

**NETcellent's**  
**Shipping**  
**Verification**

**For**

**ELLIOTT**  
**VERSION 7.4x**

**From**

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**Inc.**

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## Shipping Verification

### Overview

Filling an order for shipment from a Picking Ticket is a manual process. The accuracy of the items picked and selected for billing from the picking ticket is based on the person or persons who filled the order. As with any manual process, accuracy is an ongoing concern. The greatest areas for error are:

1. Picking the wrong item
2. Understating the picked quantity
3. Overstating the picked quantity

Without verification procedures, the item quantities on the picking ticket are what the order entry people use to select for billing. If there were errors on the picking tickets, then these errors will be reflected in the billed invoices causing inaccurate inventories and the time expense of reconciling billing errors with customers.

Our Shipping Verification is designed to verify accuracy of quantity picked and to speed up the billing process by giving you an Auto-Billing feature. Using these features is a very easy and straightforward process. In summary, the procedures are as follow:

1. Enter orders
2. Print picking tickets
3. Scan picked items to verify
4. Auto Bill orders
5. Print Invoices
6. Post Invoices

**NOTE:** Software required: Elliott Version 6.7 and higher. Shipping Verification supports Box Id's, Box Numbers, Serial/Lot numbers, as well as Advanced Shipping Notification (ASN) and UCC-128 Labels.

**The scanning procedure requires a keyboard wedge scanner connected to a networked warehouse workstation. However, you can manually verify shipping quantities to take advantage of the auto-Billing features.**

# 1. Setting Up Shipping Verification

Elliott Main Menu: Util-setup Global setup Vertical Shipping verification

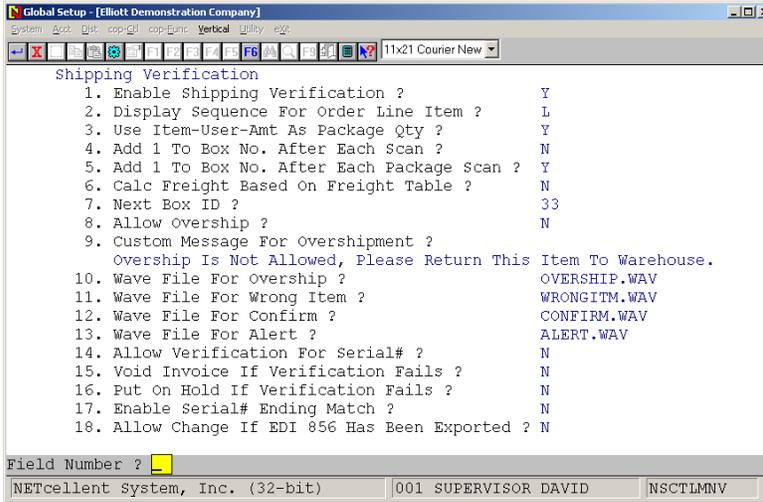


Figure 1

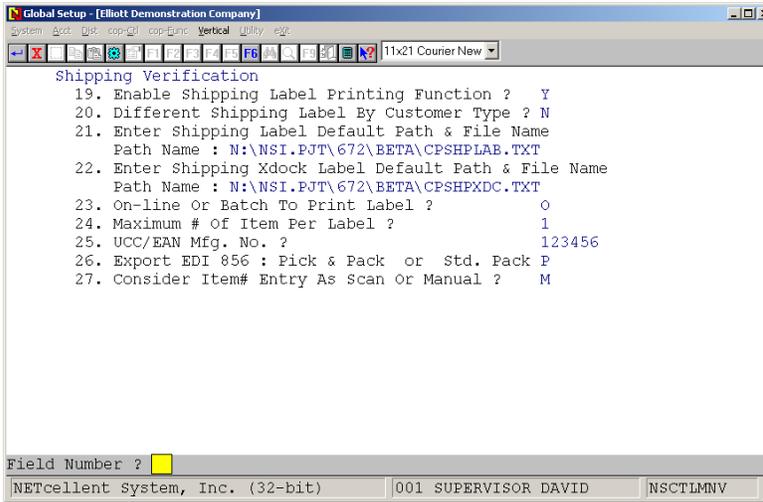


Figure 2

1. Select “Y” to enable Shipping Verification, or “N” if not in use.
2. Display Sequence For Order Line Item?

The enhancement gives you three options on how you want the Shipping Verification screen to list the items for an order. They are:

- a. L = Sort by line number sequence, as per the customer order.
  - b. I = Sort by item number sequence.
  - c. P = Sort by Picking sequence, as per Picking Ticket.
3. Use Item-User-Amt As Package Qty?

For convenience purposes, Elliott allows you to define a package quantity. This is useful when you ship certain items by the box or carton. This field is not related to or affected by the Stocking Unit, Selling Unit of Measure, or The Sell To Stock Ratio fields in the Inventory Item File. This “Item-User-Amt” is also used in the Barcode Label Printing Enhancement for COP Shipping Labels..

**Note:** If you have defined a Package Quantity, (Qty/Box), and scan the individual item, it will scan as the Package Quantity. For example, if the Flag is set to “Y” and the item Clock has a Qty/Box of 6: If you scan the first clock, it will scan as a quantity of 6. If you scan the second clock, it will also scan as a quantity of 6. As a result, the system has verified 12 clocks. Although the system will warn you of an over shipment, **it is important that you use “Qty/Box” as intended:** A fixed quantity pre-packed in one package with the item barcode available to scan on the outside of package.

**How to set up a packaged box quantity:**

- a. In Inventory Setup, define an Item Amount Literal see Field 16 in the figure below.

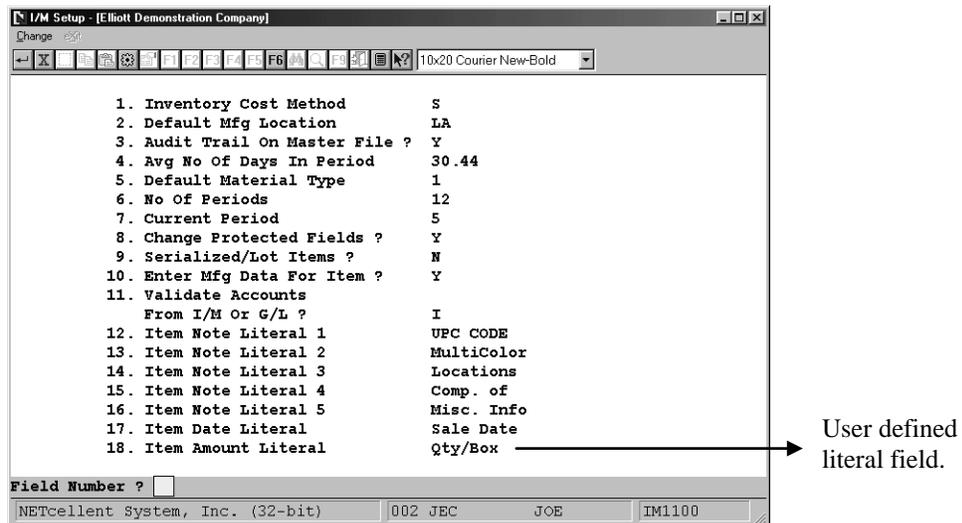


Figure 3

- b. In Inventory File Maintenance, select the item you want to define a Qty/Box for. Press the F6 Key to bring up Notes and then select Elliott Note.

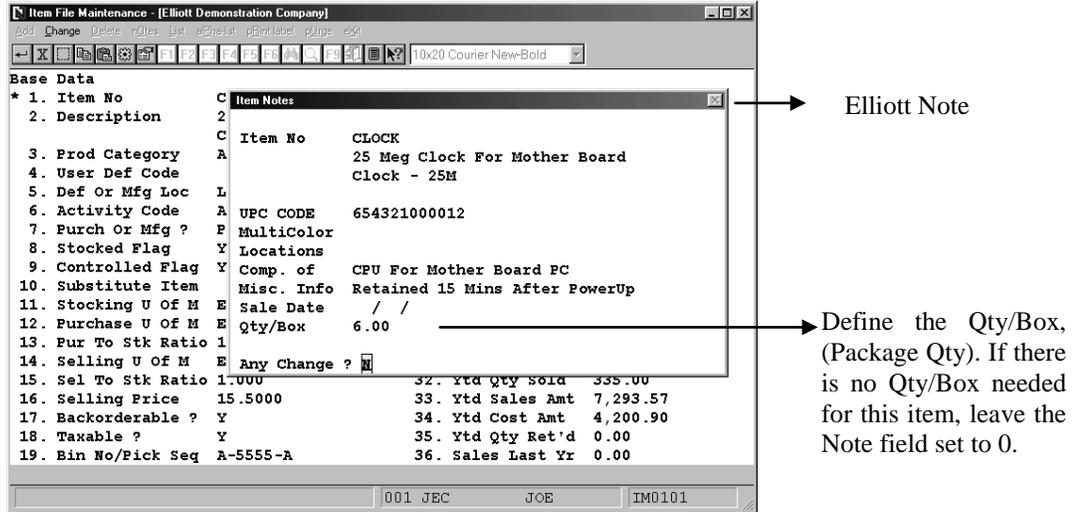


Figure 4

4. Add 1 To Box No. After Each Scan?

Select “Y” when most of the items shipped are pre-packed. If “Y” then after each scan the system will begin a new Box Number. If you select “N” the system will consider all scanned items as being in one box. To start a new Box Number you must press the F1 Key.

5. Add 1 To Box No. After Each Package Scan?

If you want the system to start a new Box Number after you scan a Package, select “Y”. If you answered “N” to Setup flag #2, this flag will be disabled.

6. Calc Freight Based On Freight Table?

During auto-Billing, the system can calculate freight using the Freight Enhancement. Answer “Y” if you want Auto-Billing to calculate the freight for you based on the enhancement’s Freight Tables. If you are using Starship to update the freight, you should answer “N” and Auto-Billing will honor the values from the freight fields.

7. Next Box ID?

Enter a starting Box Id. Number. This is an incremented unique Box Id. number the system has tracked for you. It is currently a hidden field to support EDI ASN 856 transactions, and UCC-128 Labels in the near future.

8. Allow Overship?

The system verifies the quantity scanned to the original order. Answer “N” if you do not want the system to accept and process overshipments. Answering “Y” will allow an item to be overshipped. However, the system will give you a warning prompt for any overshipment.

9. Custom Message For Overshipment?

If you selected to not Allow Overship, define the message you want displayed when and overshipment occurs.

10. Wave File For Overship?

Default sound, (.wav file), leave blank for no sound.

11. Wave File For Wrong Item?

Default sound, (.wav file), leave blank for no sound.

12. Wave File For Confirm?

Default sound, (.wav file), leave blank for no sound.

13. Wave File For Alert?

Default sound, (.wav file), leave blank for no sound.

**Note:** To use your own .wav files, copy them the \Elliott\WAVE or \NSI\WAVE directory and then define them in fields 9 – 12.

To produce audio effects thru wave files, you must run the Shipping Verification Enhancement under NETCELLENT Windows System Module and your workstation must have a sound card and speakers installed.

14. Allow Verification For Serial#?

This flag is used when you want to verify with serial numbers. In order for this to work, you must have option # 5 turned off under global setup>system>serial no. tracking control.

15. Void Invoice If Verification Fails?

This flag allows you to void an invoice if verification fails when set to ‘Y’.

16. Put On Hold If Verification Fails?

This flag allows you to put an item on hold when verification fails.

17. Enable Serial # Ending Match?

This option allows you to match the ending numbers of a serial number.

18. Allow Change If EDI 856 Has Been Exported?

Under normal circumstance, if EDI 856 has been exported already, you should not change the shipping verification data until this order has been selected for billing, printed with invoice and posted.

Under certain exceptional situation, you may want to override this rule. Maybe you have exported the data, but the ANS has not been sent yet. If that’s the case, you may want to answer “Y” to this question. When you bring up shipping verification, if it detects that orders has been exported for 856, it will give you a warning asking you if you wish to proceed with changing the order shipping data. If you answer “Y”, then it will also ask if you wish to reset the 856 flag sent flag. If you wish to individually select the order to export and answer “Y” to resent duplicate, then you can answer “N”, otherwise answer “Y” to reset the 856 flag.

**Note:** Disregard Fields # 19-25 if you are not interested in printing shipping labels and advance to # 26, and 27.

19. Enable Shipping Label Printing Function?

This field enables you to print shipping labels.

20. Different Shipping Label By Customer Type?

This option lets you print shipping labels according to the customer type. The purpose of this is to help you differentiate two companies from each other.

21. Enter Shipping Label Default Path & File Name:

This is turned on when you do not have a store number. The path name is:  
N:\NSI.PJT\672\BETA\CPSHPLAB.TXT

22. Enter Shipping Xdock Label Default Path & File Name:

This is turned on when you have a store number, this will also be located on the bar code. The path name for this is: N:\NSI.PJT\672\BETA\CPSHPXDC.TXT. **Note:** this option cannot be turned on when # 21 is also turned on. You would have to choose from either one.

23. On-Line Or Batch To Print Label?

This flag gives you two options: 'B' for batch, and 'O' for on-line. Batch means that when you are printing shipping labels, you can scan as many times as you want and press escape after to print everything at one time, while on-line prints one item as soon as you scan one item.

24. Maximum # Of Item Per label?

When designing your shipping labels, the amount of item per label should be stated here.

25. UCC/EAN Mfg. No.?

This flag asks you to input the UCC/EAN manufacturing number.

26. Export EDI 856: Pick & Pack or Std. Pack?

This flag is used to determine the shipping method. Pick & Pack means you will pick the item and pack them in a box before you ship it. This means you may have multiple line items in one box. On the other hand, Std. Pack means your merchandize is pre-packed in a standard box and therefore. This means that you won't have multiple line items in a box. The significance of this variation has to do with the EDI 856 hierarchical level.

Typically, there can be four different hierarchical levels:

- Carrier Level ("S" record)
- Order Header Level ("O" record)
- Line Item Detail Level ("L" record)

Box Level (“B” record)

Above is an example of std. Package. Since a box can only have one item, while one line item can have multiple boxes, therefore, the line item is at a higher level than the Box Level.

On the other hand, if you were using “Pick and Pack”, the hierarchical level would be like:

- Carrier Level
- Order Header Level
- Box Level
- Line Item Detail Level

Not every ASN implementation require Box Level Data or UCC-128 Label. Std. Pack or Pick & Pack setting is only meaningful if you need to export Box data.

27. Consider Item# Entry As Scan Or Manual?

This flag lets you choose the item # entry as scan or manual.

## 2. Enabling Shipping Verification

First we must decide what are we going to scan? By sequence order, this enhancement supports scanning the following ID numbers:

1. Item #
2. UPC Code
3. Alternate Manufacturers Number

For verification purposes, the item number is the fastest and easiest method to set up for scanning purposes. However, since many companies require their inventory be bar coded with the UPC Code, it may make sense to scan the UPC Code instead of making a special barcode for the item number. To generate barcode labels, please refer to the Barcode Label Enhancement documentation.

### Setting up UPC Codes

Define an Item Note Literal Field as UPC Code in Inventory Setup

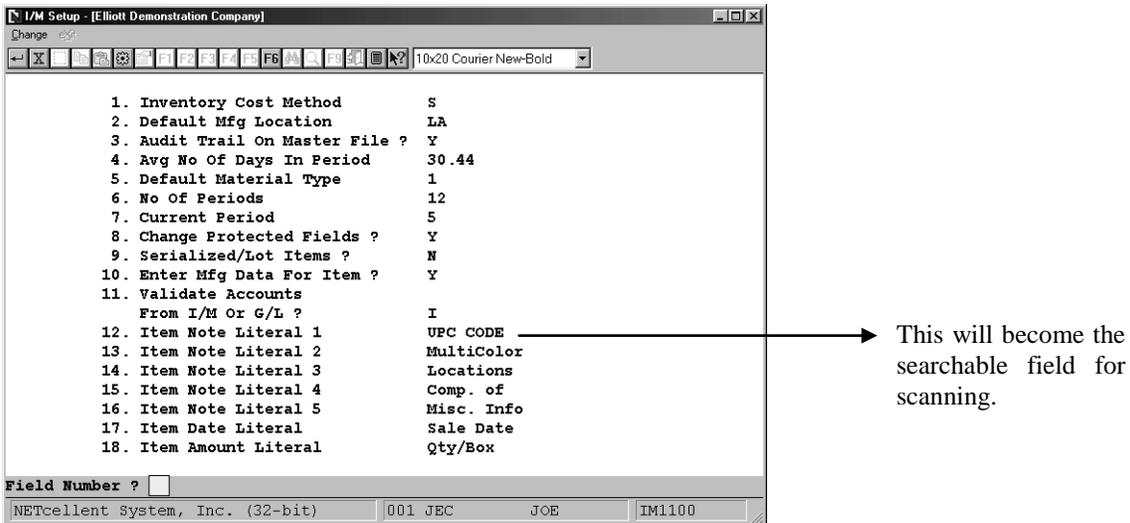
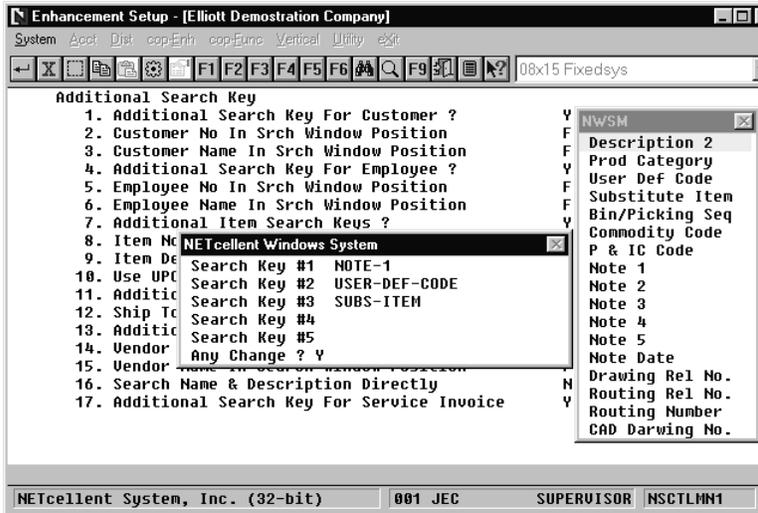


Figure 5

After defining the Item Note Literal, it must be added as an Additional Search Key.

### Additional Search Key Setup

Main Menu → Util-setup → enHancement setup → System → Additional Search Key

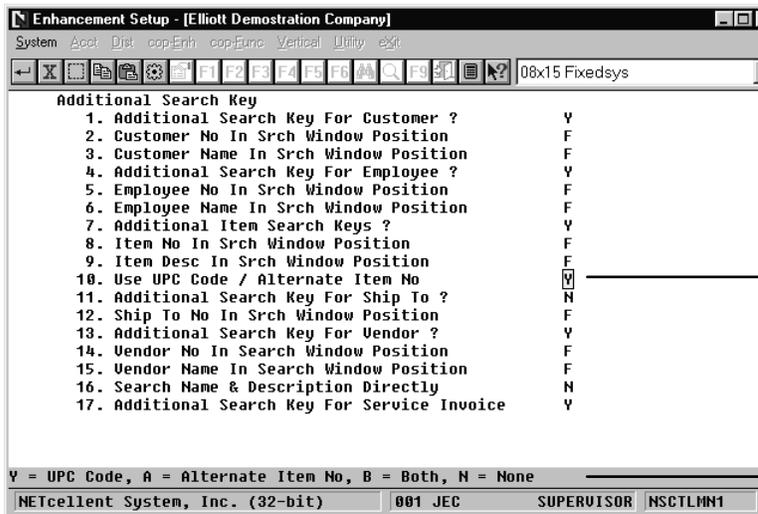


Field No. 7 must be set to “Y”. When you select “Y” a window pops up to define your Search Keys.

The available fields are displayed in a second popup window. Had we used Note 4 as the UPC Code, we would add Note 4 to a Search Key.

Figure 6

After Field 7 has been selected as “Y” and the UPC Code Search Key defined, we must define what additional information we want the system to scan. This is done in Field 10.



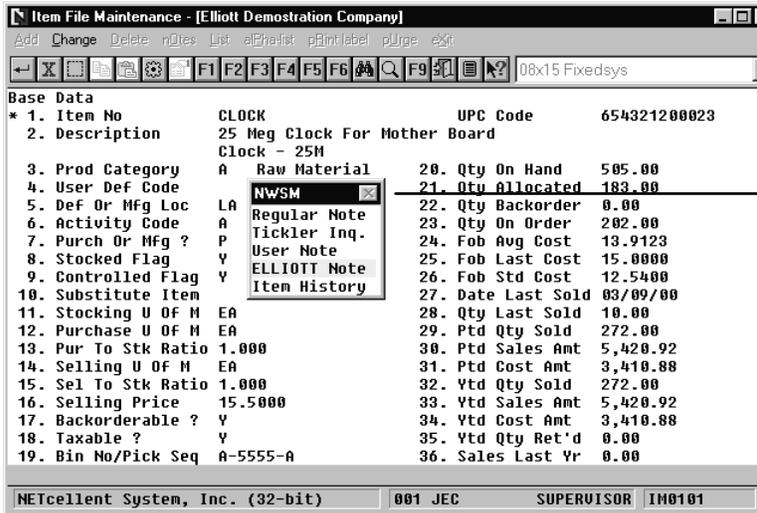
Field 10 is “Y” for UPC Code.

Choices available for Field 10

Figure 7

After defining the Item Note Literal field, Additional Search Key, (Field 7), and using the UPC Code, (Field 10), we must set up UPC Codes for the inventory items. This is done in Inventory Item File maintenance.

### Setting Up UPC Codes for Inventory Items

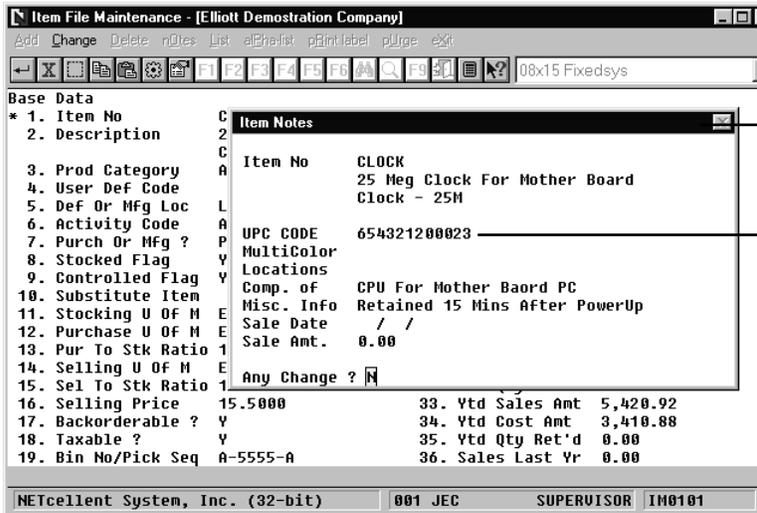


In the Inventory Item file, the F6 Key brings up a selection window.

Select ELLIOTT NOTE

Figure 8

### Adding The UPC Code To An Item



Elliott Note window after pressing the F6 key.

UPC Code

To setup or change the UPC Code, press "Y" to any changes.

Figure 9

After defining the Item Literal Note Fields, setting up the Search Keys, using UPC Code only and updating the Inventory Item file; we are ready to start using the Shipping Verification enhancement.

After an order has been entered, picked and at the warehouse workstation, the user can verify shipments.

To Verify Shipments: From the COP Main Menu → **P**rocessing → **P**ick/pack tickets & ship labels → **S**hipping → **S**hipping Verification

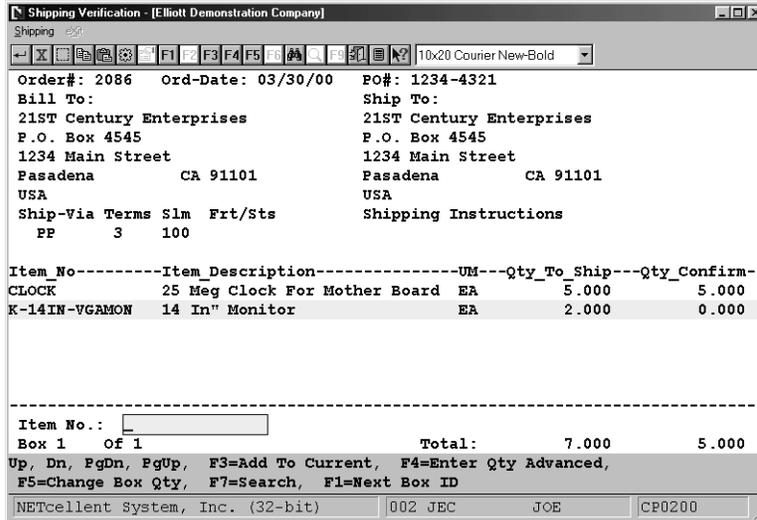


Figure 10

When you enter the Order #, the system will populate all the fields with the information from the order.

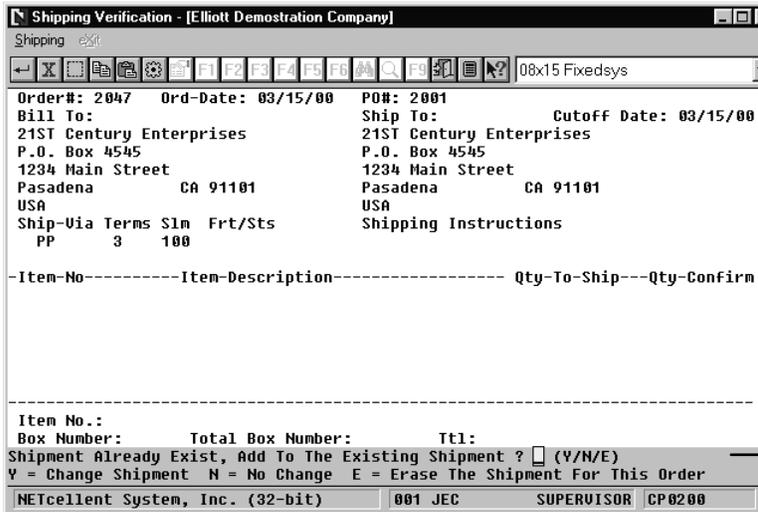
As you scan an item, it will enter the Qty confirmed from the scan. If the scanned item is not on the order, the system will not accept the scanned item. This prevents shipping the wrong item.

To better understand and appreciate the capabilities of this enhancement, we will discuss key fields from the Shipping Verification Screen:

1. Qty-Confirm: As you scan an item, it verifies and updates this field. If you have a picked quantity of 5, you can scan that item five times or use the F4 Key to type in a quantity of 5 and then scan the item.
2. Item No: If the scan does not find the item number, it will search for the UPC Code because we set this up in Field 10 of the Additional Search Key setup on page 8 and assigned the Item UPC Code on page 9. Additionally, you can manually enter the Item Number here.
3. F1 = Next Box ID: Use this function key when you start packing a new box.
4. F3 = Add To Current: If you are in the manual mode, this key will confirm a quantity of “1” or a “Qty Advanced” (see next page) for the item highlighted.
5. F4 = Enter Qty Advanced: If you have multiple quantities for an item, i.e., 24 each, you can enter that quantity here and when you scan the item once or manually confirm it using the F3 key, it updates the Qty-Confirmed to 24.

6. F5 = Change Box Qty: As you are scanning and boxing orders, you may have reason to add additional product to a previously packed box, this function key allows you to do that, as well as to ensure accuracy and verification of Box Numbers and packaged content. You can also view the items and quantities per box using this function key.
7. F7 = Search: Use this function key to search for Item by Number, Item by Description, Item (F6) notes, and Order Header (F6) notes.

After an order is verified, it usually ships without any changes to the quantity or items. However, when a circumstance occurs that you need to change the Qty-Confirmed, the system allows for this.



**To Change an Order**

Enter Order Number and select from the following:

1. “Y” to add to shipment
2. “N” for no changes
3. “E” to Erase Shipment

Change Options

Figure 11

**Note:** Until an order has been selected for Billing, changes to what and how much was verified, packed, and boxed can still be adjusted and changed.

## COP Order Inquiry

If you have Shipping Verification enabled, you can look at the shipping data during the Order Inquiry Mode of COP. This is useful to verify that the order has been picked and the quantity confirmed. Once a printing ticked has been printed, the system marks that order as “Picked” even though the actual physical process has not been completed. This feature in Shipping Verification verifies the actual picking/confirm process for inquiries.

Sold-To		Ship-To		Order Dates			
John Q. Williams Company		John Q. Williams Company		Entered	03/27/00		
3479 Peachtree Road N.E.		3479 Peachtree Road N.E.		To Ship	ASAP		
Suite #200		Suite #200		Picked	03/31/00		
Atlanta GA 30329		Atlanta GA 30329		Billed			
				Invced			
				Posted			
Ord-Date/	Cust-Po-No	Ship-Via/Terms	Tax1-%	Tax2-%	Tax3-%	Whse	Salesmen
03/27/00		UPS	5.5000				LA 400
		2/10 N/30					
Item-No/Desc.	Cmps?	Posted?	Order/Ship	BO/Ret	Um	Orig-Qty	Price/Dis
CLOCK	N	N	24.00		EA		13.9500
25 Meg Clock For Mother Board			24.00			.00	.00
Clock - 25M							
CLOCK	N	N	24.00		EA		13.9500
25 Meg Clock For Mother Board			24.00			.00	.00
Clock - 25M							
CHAR-GEN	N	N	10.00		EA		7.9500
Character Generator At 25 Meg			10.00			.00	.00
Character - Gen - 25							

To view Ship Data, press the F3 key during COP Order Inquiry.

Trx-Date	Box-No	Item-No	Item-Description	Qty-Confirm	Ty
03/31/00	1	CHAR-GEN	Character Generator At 25 M	10.000	O
03/31/00	1	CLOCK	25 Meg Clock For Mother Boa	48.000	O

**Rules to Remember:**

1. If the scan does not find the Item #, UPC Code, or Alternate Manufactures #, (if selected in setup), it will not allow processing that item on the order. However, the system still provides for manual entry of Item Numbers and Qty-Confirmed as well as using the F7 and F8 keys for lookup.
2. If the scanned Qty-Confirmed does not match the quantity on the order, you will received an Over Shipment/Under Shipment message prompt.
3. If under shipped, the verification process will create a backorder if the following conditions exist:
  - a: Item is backorderable, Field 17 Inventory Item File
  - b. Customer accepts backorders, Field 38 A/R Customer File
4. When needed, you can manually enter the Item Number and Qty-Confirmed.
5. If you elected to print the Bar Code on the Picking Ticket, and after the order has been picked, you can scan the Bar Code on the Picking Ticket for verification. Even though this method helps speed up data collection and the billing selection, it allows for the error of the wrong item being picked. It is always best to scan the Bar Code on the item or package.

## Order Billing Versus Auto-Billing

### Manual Process

Any order that you want to invoice must be selected for billing on an order-by-order basis. If the Picking Ticket quantity picked matches the order quantity line item by line item, you can bill all items at once. If not, then your options are to bill certain items or bill all but certain items. Both of these two options involve a line-by-line verification of the quantity to bill and can be both tedious and time consuming, especially with larger orders.

### Auto-Billing

Once you have completed the Shipping Verification for your orders, you can select the Auto-Billing feature. This feature will **select all scanned orders** and bill the items by the Qty-Confirmed. It finishes this process by printing an Edit List of all the Orders with the items and quantity that were selected for billing. The orders are now ready to be invoiced.

See Auto-Billing Edit List on next page

### Changes To Auto-Billing

In addition to simplifying and speeding up the Order Billing process, it also allows you to deselect an order for any necessary changes or adjustments. After an order has been deselected, it can only be billed using the manual process.

### Access Auto-Billing

Main Menu: Distribution → Customer order processing  
→ Processing → order Billing → Auto Billing

Run Date: Mar 21, 2000 - 1:33pm		Elliott Demonstration Company		Page 1							
A U T O - B I L L I N G E D I T L I S T											
Order-No: 2051	Customer No: 000300	Ship-To No:	Shipping Instructions								
Order Type: Regular Order	Brooks and Johnson, LTD.	Brooks and Johnson, LTD.									
Job No:	9872 Round Circle Drive	9872 Round Circle Drive									
Loc: LA Los Angeles	Bldg. 18, Back Door	Bldg. 18, Back Door									
	Knoxville TN 59006	Knoxville TN 59006									
	USA	USA									
Ord-Date	Ent-Date	Apply-To	Cust-Po-No	---Ship Via---	Ship-Date	Frst-Cod	-----Terms-----	Slsman	Pct-Comm	Disc-Pct	Tax-Pct2
03/21/00	03/21/00		1234	Air Freight	A.S.A.P.		2/10 Due 15th	400	100.00		Tax-Pct3
										4.5000	
***** Warning - Customer Over Credit Limit *****											
Credit Limit =		4,000		Customer Balance + Order Total =		5,796					
Qty-Ord	Qty-B/O	Item-No	Description	Um	Unit	Disc	Extended	Unit			
Qty-Ship	Qty-Ret			Prd	Price	Pct	Price	Cost			
6.00		CLOCK	25 Meg Clock For Mother Board	EA	15.5000	.00	93.00	12.5400			
6.00			Clock - 25M	A							
10.00		CHAR-GEN	Character Generator At 25 Meg	EA	9.6000	.00	96.00	7.8000			
10.00			Character - Gen - 25	CVD							
Invoice Comments											
	Comm Pct:	6.00	Amt Paid:	.00	Sale Amt:	96.00					
	Comm Amt:	5.76	Disc Allow:	.00	Misc Chg:	.00					
	Weight:	.00	Total Cr:	.00	Freight:	.00					
			Check No:		Sales Tax:	4.32					
			Cash Acct:		Total:	100.32					
=====											
Run Date: Mar 21, 2000 - 1:33pm		Elliott Demonstration Company		Page 2							
A U T O - B I L L I N G E D I T L I S T S U M M A R Y											
Regular Order Totals:	1 Orders	Sale Amt:	96.00								
		Misc Chg:	.00								
		Freight:	.00								
		Sales Tax:	4.32								
		Total:	100.32								
Grand Totals:	1 Documents	Sale Amt:	96.00								
		Misc Chg:	.00								
		Freight:	.00								
		Sales Tax:	4.32								
		Total:	100.32								
		Amt Paid:	.00								
		Disc Allw:	.00								
		Total Cr:	.00								

Figure 12

### Posting COP Invoices

In addition to updating A/R, COP and I/M files, the posting routine also transfers all shipment information in the Box Shipment file, (CPBOXSHP), to the Box History file, (CPBOXHST). When doing an Order Inquiry, you will be able to see the Box Number associated with each line item on the order. If the Order is still open, the inquiry pulls the information from the Box Shipment File. If the Order has been invoiced and posted, you can perform an Invoice History Inquiry and see the shipment information.