

## CHAPTER 17 - SHIPPING AUDIT FUNCTION .....2

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## CHAPTER 17 - SHIPPING AUDIT FUNCTION

### General Information

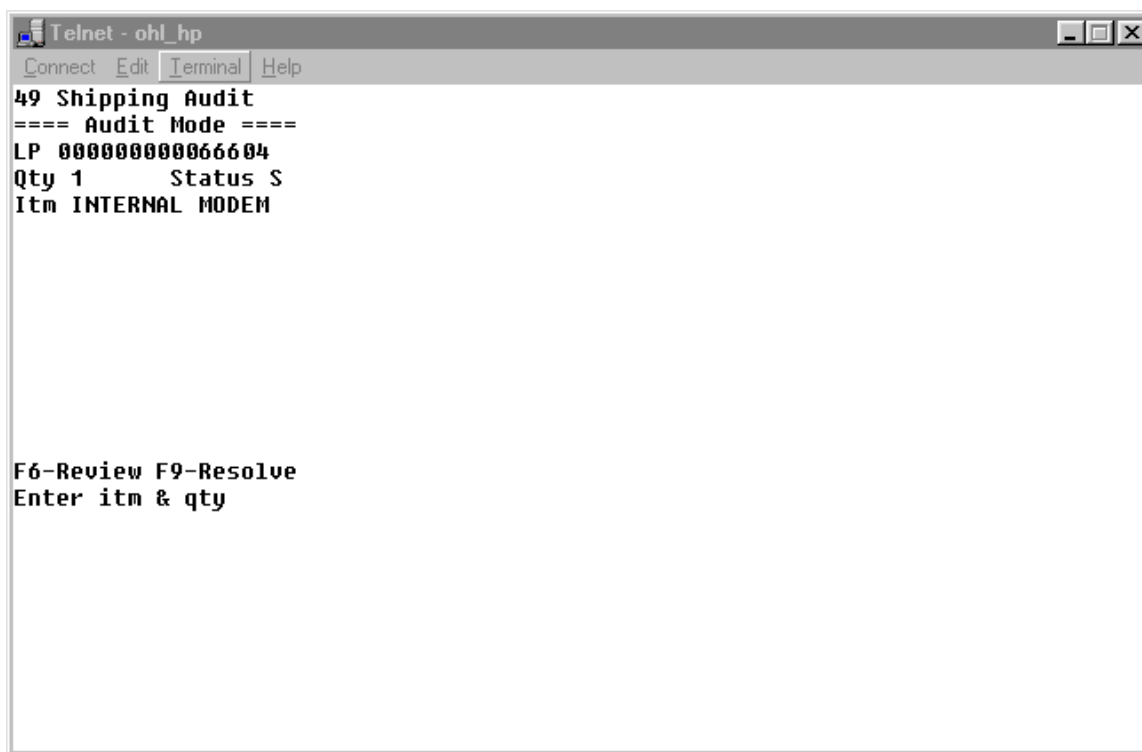
The Shipping Audit RF function is activated via option 49 (it is on the Shipping Menu option 40).

The Shipping Audit RF function operates in three modes:

- Audit
- Review
- Resolve

The mode is indicated on line 2 of the RF unit.

### Audit Mode



The operator is requested to enter the LP of an outbound LP (shipping plate).

The status of the entered LP must be either

- 'S' (staged) or
- 'FA' (failed audit) Note: this is a new ShippingPlateStatus.

Valid function keys while entering the LP are:

- F1 - exit to menu
- F2 - transfer to Plate Inquiry (92)
- F3 - transfer to Misc Charges (93)
- F5 - transfer to Profile (95)
- F6 - (enter review mode)
- F7 - exit to menu
- F9 - (enter resolve mode)
- F11 - transfer to Reprint LP (21)

The status of the LP is displayed. If any portion of the LP has been "successfully audited" previously, the operator will be asked whether they want to "Restart LP".

- Answering "Y" will cause the system to consider the LP as "never being audited" - this only affects the amount of data that the operator needs to enter during the current audit.
- The operator will then be asked to enter a quantity and item. Valid function keys while entering the quantity and item are:
  - F1 - exit to LP entry (ONLY if nothing has been audited)
  - F2 - transfer to Plate Inquiry (92)
  - F4 - finish auditing current LP (ALL entered data is ignored)
  - F3 - transfer to Misc Charges (93)
  - F5 - transfer to Profile (95)
  - F7 - exit to menu (ONLY if nothing has been audited)
  - F11 - transfer to Reprint LP (21)

Based upon the characteristics of the item entered, the operator may be required to enter up to 5 more fields (i.e. lot, serial number, useritem1, useritem2 and useritem3). These fields are edited according to any validation rules. The function keys that were active during item & quantity entry remain active.

A "correct" entry will be recorded (this is used to determine whether to ask about restarting the LP), the item and quantity will be cleared, and the system will be ready for the operator's next input for the same LP.

If the operator has pressed F4 (note that this should be done with no other data entered) AND the system agrees that everything has been audited, then the LP will be considered "done" and the following processing will occur:

1. The LP status will change to '**S**' if it was '**FA**'.

2. The multiship info will be "added back" if it was previously deleted.

If the operator enters data with which the system does not agree (this includes pressing F4 before everything is audited), then they will be asked to confirm their entry. Two consecutive "bad entries" (even if they are not the same) will cause the system to fail the LP and the following processing will occur:

1. The operator will be told to move the LP to the customer's audit location and will be required to enter the check digits for that location. See # 3 below in "Notes".
2. The shipping plate (entire family) will be moved to that location and have their status set to 'FA'.
3. Any multiship info will be deleted.

## Review Mode

Review mode is entered by pressing F6 while in audit mode (there is an indication of such on line 15 of the RF unit). While in review mode, all previously entered audits (including when, by whom and the results) are displayed. Valid function keys while in review mode are:

- F1 - return to audit mode
- F7 - exit to menu (ONLY if nothing has been audited)
- F9 - Scroll Down (also PageDown if in emulator)
- F10 - Scroll Up (also PageUp if in emulator)

## Resolve Mode

Resolve mode is entered by pressing F9 while in audit mode (there is an indication of such on line 15 of the RF unit).

**NOTE:** In order to use this feature, the operator must have supervisor access to RFSHIPAUDIT. If the operator does not have the necessary authority, there will be no display of F9 on line 15 and pressing F9 will result in an error message on line 16.

While in resolve mode, all data (i.e. total quantity by item, lot number, serial number, user item 1, user item 2, and user item 3) that the system considers to be part of the LP is displayed. For any displayed "data set", the operator may change the lot number, serial number, user item 1, user item 2 and/or user item 3 (based upon the item's characteristics) by first pressing F6 and then entering the relevant data. Any entered data will be posted to the associated shipping plates once F4 has been pressed. The affected shipping plate(s) will also be "updated as \*NOT\* audited", thus requiring a subsequent audit. Any data changes will also be logged in 2 entries - before data

(results = 'ORIG') and after data (results = 'NEW'). Valid function keys while in resolve mode are:

- F1 - return to audit mode
- F4 - finish entering resolution data for the current LP and post all changes
- F6 - edit the currently displayed "data set"
- F7 - exit to menu (ONLY if nothing has been audited)
- F9 - Scroll Down (also PageDown if in emulator)
- F10 - Scroll Up (also PageUp if in emulator)

#### NOTES:

1. If the operator enters an LP which has a parent, the operator will be informed of this condition and given the option of continuing with the parent or entering a new LP.
2. All user activity is logged in the userhistory table under "AUDT" - this is the entry in the EmployeeActivities validation table.
3. The customer audit staging location is part of the processing (including check digit validation) and an operator will not be able to audit an LP for a customer that has no such location defined. Note: the customer audit location by facility is updated via the Setup/Customer/Shipping/Audit Locations Tab. This location should be a STAGING location.

Customer BP-Better Pets

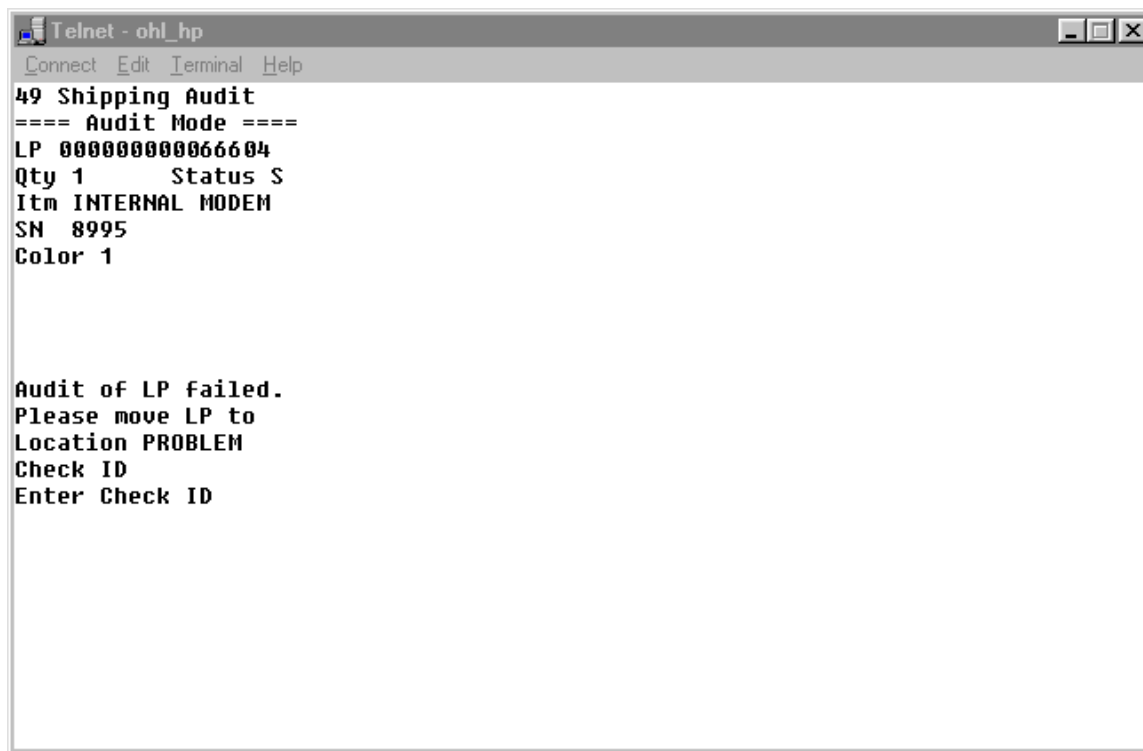
Name | Receiving | **Shipping** | Billing | Dictionary | Labeling | Facility Settings | Handling | Trading Partners

Options - 1 | Options - 2 | Options - 3 | Options - 4 | Options - 5 | Instructions | BOL Comments | Pack List | **Audit Locations** | Carriers | Notification | SIP | TMS | Custom BOL # | Carrier N

Facility: ZET | Audit Location: AUDIT01

| Facility | Audit Location | Last User | Last Update          |
|----------|----------------|-----------|----------------------|
| ZET      | AUDIT01        | JOEL      | 9/20/2013 1:32:09 PM |

### Example of a Failed Audit Message



The screenshot shows a Telnet terminal window titled "Telnet - ohl\_hp". The window contains the following text:

```
49 Shipping Audit
==== Audit Mode ====
LP 0000000000066604
Qty 1      Status S
Itm INTERNAL MODEM
SN 8995
Color 1

Audit of LP failed.
Please move LP to
Location PROBLEM
Check ID
Enter Check ID
```

### Generate Packing List after Audit

An option is available to allow the RF operator doing a RF Shipping Audit to print a packing list report for the carton just completed.

**Synapse 2 - [Customer BP-Better Pets]**

File Edit Lookup Requests Setup Window Utilities Billing Freight Billing Help

Name Receiving **Shipping** Billing Dictionary Labeling Facility Settings Handling Trading Partners

Options - 1 Options - 2 **Options - 3** Options - 4 Options - 5 Instructions BOL Comments Pack List Audit Locations Carriers Notification SIP TMS Custom BOL # Carrier Note

Generate Pack List: ☒ Yes ☐ Server ☐ No

Generate Master Pack List: ☐ Yes ☐ Server ☒ No

Bill of Lading Report Format:  ... ☒ E-Mail ☐ PDF

Master Bill of Lading Report Format:  ... ☒ E-Mail ☐ PDF

Preliminary Bill of Lading Report Format:  ... ☐ Print at Wave Release

Shipping Acknowledgment

EDI Mapping Format:  ... ☒ Include Cancelled Orders ☒ Include Cross Cust Order

Pallet Tracking Format:  ...

Freight Billing Export Format:  ...

Various EDI Formats

Shipping Summary Format:  ...

Stock Status Format:  ...

Wave Release Acknowledgment Format:  ...

Generate C of A Document: ☐ Yes ☒ Prompt ☐ No

C of A Shipping Report Format:  ...

### Setup/Customer/Shipping/Options-3

A check box is to the right of the pack List Report Format entry field on the screen. If checked, an RF operator has the option to print a packing list report for a carton after completion of the audit.

To accommodate this report print from a RF option, the Setup/Facility/Printer screen is used to match a Windows Share printer with another printer.

**Synapse 2 - [Printers for Facility ZET]**

File Edit Lookup Requests Setup Window Utilities Billing Freight Billing Help

Printer ID: **RPT** [Navigation icons]

Description: **REPORT PRINTER** Type: **LS**

Print Queue: **1** Stock: **ML**

Windows Share: **HP LaserJet 4050 Series PCL**

Print Server:  
 Software printer #: **2**  
 Print server host: **\\10.5.12.182**

| Printer ID | Description           | Print Queue | Type         | Stock               | Printer # | Host                 |
|------------|-----------------------|-------------|--------------|---------------------|-----------|----------------------|
| 23         | 22                    | 1           | Bar Code     |                     |           |                      |
| LBL        | LABEL PRINTER         | 2           | Bar Code     | Large Label         | 1         | \\10.5.12.182        |
| MED        | MEDIUM LABEL          | 1           | Bar Code     | Medium Label        |           |                      |
| MS         | NO PRINTER            | 1           | Bar Code     | Medium Label        |           |                      |
| <b>RPT</b> | <b>REPORT PRINTER</b> | <b>1</b>    | <b>Laser</b> | <b>Medium Label</b> | <b>2</b>  | <b>\\10.5.12.182</b> |
| SM         | SMALL LABEL           | 7           | Bar Code     | Small Label         |           |                      |

When the RF operator is presented with the report printing screen, they must indicate a printer which has been configured with a Windows Share.

After indicating that the audit is done with the F4 key, the following screen appears.

**1 - qa (192.168.200.5)**

File Edit Transfer Fonts Options Ma

[Navigation icons]

**01 Print Report**

**Pack List**

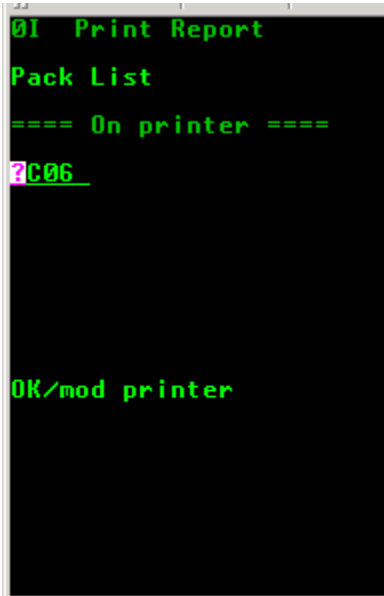
**==== On printer ====**

**RC06**

**OK/mod printer**

1 Sess





The RF operator can enter a “?” in the printer field to see the Windows Share printer.

