Starship Manifest Report

Elliott™

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Introduction

Starship®, provided by V-Technologies LLC, is a leading cost effective Manifest Shipping Software that will work with common carriers like UPS, FedEx, and USPS…etc. Starship has built-in integration with Elliott® Business Software by reading the Elliott sales order information for processing shipments, as well as optionally writing back freight, tracking number, weight…etc. to the Elliott database. This integration not only makes the Elliott shipping process extremely efficient and accurate, but it also provides good tracking capability for any orders that have been shipped through Starship.

However, there are still certain key integration features that are desirable from the Elliott side:
1. An audit trail shipping manifest report to show both Elliott orders and Starship tracking information.
2. An exception report to show orders that have been printed with picking tickets, but not shipped (through Starship).
3. An exception report to show potential errors such as shipping an order to a wrong customer.
4. A billing reconciliation report to check your monthly carrier statement.

In the past to generate this type of information, you could only use specially designed reports in report writer to achieve limited success. Now, with an integrated Starship Manifest Report, all of these issues can be successfully addressed.

Setup Starship Manifest Report Interface

To begin the setup process for the Starship Manifest Report you will need to begin at the Elliott Main Menu and go to:
1. <Util-setup>
2. <Global Setup>
3. <Cop_func>
4. <Starship Manifest Rpt>

A screen similar to the one in *Figure 1* should appear. The following flags will need to be configured for proper use of the report.

1. Exempt Ship Via Codes:
Up to 10 ship-via codes can be entered here. Specify the ship-via Codes that will not be processed by Starship Manifest. For example, you may wish to specify ship via like "Pick Up" or "Deliver" in this list. During the printing of the Starship Manifest report, orders with this type of ship via code will not be printed on the report.

2. Print Sales Amt, Weight or Freight?
Specify "S" to print sales amounts, "W" to print order weight, or "F" to print the Freight Amount on your report. By default the "S", Sales Amount will appear on your report. However, "F" Freight Amount will be very useful to reconcile with your monthly carrier statement. To use the "F" option, you should turn on the Starship Write Back option for Freight. Your Elliott order note will look like *Figure 2*.
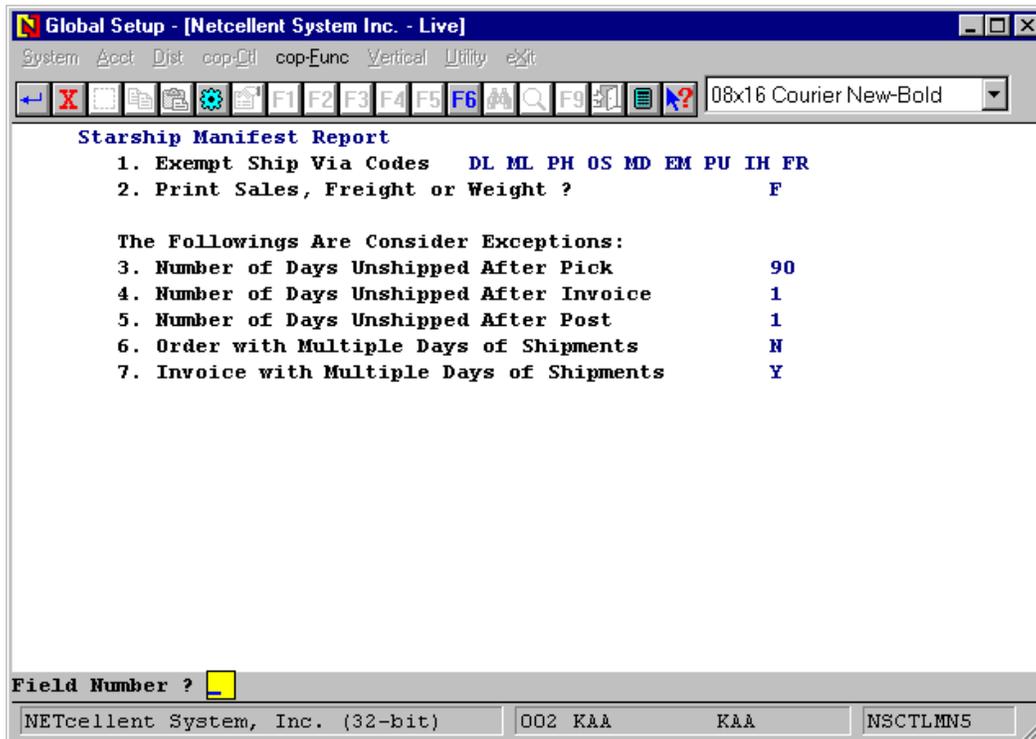
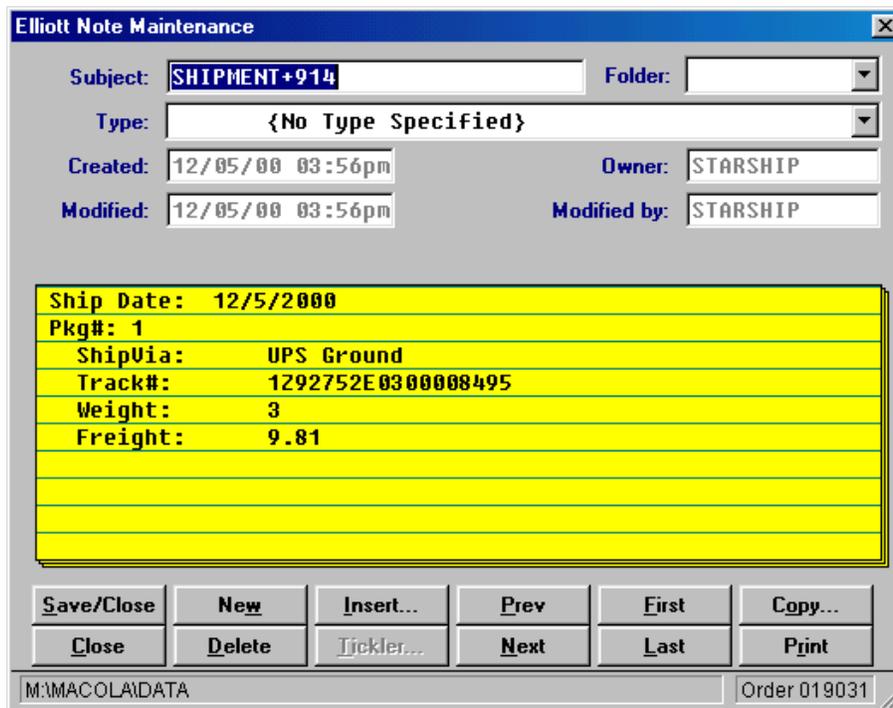*Figure 1: The Setup interface for the Starship Manifest Report.*

Figure 2. Exemplifies the Freight Amount and Weight being written back to the order via Starship. This needs to be done to use the "W" or "F" flag in Setup field 2.

3 – 7: Exceptions:
Exceptions can be considered "Red Flag" orders. These are situations that you may want to know about to resolve any potential issue before, or after, it occurs. If any of the conditions in these fields are true, then it is considered an exception. For example, the picking ticket for an order has been printed over 2 days ago, and the order has not been processed through Starship. You can print the Starship Manifest Report for exception orders only subsequently narrowing down the results to a small list. Exception flags are as follows.

3. **Number Of Days Unshipped After Pick:**
   Enter the maximum number of days, plus one, that an order should be processed through Starship Manifest station after the order picking ticket is printed. For example, if all orders that are printed with picking tickets today should be shipped by the end of tomorrow, then enter 2 into this field. If all orders that are printed with picking ticket today should be shipped by the end of today, then enter 1 into this field.

4. **Number of Days Unshipped After Invoice:**
   Some companies use the Invoice as a picking ticket. In this case, you would apply the same principle as in field 3. Enter the maximum number of days, plus one, after an order has been invoiced that it should be shipped. The default value is 1. This means all orders that have been printed with an invoice should have been shipped on or before the same day.

5. **Number of Days Unshipped After Post:**
   Enter the maximum number of days, plus one, after an order has been posted that it should be shipped. The default value is 1. This means all orders that have been posted should have been shipped on or before the same day.

6. **Orders With Multiple Days of Shipments:**
   "Y" or "N". Do you consider an exception has taken place if an order has been shipped on more than one day? If your answer is yes, then answer "Y" to this question; otherwise, answer "N". Since it is common to back order items and ship an order multiple times with an "O" type order, the default value for this field is "N".

7. **Invoices With Multiple Days of Shipments:**
   "Y" or "N". The default value is "Y". Similar to field 6, do you consider an exception has taken place if an "I" type of order has been shipped on more than one day? Since "I" type orders cannot be backordered, when this happens, it usually indicates a shipping problem. The most likely cause for this to happen is the shipping person has entered the wrong order number on the Starship side and shipped the merchandise to the wrong customer. By looking at other exceptions on the manifest report (like orders printed with a picking ticket but no shipment), you can make an educated guess as to what items have been shipped in error to the customer. This problem can also be

addressed if you use Elliott laser forms with the order number bar coded. Please see the Laser Form documentation in NWSM for more details.

Running the Starship Manifest Report

The Starship Manifest Report can be run to address a variety of different needs. You may want to track shipments more easily, or be able to catch potential problems right away, or you may want to generate a report that allows you to compare your UPS bill to the totals you have calculated in Starship. After completing the initial setup all of these situations can be easily addressed by running the report as instructed below.

To Run The Manifest Report, from the Main Menu go to <Customer Order Processing>, <Processing>, <Pick/Pack Tickets & Ship Labels>, <Shipping>, <Starship Manifest Report>. Specify the following. *See Figure 3.*
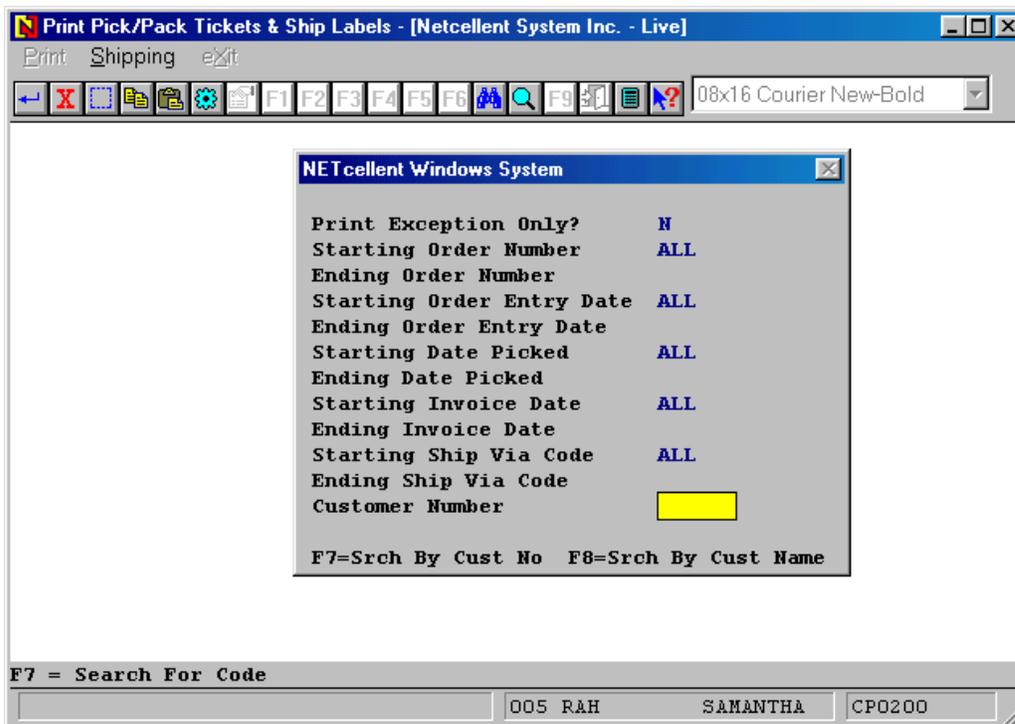

Figure 3: Enter the appropriate criteria to generate your report.

Print Exception Only?
"Y" or "N". By default "N", all orders in the selected range will be printed. If you want to zoom in to a small list of potential problem orders (exceptions) according to the setup, then enter "Y".

Starting Order Number:
Specify a specific order number to begin your report with, or hit <enter> for "all" order numbers. If you have a large number of history orders in your system, specifying a starting order number can speed up the printing of your report.

Ending Order Number:
If you specified a starting order number, enter a specific ending order number to complete the range of shipments to be printed. If you chose "all" order numbers in the previous field this field will not be available.

Starting Order Entry Date:
Specify a specific order entry date to begin your report with, or hit <enter> for "all" order entry dates.

Ending Order Entry Date:
If you specified a starting order entry date, enter a specific ending order entry date to complete the range of shipments to be printed. If you chose "all" order entry dates in the previous field this field will not be available.

Starting Date Picked:
Specify a specific picking date to begin your report with, or hit <enter> for "all" pick dates. If you choose a specific starting date in this field, the orders that have not been printed with picking tickets will not appear on this report. On the other hand, if you choose "all", then even if the picking ticket has not been printed the order can still be printed on the report if all other criteria match.

If you use picking tickets as your shipping document, then you should use starting date picked and ending date picked to select the range of your orders when checking for exceptions.

Ending Date Picked:
If you specified a pick date, enter a specific ending pick date to complete the range of orders to be printed. If you chose "all" pick dates in the previous field this field will not be available.

Starting Invoice Date
Specify a specific invoice date to begin your report with, or hit <enter> for "all" invoice dates. If you choose a specific starting date in this field, then the orders that have not been printed with an invoice will not print on this report. On the other hand, if you choose "all", then even if the invoice has not been printed the order can still be printed on the report if all other criteria match.

If you use invoices as your shipping document, then you should use starting invoice date and ending invoice date to select the range of your orders. In most situations, date shipped is same as the date invoiced. Therefore, you can also use invoice date as a selection criteria to compare with your carrier statement.

Ending Invoice Date
If you specified a starting invoice date, enter a specific ending invoice date to complete the range of orders to be printed. If you chose "all" invoice dates in the previous field this field will not be available.

Starting Ship Via Code:
Specify the ship via code from the Ship Via Code file that you would like to begin your report with, or hit <enter> for "all" available ship via codes. If you coded your Ship Via carefully, then you can use a range of ship via codes to print a report for a specific carrier. For example, you may code all your UPS ship via codes started with a "U". Please note: you may have already specified some ship via codes as exempt from this report in your Setup file.

Ending Ship Via Code:
If you specified a ship via code, enter a specific ending code to complete the range of codes to be included in your report. If you chose "all" available ship via codes in the previous field, this field will not be available.

Customer Number:
By entering a specific customer number in this field you can generate a report that prints shipments only for that customer, or hit <enter> for "all" customer numbers.

See *Figure 4* for an example of how your report will look.

```
Run Date: Dec  7, 2000 -  7:13am        Netcellent System Inc.


                             S T A R S H I P   M A N I F E S T   R E P O R T


Print Both Exception & Non-Exception Orders
All Order Number
All Order Entry Date
All Date Pick
All Invoice Date
All Ship Via
All Customers


Ord-No Inv-No Tp Ent-Date Cust-# Ship-To Name          Freight Via Dt-Pick Inv-Date  Post-Dt  Ship-Dt  Tracking #



 19023  21564 0  12/01/00 393075 Cavalier Business Systems   10.43  UG 12/01/00 12/01/00 12/01/00 12/01/00 1Z92752E0300008440
 19024  21565 0  12/01/00 934132 CRIDER, INC.                 5.61  UG 12/01/00 12/04/00 12/04/00 12/04/00 1Z92752E0300008459
 19025  21567 0  12/05/00 420122 Infantino                   17.45  UG 12/05/00 12/05/00 12/06/00 12/05/00 1Z92752E0300008468
 19026  21568 0  12/05/00 379386 BENSON BRANTZ CONSULTING     7.78  U0 12/05/00 12/05/00 12/06/00 12/05/00 1Z92752E1200008478
 19031  21574 0  12/05/00 393075 Cavalier Business Systems    9.81  UG 12/05/00 12/05/00 12/06/00 12/05/00 1Z92752E0300008495
 19032  21575 0  12/05/00 778908 Joan M. LaRochelle           8.73  UG 12/06/00 12/06/00 12/06/00 12/06/00 1Z92752E0300008502
 6 Documents            |            Grand Totals:    59.81
```

Figure 4. Sample Output of the Starship Manifest Report.