

## Donation Order Archiving

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### **Purpose of this document**

This document discusses the process to execute the archival of Donation Orders.

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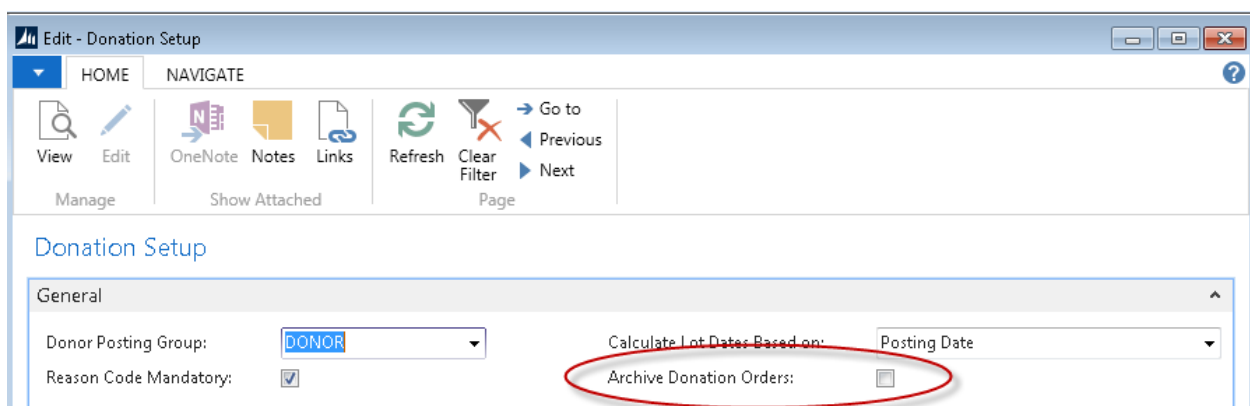
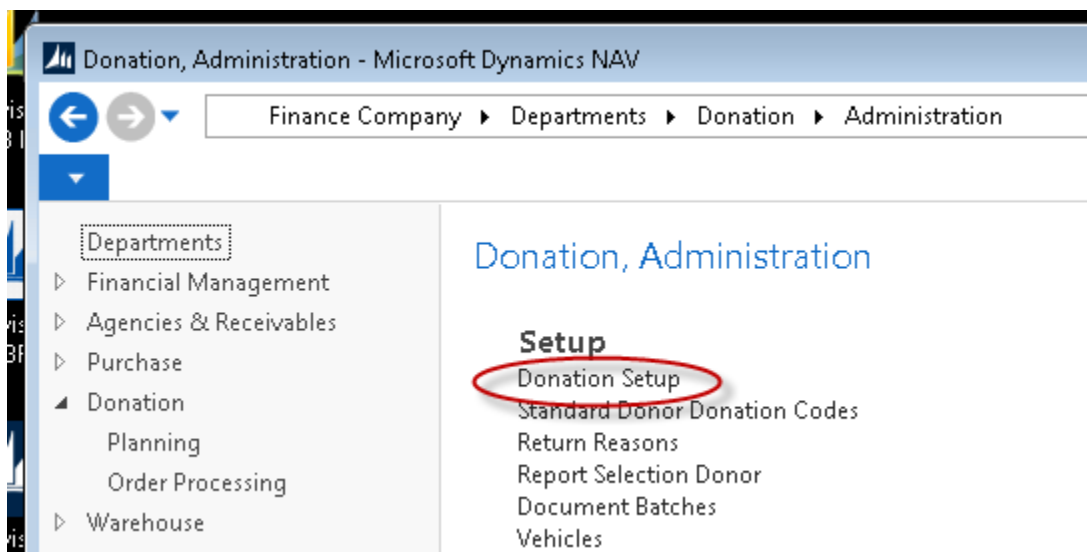
## Purpose

Donation Orders are used to process orders/ product receipts from Donors that do not involve a dollar value. Ceres allows you to archive Donation Orders, and this document discusses the process to set up and execute the archival.

*Ceres object release 4.00.00 is required for this functionality.*

## Initial Setup

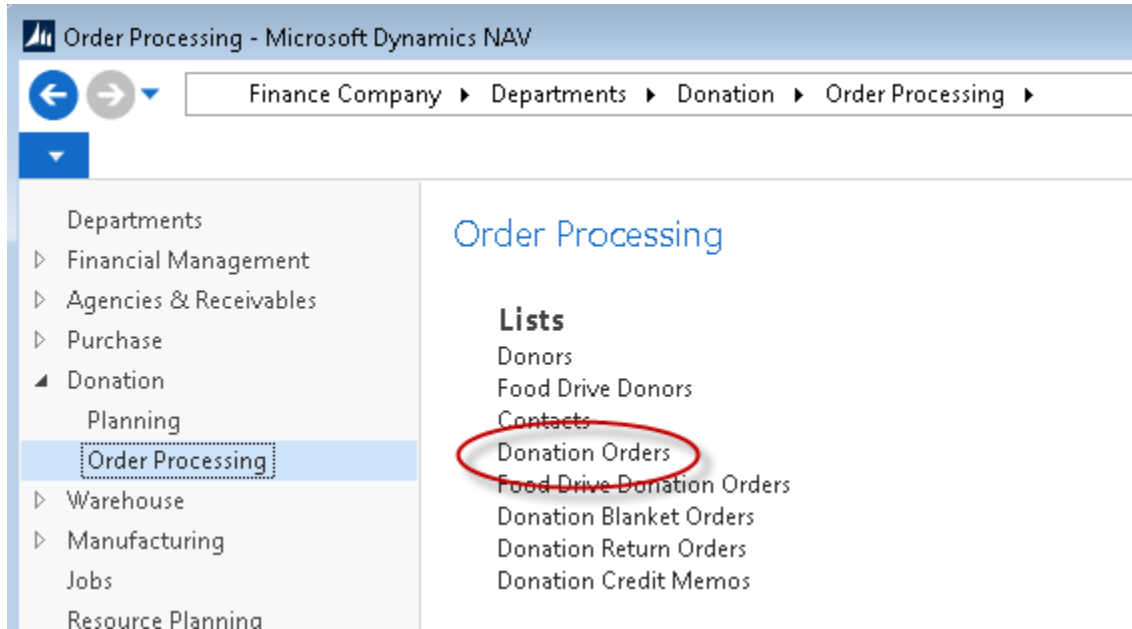
1. Go to: Departments → Donation → Administration → Donation Setup



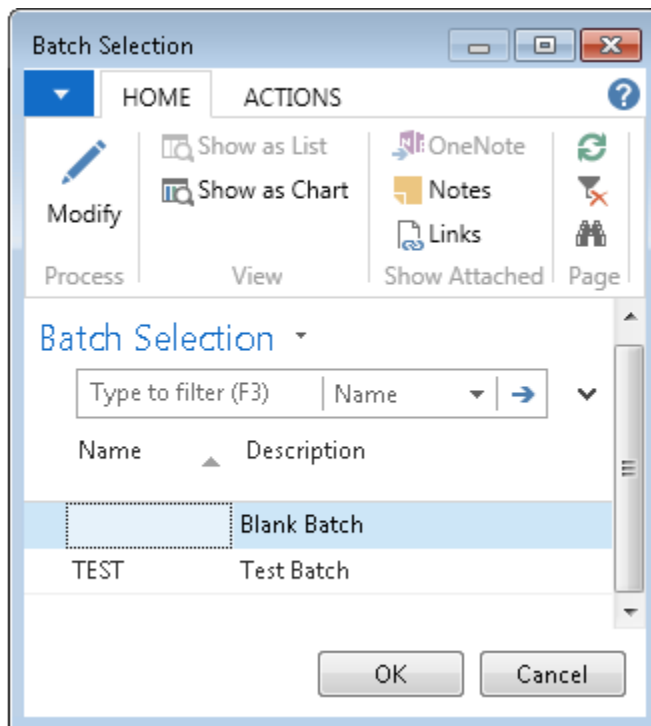
Here you can specify whether you want the program to automatically archive donation orders before they are deleted during the posting process. To have the program perform automatic archiving place a check mark in the check box.

## Archiving

1. The Donation Order can be archived as follows: Departments → Donation → Order Processing → Donation Orders



2. If you are using batches, select your batch from the batch list; otherwise click Cancel



3. You will see the listing of open Donation Orders that exist within the system. Select one from the list to edit it, or click New to create a new Order.

4. To archive the Donation Order, go to: Actions → Archive Document

Edit - Donation Order - DO-00005 - Cookies

HOME ACTIONS NAVIGATE

Release Reopen Copy Document... **Archive Document** Get Std. Donation Codes... Send Order Confirmation Functions

Create Whse. Receipt Create Inventory Put-away / Pick... Create Pallets Warehouse

Test Report... Post... Post and Print... Post Batch... Posting

Order Pallet Tag Print

DO-00005 · Cookies

General

No.: DO-00005 Order Date: 8/1/2014

Parent Donor No.: Donor No.: PD00001 Document Date: 8/1/2014

Donor Name: Cookies Donor Order No.:

Address: Mailing Address Donor Shipment No.:

City: Portland Donor Invoice No.:

State: OR Responsible Person Code:

ZIP Code: 97015 Fund No.: UR

FBC Product Source: LOCAL

5. Archived Donation Orders can be found as follows: Departments → Donation → Archive:

Donation, Archive - Microsoft Dynamics NAV

Finance Company ▶ Departments ▶ Donation ▶ Archive

Departments

- Financial Management
- Agencies & Receivables
- Purchase
- Donation
  - Planning
  - Order Processing
- Warehouse
- Manufacturing
- Jobs
- Resource Planning
- Service

Donation, Archive

**History**

- Donation Order Archives
- Food Drive Donation Archives
- Donation Return Order Archives
- Closed Food Drives
- Posted Donation Receipts
- Posted Food Drive Receipts
- Posted Donation Orders
- Posted Food Drive Orders
- Posted Donation Credit Memos

Donation Order Archives

Type to filter (F3) | Version No. | No filters applied

Version No.	Date Archived	Time Archived	Archived By	No.	Parent Donor No.	Donor No.	Donor Name	Posting Date	Departme... Code	Project Code	Location Code
1	12/21/2012	3:02:30.903...	KJK	DO-100000	F06	PD00010	T1821 Target	12/21/2012			
1	3/27/2014	6:55:37.017...	SWPROS\...	DO-100001		PD00041	Starbucks	12/21/2012			
2	3/27/2014	6:58:02.570...	SWPROS\...	DO-100001		PD00041	Starbucks	12/21/2012			
3	5/13/2014	2:32:13.703...	SWPROS\...	DO-100001		PD00041	Starbucks	12/21/2012			
1	1/17/2013	6:42:39.147...	KJK	DO-100002	F03	PD00320	Walgreens	1/16/2013			KAN

Archiving options are for Donation Orders, Food Drive Donation Orders and Donation Return Orders.

## **Related Topics:**

1. [Donation Order Overview](#)
2. [Donor Overview](#)
3. [Food Drive Overview](#)
4. [Donation Return Order Overview](#)
5. [Donation Credit Memo Overview](#)