

Grocery Rescue Excel Import

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Purpose of this document

This document demonstrates how to collect data from Grocery Rescue Routes onto a designated Excel workbook and import the data into Ceres.

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Purpose

Many food banks work to collect food from grocery stores in their communities. This collection process takes three primary forms:

1. The food bank sends a truck out to collect a grocery donation route, and the food is brought back to the food bank. The driver then provides information about the product and donor to receiving and multiple similar donation orders are needed.
2. The food bank collects the food from grocery donors and drops it off at Agency site (s) before returning to the food bank. The food bank then needs to create multiple donation and agency orders in Ceres to track this work.
3. The food bank connects up one or more Agencies with the grocery donors, and the agency picks up the food directly from the donor, and reports the transactions to the food bank in a designated time interval. This requires the creation of both donation orders and agency orders to record the transactions in Ceres after the fact.

These processes have been automated in Ceres, allowing the food bank to collect data and enter it into a designated Excel workbook template for import. The work book can be modeled to collect Donation data, or Agency Order data or both. Ceres can import the workbook lines and create Donation Orders and/or Agency Orders from the designated Excel spreadsheet template. The donation orders can be automatically posted in order to provide available quantity in Ceres immediately for the imported Agency Orders. This process overlaps with the Feeding America Online Marketplace initiative, but functions differently.

Ceres Object release 4.00.00 is required for the functionality described in this document.

Limitations

The grocery rescue spreadsheet template was designed to facilitate grocery rescue scenarios for a limited number of items. For practical purposes, and to maintain processing speed, there is a 15 item (column) limit; users are not allowed to add additional columns to exceed this limit. You can have more Item Quantities, but only 15 unique Item columns, such as bread. The layout of the template is locked down for the import. You may add new rows in the worksheet for additional donors and agencies, but **no** other columns or headers should be added to the template. Such changes to the template will cause the import to fail.

Grocery Rescue Setup

Because the Grocery rescue product is often distributed before it is received, Ceres requires you to define where the product will be received into and shipped from on the imported transactions. If you do not auto post the Donation Orders, you can modify these defaults prior to posting.

Zone

Set up a zone to be used for Grocery Rescue import; this essentially representing the truck used for pickup/ delivery. Be sure to check the “Exclude from Whse. Doc.” button if the related location requires picks so these orders don’t require warehouse put away or pick documents, like your other Donation and Agency Orders.

Bin

Set up a single Bin to be used for Grocery Rescue Imports; as above, this essentially represents the truck. Establish the Bin with a Bin Type Code of “PICKPUT” so that the inventory can flow in and out of the Bin via the Donation and Agency Orders created by the import process. See Bin Overview for more information on Bin setup.

Note: For users of older versions of the “Grocery Rescue” functionality. Bin usage via Bin Class Codes on Product Groups is no longer supported for the Grocery Rescue Import. Bin usage is setup on the “Grocery Rescue Import Setup” page located at Departments → Financial Management → Inventory → Setup.

Grocery Rescue Template

The Grocery Rescue Template is also available for download from Hungernet, and is titled “Grocery Rescue Excel Import Template.xls”. The format and layout of the template should not be altered. Even if you are only importing Agency Orders, leave the Donation Order section headers and one blank line. Similarly, if only importing Donation Orders, leave the Agency Order section header and one blank line.

1. Open the Excel spreadsheet; save as a specific template for your food bank.
2. The top of the template contains five fields that will control the certain aspects of the orders created from the template.

Location (Required – Cell “I1”) – Fill in the location code matching the warehouse location in Ceres that the product will flow through. This location should already have a zone and bin setup to handle grocery rescue orders as described above.

Posting Date (Required – Cell “I2”) – Enter a valid posting date to be used as the default posting date on all donation and agency orders created during the process. This can be overridden on an order by order basis by entering an override posting date on the donor and agency lines as shown above. Alternately, if you do not auto post the orders; you can change it on the Order header.

Auto Release (Required – Cell “M2”) – Enter either a “Y” or “N” in this field to indicate whether or not you wish to have the agency orders, automatically released after import.

FBC Prod. Source (Optional – Cell “T2”) – Enter a valid FBC Product Source code if you wish to specify the code at the template level. If this is not entered on the template then the value entered during the actual import process will be used.

FBC Reason Code (Optional – Cell “U2”) - Enter a valid FBC Reason for Donation code here and this will be used on all donation orders in the template. Failure to specify a code will still allow the import to process; however, the FBC reason for donation will be blank. It is best to specify one here.

	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
	Location:		11													
	Posting Date:		7/10/2012		AutoRelease:		Y		FBC Prod. Source/FBC Reason Code							
in	Bread	Milk	Meat	Unused	Unused	Unused	Unused	Unused	Unused	Unused	Unused	Unused	Unused			
#	GR0003	GR0004	GR0005													

- Insert/ enter the Item numbers being used for Grocery Rescue. These are normally category based rather than specific items, for example Bakery, Dairy, Non-food etc, but they must match a specific Item Card in your database. The item numbers go into row 4, columns E through S. The template columns will hold up to 15 items, and may not be expanded; if you need additional columns please contact your consultant for assistance.

	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
	Location:		11													
	Posting Date:		7/10/2012		AutoRelease:		Y		FBC Prod. Source/FBC Reason Code							LO
1	Other	Non-Food	Bread	Milk	Meat	Unused	Unused	Unused	Unused	Unused	Unused	Unused	Unused	Unused	Unused	
#	GR0001	GR0002	GR0003	GR0004	GR0005											

- Insert/enter the Donors you will be received product from. The Donor numbers go into column A, beginning in row 6. You may insert rows as needed to accommodate the data, be sure to leave at least one blank row at the end of the data to tell the import that the data is complete. Do not leave blank rows between Donors. Enter a Donor Name in column B. This Name is for the benefit of users and is ignored during import, so it does not need to match the exact donor name in Ceres.. The Donor ID is the field that will be used to select the appropriate Donor for the donation order. The Posting Date on the Donor Line can be complete to override to the default Posting Date for the template, which should be entered in Cell “I2”. All orders without a Posting Date specified on the line will default to posting date entered in Cell “I2”

	A	B	C
1	Any Foodbank USA		
2	Grocery Rescue Import		
3			
4	Donor ID	Donor Name	Posting Date
5			
6	D-1000	USDA/Dept. of General Admin.	
7	D-1001	AAA Liquidators	
8	D-1002	Ace Box Company	
9	D-1003	The Acme Poultry	7/9/2012
10	D-1004	African American Veterans Grou	7/9/2012
11	D-1004	African American Veterans Grou	7/10/2012
12			

5. If you wish to import Agency Orders as well, insert/ enter the Agencies that you distributed product to. The Agency numbers go into column A, beginning in the first row of the Agency section. You may insert rows as needed to accommodate the data, be sure to leave at least one blank row at the end of the data to tell the import that the data is finished. Do not leave blank rows between Agencies. Enter the Agency Name in column B if you wish. This Name is for the benefit of users and is ignored during import, so it does not need to match the Agency name in Ceres exactly. The Agency Number is the field that will be used to select the appropriate Agency for the agency order. The Posting Date on the Agency Line will override the default posting date for the all orders in the template which may be entered in Cell "I2". All orders without a Posting Date specified on the line will default to Posting Date entered in Cell "I2"

Agency Number	Agency Name	Posting Date
A-0004	JLS Non-Profit Organization	
A-0006	Emergency Food Network	
A-0007	Administrative Parent	
A-0008	Agency Name	7/9/2012
A-0008	Agency Name	7/10/2012
A-0011	Feeding Kids Shelter	

6. Complete the quantity section as required entering the quantity associated with each donor or agency order under the correct item number. Once the data is complete, save the file in a place that you can access it from Ceres.

Any Foodbank USA							Location:	11	
Grocery Rescue Import							Posting Date:	7/10/2012	
Donor ID	Donor Name	Posting Date	Description Item #	Other GR0001	Non-Food GR0002	Bread GR0003	Milk GR0004	Meat GR0005	U
			Line Total	110	130	30	50	100	
D-1000	USDA/Dept. of General Admin.		15	5			10		
D-1001	AAA Liquidators		80	10	60		10		
D-1002	Ace Box Company		30	15		5	10		
D-1003	The Acme Poultry	7/9/2012	65	60			5		
D-1004	African American Veterans Grou	7/9/2012	120	5		5	10	100	
D-1004	African American Veterans Grou	7/10/2012	110	15	70	20	5		
			0						
			0						
			0						
			0						
			0						
			0						
			0						
			0						
			0						
Agency Number	Agency Name	Posting Date	Description Item #	Other GR0001	Non-Food GR0002	Bread GR0003	Milk GR0004	Meat GR0005	U
			Line Total	110	130	30	50	100	
A-0004	JLS Non-Profit Organization		6				5	1	
A-0006	Emergency Food Network		12	10				2	
A-0007	Administrative Parent		6				1	5	
A-0008	Agency Name	7/9/2012	58	10			44	4	
A-0008	Agency Name	7/10/2012	263	50	130			83	
A-0011	Feeding Kids Shelter		75	40		30		5	
			0						

Grocery Rescue Import Setup

1. Open Ceres and Access the Grocery Rescue Import Setup from Departments → Financial Management → Inventory → Setup

Edit - Grocery Rescue Import Setup

HOME

View Edit Notes Links Refresh Clear Filter Go to Previous Next

Manage Show Attached Page

Grocery Rescue Import Setup

General

Donation Order Nos.: **D-ORD** FBC Prod. Cat. Value Source: **Item**

Agency Order Nos.: **A-ORD** Auto-Post Donation Orders: ☒

Auto-Post Agency Orders: ☒

OK

2. Complete the setup by selecting the values. The options selected will flow to the Grocery Rescue Import Request Page each time you run the import, but can be overwritten if desired.

Donation Order Nos.: Select the No. Series you wish to use for Donation Orders during import.

Agency Order Nos.: Select the No. Series you wish to use for Agency Orders during import.

FBC Prod. Cat. Value Source: Select Donor or Item.

- a. Donor – Set this to “Donor” and the default product category source from the donor card will be used to set this value on the donation order lines.
- b. Item – Set this to “Item” and the default product category source from the item card will be used to set this value on the donation order lines.

Auto-Post Donation Orders: Check this field to auto post the Donation Orders that are created by the import.

- a. If checked “Yes”, Ceres will create the Donation Orders from the donation lines of the spreadsheet and post them prior to creating the Agency Orders.
- b. .If left blank, Ceres will create the Donation Orders from the donation lines of the spreadsheet but ***will not*** post them prior to creating the Agency Orders.
- c. If you do not post the donation orders prior to creating the agency orders ***and*** there is not sufficient inventory on hand to fulfill the order, the agency order will be created, but the quantity will be left blank and will require manual handling.

Auto-Post Agency Orders: Check this field to auto post the Agency Orders that are created by the import.

- a. If you check “Yes”, Ceres will create the Agency Orders from the Agency lines of the spreadsheet and post them.

- b. If left blank, Ceres will create the Agency Orders from the agency lines of the spreadsheet but **will not** post them.

Using the Grocery Rescue Import

1. Access the Grocery Rescue Import by selecting Departments → Donation → Order Processing → Tasks → Grocery Rescue Import

Edit - Grocery Rescue Import

ACTIONS

Clear Filter
Page

Options

Import from

Workbook File Name: ...

Worksheet Name: ...

FBC Product Source:

UNC Product Source:

Auto-Post Donations: ☒

Auto-Post Agencies: ☒

Import All Agency Order Lines: ☐

FBC Prod. Cat. Value Source:

Hide Shipment Date Warning: ☒

OK Cancel

2. Complete the Import Parameters.

Workbook File Name: use the ellipse to browse to the file you want to import from.

Worksheet Name: use the ellipse to select the worksheet file you previously selected

FBC Product Source: Select from the list available to choose an FBC Product Source for the Donation Orders created. Based on the value entered in the template and on the Donor Card, the value used in the import will be evaluated and assigned to the Donation in this order.

- If specified as the “Excel” template, then that template value is used and no others are checked.
- If there is a default setting as the Donor Card, Ceres will use that information when creating the donation orders.

- c. If there is no default setting on the Donor Card and no value is specified on the “Excel” template, the orders will be created using the information selected here.

UNC Product Source: This field is no longer user specified. The UNC Product Source will be assigned based on the correct UNC Product Source assigned to the FBC Product Source used.

Auto-Post Donations: Check this field to auto post the Donation Orders that are created by the import.

- a. If checked “Yes”, Ceres will create the Donation Orders from the donation lines of the spreadsheet and post them prior to creating the Agency Orders.
- b. If left blank, Ceres will create the Donation Orders from the donation lines of the spreadsheet but **will not** post them prior to creating the Agency Orders
- c. If you do not post the donation orders prior to creating the agency orders **and** there is not sufficient inventory on hand to fulfill the order, the agency order will be created, but the quantity will be left blank and will require manual handling. This value will default to the selection chosen on Grocery Rescue Import Setup screen.

Auto-Post Agencies: Check this field to auto post the Agency Orders that are created by the import.

- a. If checked “Yes”, Ceres will create the Agency Orders from the Agency lines of the spreadsheet and post them.
- b. If left blank, Ceres will create the Agency Orders from the agency lines of the spreadsheet but **will not** post them.

Import All Agency Orders Lines: This value will default to the selection chosen on Grocery Rescue Import Setup screen.

- a. If checked “Yes”, Ceres will create a line on the agency order for each product on the template regardless of quantity. This can be helpful when using Grocery Rescue import to create other types of repetitive agency orders.
- b. If left blank, Ceres will only create agency order lines for those lines that have a quantity entered.

FBC Product Category Value Source: Select from the list available. However based on the value selected in the template and on the Donor Card, the value used will be checked in this order.

- a. Donor – Set this to “Donor” and the default product category source from the donor card will be used to set this value on the donation order lines.
- b. Item – Set this to “Item” and the default product category source from the item card will be used to set this value on the donation order lines.

Hide Shipment Date Warning: This value will default to the selection chosen on Grocery Rescue Import Setup screen.

- a. If checked “Yes”, Ceres will ignore the normal shipment date warning messages that occur when creating orders with shipment dates *prior to the current date*. Because grocery rescue transactions are often recorded after the date the actual donation and shipments occurred it is common to postdate grocery rescue orders. Checking this flag will suppress the warnings that would normally occur.

- b. If this field is left blank, Ceres will perform the shipment date test on each agency order created and you may need to answer numerous dialog box questions regarding shipment dates, etc.
3. Once you have evaluated and updated the Request page, select OK – to run the import process for orders.
4. Review either the un-posted or posted donation or agency orders for accuracy and completeness.
5. Post donation and agency orders as required.

Related Topics:

1. [Grocery Rescue Import Excel Template](#)
2. [Grocery Rescue CSV Import](#)
3. [Donation Order Overview](#)
4. [Agency Order Overview](#)
5. [Item Overview](#)
6. [Location Overview](#)
7. [Zone Overview](#)
8. [Bin Overview](#)