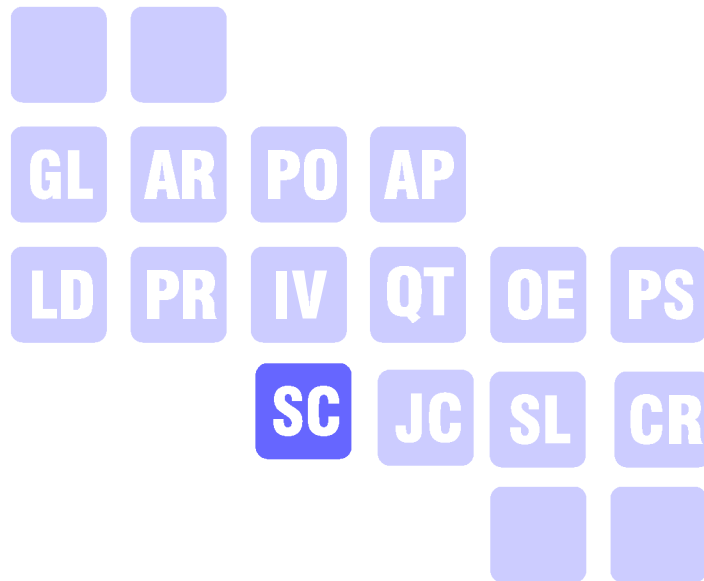




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Section 11

# SHIPPING CLERK



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# PREFACE

This manual is designed to assist you in the use of the Starr Computer Systems Inc. Shipping Clerk module. In addition to describing and explaining the module, this manual will guide you step-by-step through the operation of each program. For information regarding starting the system, how to operate the screens, how to operate the menus, function keys, file names, how to allocate/expand files, and how records are accessed, please refer to the "Introduction to Starr Accounting", which is Section One at the beginning of this set of documentation.

## **STARR DOCUMENTATION ON THE WEB**








The latest versions of our documentation are available free from our Web site at "<http://www.starrcs.com/>". The documents are in Adobe PDF format. These files can be viewed and printed using the free Adobe Acrobat reader. The reader is available from our Web site.

## **READER'S COMMENTS FORM**

Please note the Reader's Comments form at the back of this manual. Your suggestions are important to us, and we will use them to improve later versions of this manual.

## GRAPHICS CONVENTIONS

This manual conforms to other Alpha Micro publications in its use of a standard set of graphics conventions. We hope these conventions simplify our examples and make them easier for you to use. Unless stated otherwise, all sample commands are assumed to be entered at AMOS command level.

SYMBOL	MEANING
filespec	<p>An AMOS file specification that identifies a specific file within an account. A complete filespec for the local computer is made up of the device name, the file name, the file extension, and the account number. For example: DSK0:SYSTEM.INI[1,4]</p> <p>A file specification may also consist of an ersatz name, which specifies a particular disk account, and a file name, like this: SCSLIB:COMPNY.DAT.</p>
<b>TEXT</b>	This <b>bold</b> typeface represents characters you type. Variable parts of the entry are in italics, as noted below.
<i>Text</i>	We use this <b><i>bold italic</i></b> type for variable parts of command examples. Replace the text shown with the appropriate entry.
	The key symbol indicates a reference to a key on your keyboard. The name of the key appears inside the key symbol.
	This indicates a control sequence you press on the keyboard. Press  and hold it down while you press the indicated key.
^	When displayed in front of a capital letter, this means the letter is a control character. For example, when you press  , it appears on your screen as ^C (^C is the control character that cancels most programs and returns you to AMOS command level).
	This Halt! symbol indicates an important note you should read carefully before going further in the documentation. Usually, text next to this symbol contains instructions for something you <i>must</i> or <i>must not</i> do, so read it carefully.
	This Hint symbol indicates a helpful bit of information, or a “short cut” that could save you time or trouble.
	This Remember symbol indicates something you should keep in mind while following a set of instructions.

---

# CHAPTER ONE INTRODUCTION

## FEATURES OF THE SYSTEM

The Starr Computer Systems, Inc. Shipping Clerk module is a shipping manifest that is integrated into Starr Accounting. This shipping system is very powerful in that it can not only eliminate all manual writing involved with the shipping process, but it can also minimize the amount of information that must be keyed in by pulling the information from Starr Accounting and the electronic scale.

The Shipping Clerk is designed to:

- Interface with Accounts Receivable, Order Entry, Sales Leads, and Accounts Payable to obtain shipping address information
- Receive the weight from either an electronic scale or from the Inventory Master
- Calculate the total shipping charges, including any additional charges such as handling charges
- Print package labels, address labels, charges labels, and COD tags
- Print transaction detail report
- Produce the shipping manifest
- Automatically pass the charges back to the orders for billing (with an optional markup)

Particular features of the Starr Computer Systems Shipping Clerk include:

- Interactive, menu-driven programs
- Self-instructing user documentation
- Full audit trail

- Interface with other system with flexibility on levels of integration
- Supports USA, Canada, and Mexico
- Sample company for training

## HOW THE SYSTEM IS DESIGNED

The Shipping Clerk interfaces with the Order Entry, Accounts Receivable, Sales Leads, and Accounts Payable databases to obtain the shipping address and other information. Using all of these databases, you can easily ship to customers, prospects, or vendors. In addition, you can manually enter the address information, and ship to virtually anyone.

Order Entry is accessed using customer orders; then the charges are automatically passed back to the order for billing.

Accounts Receivable is accessed using customer orders; then the charges are automatically passed back to the order for billing. You can also use the customer record to obtain shipping information.

Sales Leads is accessed using the leads database. When using the Shipping Clerk as a stand alone system, we recommend using Sales Leads for address information.

Account Payable is accessed using the vendor database. This link is used so you can easily return product to a vendor.

UPS rate and zone files are used to compute UPS rates. This data can be updated by you when new rates are published, so you avoid annual rate update charges. All USA, Canada, and Mexico rates are included. The control files also contain information that permits marking up the rates; either by a percentage, a fixed amount, or both.

Charges are calculated using a simple, easy to use screen. All shipping tasks are done from this "process package" screen, with each task either automatic or done by pressing a function key. The tasks are: "assign package ID", "get the weight", "compute charges", "print a package label", "print an address label", "print a charges label", "print a COD tag", and "write a manifest transaction".

The "Transaction file" report contains the full detail of the daily transactions. It can be printed in several sort orders, and with varying amounts of detail. This report is your audit trail of each days shipping.

The "UPS manifest" report is a summary report containing both an abbreviated transaction listing and a service/charges summary. It can be printed in several sort orders. One copy goes to the UPS driver, and you keep one copy and file it with your "Transaction file" report.

When new rates are published, they are keyed by Starr Computer Systems Inc. and made available to Shipping Clerk users. A program is provided to load the new rates while preserving your zone data.

The Shipping Clerk system will optionally write to a Tracking Number database. This database is used to easily get the tracking number of billed packages. The Tracking Number database “order number” is used as a key to the A/R Sales Leads database; the Sales Leads database contains the “customer key” and “customer purchase order”. There are four database programs associated with the Tracking Number file: “Tracking file maintenance”, “Tracking inquiry display”, “Tracking file report”, and “Tracking file purge”. The “Load MaxiShip data” program creates Tracking Number records from the UPS MaxiShip system.

The "Purge transactions" program is used to purge old transactions, and to produce an audit trail of purged transactions.

## **BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS**

The Shipping Clerk System contains twenty-two programs that collectively perform the creating, maintaining, updating, and report generating functions of the system. Each major program is briefly described below.

- **Control File Maintenance**

This program is used to set the Shipping Clerk's system parameters. It also contains the rates additional services.

- **UPS USA Zones Maintenance**

This program is used to maintain a chart of the UPS USA zones.

- **UPS USA Rates Maintenance**

This program is used to maintain a chart of the UPS USA rates.

- **UPS Canada Zones Maintenance**

This program is used to maintain a chart of the UPS Canada zones.

- **UPS Mexico Zones Maintenance**

This program is used to maintain a chart of the UPS Mexico zones.

- **UPS Canada/Mexico Rates Maintenance**

This program is used to maintain a chart of the UPS Canada and Mexico rates.

- **Set Parameters**

This is used to set the daily parameters, such as pickup date and pickup record number.

- **Process a Package**

This program is used to process packages. Reads weight and computes charges. Prints package labels, address labels, charges labels, and COD tags.

- **Transaction File Maintenance**

This program maintains all shipping transactions.

- **Reset Transaction File**

This program resets the transaction file entry numbers in preparation for a new year.

- **Tracking File Maintenance**

This program maintains tracking number records.

- **Tracking Inquiry Display**

This program displays customer account information and package tracking number records on the terminal screen.

- **Load New Rates**

This program automatically loads new rates while preserving your old zones.

- **Load UPS data**

This program creates Tracking Number records from ASCII data that was exported from the UPS On-Line system.

- **Transaction File Report**

This program will print a report of selected transaction data. It can print the data in several orders, and has many selection parameters.

- **UPS Manifest Report**

This program prints is a summary report containing both an abbreviated transaction listing and a service/charges summary. It can be printed in several sort orders.

- **Tracking File Report**

This program will print a report of selected tracking number data.

- **Purge Shipping Clerk Transactions**

This program purges transactions from the transaction file and optionally prints an audit trail of purged transactions.

- **Purge Tracking File Records**

This program purges tracking file records and optionally prints an audit trail of purged records.



---

# CHAPTER TWO PROCEDURES

## SPECIAL PROCEDURES

There are several special cases that may arise in running the Shipping Clerk System. The handling of each of these special cases is described in the following section:

### Void a package

When you process a package and press the EXECUTE key, a shipping clerk transaction is created corresponding to that package. This package is assigned a package ID and will appear on the manifest, and will contain charges unless the transaction is voided as follows:

- a) Bring up the transaction in change mode using "Transaction file maintenance". The entry number can be obtained from the "Transaction file" report, or can be easily found using the F10 "last record in the file" key.
- b) Press function key F5 to void the transaction.

## DAILY PROCEDURES

1. Set daily parameters.

Done at the start of the shipping day, before any packages are processed.

2. Process a package.

Done for every package you want to ship on the specified shipping day.

3. Print UPS manifest.

Done at the end of the day, after all packages have been processed. Two copies should be printed; one for the UPS driver and one copy for your files.

4. Print transaction file.

Done at the end of the day, after all packages have been processed. One copy should be filed with your copy of the manifest.

## **YEAR END PROCEDURES**

This procedure is performed after the end of year, whenever it is convenient. It does not need to be performed at any particular time, as the procedure merely purges old records.

1. Run the purge program to delete old transactions.
2. Run the reset transaction file program to reset the transaction file entry number.

---

# CHAPTER THREE PROGRAMS

## CONTROL FILE MAINTENANCE

This program is run during system creation and is used to define the shipper and charges information.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu.

Use the ESP print key to print the data to the default printer.

### Record Fields

The record fields are:

1. Record number  
The control file record number.
2. Custom option  
Used to control custom S/C features. No custom options are currently defined.  
Enter the sum of the features to turn on multiple features.
3. Company name  
The shipper's company name.
4. Address line 1  
The first line of the shipper's address.
5. Address line 2

- The second line of the shipper's address.
6. City  
The shipper's city
  7. State  
The two letter abbreviation of the shipper's state.
  8. Zip
  9. Phone  
The shipper's phone number.
  10. Entry number  
The last transaction entry number. used. Automatically maintained by the system; incremented by one every time a transaction is added.  
  
It's very important that this field not be changed to a lower number, when transactions already exist with the same lower numbers. If you do, you will get "record already exist" errors when adding transaction, since the entry number is already used by a previous record.
  11. Package ID number  
The last package identification number used. Automatically updated by the "Process a package" program.
  12. Pickup date  
Package pickup date. Set by the "Set parameters" program.
  13. Default service  
Default shipping instructions, when none is specified by an order.
  14. Scale type  
The scale type number. Enter zero if no scale on the system, else enter "Toledo model 8213".
  15. Package label printer

- 
- The package label printer number.
16. Package label lines
- The number of lines in a package label.
17. Address label printer
- The address label printer number.
18. Address label lines
- The number of lines in an address label.
19. Charges label printer
- The charges label printer number.
20. Charges label lines
- The number of lines in a charge label.
21. COD tag printer
- The COD tag printer number.
22. COD tag lines
- The number of lines in a COD tag.
23. UPS shipper number
- The shipper's UPS shipper number.
24. Pickup record number
- Package pickup record number. Set by the "Set parameters" program.
25. UPS multiplier
- UPS rate multiplier. Used to markup UPS rates. Multiplies actual rates by this multiplier. If zero, has no effect on rates.
26. UPS adder
-

UPS rate adder. Used to markup UPS rates. Adds the adder to the actual UPS rates. If zero, has no effect on rates.

27. Call tag charge

UPS call tag charge.

28. COD charge

UPS COD charge.

29. Declared value charge

UPS declared value charge for each \$100.00 above the included \$100.00 coverage.

30. Delivery confirmation charge

UPS delivery confirmation response charge.

31. Delivery confirmation signature charge

UPS delivery confirmation signature charge.

32. Delivery confirmation reply charge

UPS delivery confirmation reply address charge.

33. Hazardous material charge

UPS hazardous material charge.

34. Saturday delivery charge

UPS next day Saturday delivery charge.

35. Additional handling charge

UPS additional handling charge.

## UPS USA ZONES MAINTENANCE

This program is used to add, change, and display the UPS USA zone chart.

## Record Fields

The record fields are:

1. Record number

Enter the record number. The zip code ranges correspond with the record numbers as follows:

Record number:

0: zips 000 to 099

1: zips 100 to 199

2: zips 200 to 299

3: zips 300 to 399

4: zips 400 to 499

5: zips 500 to 599

6: zips 600 to 699

7: zips 700 to 799

8: zips 800 to 899

9: zips 900 to 999

2. Chart date

The zone chart date.

3. Low

The beginning prefix for this zone.

4. High

The ending prefix for this zone.

## 5. Ground(x)

The UPS ground zone for this zip code range.

## 6. 3Day(x)

The UPS three day select zone for this zip code range.

## 7. 2Day(x)

The UPS 2nd day air zone for this zip code range.

## 8. 1Day(x)

The UPS next day air zone for this zip code range.

## UPS CANADA ZONES MAINTENANCE

This program is used to add, change, and display the UPS Canada zone chart.

### Record Fields

The record fields are:

## 1. Record number

Enter the record number. The zip code ranges correspond with the record numbers as follows:

Record number:

61: zips A00 to JZZ

62: zips K00 to NZZ

63: zips P00 to TZZ

64: zips U00 to ZZZ

## 2. Chart date

The zone chart date.

3. Low  
The beginning prefix for this zone.
4. High  
The ending prefix for this zone.
5. Zone(x)  
The UPS zone for this zip code range.

## UPS MEXICO ZONES MAINTENANCE

This program is used to add, change, and display the UPS Mexico zone chart.

### Record Fields

The record fields are:

1. Record number  
Enter the record number. The zip code ranges correspond with the record numbers as follows:  
Record number:  
70: zips 00000 to 09999  
71: zips 10000 to 19999  
72: zips 20000 to 29999  
73: zips 30000 to 39999  
74: zips 40000 to 49999  
75: zips 50000 to 59999  
76: zips 60000 to 69999

77: zips 70000 to 79999

78: zips 80000 to 89999

79: zips 90000 to 99999

2. Chart date

The zone chart date.

3. Low

The beginning prefix for this zone.

4. High

The ending prefix for this zone.

5. Express zone(x)

The UPS express zone for this zip code range.

6. Expedited zone(x)

The UPS expedited zone for this zip code range.

7. Standard zone(x)

The UPS standard zone for this zip code range.

## UPS USA RATES MAINTENANCE

This program is used to add, change, and display UPS USA rates.

### Record Fields

The record fields are:

1. Record number

Enter the record number. The UPS zones correspond with the record numbers as follows:

Record number:

- 11: UPS commercial zone 2
- 12: UPS commercial zone 3
- 13: UPS commercial zone 4
- 14: UPS commercial zone 5
- 15: UPS commercial zone 6
- 16: UPS commercial zone 7
- 17: UPS commercial zone 8
- 18: UPS residential zone 2
- 19: UPS residential zone 3
- 20: UPS residential zone 4
- 21: UPS residential zone 5
- 22: UPS residential zone 6
- 23: UPS residential zone 7
- 24: UPS residential zone 8
- 25: UPS GroundTrac commercial zone 2
- 26: UPS GroundTrac commercial-TRAC-COME zone 3
- 27: UPS GroundTrac commercial zone 4
- 28: UPS GroundTrac commercial zone 5
- 29: UPS GroundTrac commercial zone 6
- 30: UPS GroundTrac commercial zone 7
- 31: UPS GroundTrac commercial zone 8
- 32: UPS GroundTrac residential zone 2

- 23: UPS GroundTrac residential zone 3
  - 24: UPS GroundTrac residential zone 4
  - 25: UPS GroundTrac residential zone 5
  - 26: UPS GroundTrac residential zone 6
  - 27: UPS GroundTrac residential zone 7
  - 28: UPS GroundTrac residential zone 8
  - 29: UPS 3 Day Select zone 32
  - 30: UPS 3 Day Select zone 33
  - 31: UPS 3 Day Select zone 34
  - 32: UPS 3 Day Select zone 35
  - 33: UPS 3 Day Select zone 36
  - 34: UPS 3 Day Select zone 37
  - 35: UPS 3 Day Select zone 38
  - 36: UPS 2nd Day Air zone 12
  - 37: UPS 2nd Day Air zone 14
  - 38: UPS 2nd Day Air zone 15
  - 39: UPS 2nd Day Air zone 16
  - 40: UPS Next Day Air zone 22
  - 41: UPS Next Day Air zone 24
  - 42: UPS Next Day Air zone 25
  - 43: UPS Next Day Air zone 26
2. Chart date

- The rate chart date.
3. Letter rate  
The letter dollar rate (if applicable).
  4. (x) lb. rate  
The dollar rate for this weight.

## UPS CANADA/MEXICO RATES MAINTENANCE

This program is used to add, change, and display UPS Canada and Mexico rates.

### Record Fields

The record fields are:

1. Record number

Enter the record number. The Canada/Mexico rates correspond with the record numbers as follows:

Record number:

- 81: UPS Express zone 81
- 82: UPS Express zone 82
- 83: UPS Express zone 83
- 84: UPS Express zone 84
- 85: UPS Express zone 85
- 86: UPS Expedited zone 71
- 87: UPS Expedited zone 72
- 88: UPS Expedited zone 73
- 89: UPS Expedited zone 74

- 90: UPS Expedited zone 75
  - 91: UPS Standard zone 51
  - 92: UPS Standard zone 52
  - 93: UPS Standard zone 54
  - 94: UPS Standard zone 55
  - 95: UPS Standard zone 59
  - 96: UPS Standard zone 61
  - 97: UPS Standard zone 63
  - 98: UPS Standard zone 64
  - 99: UPS Standard zone 65
2. Chart date  
The rate chart date.
  3. Letter rate  
The letter dollar rate (if applicable).
  4. (x) lb. rate  
The dollar rate for this weight.

## SET PARAMETERS

This program is run at the start of each shipping day, and sets shipping parameters for that day. It must be run before any packages are processed for that day.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu.

Use the ESP print key to print the data to the default printer.

## Record Fields

The record fields are:

1. Pickup date(x)

The package pickup date in MMDDYY format.

2. UPS pickup record number

The UPS pickup record number for the pickup date. Function key F1 will automatically provide the next available pickup record number.

## PROCESS A PACKAGE

This is the main processing program of Shipping Clerk. It processes all packages. It interfaces with Accounts Receivable, Order Entry, Sales Leads, and Accounts Payable to obtain address and shipping method. It assigns package ID's. It reads weights and computes charges. It prints package labels, address labels, charge labels, and COD tags. It writes shipping transactions, which record all shipping activity.

This program contains all of the functions necessary for the shipping department to prepare packages for shipment. Since all functions are provided on a single screen, it is quick and easy to use.

This program will not compute billing charges when the order header shipping instructions has the string "N/C" anywhere to the right of the shipping method. However, please note that the program always computes the billing charges and stores these charges in the Shipping Clerk transactions. Thus the billing charges are available to be invoiced if the order header shipping instruction is changed to not contain the "N/C" string prior to the invoice being posted. Once an invoice is posted, the corresponding Shipping Clerk transactions are marked as "posted", and can not be invoiced again.

The Shipping Clerk is sold with one to four links to other Starr Accounting modules; so that the shipping address can be easily obtained from the data files associated with those modules. The links are:

1. Order Entry

With this link, the order number is entered to obtain the shipping address and shipping method. The shipping weight can be optionally be obtained from the line item records. The line item records can get the weight from the corresponding inventory master records. The weight can also be entered manually when the line items are entered. The shipper usually

works from a packing list document, which contains the order number. When the order is billed, the shipping charges will be obtained from the corresponding Shipping Clerk transactions.

## 2. Accounts Receivable

With this link, the order number is entered to obtain the shipping address and shipping method. The shipping weight can be optionally be obtained from the line item records. The line item weight is entered manually when the line items are entered. The shipper usually works from a packing list document, which contains the order number. When the order is billed, the shipping charges will be obtained from the corresponding Shipping Clerk transactions.

With this link the customer key can optionally be entered to obtain the shipping address. No shipping method or weight is available with the customer key option.

## 3. Sales Leads

With this link the Sales Lead key can be entered to obtain the shipping address. No shipping method or weight is available with the sales leads key option.

## 4. Accounts Payable

With this link the Vendor key can be entered to obtain the shipping address. No shipping method or weight is available with the accounts payable key option.

With any of the links, it is also possible to manually add or change the address and shipping method by merely typing over the existing data.

## Record Fields

The record fields are:

### 1. O/E order key

The O/E order key (if applicable). Full key search processing is provided.

### 2. A/R order key

The A/R order key (if applicable). Full key search processing is provided.

### 3. Customer key

The customer key (if applicable). Full key search processing is provided.

4. Sales Leads key  
The sales leads key (if applicable). Full key search processing is provided.
5. Pickup date  
A display-only field, which is set by the "Set parameters" program.
6. Service  
Shipping instructions (shipping method). Defaults from the order header (if applicable).
7. Zip code  
Zip or postal code.
8. Weight  
The package weight. Will default from the order lines (if applicable), but can also be obtained from the scale via function key F2.
9. Package ID  
The package ID number. Automatically assigned when you RETURN through this field, but can also be assigned via function key F1.
10. UPS zone  
Ups zone number. Automatically computed from the service and zip code.
11. Package type
12. The type of package. A pop-up field. The values are:
  - a) Regular  
Regular charges.
  - b) Letter  
Air letter charges.
  - c) Oversize.

Oversize charges.

13. Carrier additional handling indicator

Enter "Yes" if the carrier has an additional handling charge on this package, else enter "No".

14. Declared value

The package declared value in whole dollars. Since declared value charges are based per hundred dollars of value, always state the value in even hundred dollar increments.

15. Reference number

Package reference number. Automatically assigned by the system to refer to the order, customer key, or sales leads key, as appropriate. Can also be assigned manually.

16. Tracking number

If the package is to be sent by a service that can be traced, a valid tracking number must be used; otherwise, the tracking number can be shipper-assigned.

17. Delivery confirmation number

The delivery confirmation number, if you want delivery confirmation service.

18. Delivery confirmation code

The delivery confirmation code. A pop-up field as follows:

- 1) name/date confirmation
- 2) name/date/address confirmation
- 3) signature/date confirmation
- 4) signature/date/address confirmation

19. Call tag number

The call tag number, if you want call tag service.

20. Merchandise

The call tag merchandise description, if you want call tag service.

## 21. Saturday

Enter "Yes" if the package is next day air with Saturday delivery, else enter "No".

## 22. Hazardous

Enter "Yes" if hazardous material, else enter "No".

## 23. Handling charge

The shipper's handling charge for this package (if applicable). This is an additional handling charge by the shipper which is in addition to the carrier's freight charge, and is not paid to the carrier.

## 24. COD amount

The COD dollar amount. The software will add the shipping charges to the entered COD amount if you press function key F8

## 25. COD cash

Enter "Yes" if the COD is cash only.

## 26. Shipping name and address

The shipping contact name, company name, address, and phone number. Normally defaulted by one of the database links, but may be entered manually.

## Operating Steps

The Shipping Clerk is normally operated with the Order Entry link, where the shipping clerk has packing lists associated with each package to be shipped. Under this environment, the operating steps are:

1. Place package on the scale
2. Assign the package ID by pressing the F1 key.
3. Get the weight by pressing the F2 key.
4. Calculate the charges by pressing the F3 key.
5. Print an address label by pressing the F4 key.

6. If printing a charges label, press the F5 key.

The charges label prints the package information and the charges associated with the package. The label is then attached to the document that goes to the office for billing the freight charges. Since the Shipping Clerk automatically gets the charges when an order is billed, the charges label is not usually printed. It is required if you are shipping a package without a corresponding order, and you want to later bill out the shipping charges.

7. If printing a package label, press the F6 key.

The package label corresponds to your UPS stamp; it contains your UPS number, package ID, and weight. The top part of the address label also contains this information, so printing of the package label is not usually required.

8. If a COD, print a COD tag by pressing the F7 key.

9. Press the EXECUTE key to write the Shipping Clerk transaction associated with this package, and prepare the screen for a new package.

## TRANSACTION FILE MAINTENANCE

This program is used to maintain Shipping Clerk transaction records.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank. The master password is required to change a transaction that has already been invoiced, unless the password is blank.

Each record contains a field called the transaction flag. This flag is used by the system to identify the status of that transaction. The value of the flag will be the SUM of the status conditions. The various conditions follow:

1. Status condition 1

This condition exists when the S/C transaction has been invoiced.

2. Status condition 128

This condition exists when the S/C transaction has been voided.

### Record Fields

The record fields are:

1. Entry number

The transaction entry number.

In add mode, ignore this field. It will fill in automatically as records are added.

When not in add mode, this field is used to access specific records by entry number. To access the first record in a file, press the F9 key; to access the last record in a file, press the F10 key.

2. Package ID

The package ID number. Automatically assigned when you RETURN through this field, but can also be assigned via function key F2.

3. Order number

A/R or O/E order number.

4. Pickup date

The package pickup date.

5. Service

Shipping instructions (shipping method).

6. Weight

The package weight..

7. Package type

The type of package. A pop-up field. The values are:

a) Regular

Regular charges.

b) Letter

Air letter charges.

- c) Oversize.  
Oversize charges.
8. Declared value  
The package declared value in whole dollars. Since declared value charges are based per hundred dollars of value, always state the value in even hundred dollar increments.
9. Declared value charges  
The package declared value charges.
10. Reference number  
Package reference number.
11. Saturday  
Enter "Yes" if the package is next day air with Saturday delivery, else enter "No".
12. Saturday charges  
The package Saturday charges.
13. Hazardous  
Enter "Yes" if hazardous material, else enter "No".
14. Hazardous charges  
The package hazardous charges.
15. Handling charge  
The shipper's handling charge for this package (if applicable). This is an additional handling charge by the shipper which is in addition to the carrier's freight charge, and is not paid to the carrier.
16. COD amount  
The COD dollar amount.
17. COD charges

- 
- The COD charges.
18. COD cash
- Enter "Yes" if the COD is cash only.
19. Carrier charges
- Carrier freight charges.
20. Shipping charges
- Billing freight charges.
21. Additional charges
- Carrier additional charges.
22. Total charges
- A display-only field
23. Operator
- The operator key of the person adding this transaction. Skipped field. Automatically maintained by the system.;
24. Company ID
- The company ID of the company adding this transaction. Skipped field. Automatically maintained by the system.
25. Shipping name and address
- The shipping contact name, company name, address, and phone number.
26. UPS zone
- The UPS zone corresponding to the ship to zip code.
27. Tracking number
- If the package is to be sent by a service that can be traced, a valid tracking number must be used; otherwise, the tracking number can be shipper-assigned.

28. Call tag number  
The call tag number, if you want call tag service.
29. Merchandise  
The call tag merchandise description, if you want call tag service.
30. Call tag charges  
The call tag charges.
31. Delivery confirmation number  
The delivery confirmation number, if you want delivery confirmation service.
32. Delivery confirmation code
33. The delivery confirmation code. A pop-up field as follows:
- a) Name/date confirmation
  - b) name/date/address confirmation
  - c) signature/date confirmation
  - d) signature/date/address confirmation
34. Delivery confirmation charges  
The delivery confirmation charges.
35. Additional handling indicator  
Enter "Yes" if a UPS additional handling charge, else enter "No".
36. Additional handling charge  
The UPS additional handling charge.

## RESET TRANSACTION FILE

This program resets the Transaction file entry numbers starting with entry number one, and resets the Control file to correspond to the new entry numbers. It is normally run after the year-end purge of the Transaction file.

Resetting the entry numbers involves changing the ISAM record keys. If the system is unable to change a key, an error listing will be created.

### Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the renumber option. Enter "Yes" to renumber entry numbers starting with entry number "00000001", else enter "No".

### Report Fields

The report is only printed if errors occur. The report fields are:

1. Old entry number
2. New entry number
3. Error message

## TRACKING FILE MAINTENANCE

This program is used to maintain tracking file records. Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore

changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

Function key "F4" can be used in the order number or invoice number fields to bring up the first record in the database that matches the order #. This option is *not* supported in add mode, but *is* supported in all other modes.

## Record Fields

1. Customer key

The customer master record key.

2. Pickup Date

The package pickup date.

3. Sequence #

The record sequence number (record sequence for current customer/date).

4. Order #

Order number. Press F4 to find the first record for this order number.

5. Purchase Order #

Customer purchase order number (truncated to fifteen characters)

6. Tracking #

Package tracking number

## TRACKING NUMBER INQUIRY DISPLAY

This program is used to display the Customer Master information on the terminal screen, as well as all tracking file records that are associated with this customer.

Transactions are displayed in customer shipping date sequence number order.

The lower right hand corner of the display contains three numbers in the format "beginning-line/ending-line total lines". The "total lines" number represents the total set of transactions that

can be displayed. The "beginning-line" and "ending-line" numbers represent the subset of transactions that are currently displayed (e.g. if you were displaying the last twelve transactions in a set of one hundred transactions the display would be "0089/0100 0100").

Twelve transactions at a time are displayed, and the user can "browse" through the transactions in both the forward and the backward direction; either a line at a time or twelve lines at a time. Use the F1 key to go to the next line. Use the F2 key to go to the previous line. Use the F3 key to go to the next page (ahead twelve lines). Use the F4 key to go to the previous page (back twelve lines). Use function key F5 to set the beginning transaction display at a specified line number.

## Tracking Number File Display Fields

The Customer Master fields are displayed at the top of the screen. The fields are:

1. Customer key
2. Customer name & address
3. Salesman number
4. Promotion code
5. Terms code
6. Statement flag
7. First sale date
8. Balance forward date
9. Last sale date
10. Statement date
11. Current balance
12. Balance brought forward
13. Year-to-date debits
14. Year-to-date credits
15. Credit code

16. Price code
17. Credit limit

## Tracking Number File Display Fields

The Tracking Number fields are displayed on the bottom of the screen. The fields are:

1. Ship Date
2. Sequence number
3. Order number
4. Purchase order number
5. Tracking number

## LOAD NEW RATES

This program renames the old zones/rates file with a “OLD” extension, renames the new zones/rates file to the standard zone/rates file name, and copies the old zones to the new zone/rates file.

You must know the master password to run this program.

### Operating Steps

The operating steps are:

1. Enter the old zones/rates backup file name.
2. Enter the new zones/rates file name.

## LOAD MAXISHIP DATA

This program loads UPS MaxiShip data into the Tracking Number file. The data is exported from the MaxiShip system as ASCII text. Each text record must end with a carriage return line feed pair. See the on-line help for complete text file requirements.

When importing, the program uses the order number from each MaxiShip record to access Starr Accounting databases; if a matching database record is found the combined data is added to the Master/Transaction database. Any errors are printed on an error report. The three databases are listed below in their search order. If a match is found within a database, the remaining databases are skipped.

1. Order Entry order header

The order header will exist until all line items for the order are billed.

2. Accounts Receivable sales history

This data will exist after some of the order is billed

3. Accounts Receivable order header

The order header will exist until all line items for the order are billed.

## Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is system date.
5. Enter the ASCII text file name. Text records will be read and then used to add new Tracking Number records.
6. Enter the delete option. Enter "Yes" to delete the MaxiShip import text file.

## Report Fields

The error report fields are:

1. Error message
2. Text fields

Only the first one hundred characters are printed.

## TRANSACTION REPORT

A complete listing of the Transaction file is produced using this program. Grand totals are also printed.

Records may be selected by date range, entry number range, company ID, operator key, and service.

There are options to not print the UPS or ship to fields.

The transactions may be printed in the following orders:

1. entry number order
2. package ID, reference order

## Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.

4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the transaction date low to high range to process.
6. Enter the entry number low to high range to process.
7. Enter the company ID to match, or enter "All" for all company ID's.
8. Enter the operator key to match, or enter "All" for all operator keys.
9. Enter the service (shipping method) to match, or enter "All" for all services.
10. Enter "Yes" to print UPS fields, else enter "No".
11. Enter "Yes" to print ship to fields, else enter "No".

### **Report Fields**

The report has up to five lines for each transaction. The report fields are:

#### **Line one:**

1. Package ID
2. Service
3. Package type
4. Ship date
5. Weight (exact)
6. Shipping charges (carrier)
7. Additional charges (carrier)
8. Handling charges (shipper)
9. Declared value amount
10. Declared value charges
11. COD amount

12. COD charges
13. COD cash-only
14. Saturday delivery
15. Hazardous materials
16. Company ID
17. Transaction flag
18. Operator key
19. Entry number

**Line two:**

1. Reference number
2. Order number
3. Billing charges

**Line three:**

1. UPS zone
2. UPS tracking number
3. UPS call tag number
4. UPS call tag charges
5. UPS call tag merchandise description

**Line four:**

1. UPS delivery confirmation number
2. UPS delivery confirmation code
3. UPS delivery confirmation charges
4. UPS additional handling charge indicator

5. UPS additional handling charge

**Line five:**

1. Shipped to contact name
2. Shipped to address line one
3. Shipped to city
4. Shipped to company name
5. Shipped to address line two
6. Shipped to state
7. Shipped to zip
8. Shipped to phone

**UPS MANIFEST REPORT**

A UPS manifest is produced by this program. Grand totals are also printed.

Usually two copies of the report are printed. One copy goes to the UPS driver, and the other copy is kept with the "Transaction file" report, printed for the same transaction date range as the manifest.

Records may be selected by date range.

There is an option to not print transaction detail.

The transactions may be printed in the following orders:

1. entry number
2. package ID, reference

**Operating Steps**

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the transaction date low to high range to process.
6. Enter "Yes" to print transaction detail, else enter "No".

### **Report Fields**

The report has two sections. The report fields are:

#### **Section one (transaction detail):**

1. Entry number
2. Package ID
3. Service (shipping instructions)
4. Package type
5. Zip code
6. UPS zone
7. Weight (exact)
8. Charges (total)
9. Declared value amount
10. COD amount

11. Delivery confirmation number
12. Call tag number
13. Reference number
14. Additional handling indicator

**Section two (summaries):**

Prints grand total quantity and charges for each type of UPS service, and for declared value, COD, additional handling, and call tags. Also prints grand totals, which will balance to the "Transaction file" report, when printed for the same date range.

**TRACKING NUMBER FILE REPORT**

This program produces a complete listing of the Tracking Number file.

The report is produced in customer key, date, sequence number order.

**Operating Steps**

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the beginning and ending package ship dates.
6. Enter the order number high and low.

7. Enter the customer key group, or "All" for all customers.
8. Enter the customer purchase order number group, or "All" for all purchase order numbers.

## Report Fields

The following fields are printed:

1. Customer key
2. Package ship date
3. Sequence number
4. Order number
5. Purchase order number
6. Tracking number

## PURGE S/C TRANSACTION FILE

This program purges the S/C Transaction file for a low to high date range.

## Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.

4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the low to high date range to purge.
6. Enter the print detail option.
7. Enter "Yes" to print the transaction detail. Enter "No" to not print the transaction detail.

## Report Fields

All transaction fields are printed. See the "Transaction file" report documentation for the report fields.

## PURGE S/C TRACKING NUMBER FILE

This program purges the S/C Tracking Number file for a date low to high range.

## Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the beginning date to purge.
6. Enter the ending date to purge.

7. Enter the print detail option.

Enter "Yes" to print the record detail. Enter "No" to not print the record detail.

## **Report Fields**

All record fields are printed. See the "Tracking File Report" documentation for the report fields.

---

# CHAPTER FOUR SAMPLE REPORTS

This section contains some selected sample reports (edited for brevity).  
See Chapter One for a complete listing of all the standard reports available.  
Control file reports are not included in this section; see the control file documentation.

---



07/15/96 06:24:37

XYZ (SAMPLE) COMPANY  
SHIPPING CLERK

PAGE 1

TRANSACTION FILE REPORT : ENTRY NUMBER ORDER : DATES 07/15/96 - 07/15/96  
ENTRIES 0 - 99999999 : COMPANY ID All : OPERATOR All

PKG ID	SERVICE, TYPE, REF#	SHP DTE	WEIGHT	SHP-C	ADD-C	HAND-C	DV-AMT	DV-C	COD-AMT	COD-C	CSH	SAT	HAZ	ID	FLAG	OPR	ENTRY#
00000100	UPS-COM R COX/00001013	07/15/96	76.00	24.08	1.40	0.00	500	1.40	0.00	0.00	N	N	N	XY	0	Z	00000083
UPS ZONE: 2 TRK#:		ORD#: 00001013		BIL-C: 25.08		CTAG#: 0.00		MER-DES:									
DC#:		DC-CODE: 1		DC-C: 0.00		AH: N		AH-C: 0.00									
SHIPPED TO: COX PROPERTIES, INC.		1334 PERIMETER PK.				LINCOLN NE 68235				402-394-6666							
00000101	UPS-1DAY R SDI/960715	07/15/96	10.00	35.25	0.70	0.00	300	0.70	0.00	0.00	N	N	N	XY	0	Z	00000084
UPS ZONE: 105 TRK#:		ORD#: 00001013		BIL-C: 36.25		CTAG#: 0.00		MER-DES:									
DC#:		DC-CODE: 1		DC-C: 0.00		AH: N		AH-C: 0.00									
SHIPPED TO: MIKE JONES SOUTHERN DIST., INC		4350 BUFORD HWY. NE.				LINCOLN AL 36001				402-455-2345							

59.33 total shipping charges  
2.10 total additional charges

-----  
61.43 grand total charges

2 records printed.

07/15/96 06:24:50

PAGE 1

Starr Computer Systems Inc  
 6126 Melissa Lane Omaha NE 68152-1422  
 UPS MANIFEST : ENTRY NUMBER ORDER : DATES 07/15/96 - 07/15/96  
 PICKUP DATE 07/15/96 : PICKUP RECORD# 00000130 : UPS SHIPPER# NE 632-812  
 TRANSACTION DETAIL

ENTRY#	PKG ID	SERVICE	PKG TYPE	ZIP	ZONE	WEIGHT	CHARGES	DV-AMT	COD-AMT	DC#	CTAG#	REF#	AH
00000083	00000100	UPS-COM	Regular	68235	2	76.00	25.48	500	0.00			COX/00001013	N
00000084	00000101	UPS-1DAY	Regular	36001	105	10.00	35.95	300	0.00			SDI/960715	N
Subtotal						86.00	61.43						
Grand total						86.00	61.43						

2 detail records printed.

SUMMARY

SERVICE	QUANTITY	CHARGES
Ground - Commercial	1	24.08
Ground - Residential	0	0.00
GroundTrac - Commercial	0	0.00
GroundTrac - Residential	0	0.00
3 Day Select	0	0.00
2 Day Air Packages	0	0.00
2 Day Air Letters	0	0.00
1 Day Air Packages	1	35.25
1 Day Air Letters	0	0.00
1 Day Air Early Packages	0	0.00
1 Day Air Early Letters	0	0.00
Canada - Ground	0	0.00
Canada - Air Packages	0	0.00
Canada - Air Letters	0	0.00
Mexico - Air Packages	0	0.00
Mexico - Air Letters	0	0.00
Subtotal	2	59.33
Declared value units	6	2.10
COD	0	0.00
Additional handling	0	0.00
Call tags	0	
Subtotal		2.10
Grand total		61.43

Rates effective 02/03/96  
 Starr Computer Systems Inc. "Shipping Clerk"

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# DOCUMENT HISTORY

## SHIPPING CLERK USER'S GUIDE

REVISION	RELEASE	DATE	DESCRIPTION
00	4.06	04/01/97	New PDF document; adapted from old format.
01	4.07	06/07/97	September 1, 1997 release
02	4.08	09/01/98	September 1, 1998 release
03	4.09	09/01/99	September 1, 1999 release (no changes in this release)



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# READER'S COMMENTS

We appreciate your help in evaluating our documentation efforts. Please feel free to attach any additional comments.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Phone number: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Comments: