

Full-Service Report Testing

Date of Test: _____

Entry FacilityErrors

The below test process will allow a tester to verify that an Entry Facility errors reported on the Electronic Verification tab of the mailer scorecard is a valid error. Entry Facility errors are logged at the container level.

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

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

eDoc Submitter Scorecard

| Major Step | Key Points | Reasons |
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| 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 select "Error Type" Select "FS Electronic Errors" | The Mailer Scorecard holds all Full-Service errors, including Entry Facility errors. |

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| <p>2. Navigate to the Entry Facility errors fields</p> <p>_____ # of Entry Facility errors Containers Reported</p> <p>_____ # of Entry Facility errors HUs Reported</p> <p>_____ % of Entry Facility Containers Errors Reported</p> <p>_____ % of Entry Facility HUs Errors Reported</p> | <ul style="list-style-type: none"> • eDoc Submitter Scorecard will display • Select the “Electronic Verification” tab located at the top of the Scorecard view (should default to this tab) • Record number of errors reported for Entry Facility • Select % Metric and record the percentage for Entry Facility errors | <p>The Entry Facility errors field displays a count/% of Entry Facility errors for the selected CRID over the selected timeframe.</p> <p>New: Scorecard now displays additional lines with the number of containers or HUs rec’d at least one distinct entry facility error.</p> |
| <p>3. Navigating to the "Error Details by Error Type" report</p> <p>_____ # of Entry Facility errors reported</p> | <p>The user may drill to the Error Details by Error Type Report in one of two ways:</p> <ul style="list-style-type: none"> • Left-click on the eDoc Submitter CRID at the top of the column <p>Or the user may</p> <ul style="list-style-type: none"> • Right-click on the mailer name then select “Drill” and a fly out box will appear to select “View Error Details by Error Type” • On the next screen, select the “FS Electronic Errors” filter • Click the “Run Report” button left of the screen | <p>The drill reports show a rollup of all errors for the CRID, for the program that was selected in the filter.</p> <p>The count of errors on the drill should match to the count of errors on the scorecard.</p> |
| <p>4. Open the Mail Quality Job Error Type Report</p> <p>_____ sum of Entry Facility container errors Reported</p> <p>_____ sum of Entry Facility Hus errors Reported</p> <p>_____ Job ID of selected Job</p> | <ul style="list-style-type: none"> • Record the sum of the Entry Facility errors displayed on Error Type Report • Select a job and reord the number of Entry Facility errors for the specific job selected | <p>This report will show the errors rolled up to each job.</p> <p>The sum count of errors from each job should match to the count of errors on the Error Details by Error Type drill and the scorecard.</p> |

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| <p>_____ MID or CRID of Mail Owner</p> <p>_____ # of Entry Facility Containers errors reported for job selected</p> <p>_____ # of Entry Facility errors HUs Reported for job selected</p> | | |
| <p>5. Verify that all correct fields are populated</p> | <p><u>Note: Some data may not be included if it is not available</u></p> | <p>Ensure that there is no required data missing from the report</p> |
| <p>6. Mail Quality Detailed Error Report</p> <p>Select 5 errors and review the error details (if fewer than 5 errors validate all)</p> <p>_____ Locale Key</p> | <ul style="list-style-type: none"> • Select the Error Code for job selected • Record the Locale Key for each error selected for review • The incorrect Entry Facility Locale Key is listed in the "Error Data" field • Record the incorrect Entry Facility for the 5 errors | <p>The key data is displayed in the "Error Description" field</p> |
| <p>7. Open the FAST Facility File on RIBBS</p> <p>https://ribbs.usps.gov/</p> | <ul style="list-style-type: none"> • Open in a new window browser • Available at: https://fast.usps.gov/fast/fastApp/resources/dropShipFileDownload.action <p>An Excel version of the file is available today</p> | <p>The FAST Facility file has a list of all active Locale Keys.</p> |
| <p>8. Search the Facility file for the locale keys noted in step 7</p> <p>_____ # valid container errors</p> <p>_____ # valid HU errors</p> | <ul style="list-style-type: none"> • Hit "Ctrl-F" in the open window of the facility file • Type/paste in the locale key • If the locale key is found, the error is invalid. • Note the # valid/invalid errors on this sheet | <p>Use this test if you identify an Entry Facility 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</p> |

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| | | reporting group to investigate. |
| 9. Validate that errors reported on each report level are consistent | <ul style="list-style-type: none"> Check that Entry Facility error counts logged in steps 2, 3, and 4 are consistent across all report levels Check that Entry Facility Errors logged in step 5 matches the errors for the selected job | <p>Use this test if you identify an Entry Facility 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> |

Mail Preparer Scorecard (Mail Preparers Only)

In this test, we will validate that the # of Entry Facility errors reported matches between summary and drill views for the Mail Preparer scorecard. We are also testing that Entry Facility errors are logged correctly.

| Major Step | Key Points | Reasons |
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| 1. Open Mailer Preparer Scorecard _____ Mail Preparer CRID used | <ul style="list-style-type: none"> Select "I'm a Mail Owner or Mail Preparer" 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 Click Select Preparer CRID box Select "Run Document" located at bottom left of screen. | The Mailer Scorecard holds all Full-Service errors, including Entry Facility errors. |
| 2. Navigating to Mail Preparer Scorecard View | <ul style="list-style-type: none"> Enter CRID of mail preparer in the "Search for:" box Click on the magnifying glass to search for the CRID Highlight the Mail Preparer name Click on the arrow to move the Mail Preparer to the right box under "Selected" Select "Run Document" located at bottom left of screen. | |
| 3. Mail Preparer Scorecard View _____ # of Entry Facility errors Containers Reported | <ul style="list-style-type: none"> Mail Preparer Scorecard will display Select the Electronic Verification tab at the top of the Scorecard view (should | The Entry Facility errors field displays a count/% of Entry Facility errors for the selected CRID over the selected timeframe. |

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| <p>_____ # of Entry Facility errors HUs Reported</p> <p>_____ % of Entry Facility Containers Errors Reported</p> <p>_____ % of Entry Facility HUs Errors Reported</p> | <p>default to this tab)</p> <ul style="list-style-type: none"> Record number of errors reported for Entry Facility in the "Total" column Select % Metric and record the percentage for Entry Facility errors in the "Total" column | |
| <p>4. Drill to the "Error Details by Error Type" report</p> <p>_____ Record the sum of Entry Facility errors reported for the Mail Preparer</p> | <p>The user may drill to the Error Details by Error Type Report in one of two ways:</p> <ul style="list-style-type: none"> Left-click on the "Mail Preparer CRID" at the top of the column <ul style="list-style-type: none"> This view only display Entry Facility errors logged for a specific Mail Owner by the Mail Preparer <p>Or the user may</p> <ul style="list-style-type: none"> Right-click on "Mail Preparer" then select "Drill" and a fly out box will appear to select "View Error Details by Error Type" <ul style="list-style-type: none"> This view will display every Mail Owner the Mail Preparer prepared mail for with Entry Facility errors logged The next screen select "FS Electronic Errors" as the Error type Click "Run Report" located on the bottom left of screen | <p>The drill reports show a rollup of all errors for the CRID, for the program that was selected in the filter.</p> <p>The count of errors on the drill should match to the count of errors on the scorecard.</p> |
| <p>5. Open the Mail Quality Detailed Error Report</p> <p>_____ Selected Job ID</p> <p>_____ # of Entry Facility errors reported for selected job</p> | <ul style="list-style-type: none"> Left-click on the "Error Type" <p>or</p> <ul style="list-style-type: none"> Left click on the "Error Code" for the selected Entry Facility error reported for a job Select a specific job to validate errors at a more detailed level | <p>This report shows full details for each error in the selected job.</p> <p>The count of errors here should match the count of the selected job on the previous Mail Quality Job Error Type report (capped at 100 at the piece level only).</p> |
| <p>6. Open Mail Quality Detailed Error Report</p> | <ul style="list-style-type: none"> Select the Error Code for the selected job | <p>The FAST Facility file has a list of all active Locale Keys</p> |

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| <p>Select 5 errors and review the error details</p> <p>_____ Locale Key</p> | <ul style="list-style-type: none"> Record the Locale Key for each of the selected errors The incorrect Entry Facility Locale Key is listed in the "Error Data" field Record the incorrect Entry Facility for the 5 errors | |
| <p>7. Open the FAST Facility File on RIBBS https://ribbs.usps.gov/ to view the Dropship Product to validate Entry Facility errors</p> | <ul style="list-style-type: none"> Open in a new tab/window Available at: https://fast.usps.com/fast/fastApp/resources/dropShipFileDownloadFile.action?fileName=FACILITY.ZIP <p>An Excel version of the file is available today</p> | <p>The FAST Facility file has a list of all active Locale Keys</p> |
| <p>8. Search the Facility file for the locale keys noted in step 7</p> <p>_____ # valid container errors</p> <p>_____ # invalid container errors</p> <p>_____ # valid HU errors</p> <p>_____ # invalid HU errors</p> | <ul style="list-style-type: none"> Hit "Ctrl-F" in the open window of the facility file Type/paste in the locale key If the locale key is found, the error is invalid. <p>Note the # valid/invalid errors on this sheet</p> | <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>7. <u>Validate that errors reported on each report level are consistent</u></p> | <ul style="list-style-type: none"> <u>Check that</u> Entry Facility error counts logged in steps 2, 3, 4 are consistent <u>across all report levels</u> | <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> |

Mail Owner Scorecard (Mail Owners Only)

In this test, we will validate that the # of Entry Facility errors reported matches between summary and drill views for the Mail Owner scorecard. We are also testing that Entry Facility errors are logged correctly.

| Major Step | Key Points | Reasons |
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| 1. Open Mail Owner | <ul style="list-style-type: none"> Select "I'm a Mail Owner or | The Mailer Scorecard holds |

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| <p>Scorecard</p> <p>_____ Mail Owner CRID used (From previously identified Mail Preparer SC review)</p> | <p>Mail Preparer”</p> <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 a month • Click Select Owner CRID box <ul style="list-style-type: none"> • Select “Run Document” located at bottom left of screen. | <p>all Full-Service errors, including Entry Facility errors.</p> |
| <p>2. Navigating to Mail Owner Scorecard View</p> | <ul style="list-style-type: none"> • Enter CRID of Mail Owner in the “Search for:” box • Click on the magnifying glass to search for the CRID • Highlight the Mail Owner name • Click on the arrow to move the Mail Owner to the right box under “Selected” • Select “Run Document” located at bottom left of screen. | |
| <p>3. Mail Owner View of Scorecard</p> | <ul style="list-style-type: none"> • Located on the Electronic Verification tab • Select the “Electronic Verification” tab located at the top of the view (should default to this tab) | <p>This will display FS errors for the Mail Owner for which the the Mail Preparer is responsible for preparing the mailings.</p> |
| <p>4. Navigate to the Entry Facility errors fields</p> <p>_____ # of Entry Facility errors reported</p> <p>Validate % Metric on Electronic Verification tab</p> <p>_____ % of Entry Facility errors reported</p> | <ul style="list-style-type: none"> • Mail Owner Scorecard will display • Select the Electronic Verification tab at the top of the Scorecard view (should default to this tab) • Record number of errors reported for Entry Facility in the “Total” column • Select % Metric and record the percentage for Entry Facility errors in the “Total” column | <p><u>The Entry Facility errors field displays a count/% of Entry Facility errors for the selected CRID over the selected timeframe.</u></p> |
| <p>5. Drill to the "Error Details by Error Type” report</p> | <p>The user may drill to the Error Details by Error Type Report in one of two ways:</p> <ul style="list-style-type: none"> • Left-click on the “Mail | <p>The drill reports show a rollup of all errors for the CRID, for the program that was selected in the filter.</p> |

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| <p>_____ # of Entry Facility errors reported</p> | <p>Owner”</p> <ul style="list-style-type: none"> This report will display Entry Facility errors for that Mail Owner by Mail Preparer <p>Or the user may</p> <ul style="list-style-type: none"> Right-click on the mailer name then select “Drill” and a fly out box will appear to select “View Error Details by Error Type” This view will display all Entry Facility errors for the mail owner by mail preparer The next screen select “eInduction” as the Error type Click “Run Report” located on the bottom left of screen Record the number of Entry Facility errors reported | <p>The count of errors on the drill should match to the count of errors on the scorecard.</p> |
| <p>6. Open the Mail Quality Job Error Type Report</p> <p>_____ <u>sum of</u> Entry Facility <u>errors reported</u></p> <p>_____ <u># of</u> Entry Facility <u>errors reported for selected job.</u></p> <p>_____ Selected Job ID</p> <p>_____ MID or CRID of Mail Owner</p> | <ul style="list-style-type: none"> Left-click on the "Error Type" or "Error Code" link for the selected Entry Facility error | <p>This report will show the errors rolled up to each job.</p> <p>The sum count of errors from each job should match to the count of errors on the Error Details by Error Type drill and the scorecard.</p> |
| <p>7. Open Mail Quality Detailed Report</p> <p>Select 5 errors and review the error details (if fewer than 5 errors validate all)</p> <p>_____ Locale Key</p> | <ul style="list-style-type: none"> Select the Error Code for the selected job Record the Locale Key for each of the selected errors The incorrect Entry Facility Locale Key is listed in the "Error Data" field Record the incorrect Entry Facility for the 5 errors | <p>The key data is displayed in the “Error Description” field</p> |

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| <p>_____ Locale Key</p> <p>_____ Locale Key</p> <p>_____ Locale Key</p> <p>_____ Locale Key</p> | | |
| <p>8. Open the FAST Facility File on RIBBS https://ribbs.usps.gov/ to view the Dropship Product to validate Entry Facility errors</p> | <ul style="list-style-type: none"> • Open in a new tab/window • Available at: https://fast.usps.com/fast/fastApp/resources/dropShipFileDownloadFile.action?fileName=FACILITY.ZIP An Excel version of the file is available today | <p>The FAST Facility file has a list of all active Locale Keys</p> |
| <p>9. <u>Validate that errors reported on each report level are consistent</u></p> | <ul style="list-style-type: none"> • <u>Check that Entry Facility error counts logged in steps 2, 3, 4 are same across all report levels</u> | <p>External Users should report invalid errors which require a Help Desk ticket to investigate a possible system issue.</p> |

Full-Service Report Testing

Entry Facility [Errors](#)

Postage Assessment Report Testing

In this test we will validate that the #Entry Facility, % Entry Facility and \$ amount for Full-Service errors match between the Postage Assessment Summary Report on the eDoc Submitter scorecard and the Postage Assessment Summary Report – Information Only Mail Entry Invoice in PostalOne! (Currently only viewable by Internal Users).

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 Report.

Scorecard-eDoc Submitter view to Postage Assessment Detail Report

| Major Step | Key Points | Reasons |
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| <p>1. Open eDoc Submitter Scorecard View</p> <p>_____</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 | <p>We will identify the count of Entry Facility errors logged in the previous month.</p> |

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| | <ul style="list-style-type: none"> • 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>2. Open Postage Assessment Summary Report – Informational Only</p> <p>_____ # Entry Facility Container Errors</p> <p>_____ # Containers with Entry Facility Errors</p> <p>_____ # Entry Facility HU Errors</p> <p>_____ # HUs with Entry Facility Errors</p> <p>_____ # Entry Facility Piece Errors</p> <p>_____ # Pieces with Entry Facility Errors</p> <p>_____ % Entry Facility Container Errors</p> <p>_____ % Containers with Entry Facility Errors</p> <p>_____ % Entry Facility HU Errors</p> <p>_____ % HUs with Entry Facility Errors</p> <p>_____ % Entry Facility Piece Errors</p> <p>_____ % Pieces with</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 Payent errors reported • Record number of Entry Facilityerrors, % Metric and postage amount <p>Do the totals match for # of Entry Facility errors</p> | <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> |

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| <p>Entry Facility Errors</p> <p>\$_____ Total Additional Postage Due (Full-Service Electronic – Info Only)</p> | | |
| <p>3. Postage Assessment validation in PostalOne!</p> <p>Confirm “Impact from Full Service Electronic Verification” report reflects errors from the previous drills.</p> <p>\$_____ Impact from Full Service Electronic Verification</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 • Select Execute Search <p>Note this report is not yet available to external users.</p> | <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. Open Mail Entry Postage Assessment Detailed Report</p> <p><u>Container Errors</u></p> <p>\$_____ Additional Postage Amount</p> <p>\$_____ Adjusted Additional Postage Amount</p> <p>_____ Assessed Error Count</p> <p>_____ Assessed Error or PAF (%)</p> <p><u>Tray Errors</u></p> <p>\$_____ Additional Postage Amount</p> <p>\$_____ Adjusted Additional Postage Amount</p> <p>_____ Assessed Error Count</p> | <ul style="list-style-type: none"> • Left Click on eDoc Submitter CRID • After the 11th of the month, generate Mail Entry Invoice Summary Report for previous month • Record Additional Postage Amount, Adjusted Additional Postage Amount, Assessed Error Count and Assessed Error or PAF (%) • Review Additional Postage Amount, Adjusted Additional Postage Amount, Assessed Error Count and Assessed Error or PAF (%) Record the amounts/Count/% | <p>The Postage Assessment Summary Report lists all of the Postage Assessment details per assessable metric.</p> <p>Compare the additional postage for Full Service Electronic Verification on Scorecard when the display becomes available.</p> |

| _____ Assessed Error or PAF (%) | | |
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| 5. Compare error counts per eDoc Submitter on the Scorecard and Postage Assessment Detail Report | <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> |