

MEMBER BUSINESS  
SOLUTIONS



## Purchase Orders & Invoices with Grants

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### **Purpose of this document**

This document will address how to assign Grant funds to a Purchase Order (for inventory purchases) and Purchase Invoice (for other types of purchases).

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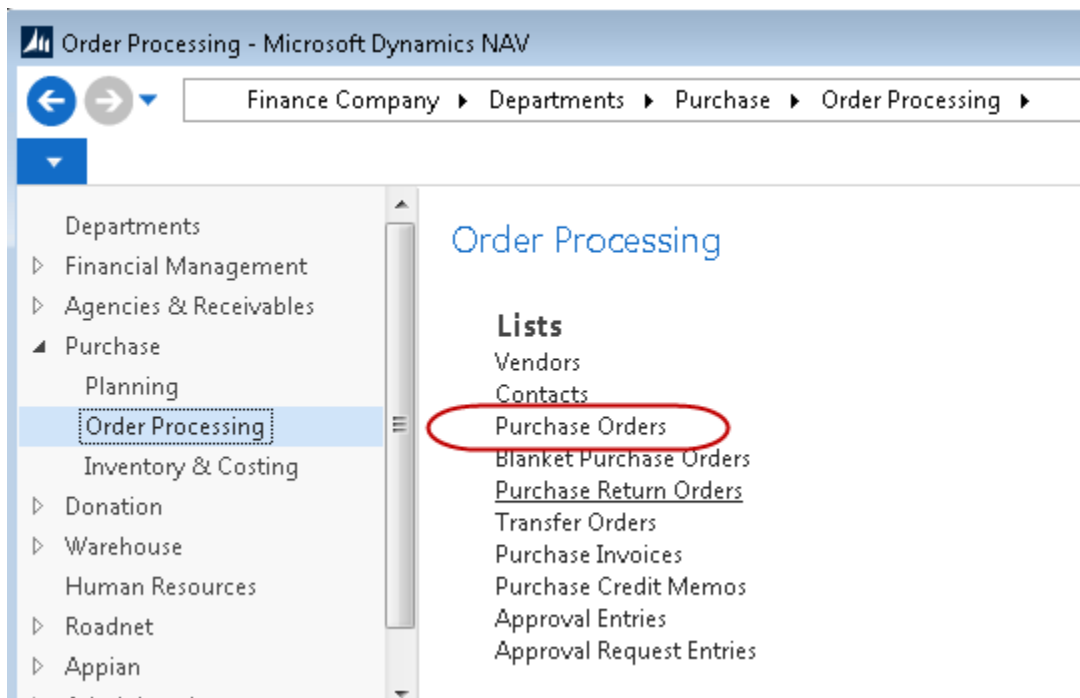
## Purpose

Purchase Orders are used to process inventory orders from Vendors that involve a dollar value. A Purchase Order in Ceres allows you to create the initial order, receive product, and finish by posting an invoice. Alternately for a non-inventory purchase, you may start with a Purchase Invoice directly. Sometimes food banks will also have Grant funds that are available to use for purchasing inventory or covering other types of purchases. This document will address how to assign Grant funds to a Purchase Order (for inventory purchases) and Purchase Invoice (for other types of purchases).

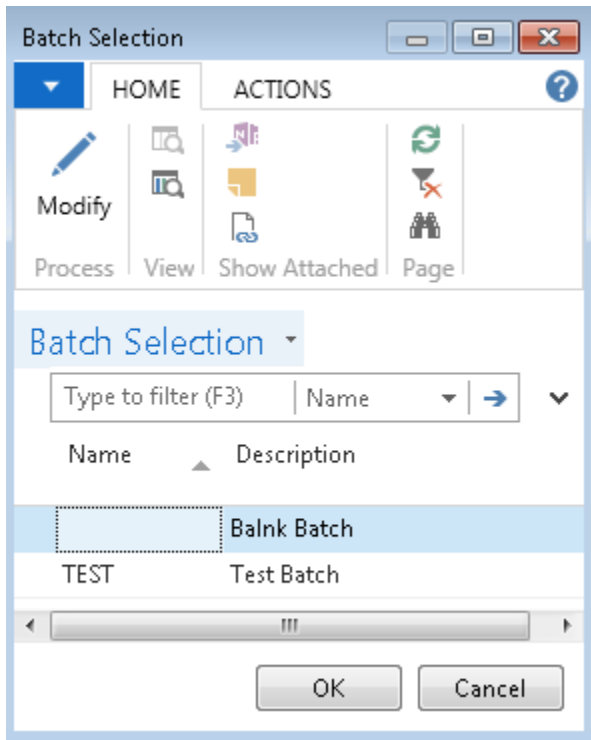
*Ceres object release 4.00.00 is required for some of the functionality described in this document.*

## Creating Purchase Orders

1. The Purchase Order can be accessed from Departments → Purchase → Order Processing → Purchase Orders



2. If you are using batches, select your batch from the batch list and click OK; otherwise go to Step 3.



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

## Purchase Order Header



1. Click Actions → New to create a new Purchase Order, or click on the NEW icon
2. Press the Enter key to have Ceres automatically assign the next document number in the No. field. This will also fill in the Posting Date, Order Date, and Document Date by using the Work Date defined in Ceres (usually the current date).
3. In the Buy-from Vendor No. field, enter the Vendor No. or use the lookup to select the Vendor from the list. The Vendor's name, address, and Fund No. will flow from the Vendor card. If the Vendor has any invoicing information set up, it will flow to the Invoicing tab of the Purchase Order.

## PO-00075 · Superior Foods Co

General			
No.:	PO-00075	Posting Date:	1/22/2013
Buy-from Vendor No.:	V000052	Order Date:	1/22/2013
Buy-from Vendor Name:	Superior Foods Co	Document Date:	1/22/2013
Buy-from Vendor Name 2:		Vendor Order No.:	
Buy-from Address:	Vendor Mailing Address	Vendor Shipment No.:	
Buy-from Address 2:		Vendor Invoice No.:	
Buy-from City:	Grand Rapids	Order Address Code:	
Buy-from State:	MI	Confirm To:	
Buy-from ZIP Code:	49588-8359	Responsible Person Code:	KJK
Buy-from Contact:	Mailing Contact	Fund No.:	UR
Phone No.:	555-MAIL	FBC Product Source:	COOP
Extension:	ML	UNC Product Source:	AFF PURCH
No. of Archived Versions:	12	FBC Product Category:	GRANTPURCH
Posting Description:	Order PO-00075	Assigned User ID:	
Grant No.:		Status:	Open
		Last Modified By:	SWPROS\RXF

^ Show fewer fields

4. Fill in the Responsible Person field. This is the person who placed the order.
5. Lookup on the FBC Product Source field to select a product source. This mandatory field provides information to the Quarterly Poundage Report. The UNC Product Source field will update based on the FBC Product Source selected.
6. Lookup on the FBC Product Category field. This mandatory field provides information to the Quarterly Poundage Report. It is imperative that FBC Product Source and Product Category codes are linked to valid UNC Codes from Feeding America. See UNC Coding document for further information.

For Orders that are covered by Grants, this would typically be GRANTPURCH (or similar). Make sure that your FBC Product Category is linked to the UNC Product Category of GRANTPURCH by clicking on the down arrow in the FBC Product Category field and selecting ADVANCED to see the linkage.

7. Enter the Grant No. on the Purchase Order Header (or use the down arrow to select from a list of Purchase grants). NOTE: Only grants that have an Apply To type of Purchases or Agencies/Purchases will display here):



Type	No.	Description	Location Code	Quantity	Unit of Measur...	Bin Code	Pallet No.
Item	25006C	Okra	KAN	10	BAG	01-100-A	1301-00016
Item	25006C	Okra	KAN	10	BAG	01-100-A	1301-00017
Item	25006C	Okra	KAN	5	BAG	01-100-A	1301-00018

**Note:** If Lot Nos. has been specified on the Item Card, a Lot No. will be generated at this time. If the item is purchased on more than one lot, you will need to create an additional line.

14. If applicable, fill in the Lot Expiration Date and Lot Consume By date fields.

**Note:** These fields may have already been pre-generated by the calculation formulas set on the Item Card. In this case, you may review and adjust these dates on the order as necessary.

15. Select the dimension values that apply to the item for this order. If you require a Department, you will need to specify the Department Code on the lines and on the Invoicing tab

Lines

Type	No.	Description	ty ed	Expected Receipt Date	Department Code	Project Code	Fund No.	Grant No.
Item	25006C	Okra		1/22/2013	100		UR	2500
Item	25006C	Okra		1/22/2013	100	KS-AC-1112	UR	2500
Item	25006C	Okra		1/22/2013	100	NATE	UR	GRANT-T1

Invoicing

Pay-to Vendor No.: V000052	Project Code:
Name: Superior Foods Co.	Payment Terms Code: 14
City: Grand Rapids	Payment Method Code: CHECK
State: MI	Due Date: 2/5/2013
IRS 1099 Code: MISC-07	Payment Discount %: 0
On Hold:	Payment Reference:
Department Code: 100	

Show more fields

16. The Grant Number selected in the Purchase Order Header will display in the Lines and if there are grant funds available, the Grant Amount will populate:

Type	No.	Description	Direct Unit Cost Excl. Tax	Line Amount Excl. Tax	Grant No.	Grant Amount	Qty. to R
Item	25006C	Okra	4.82669	4,826.69	2500	4,826.69	

- a. Please note that depending on how the Grant is set up and the amount of funds available, the Grant Amount may not be the same as the Line Amount.

17. If the Grant Amount does not calculate, it may be that:

- There are not enough funds available on the Grant
- The Grant is not "Released"
- The Posting Date on the Purchase Order is BEFORE the "Effective Date" on the Grant
- The "Expiration Date" on the Grant has been passed
- Other

18. It is possible to REDUCE the funds covered by the Grant by typing the new value in the Grant Amount column.

Grant No.	Grant Amount
2500	100.00

- a. If the user tries to enter MORE than the amount on the line, they will receive an error similar to this one

### PO-00075 · Superior Foods Co

✘ Grant 2500 has 1,680.72 available. Try setting the grant amount to 0, leave the line, and then set your amount again.

General		PO-00075	V000052	1/22/			
Lines							
Type	No.	Description	st ax	Line Amount Excl. Tax	Grant No.	Grant Amount	Qty. to
✘ Item	25006C	Okra	69	4,826.69	2500	✘ 5,000.00	

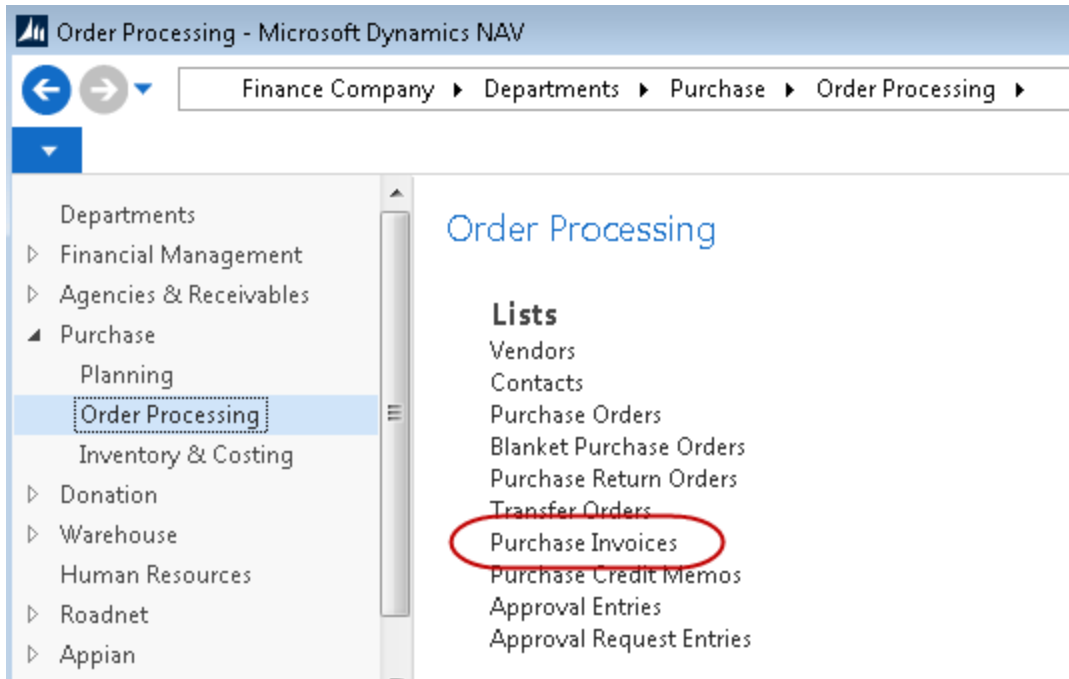
19. Repeat the steps above for each additional item that will be purchased on the order.

20. Please follow additional steps as found on the Purchase Order Overview document for processing the transaction from here on out.



## Creating Purchase Invoices

1. The Purchase Invoice can be accessed from Departments → Purchase → Order Processing → Purchase Invoices



2. Enter the information as you would for a Purchase Order and select/enter the Grant No. to be applied to the Invoice in the Invoice Header.

### PUR-1137 · Adelman-Fisher

The screenshot shows the 'General' tab of a purchase invoice form. The fields are as follows: No.: PUR-1137; Buy-from Vendor No.: V000004; Buy-from Vendor Name: Adelman-Fisher; Buy-from Address: 207 Walnut; Posting Description: Invoice PUR-1137; Grant No.: 2500; Posting Date: 11/18/2013; Document Date: 11/18/2013. A red oval highlights the Grant No. and Posting Date fields.

3. Be sure to fill in the FBC Product Source and FBC Product Category as described earlier in this document.
4. In the Lines section, enter the Type for your purchase.
  - a. Often this is a G/L Account, but may be a Fixed Asset or other.
5. Select/Enter the appropriate corresponding No. and enter the quantity (usually this is 1).
6. Enter the Direct Unit Cost. The Line Amount will populate based upon the Quantity x the Direct Unit Cost.

- The Grant No. from the header should display on the line and if funds are available on the grant, they should calculate and display:

PUR-1137 · Adelman-Fisher

General		PUR-1137		V000004		11/18/2013		Open	
Lines									
<a href="#">Functions</a> <a href="#">Line</a> <a href="#">Find</a> <a href="#">Filter</a> <a href="#">Clear Filter</a>									
No.	Description	Quantity	Direct Unit Cost Excl. Tax	Department Code	Line Amount Excl. Tax	Grant Code	Grant Amount	L	
Invoice No. PUR-1136:							0.00		
nt 571500	Rental: Trailer	1	100.00		100.00	2500	100.00		

- Again, if the Grant Amount does not calculate properly or at all, be sure to check the areas noted in Step 18 above.
- You may also reduce the Grant Amount calculated, but you may not increase it more than the amount on the line.
- Please follow additional steps as found on the Purchase Invoice Overview document for processing the transaction from here on out.

## Related Topics:

- Purchase Order Overview
- Purchase Invoice Overview
- Purchase Credit Memo
- Item Overview
- Purchase Replenishment and Planning
- Warehouse Receipting
- Warehouse Put-Aways
- Grant Overview