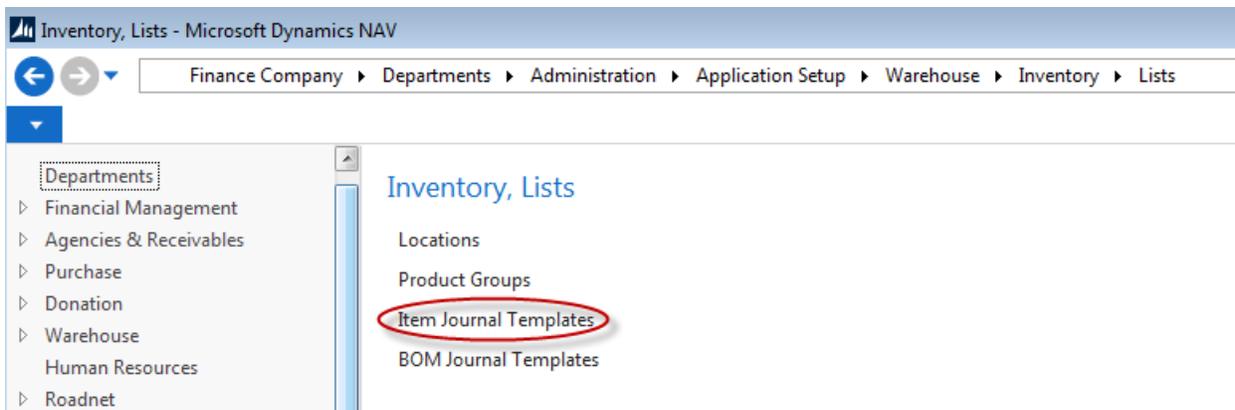
Ceres object release 4.00.00 is required for the functionality documented in this procedure.

Setup

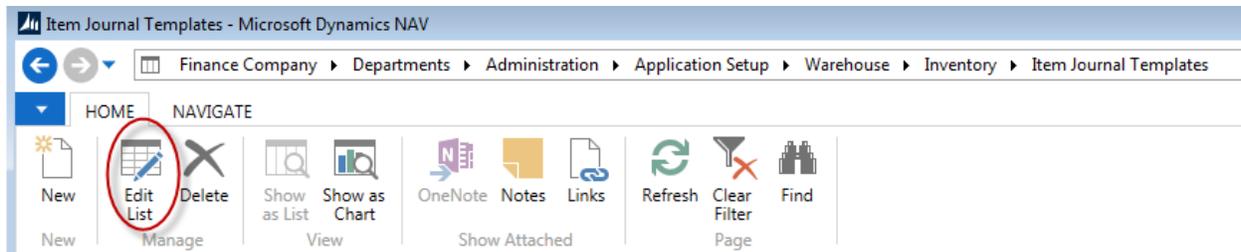
There are three setup parameters, one each for Item journals, Agency Return order/credit memos and Purchase Return orders/credit memos. The setting for agency and purchase documents are controlled by a parameter on the setup form for those functional areas. Item journal setup is accomplished on a batch basis where you can determine which batch types require reason codes and also allow certain batches to allow reason codes to be optional.

Item Journals Setup

1. The Item Journal Templates lists can be accessed from Departments → Administration → Application Setup → Warehouse → Inventory → Lists → Item Journal Templates.



2. From the Item Journal Template Lists, select Home → Edit List.



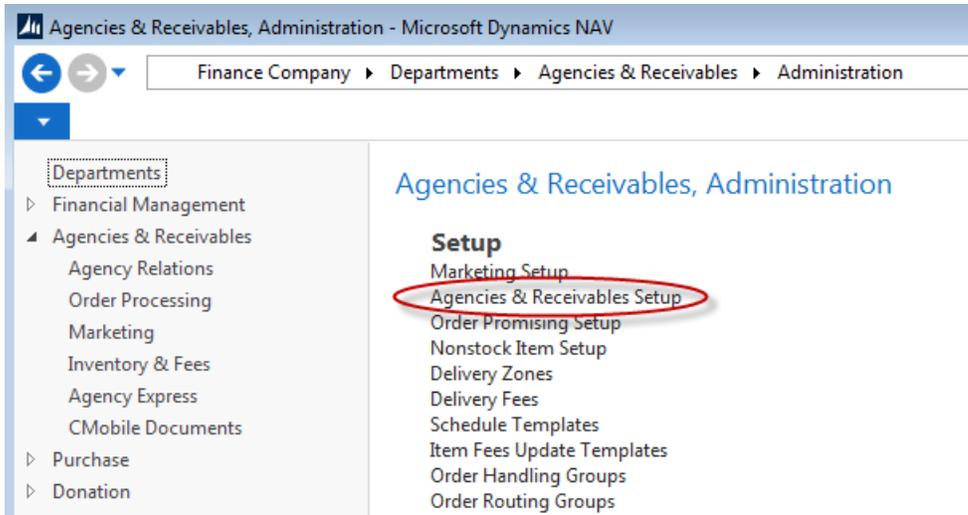
3. On the Edit – Journal Templates List, select which templates will require a reason code by checking the box Reason Code Mandatory on the applicable template lines. You may also specify on this template a default Reason Code if desired.

The screenshot shows the 'Edit - Item Journal Templates' window. The title bar reads 'Edit - Item Journal Templates'. The breadcrumb navigation path is 'Finance Company > Departments > Administration > Application Setup > Warehouse > Inventory > Item Journal Templates'. The 'HOME' ribbon is active. Below the ribbon is a search bar with the text 'Type to filter (F3) | Name' and a dropdown arrow. Below the search bar is a table of Item Journal Templates. The 'Reason Code Mandatory' column is circled in red. The table has the following data:

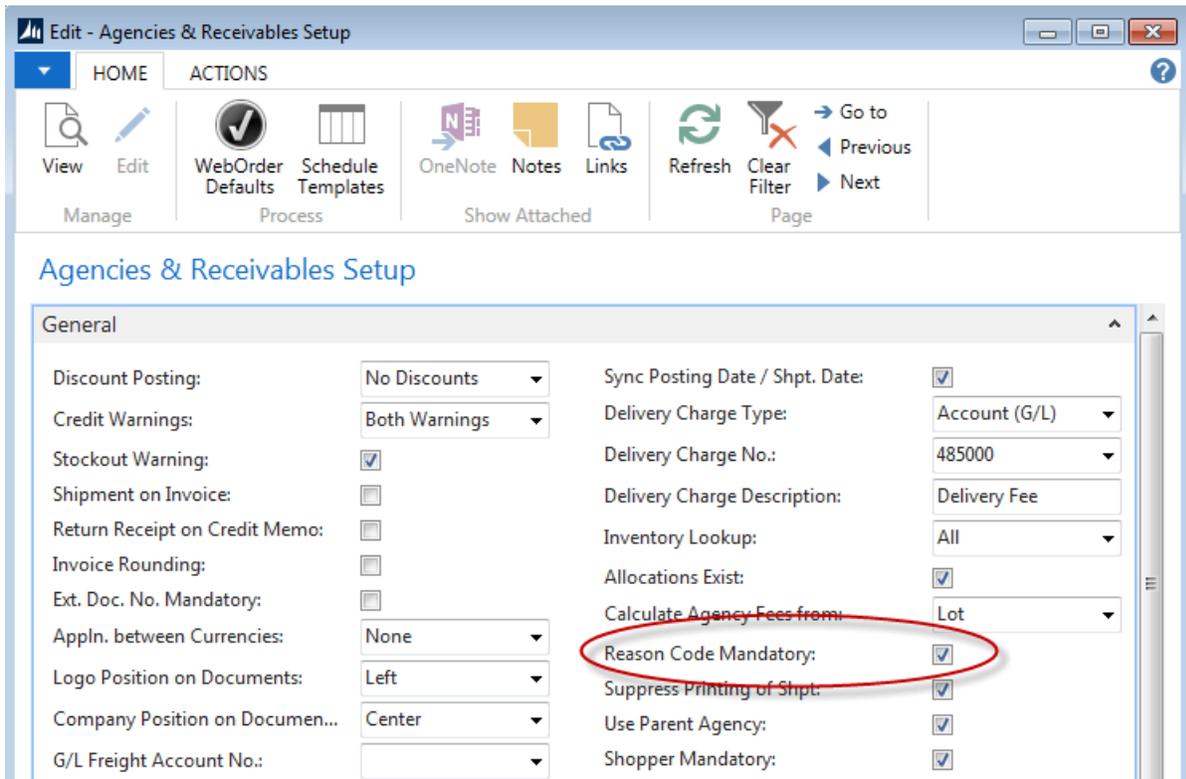
Name	Description	Type	Recurring	No. Series	Posting No. Series	Source Code	Reason Code Mandatory	Reason Code	Posting Report ID
ALLOC	Allocation Journal	Allocation	<input type="checkbox"/>			ITEMJNL	<input type="checkbox"/>	ALLOC	10144
COUNT	Phys. Inventory Count Journal	Phys. Invent...	<input type="checkbox"/>			PHYSINJNL	<input checked="" type="checkbox"/>	COUNT	10144
ITEM	Item Journal	Item	<input type="checkbox"/>			ITEMJNL	<input type="checkbox"/>		10144
ITMRCLS	Item Reclass Journal	Item	<input type="checkbox"/>			ITEMJNL	<input checked="" type="checkbox"/>	RECLASS	10144
KITITEM	Kitting Item Journal	Item	<input type="checkbox"/>			ITEMJNL	<input type="checkbox"/>	KITCV	10144
PHYSICAL	Phys. Inventory Journal	Phys. Invent...	<input type="checkbox"/>			PHYSINJNL	<input type="checkbox"/>	COUNT	10144
RECURRING	Recurring Item Journal	Item	<input checked="" type="checkbox"/>			ITEMJNL	<input type="checkbox"/>		10144
REVALUE	Revaluation Journal	Revaluation	<input type="checkbox"/>			REVALJNL	<input type="checkbox"/>		5805
SALRCLS	Salvage Reclass Journal	Item	<input type="checkbox"/>			ITEMJNL	<input checked="" type="checkbox"/>	REPACK	10144
TRANSFER	Transfer Journal	Transfer	<input type="checkbox"/>			TRANSFER	<input type="checkbox"/>		10144

Agencies & Receivables Setup

1. To enable Reason Mandatory for Agency related transactions, go to the Agencies & Receivables Setup from Departments → Agencies & Receivables → Administration → Setup → Agencies & Receivables Setup.

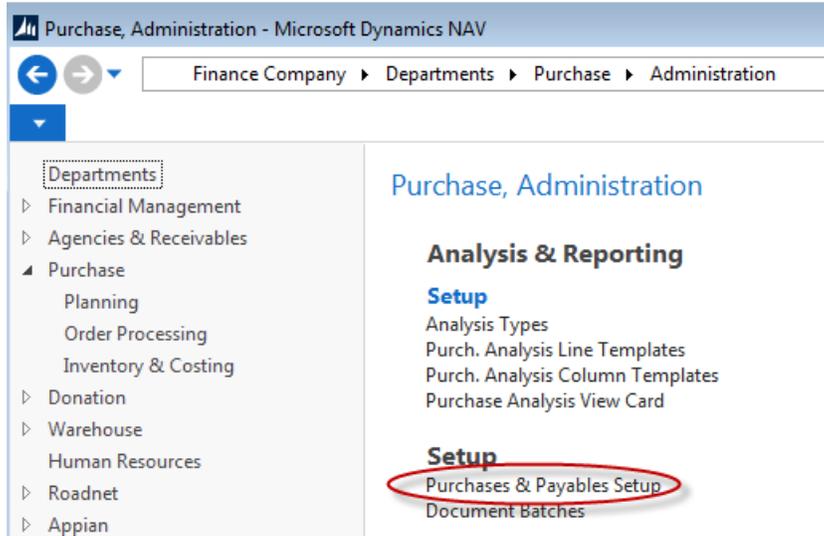


2. Locate the Reason Code Mandatory field on the General FastTab and set it accordingly.

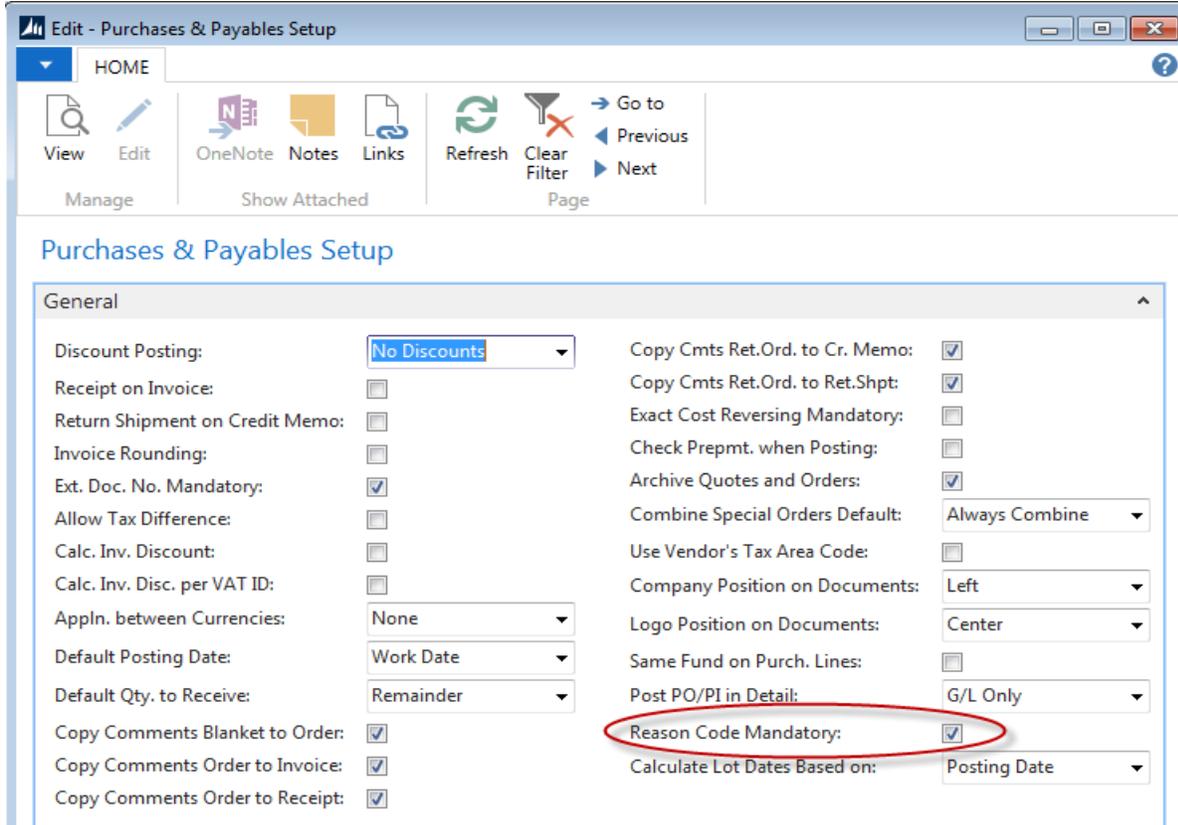


Purchases & Payables Setup

1. To enable Reason Mandatory for Vendor related transactions, go to the Purchases & Payables Setup from Departments → Purchase → Administration → Setup → Purchases & Payables Setup.



2. Locate the Reason Code Mandatory field on the General FastTab and set it accordingly.

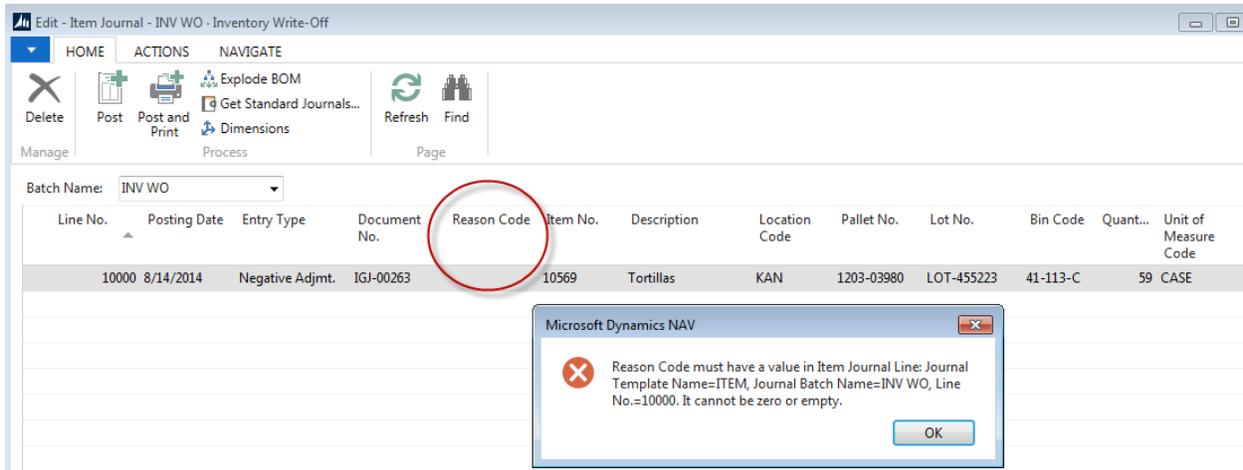


Examples of functionality

These are just some examples of the various documents that are affected by this functionality. This document is not intended to replace documents related to the processing of the individual processes shown here.

Item Journals

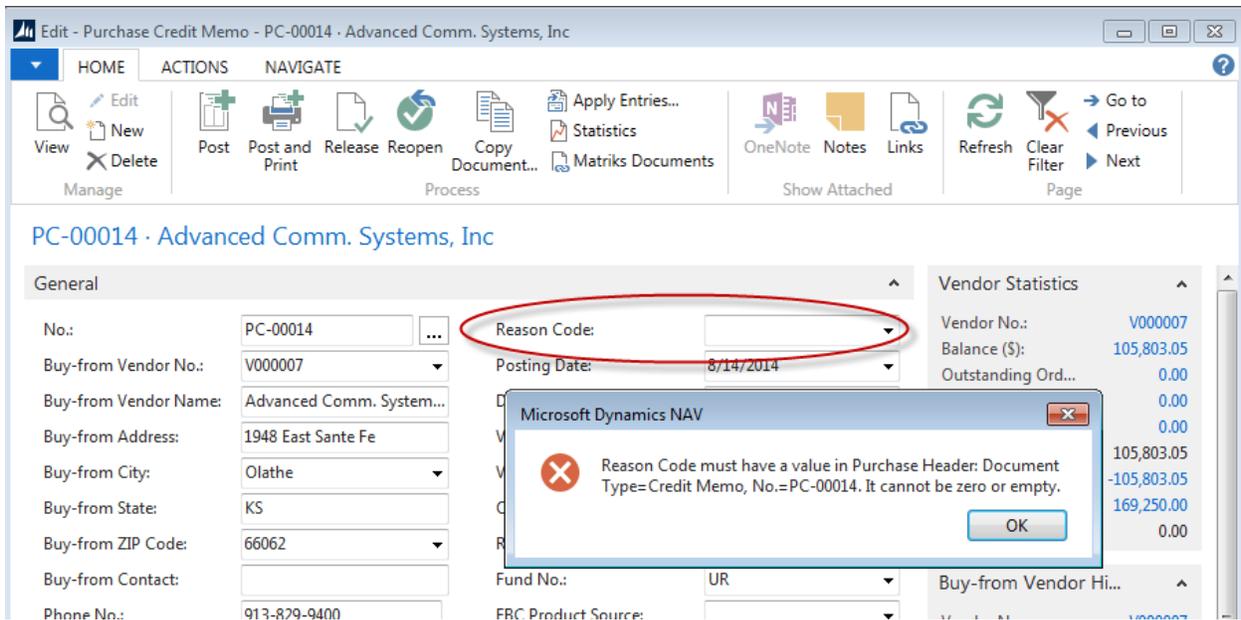
When attempting to process item journals, the reason code mandatory flag will be checked for the item journal template used and the user will be required to enter a valid reason code to process the transactions. Failure to enter a valid reason code will result in the inability to post the transaction and an error message similar to the one displayed here:



Entry of a valid reason code will allow the transaction to continue:

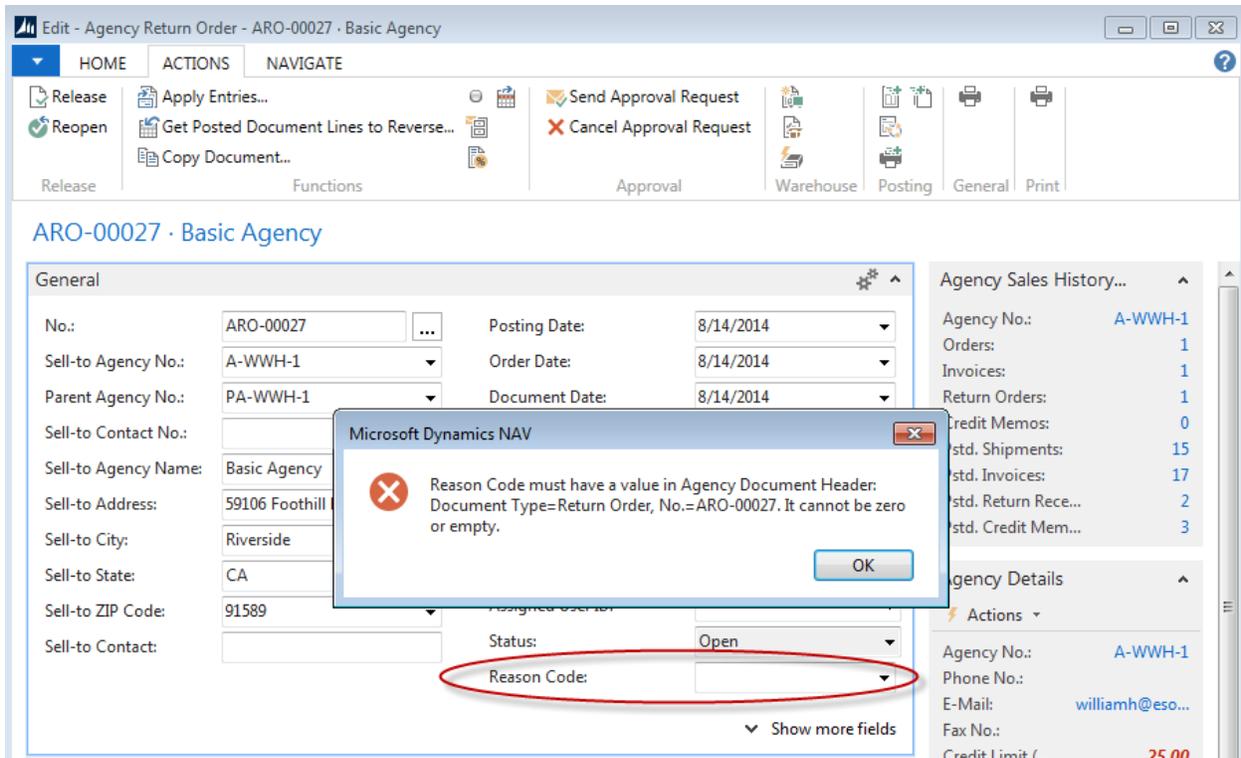
Purchase Credit Memo

Attempting to post a purchase credit memo without a reason code specified in the header with the purchase parameter set to required, it will result in the following error.



Agency Return Order

Attempting to post an agency return order without a reason code specified in the header with the agency parameter set to require it will result in the following error.



Related Topics:

1. Agency Credit Memos
2. Agency Return Orders
3. Item Journal Adjust Quantities
4. Item Reclass Journal Overview
5. Physical Inventory Counts and Inventory Journals
6. Physical Inventory Counts and Whse Inv Journals
7. Purchase Return Order Overview
8. Purchase Credit Memo Overview