

eInduction Report Testing

Date of Test: _____

Undocumented Errors = (#eInduction Containers Extra)

The below test process will allow a tester to verify that an Undocumented (Extra) error reported on the eInduction tab of the mailer scorecard is a valid error. Undocumented errors are logged at the container level.

In this test, we will validate that the # Payment errors reported matches between summary and drill views for the eDoc submitter scorecard, Mail Owner Scorecard, Mail Preparer Scorecard. We are also testing that Payment errors are logged correctly, and reporting correctly.

This test will also validate that errors reporting above threshold are reporting correctly on the Mail Entry Additional Postage Assessment Report (Internal Users only at this time) and Postage Assessment Summary Report – Information Only.

eDoc Submitter Scorecard

In this test, we will validate that the # of Undocumented errors reported matches between summary and drill views for the eDoc submitter scorecard. We are also testing that UNDOCUMENTED errors are logged correctly.

**If the eDoc submitter is participating in Seamless Acceptance program (activated Seamless site), there should be no error data or additional postage amounts populated on eInduction tab for non-payment of containers. In this case, verify undocumented pieces are populating in Scorecard, Seamless tab.

Major Step	Key Points	Reasons
1. Open eDoc Submitter Scorecard View _____ eDoc Submitter CRID used	<ul style="list-style-type: none"> • Select "I'm an eDoc submitter" Enter information in the (Required) filter fields: <ul style="list-style-type: none"> • Select Timeframe: <ul style="list-style-type: none"> • Current Month • Previous Month • Select Month • Enter the eDoc Submitter CRID in the Search Box • Click on the magnifying glass to search for the CRID • Highlight the eDoc Submitter name • Click on the arrow to move the CRID to the right box under "Selected" • Select "Run Document" located at bottom left of screen. • Next screen will request to 	The Mailer Scorecard holds all eInduction (EIN) errors, including Undocumented errors.

	select "Error Type" <ul style="list-style-type: none"> Select "eInduction" 	
2. Navigate to the Undocumented errors fields _____ # of Undocumented errors Reported _____ % of Undocumented errors reported _____ \$ Additional postage from EIN errors (Info Only)	<ul style="list-style-type: none"> Located on the eInduction tab Record the number of Undocumented errors Record the % of Undocumented errors Record Additional Postage from Undocumented errors 	The Undocumented errors field displays a count/% of Undocumented errors for the selected CRID over the selected timeframe. **If the eDoc submitter is participating in Seamless Acceptance program (activated Seamless site), there should be no error data or additional postage amounts populated on eInduction tab for non-payment of containers. In this case, verify undocumented pieces are populating in Scorecard, Seamless tab.
3. Navigate to the "eInduction Undocumented Detailed Report" _____ # of Undocumented Containers reported	<ul style="list-style-type: none"> Right-click on the mailer name or CRID at the top of the column Select "eInduction Undocumented Detailed Report" 	The drill reports show a rollup of all eInduction Undocumented container errors for the CRID. The count of errors on the drill should match to the count of errors on the scorecard.
4. Verify that fields all populated correctly.	Note: Some data may not be included if it is not available	Ensure that there is no required data missing from the report
5. Select 5 errors (if available) and review the error details. Note: If fewer than 5 errors review all. 99M _____ 99M _____ 99M _____ 99M _____ 99M _____	<ul style="list-style-type: none"> Record 5 Undocumented containers for the 5 errors 	We will confirm that the container is in fact Undocumented in the next step.
8. Verify containers are Undocumented	<ul style="list-style-type: none"> Verify that container is Undocumented using the EIN 	Confirm that the container is in fact Undocumented based

	<p>Container Management Report in PO! (Internal Users Only) or BCG (Shipping Summary Report) for external users</p>	<p>on the EIN container Management Report (Internal Users Only)</p> <p>Internal Users Only Note: To view the EIN Container Management Report you must have “eInduction Master” access in your PostalOne! profile. An alternate report is the Shipping Summary Report located under the Mail Entry Issues column on the PO! Dashboard.</p> <p>Mailers have a 10 day grace period to upload the eDoc after container is scanned.</p>
<p>9. Validate error logging</p> <p>_____ # valid errors</p> <p>_____ # invalid errors</p>	<ul style="list-style-type: none"> • Check each container against EIN Container Management Report or the Shipping Summary Report (Internal Users Only) • The error is valid if the Container is not found 	<p>A mailer is responsible for all valid errors.</p> <p>External Users should report invalid errors which require a Help Desk ticket to investigate a possible system issue.</p> <p>Internal Users should report any discrepancies to the applicable reporting group to investigate.</p>
<p>10. Validate that errors reported on each report level are consistent</p>	<ul style="list-style-type: none"> • Check that Undocumented error counts logged in steps 2, 3, 4 are same across all report levels 	<p>External Users should report invalid errors which require a Help Desk ticket to investigate a possible system issue.</p> <p>Internal Users should report any discrepancies to the applicable reporting group to investigate.</p>

eInduction Report Testing

Undocumented Errors

Postage Assessment Summary Report Test

In this test, we will validate that the # Undocumented, % Undocumented, and \$ for eInduction errors match between the Postage Assessment Summary Report on the eDoc Submitter scorecard and the Mail Entry Additional Postage Assessment Report in PostalOne! (Currently only viewable by Internal Users).

Currently, there are no additional tools to validate the Undocumented eInduction Containers based on the test script. If the containers are documented in the eDoc and are being reported as undocumented, you should contact your BMS analyst

Major Step	Key Points	Reasons
<p>1. Open eDoc Submitter Scorecard View</p> <p>_____ eDoc Submitter CRID used</p>	<ul style="list-style-type: none"> Select "I'm an eDoc submitter" <p>Enter information in the (Required) filter fields:</p> <ul style="list-style-type: none"> Select Timeframe: <ul style="list-style-type: none"> Current Month Previous Month Select Month Enter the eDoc Submitter CRID in the Search Box Click on the magnifying glass to search for the CRID Highlight the eDoc Submitter name Click on the arrow to move the CRID to the right box under "Selected" Select "Run Document" located at bottom left of screen. 	<p>We will identify the count of Undocumented errors logged in the previous month.</p>
<p>2. View Postage Assessment Summary Report – Informational Only</p> <p>_____ # of EIN Undocumented Errors</p> <p>_____ % of EIN Undocumented Errors</p> <p>_____ Additional Postage Amount for total EIN errors</p>	<ul style="list-style-type: none"> Right Click on the eDoc Submitter CRID Drill to the Postage Assessment Summary Report Continue to scroll using the arrow located to the right of the page until eInduction metrics/percentages/postage are viewable. Record the number of Undocumented errors reported Record number of EIN 	<p>The Postage Assessment Job Report shows errors by error type.</p> <p>External Users should open a Help Desk ticket if the error count is incorrect.</p> <p>Internal Users should report any discrepancies to the applicable reporting group to investigate.</p>

	<p>Undocumented errors, % Metric and postage amount Do the totals match for # of EIN Undocumented errors</p>	
<p>3. Postage Assessment validation in PostalOne!</p> <p>Confirm “Impact from eInduction” report reflects errors from the previous drills.</p> <p>_____ Additional Postage Amount for eInduction errors</p>	<p>Internal Users only:</p> <ul style="list-style-type: none"> • Log onto PostalOne! • Select the Mail Entry Additional Postage Assessment Report • Enter edoc submitter CRID with EIN Undocumented • Select Execute Search 	<p>Does the information on the Postage Assessment Summary Report match the Mail Entry Assessment Report for eDoc submitter.</p> <p>Internal Users should report any discrepancies to the applicable reporting group to investigate.</p>
<p>4. Mail Entry Additional Postage Assessment Summary Report</p>	<ul style="list-style-type: none"> • Left Click on eDoc Submitter CRID link 	<p>The Postage Assessment Summary Report lists all of the Postage Assessment details per assessable metric.</p> <p>Compare the additional postage for eInduction on Scorecard when the display becomes available.</p>
<p>5. Mail Entry Postage Assesment Detailed Report (Internal Users Only)</p> <p>\$_____ Additional Postage Amount</p> <p>\$_____ Adjusted Additional Postage amount</p> <p>_____ Assessed Error Count</p> <p>_____ Assessed Error or PAF %</p>	<ul style="list-style-type: none"> • After the 11th of the month, generate Mail Entry Invoice Summary Report for previous month • Review Additional Postage Amount, Adjusted Additional Postage Amount, Assessed Error Count and Assessed Error or PAF (%) • Record the amounts/Count/% 	<p>Invoice Detail Report provides the additional postage impacts for each error type measured within eInduction.</p> <p>Compare the Assessed Error Count to the number of Undocumented errors above threshold on the Scorecard.</p>
<p>8. Compare error counts per eDoc Submitter on the Scorecard and Postage Assessment Detail Report</p>	<ul style="list-style-type: none"> • Locate the eDoc Submitter CRID on both reports • Verify that error counts are equal 	<p>Does the information on the Postage Assessment Summary Report match the Mail Entry Assessment Report for eDoc submitter.</p> <p>Internal Users should report any discrepancies to the applicable reporting group to investigate.</p>