

User Guide



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Alerting Messages

Various messages are used throughout this guide to alert you to potentially hazardous or error causing conditions. These messages are as follows:



WARNING! Alerts you to conditions or practices that could cause serious injury.



CAUTION: Alerts you to conditions or practices that could cause damage to the equipment or to the material being run.

NOTE: Provides a comment or explanation of the associated topic.

IMPORTANT: Alerts you to conditions or practices that could adversely affect equipment operation if instructions are not followed exactly.

FCC Compliance

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause interference to radio communications. Operation of this equipment in a residential area is likely to cause interference, in which case the user will be required to correct the interference at his own expense.

Use only a shielded interface cable to operate this equipment with a scale or other peripheral device.



CAUTION: Changes or modifications to this equipment not expressly approved by the party responsible for compliance (Pitney Bowes®) could void the user's authority to operate the equipment

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What is Business Manager

Overview

Business Manager is an information management system that allows you to capture postal and shipping transactions from the following Pitney Bowes® meters, mailing and shipping systems:

- Paragon® meter
- Galaxy™ mailing system
- B900 (with and without an Integra™ scale)
- 6500 (with and without an Integra™ scale)
- A900 (with and without an Integra™ scale)
- DM Series™ digital mailing systems (DM300c, DM400c, DM450c, DM500™, DM550™, DM800i™, DM800™, DM900™ and DM1000™)
- DM Infinity™ digital mailing system
- SendSuite/Ascent™ shipping software

The Paragon® and Galaxy™ meters and the B900, 6500, and A900 meters are collectively referred to as mailing peripherals or processors in this guide. Each one of these connects to its own Data Collector PC which is a PC running the Data Collector Module of Business Manager. Each Data Collector PC connects to a master Host PC either via a direct network connection or through a remote Host with a network or dialup connection. The Host PC contains the working database and runs the Administrative Module of Business Manager.

The DM Series™ digital mailing systems connect directly to the Host PC through your network. When using the network interface option, the PC Data Collector functions are performed by the IntelliLink® Control Center.

The DM Infinity™ digital mailing system can interface with the Business Manager in one of two ways:

- The DM Infinity™ system can interface to its own Data Collector PC which is a PC running the Data Collector Module of Business Manager.
- The DM Infinity™ system can interface directly to the Host PC through your network using the IntelliLink® software. When using the network interface option, the PC Data Collector functions are performed by the IntelliLink® Control Center.

Running Mail

When you run mail from a DM Infinity™ connected to a Data Collector PC, a Galaxy™, Paragon® or other mailing peripheral, you enter the account number, rate and job information at the Data Collector using the Data Collector PC module. You then run the mail through the mailing machine or meter as you normally would do.

If you are using a DM Series™ digital mailing system or DM Infinity™ digital mailing system connected via the IntelliLink® software interface, you enter the account number, rate and job information at the IntelliLink® Control Center.

All mailing peripheral data collectors, DM Series™ and DM Infinity™ digital mailing systems automatically send the postal transactions to the master Host PC where they are stored in the working database.

**Reporting and
Analyzing Your
Data**

You can analyze and create reports on all of the postal transactions collected from the PC Data Collectors, DM Series™ digital mailing systems, and DM Infinity™ digital mailing systems and stored in the working, archived or consolidated database on the Business Manager Host PC.

You manage all of your accounts, operators, and transaction data using the Administration Module of Business Manager. You can perform analyses and generate reports based on a wide range of criteria, including operator name, account name, the meter or mailing system used, the transaction date, number and/or weight of the pieces of mail, postage category and so on. You can use standard pre-formatted reports that come with Business Manager or custom reports that your or a Pitney Bowes® Customer Service Representative create.

The statistics module that is part of Business Manager extends the reporting facilities to include graphical representations of the data in the form of 2-D or 3-D charts. You can also export results of your statistical analyses for viewing in other external applications like Crystal Reports®.

**Enterprise
Organizations
(Multiple Host
PCs)**

If your organization has multiple sites that function independently, you can have several Business Manager host systems and designate one of those systems as the master Host PC. The hosts at the other sites, referred to as client or remote hosts, connect to the master host via direct network connection, or through a dialup connection. The client hosts upload all of their transactions to the master Host PC where it is stored in a single consolidated database.

You can then analyze and create reports on all of the postal transactions stored in the consolidated database.

**Business
Manager
Databases**

Working Database (TR) - Stores original transaction information created by the DM Series™ Mailing System, data collector, manual entry, or data import.

Archiving Database (SV) - Utilized to archive transactions from the Working Database. When archived, the original transactions are removed from the Working Database.

Consolidation Database (HO) - Utilized in multi-host configurations (Host-to-Host) to consolidate transactions from each host system.

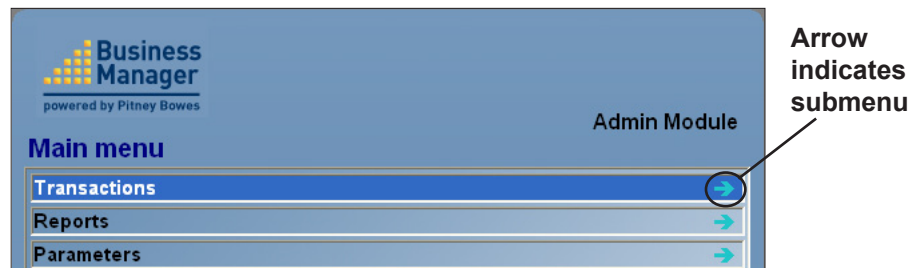
Host to Host Archive Database (SH) - Utilized to archive transactions from the Consolidation Database. When archived, the original transactions are removed from the Consolidation Database.

1 • Read This First

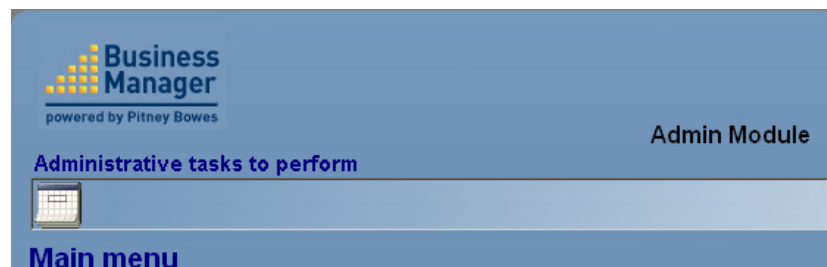
Navigating Through Business Manager

You can access all operations either from the Main menu, shortcuts on the Main menu, or from submenus from the top menu bar in any of the Business Manager screens.

1. From the Main menu, simply click on the appropriate selection. Links to other submenus are indicated by arrows next to the selection items:



2. Continue to click on the submenu selections until you get to the operation you want.
3. If there are system messages or tasks that require your attention, these appear in the Administration tasks to perform section at the top of the Main menu. To get more information on these, move the cursor over the icon in this section.

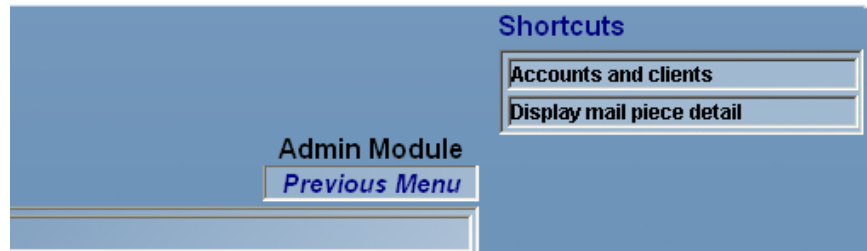


Icon	Description	Icon	Description
	Appears when an accounting period needs to be created.		Appears when one or more licenses will expire this month.
	Appears as a reminder to back up the databases.		Appears when a discrepancy is detected and requires a correction.
	Appears when the DM listener service has logged information.		Appears when a new workstation needs to be registered.
	Appears when the DM listener service has logged information.		Appears when a new meter needs to be registered.
	Appears when the DM listener service has logged information.		Appears when an unverified transaction has been detected.

4. To go back from a submenu, click on the **Previous Menu** button.

From Main menu shortcuts:

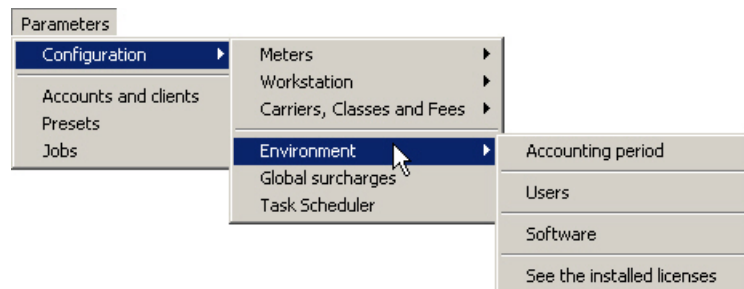
1. To add a shortcut to the main menu:
 - a. Click on the Main menu selections and submenus selections until you get to the operation you want.
 - b. Right-click on the operation and select **Add to shortcuts**. The shortcut appears on the right side of the Main menu.



2. To go directly to an operation, click on the shortcut on the right side of the Main menu.

From submenus on the top Menu bar:

The top menu bar duplicates the Main menu options and provides an alternative method of navigating through the screens. Click on a selection on the top menu bar and select the appropriate operation from the submenu or submenus:



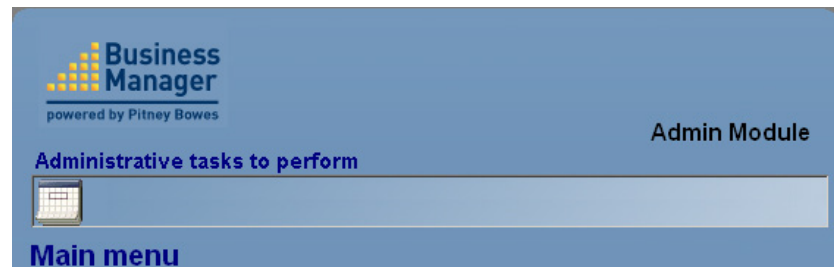
1 • Read This First

Before Using Business Manager

If your system is already set up and all of your accounts and operators are defined, you can begin processing mail at your meter, DM Series™ or DM Infinity™ digital mailing system. For instructions on running mail, refer to *Chapter 2, Running Mail Using Business Manager*.

If this is the first time you are using Business Manager, follow the steps listed here.

- Learn about the accounts and clients and how to view, edit, and create new clients and accounts. Refer to *Chapter 3, Understanding and Setting Up Accounts and Clients* in this guide.
- Learn about the types of operators and their rights and privileges. Refer to *Chapter 4, Understanding and Setting Up Operators* in this guide.
- If you have not yet defined the accounting period on your system you will see the following icon in the Main screen at the Business Manager Host PC. You must set an accounting period before running mail. Refer to *Appendix A* in this guide.



- Verify that all of your software licenses are enabled. This list of licenses contains any additional features that you may have purchased with your system. Refer to *Appendix B* in this guide.
- Check to see that all of the mail processors (meters, mailing machines, scales, barcode readers etc.) are defined and their connections verified at each Data Collector PC. In addition, you need to verify that each mail processor is registered at the Host PC. Refer to *Chapter 5, Working with Meters and Mail Processors* in this guide.
- Create a virtual meter to add manual transactions for those meters that are not connected to data collectors but for which you want to add postage information to the Business Manager database, or to simply create manual transactions independent of a meter. Refer to *Creating a Virtual Meter for Manual Transactions* in *Chapter 5* in this guide.
- Import standard carriers, classes and fees, if necessary or add your own customized classes and fees. Refer to *Chapter 6, Working with Carriers, Classes and Fees* in this guide.

What's Next?

After you start collecting all of your mail transaction data from mail processors, DM Series™ digital mailing systems or DM Infinity™ digital mailing systems, you can edit, analyze and report on the data.

To view and edit transactions, refer to *Chapter 7*.

To run reports, refer to *Chapter 9* and *Chapter 10*.

Where You Perform Business Manager Operations

In general, you run mail from the Data Collector PC in combination with the mailing peripheral (for example, a Paragon® or 6500 Meter with or without an Integra™ scale) that is connected to the Data Collector PC. You can also run mail from the IntelliLink® Control Center on a DM Series™ digital mailing system or a DM Infinity™ digital mailing system connected via a local area network.

You run mail as an operator using the Data Collector module of Business Manager, or as an operator at a DM Series™ digital mailing system or DM Infinity™ digital mailing system.

As a manager, you perform all administrator functions, like adding new mailing peripherals or processors, adding or modifying accounts and operators, generating reports and analyzing your data at the Business Manager Host PC. You perform these operations using the Administration module of Business Manager.

The table on the following page summarizes the major system operations, where they are performed, and who can perform them.

Operation:	Perform at:	Who can do this:
Run mail	Data Collector or mail processor connected to the Data Collector. If you have a DM Series™ digital mailing system or a DM Infinity™ digital mailing system connected via the IntelliLink® interface, you run mail from the IntelliLink® Control Center.	All
Add or edit clients and accounts	Business Manager Host PC.	Manager
Add or edit operators	Business Manager Host PC.	Manager
Add new mail processors; release old ones	Data Collector to which the mail processor is connected.	Manager
Display, edit, and analyze transaction data	Business Manager Host PC.	Manager
View, print, and schedule reports	Business Manager Host PC.	All
Backup and restore account data	Business Manager Host PC.	Manager

2 • Running Mail



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Running Mail

You run mail from the Data Collector PC in combination with the mailing peripheral (for example, a Paragon® or 6500 Meter with or without an Integra™ scale) that is connected to the Data Collector PC. If you have a DM Series™ or DM Infinity™ digital mailing system, using the IntelliLink® interface, you run mail from the IntelliLink® Control Center on the mailing system.

You can run mail as a Manager or operator.

Refer to the sections listed here for instructions on running mail from the following mail processors.

- B900, 6500 and A900 meters
- B900, 6500 and A900 meters with an Integra™ scale
- Paragon® meter
- Galaxy™ mailing system
- DM Series™ digital mailing systems
- DM Infinity™ digital mailing systems (Data Collector or IntelliLink® interface)
- Connect+™ Customer Communication Series systems

NOTES:

- The screens and procedures for running mail on a DM Infinity™ connected to a Data Collector and the B900, 6500 and A900 meters are almost identical and are therefore combined into a common procedure.
 - The screens and procedures for running mail on the B900, 6500 and A900 meters with an Integra™ scale are almost identical and are therefore combined into a common procedure.
 - The screens and procedures for running mail on a DM Series™ digital mailing system and DM Infinity™ connected via the IntelliLink® interface are identical and are therefore combined into a common procedure.
 - If you are running mail using a Connect+™ Series system, refer to *Appendix D, Interfacing with a Connect+™ Series System* in this guide.
 - If you are running mail at any of the above meters or mailing systems and you let the system remain idle for a certain period of time (length of time depends on how your system is configured), you will be prompted to re-enter your password before continuing.
-

Using a DM Infinity™, B900, 6500, or A900 Meter

NOTE: This section only applies to DM Infinity™ digital mailing systems that are connected to a Data Collector PC. If the DM Infinity™ is connected to the Host PC via the IntelliLink® interface, refer to *Using a DM Series™ or DM Infinity™ Digital Mailing System* in this chapter.

1. Set the date at the B900, 6500, or A900 as you would normally.
2. At the Data Collector PC, select **Process Mail | DM Infinity, or B700/ B900, or 6500, or A900**.
3. The message "Initializing Meter" appears and then the *Process Mail* screen.

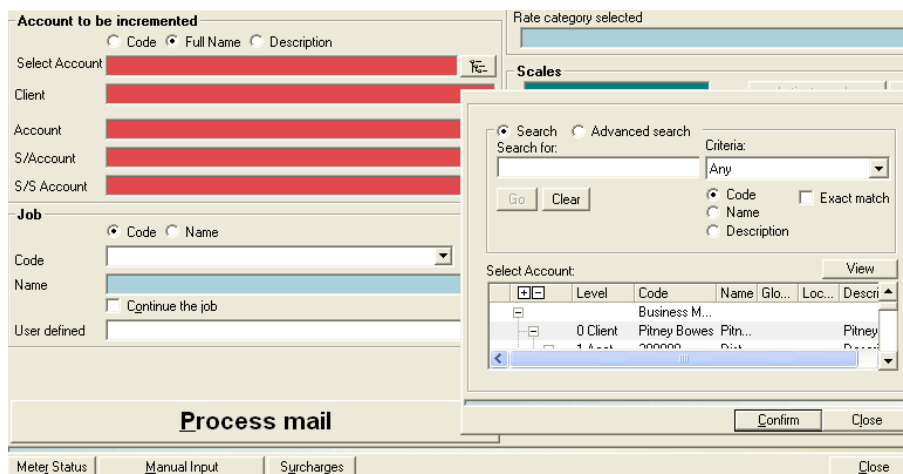
NOTE: If you get a register discrepancy message, refer to the *Correcting Register Discrepancy Errors* section in this chapter.

4. If you have defined optional presets, you can click on the down arrow in the **Name** or **Code** field of the "Preset" section and choose the appropriate preset.

When you select a preset, all of the information fills in the "Account", "Job" and "Rates category" sections. You are then prompted to enter the postage value. Go to step 12. If you are not using presets, continue to the next step.

- In the "Account to be incremented" section view the accounts by clicking on the account selection button .

A list of accounts appears as shown in the figure below.



- Click on and select the account (only the lowest level account in a multi-level account).
- Click **Confirm**.
- To select a job, click on the down arrow in the **Code** or **Name** field of the "Job" section and choose from the list of pre-defined jobs.
- Select the rate, class and any special fees in the "Rate category" section. If you have pre-defined rate categories, click on the down arrow in the **List of current categories** and choose the category.
To define other rates, click on the **Other rate category** button. Refer to the *Selecting Rates for Processing Mail* section in this chapter for more information.
- In the "Scales" section, click on the **Enter weight** button and enter in the weight using the mouse and the keypad that appears in the screen.
- Click the **Confirm** button and the *Postal category valuation* screen appears with a place for you to enter the postage amount.

Please enter valuation for the selection postal category		
Carrier	DHL	
Class	Express	
Destination	Default Destination	0.000
Fees	Cash On Delivery	0.000
	Delivery Duty Paid	0.000
	Dollar Add	0.000
	Handling Charge	0.000
	Multi Piece Surcharge	0.000

- Enter the postage value for your category. For example, enter .41 for a first class letter that is under 1 oz. and click the **Done** button.
- To add a surcharge to this batch of transactions, click on the **Surcharges** button and enter the surcharge information. For more information on surcharges, refer to *Chapter 8, Adding Surcharges* in this guide.

14. Click on the **Process mail** button. You are prompted to validate the postage amount again. Click **Done** to continue.
15. At the meter, press the **Print Only** or **Tape** button and feed each piece of mail. The message "Processing mail" appears on the Data Collector.
16. When you are finished, click on the **End transaction** button at the Data Collector PC.
17. Before the transactions are charged to the account, you may be prompted to view or charge the transactions to another account. If you want to make changes, refer to the *Reallocating Transactions* section in this chapter.
To complete the transaction without making any changes, click on the **Update now** button.

Using a B900, 6500, or A900 Meter with an Integra™ Scale

This describes how to run mail at a B900, the 6500, or the A900 that has an Integra™ scale attached to it. You perform this at the Data Collector PC to which the postage meters are connected.

1. Set the date at the B900, 6500, or A900 as you would normally.
2. At the Data Collector PC, select **Process Mail | B700/B900 with Integra™ scale** or **6500 with Integra™ scale**, or **A900 with Integra™ scale**.
3. The message "Initializing Meter" appears and then the *Process mail* screen shown on the next page.

NOTES:

- If you get a register discrepancy message, refer to the *Correcting Register Discrepancy Errors* section in this chapter.
 - If you get a message stating that "The meter currently connected reports rates that are not declared yet in Business Manager, click **OK** and refer to the *Register New Meter Rates* section in this chapter.
-

The screenshot shows the Data Collector interface with the following sections:

- User:** Admin, Serial No. 65530
- Preset:** Radio buttons for ☒ Code and ☐ Name. Fields for Code (dropdown) and Name (text input).
- Entered codes:** Fields for Gun Bar code and Integra account.
- Business Manager Account:** Radio buttons for ☒ Code, ☐ Full Name, and ☐ Description. Fields for Select Account (dropdown), Client, Account, S/Account, and S/S Account.
- Job:** Radio buttons for ☒ Code and ☐ Name, and a checkbox for ☐ Continue the job. Fields for Code (dropdown), Name, and User defined.

At the bottom are three buttons: Meter Status, Manual input, and Surcharges.

4. Place the piece of mail on the Integra™ scale.
5. At the Integra™ scale, press the **Accounts** key and enter the account code of the account on Business Manager to which you want to charge the transactions.

Press the **Enter** key on Integra™ scale and the account information appears in the *Process mail screen* on the Data Collector.

The screenshot shows the Data Collector interface with the following sections:

- Business Manager Account:** Radio buttons for ☒ Code, ☐ Full Name, and ☐ Description. Fields for Select Account (dropdown with value 300002), Client (text input with value 4_1), Account (text input with value 200009), S/Account (text input with value 300002), and S/S Account (text input).
- Job:** Radio buttons for ☒ Code and ☐ Name, and a checkbox for ☐ Continue the job. Fields for Code (dropdown), Name, and User defined.

At the bottom are three buttons: Meter Status, Manual input, and Surcharges.

6. If you want to assign the transactions to a job, do it in the "Job" section of the *Process mail* screen on the Data Collector. To select a job, click on the down arrow in the **Code** or **Name** field and choose from the list of pre-defined jobs.
7. To add a surcharge to the transaction, click on the **Surcharges** button at the bottom of the *Process mail* screen and enter the surcharge information. For more information on surcharges, refer to *Chapter 8, Adding Surcharges* in this guide.
8. At the Integra™ scale, select the rate, class and any special fees as you normally would do on the scale.
9. Press the **Enter** key on Integra™ scale. The rate information and the weight of the piece of mail appears in the Rate and Integra™ weight sections of the *Process mail* screen.
10. At the Integra™ scale, press the **Meter Set** button. The "Processing mail" message appears in the *Process mail* screen.
11. At the meter, press the **Print Only** or **Tape** button and feed each piece of mail.
12. When you are done, press the **Meter Set** button on the Integra scale to end the mail run. The information for the mail run appears on the right side of the *Process mail* screen as shown here.

Rate category selected	
Carrier Class	United States Postal Service First Class Single Piece Ltr/Card
Fees	Certified
Integra scale	
0.20 oz.	
Indicia	
	
Registers	
Number of mail pieces	3
Total amount	8.010
Total weight	0.60 oz.
Reset	
Close	

2 • Running Mail

Using a Paragon® Meter

To run mail from your Paragon®, you enter a valid account code at the Paragon® control panel. A valid account code is one that is in the Business Manager Host PC database.

You initiate the mail run at the Data Collector PC attached to the Paragon®; you perform all other operations for the mail run at the Paragon® control panel.

For detailed information on the Paragon®, refer to the *Paragon® Operating Guide, SV50219*.

1. At the Data Collector, select **Process Mail**, then select **Paragon**. The message "Initializing the meter" appears.
2. At the Paragon® control panel, press the **Red** key, then the **Zero** key. You are prompted to enter an account number.
3. Enter a valid account number (one that is in the Business Manager Host PC database).
4. The first Paragon® *Process mail* screen appears. The Paragon® account code you selected on the Paragon® appears in the "Paragon External Account" field in the "Entered Codes" section.
5. The account code information also updates in the "Business Manager Account" section.
6. At the Paragon® meter, select the class and any fees as you normally do when you run mail.
7. If you want to add surcharges to these transactions, click on the **Sur-charges** button at the bottom of the *Process mail* screen at the Data Collector and enter the information. For more information on surcharges, refer to *Chapter 8, Adding Surcharges* in this guide.
8. At the Paragon®, load the mail and press the **Start** key. The message "Processing Mail" flashes on the Data Collector *Process mail* screen.
9. The number of mail pieces, postage and total weight appears in the "Registers" section of the Paragon® *Process mail* screen on the Data Collector.
10. To end the mail run and stop the processing at the Data Collector PC, press the **Stop** key on the Paragon® meter.
11. To start another run, go to the Paragon® control panel keyboard. You can use the same account code to run more mail by simply pressing the **Enter** key.
 - a. To start a new batch using the same account, press the **Batch** key on the Paragon® control panel.
 - b. To use a different account, press the **Red** key, then the **Zero** key. Enter the new account number when prompted and repeat the process.

Using a Galaxy™ Mailing System

Before using the Galaxy™ mailing system, check the control panel on the Galaxy™ to make sure it is ready to run mail (ready screen is in the display). Refer to the *Galaxy™ Operating Guide, SV60480* for detailed information.

1. At the Galaxy™ Data Collector PC, select **Process Mail | Galaxy™**. The message "Initializing the meter" appears, then the *Galaxy™ process mail* screen opens.
2. In the "Account to be incremented" section click on the account selection button  to view the account list.
3. Click on and select the account (only the lowest level account in a multi-level account).
4. Click **Confirm**.
5. At the Galaxy™ control panel, the account you select in step 2 appears in the display.
6. At the Galaxy™ control panel, select the class, special services and fees as you normally do when you run mail.
7. Press the **Start** button on the Galaxy™ control panel. The carrier, class and fee information appears in the *Galaxy™ Process mail* screen at the Data Collector.
8. To end the mail run, press the **Stop** button twice on the Galaxy™ control panel.
9. The number of mail pieces and the total amount of postage appears in the "Registers" section of the *Galaxy™ Process mail* screen.

Using a DM Series™ or DM Infinity™ Digital Mailing System

NOTE: This section only applies to DM Infinity™ digital mailing systems that are connected to the Host PC via the IntelliLink® software interface. If the DM Infinity™ is connected to a Data Collector PC, refer to *Using a DM Infinity™, B900, 6500 or A900 Meter* in this chapter.

You set up the accounts for your mailing system at the Business Manager Host PC in the same way you set up accounts for all other meters and mail processors. Refer to *Adding Accounts* in *Chapter 3* in this guide.

You set up all DM Series™ or DM Infinity™ digital mailing system operators at the Business Manager Host PC in the same way you set up all other operators. Refer to *Adding or Editing Operators* in *Chapter 4* in this guide.

DM500, DM550, DM800i, DM800, DM900, DM1000 and DM Infinity™ Mailing Systems

To run mail at a mailing system:

1. Press the **Accounts** key to select the account (that you set up on Business Manager). Use the down arrow key to scroll down through the list of accounts.

NOTE: You may also select an account name or account code using an optional handheld barcode scanner.

- If you do not see the account, type in the first few digits of the account name and press the **Enter** key. The mailing system searches for all of the accounts beginning with those digits and lists them in the display.

NOTE: Your mailing system always checks the local accounts first for a perfect match for your entry. To force a search at the Business Manager Host PC, try entering a space after the first few characters.

- Press the screen key that corresponds with the account you want.
2. Press the **Class** key. A list of available classes appears in the screen.
 - * Select the class and press **Enter**.
 - If a ZIP Code or Zone is required, you are prompted to enter it. Press **Enter** to accept it.
 - If a country is required, you are prompted to select it. Press **Enter** to accept.
 - If special services are available with the class you select, they are displayed. Even if you do not want any special services, press the **Enter** key to confirm the class.

The system returns to the Main screen.

3. If necessary, select **Surcharge** and follow the prompts to add a surcharge.
4. If necessary, select **Job ID 1** and then select the appropriate Job ID from the list.

5. If necessary, select **Job ID 2**. You will be prompted to enter the Job ID information.

NOTE: Job ID 2 information at the mailing system will populate the user-defined text field for the transaction on the Host PC.

6. Press the **Start** key to begin running mail.
7. Press the **Stop** key to end the batch. The transaction information is sent to the Host PC.

NOTE: Changing the account, class, Job ID or postage mode will also end the batch.

Refer to the operator guide supplied with your mailing system for detailed instructions on running mail.

DM300c, DM400c and DM450c Mailing Systems

To run mail at a mailing system:

1. From Home screen, press the selection key next to Account. The “Select Account” screen displays.
2. Select the appropriate account.
 - If a password has been assigned to this account, you will be prompted to enter one. Key in the four-digit password if necessary and select “Accept” or press **Enter**.
 - You return to the Home screen with the name of the account listed.

NOTE: You may also select an account name or account code using an optional handheld barcode scanner.

3. Press the **Class** key. A list of available classes appears in the screen.
 - Select the desired class by pressing the key next to the class name (use the scroll keys to see additional rates).
 - If there is no value next to the class name, more information is needed. Follow the prompts for the options and/or services available for this class of service. The last screen is usually “Services” which lists special services such as COD and Insurance.
 - Press **Enter** when finished selecting all the class options and fees.
4. If necessary, press the green down arrow key and select “Surcharge.” The Batch Surcharges screen displays.
 - Select the appropriate surcharge option and follow the prompts to enter the amount.
 - Select “Done” to return to the Home screen.

2 • Running Mail

5. If necessary, press the green down arrow key and select “Job ID”. The Job ID screen displays.
 - Select “Job ID 1” or “Job ID 2.” The Job ID screen displays.
 - Type in the Job ID number and select “Accept”; or select the “Select from Recent List” option, then select the Job ID. (If necessary, use the green down arrow key to scroll through the menu screens.)The system returns to the Home screen once you have made your Job ID selection.
6. Press the **Start** key to begin running mail.
7. Press the **Stop** key to end the batch. The transaction information is sent to the Host PC.

NOTE: Changing the account, class, Job ID or postage mode will also end the batch.

Refer to the operator guide supplied with your mailing system for detailed instructions on running mail.

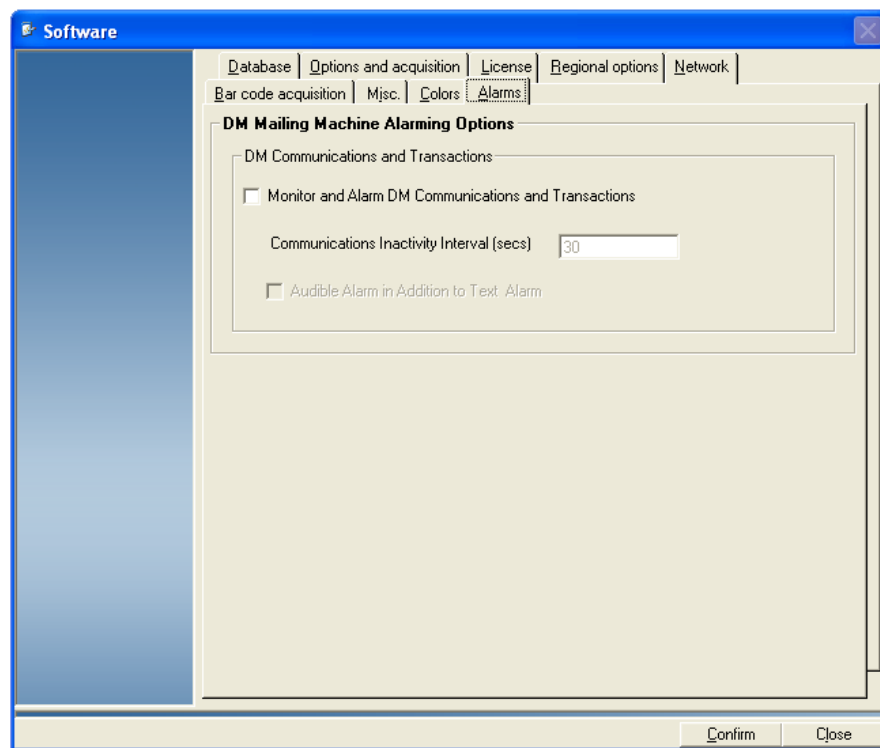
DM Series™ and DM Infinity™ Digital Mailing System Alarming Options

You can set alarming options to notify you if your DM Series™ or DM Infinity™ digital mailing system becomes disconnected from the Business Manager Host PC.

NOTE: This section only applies to DM Infinity™ digital mailing systems that are connected to the Host PC the IntelliLink® software interface.

The alarming options are set at the Business Manager Host PC. You must have manager level access rights to set the alarm.

1. Select **Parameters | Configuration | Environment | Software**. A password prompt appears.
2. Type in your password and click **Confirm**. The *Software* screen opens.
3. Click the **Alarms** tab.



4. Click in the **Monitor and Alarm DM Communications and Transactions** check box (so that a check mark appears) to enable digital mailing system alarming.
5. Type the communication interval in the field provided.

NOTE: "Communication interval" means the amount of time, in seconds, you want the system to wait in between checks for mailing system connectivity.

6. Click in the **Audible Alarm...** check box (so that a check mark appears) if you want to hear an audible "beep" when a DM Series™ or DM Infinity™ digital mailing system is disconnected from the Business Manager Host PC.
7. Click **Confirm** when done.

2 • Running Mail

DM Series™ and DM Infinity™ Digital Mailing System Interface Service for Business Manager

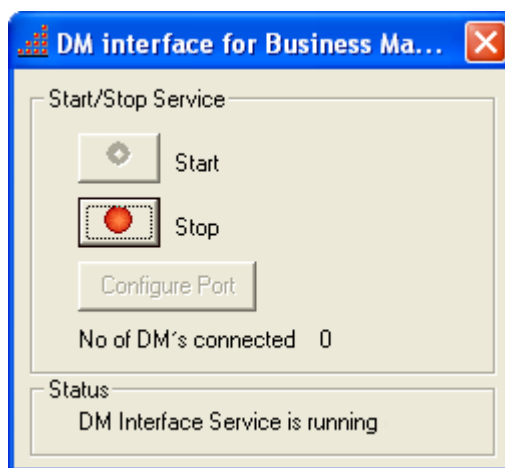
NOTE: This section only applies to DM Infinity™ digital mailing systems that are connected to the Host PC via a local area network.

Before you run mail from the DM Series™ or the DM Infinity™ digital mailing system:

1. At the Business Manager Host PC, locate the Meter Status icon in the system task bar located at the lower right corner of your screen:



2. Double-click on the icon. A dialog box appears showing how many ports are open on your Business Manager Host PC for your digital mailing system and if the interface service is running.



IMPORTANT: If, for any reason, your digital mailing system becomes disconnected from the Business Manager Host PC, the interface service screen *may* show that the system is still connected. (This dialog monitors the availability of the port.) It may take several minutes after a digital mailing system is disconnected for the port to time out and this screen to update. Once the screen updates, a dialog box will appear indicating the type of error the system has encountered. Be sure to check all of your system connections, and verify the interface service is running.

Refreshing Active Operators

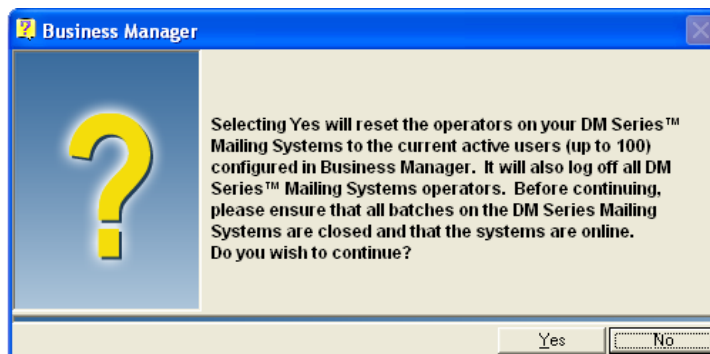
When processing mail with DM Series™ or DM Infinity™ digital mailing systems, there is a limit of the number of 100 operators on the mailing system.

NOTE: This section only applies to DM Infinity™ digital mailing systems that are connected to the Host PC via the IntelliLink® software interface.

In addition, Business Manager has the ability to refresh the operator list so that the most active operators appear on the *Users* screen.

You must have manager level access rights to use this feature:

1. Select **Parameters | Configuration | Environment | Users**. You are prompted to enter your password.
2. Once you enter your password, the *Users* screen appears and lists all of the current operator login names.
3. Click the **Refresh DM Series (tm) Operators** button.
4. The following dialog box appears. Click **Yes** to continue.



5. Business Manager will provide an updated operator list to the digital mailing system. This list will contain the most active operators in order of creation.

NOTES:

- All batches *must* be closed out and the systems *must* be online in order to refresh the operator list.
 - Use of this feature will automatically log you off of the DM Series™ or DM Infinity™ mailing system, except when the mailing system is actively running a batch. In this case, when you press **End Batch**, the system will log off and refresh the operator list.
-

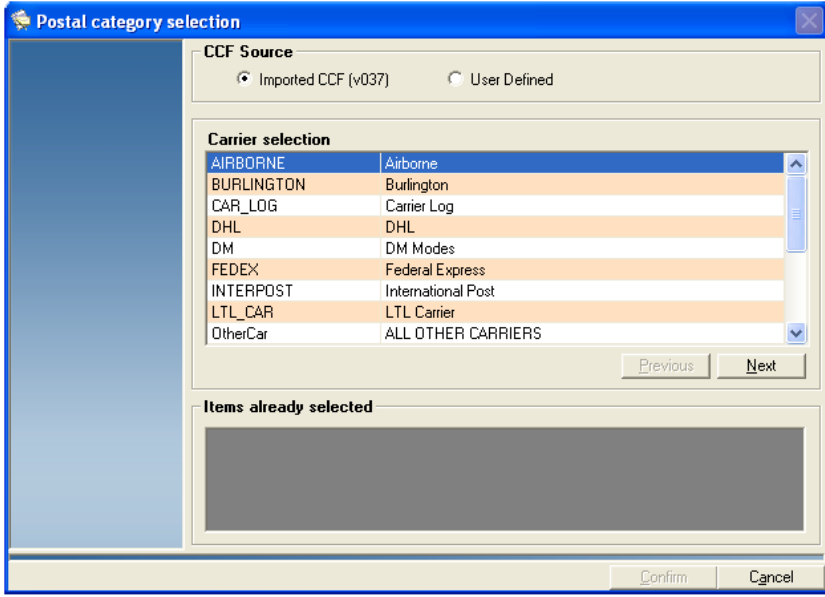
2 • Running Mail

Selecting Rates for Processing Mail

When you run mail or enter manual transactions, you select the rates in the "Rate Category" section of the *Process mail* or *Manual Input* screens.

1. Click on the **Other rates category** button in the *Process mail* screen or the  button on the *Manual Input* screen.

The *Postal category selection* screen opens. This screen lists the available carriers.



The "Postal category selection" dialog box is shown. It has a blue title bar and a light beige background. The "CCF Source" section at the top has two radio buttons: "Imported CCF (v037)" (selected) and "User Defined". Below this is a "Carrier selection" table with two columns. The first column lists carrier codes, and the second column lists carrier names. The table has a vertical scrollbar on the right. Below the table are "Previous" and "Next" buttons. At the bottom is an "Items already selected" section with a large empty rectangular area. At the very bottom of the dialog are "Confirm" and "Cancel" buttons.

Carrier selection	
AIRBORNE	Airborne
BURLINGTON	Burlington
CAR_LOG	Carrier Log
DHL	DHL
DM	DM Modes
FEDEX	Federal Express
INTERPOST	International Post
LTL_CAR	LTL Carrier
OtherCar	ALL OTHER CARRIERS

2. Click on the appropriate option button in the "CCF Source" section. Business Manager comes with the most commonly used carriers and their standard classes of service. To use these, click on the option for "Imported CCF."

3. Select and highlight the carrier you want, for example, USPS. Click on **Next**. The *Postage category selection* screen appears.

Postal category selection

CCF Source
☒ Imported CCF (v037) ☐ User Defined

Class selection	
@Home2D	@Home Second Day Package
@Home2DC	@Home Second Day Package W/ Del. Conf.
@HomeDel	@Home Ground Package W/ Del. Conf.
@HomePkg	@Home Ground Package
2DayLtr	2nd Day Letter
2DayPkg	2nd Day Package
CanExLtr	Canada Express Letter
CanExPkg	Canada Express Package
ExpLtr	Express Letter

Previous Next

Items already selected

Carrier	Airborne

Confirm Cancel

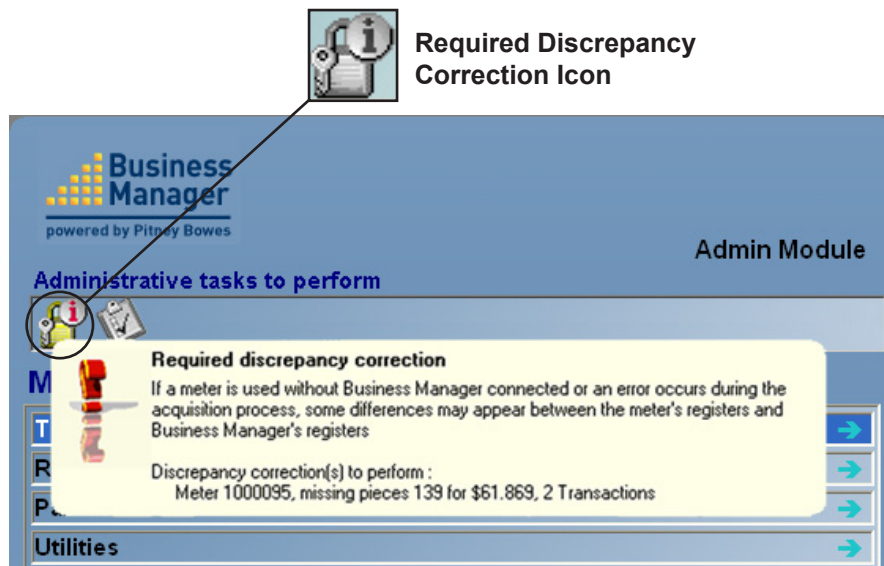
4. Select and highlight the class you want.
5. Click on the **Next** button and a list of available services appears.
 - a. If you want to select a service, click on the service and then click **Next**.
 - b. You can continue to add services by clicking selecting the service and clicking on the **Next** button. As you add services, they are displayed in the "Items already selected" box.
6. When you are done, click the **Confirm** button. At this point, you are prompted to save this rate information (carrier, class, and services).
7. To save this information so in the future you can select it as a predefined category, click on the option button for "Save this category among the predefinitions" and type a name for the category.
8. Click **Confirm**.

Correcting Register Discrepancy Errors

Business Manager now includes a Detailed Discrepancy Diagnostic tool with an enhanced interface to identify and resolve meter discrepancies.

If your meter register and the register on the DM Series™ or DM Infinity™ digital mailing system or Data Collector do not match (for example, the meter was disconnected from the Data Collector and the collector never received the transactions), Business Manager shows you the discrepancy and prompts you to correct it.

1. Double-click the **Required discrepancy correction** icon.



2. The register discrepancy correction screen appears. This screen allows you to charge the transactions on your meter to an account on Business Manager.

The screenshot shows the 'Correct the discrepancies between registers' dialog box. It contains the following fields and sections:

- Meter number:** 8025184
- User:** pbrep
- Error date:** 01/09/2008
- Business Manager:** 165.672
- Meter registers:** 796,682.290
- New Business Manager registers:** 796,682.290, 1162855
- Current entry:** After (selected), Before
- Detailed entry:** Overall entry (selected)
- Preset:** Code (dropdown), Name (text field)
- Rate category:** List of current categories (dropdown), Other rate category (button), Display the category details (button), Rate category selected (text field)
- Account to be incremented:** Select (radio button), Code (radio button), Full Name (radio button), Description (radio button), Account (text field), S/Account (text field), S/S Account (text field)
- Job:** Code (dropdown), Name (text field), User d. (text field)
- Date of transaction:** 01/16/2008, 12:51:28 PM
- Buttons:** Confirm, Close

3. To correct the discrepancies as a single transaction, use the **Overall entry** tab:
 - a. Fill in the account, rate category, and job information for these transactions and then click on the **Confirm** button.
 - b. The system notifies you that the correction for the meter discrepancy is done. Click **OK**.
4. To break up the discrepancies into multiple transactions, use the **Detail entry** tab:

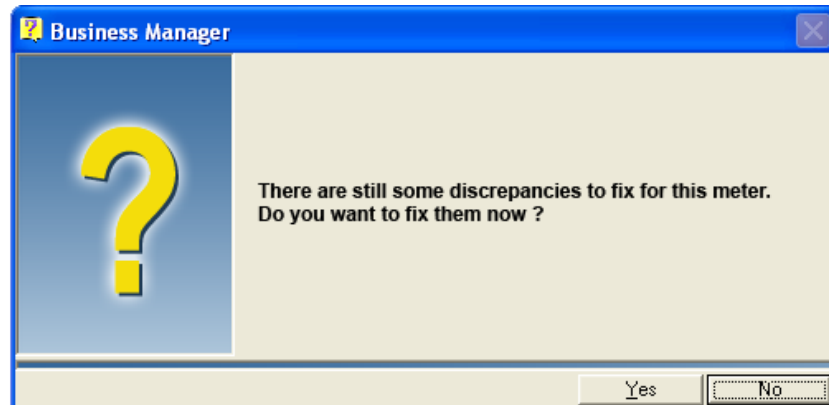
TIP: Use the Business Manager Meter Detail report (run for the day the discrepancy occurred) and the Transaction Log on your DM Series™ mailing system to identify the appropriate account, rate category, and job information for each discrepancy.

- a. Click on the **Trans Details** button. The Meter Discrepancy History dialog box appears.

Piece Count	Amount	Operator	Error date
1162727	796,516.618	pbrep	01/09/2008 3:15:05...

- b. Select the appropriate transaction from the list and click the **Confirm** button.

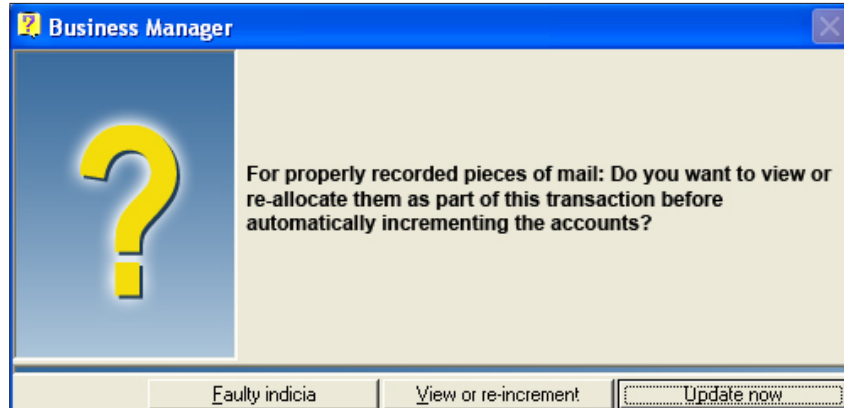
- c. Fill in the account, rate category, and job information for the transaction and then click on the **Confirm** button.
 - If there are more discrepancies to fix for the meter, a dialog box appears. Click **Yes** to continue.
Repeat steps 4a-c as necessary to fix the remaining discrepancies.



- If all discrepancies have been fixed, the system returns to the main menu screen.

Reallocating Transactions

When you run mail from a meter or mailing system that is connected to a Data Collector PC, you may be prompted to reallocate or reassign the transactions before charging them to an account. The following screen appears:

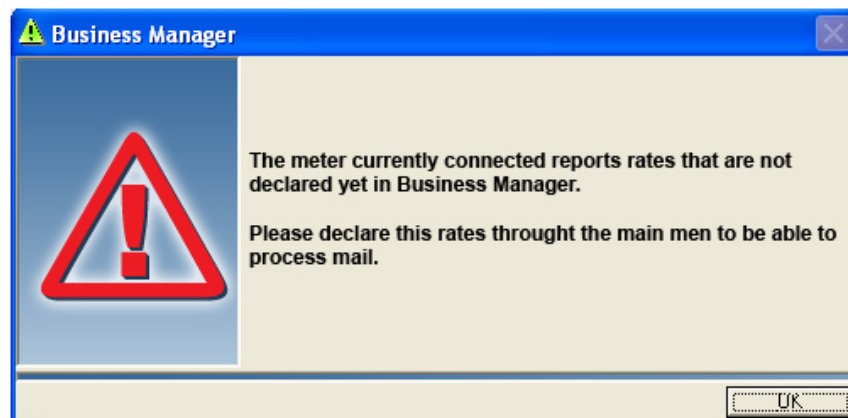


Select the appropriate option and follow the prompts. The options are described in this section.

- **Update now** - To bypass reallocating your transactions, click on the **Update now** button.
- **Faulty Indicia** - Click on this button if the meter stamp did not print correctly on a piece of mail. A screen appears that allows you to subtract the number of improperly printed meter stamps (indicia). Select **Faulty refundable** or **Faulty nonrefundable** from the drop-down menu.
- **View or re-increment** - Click on the **View or re-increment** button if you want to charge the transactions to another account or job.

Register New Meter Rates

1. When you process mail at a Data Collector connected to a B900, 6500, or A900 with an Integra™ scale, you may get the following message:



2. Click **OK** and the Process mail screen closes.
3. Start the Administrative module on the Business Manager Host PC to which this Data Collector is attached.
4. Log on as a Manager and select **Parameters | Configuration | Carriers, Classes and Fees | Register new Meter rates**. The *Associated Postal Rates* screen opens.
5. Click on **Confirm** at the bottom of the screen.
6. You can now process mail at the Data Collector.

3 • *Understanding and Setting Up Clients and Accounts*



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Understanding Accounts

Account Structure

The structure of Business Manager accounting is based on four levels:

- Client
- Account
- Sub Account
- Sub-Sub Account

Your accounting structure can vary depending on your requirements.

You can structure your accounts in single or multiple levels. For example, you can divide a top level department (account) into two additional sub sections. An example of a multiple level account is shown here:

Client	Cost Center A
Account	Engineering Department
Sub Account	Software Development
Sub-Sub Account	Software Testing

IMPORTANT: You can have all single top level accounts or you can mix both single and multi-level accounts but the lowest level account is where charges to the account are incurred.

What is a Client

Clients provide you with a means of organizing your top level accounts according to cost center, location, customer, or whatever business entity is appropriate for your site.

Account Attributes

When you create accounts, you assign the following attributes to each top level account, sub account, and sub-sub account:

- **Account Code** - This is a unique code that Business Manager assigns to identify the account, sub account, or sub-sub account. You can change the number assigned by Business Manager but this code must be unique for every account level for single host sites, and for global accounts (see *Global and Local Accounts*) within enterprise organizations that have multiple hosts. It is strongly recommended that you use the account code automatically assigned by Business Manager to ensure the account code remains unique.
This code allows you to find a particular account, sub account or sub-sub account anywhere in your organization.
- **Account Name** - This can be any name you assign to an account, sub account or sub-sub account. The full name (for example, Engineering-Software-Testing) must be unique for all levels in single host sites and for global accounts (see *Global and Local Accounts*) in enterprise organizations.
- **Description** - You can enter a description for each account, sub account or sub-sub account. This description does not have to be unique.

3 • Understanding and Setting Up Clients and Accounts

Global and Local Accounts

When you create accounts in a multiple host enterprise organization, you can designate them as global or local.

Local Accounts

If you define an account as local, you can only charge transactions to that account at the host where you created it. The transactions for local accounts are sent to the master Host PC where they are stored in the consolidated enterprise database where you can view them and run reports on them.

Global Accounts

If you are part of a multi-host enterprise system, you may use global accounts that are shared by all hosts in the enterprise.

If you define an account as global, it is stored on the master host database, even if you create it at a local (client) host. You can charge transactions to any global account from any local host in your enterprise organization.

System Accounts

Business Manager automatically assigns transactions to predefined system accounts whenever one of the following conditions occurs:

- You edit or void a transaction (see *Editing or Voiding Transactions* in *Chapter 7* of this guide).

NOTE: Any voided or modified transactions are assigned to the system account named: 00007

- You get unverified transactions (see *Correcting Unverified Transactions*, in *Chapter 7* of this guide).
- If the meter stamp (indicia) doesn't print correctly and you need to reallocate the charges for that transaction (see *Reallocating Transactions* in *Chapter 2* of this guide).

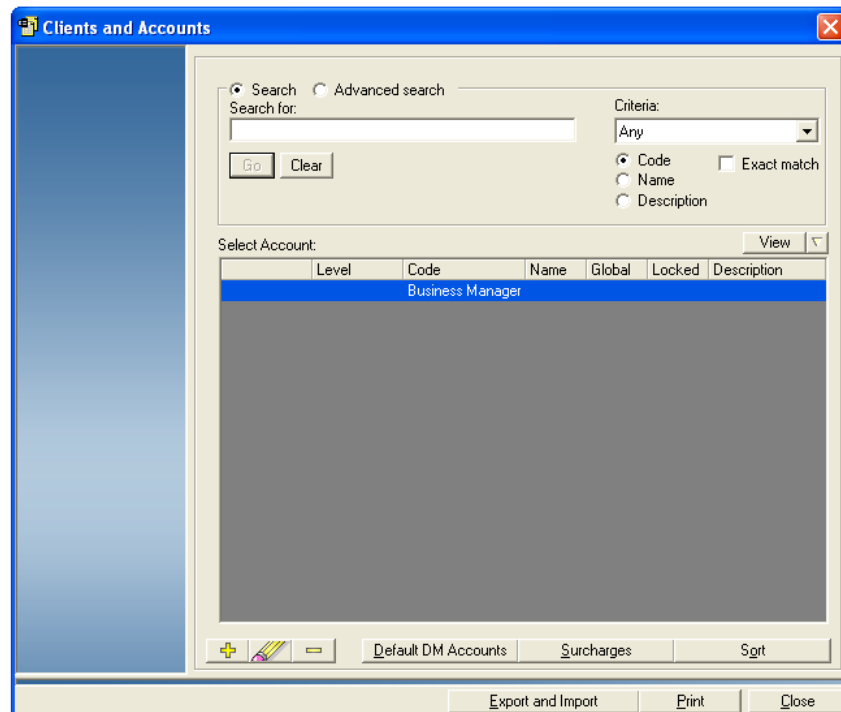
To view the system accounts, refer to the *System Account Reports* in *Chapter 8* of this guide.

Adding Clients

You add or edit clients at the Business Manager master or local Host PC using the Administration module. You must be a manager to perform this operation.

1. To add a new client or edit an existing one, select **Parameters | Accounts and clients**. The *Clients and Accounts* screen opens.

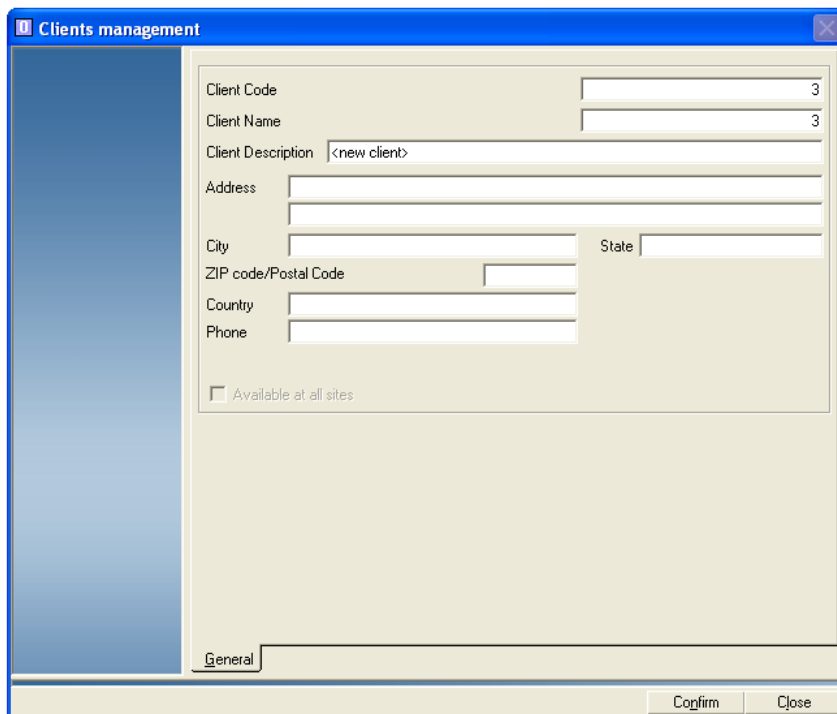
NOTE: If you are running a multi-host enterprise system, the **Disconnect from the Master host** and **Synchronize** buttons will also appear on this screen.



2. Click on and highlight **Business Manager** in the *Clients & Accounts* screen.

3 • Understanding and Setting Up Clients and Accounts

3. Click the  button and the *Clients management* screen appears.



The system automatically assigns a numeric value to the **Client Code**. Use the default value in this field to ensure the client code remains unique. Enter the information in all of the other fields in the screen.

4. All of the mailing peripherals (DM Infinity™, Paragon®, Galaxy®, B900, 6500) you have registered at this Host PC can charge transactions to the accounts associated with this new client.
- a. If you have an enterprise organization and you want to make this Client and its accounts available to all of the local hosts in your enterprise, click on the check box in front of “Available at all sites”.

NOTE: If you select to make this client available to all local hosts, make sure you have clicked on the **Connect to Master Host** button on the *Clients and Accounts* screen.

- b. If you want to select certain accounts for a DM Series™ Digital Mailing System, refer to *Adding DM Series™ Digital Mailing System Accounts* in this chapter.
5. When finished, click on the **Confirm** button. The new client appears in the *Clients and Accounts* screen.

NOTE: If this is an enterprise operation and you designated this client as global, an icon appears in the Global column to indicate that it is a global client.

6. If you want to update this host with any changes made to other hosts in an enterprise multi-host site, click on the **Synchronize** button at the bottom of the screen.

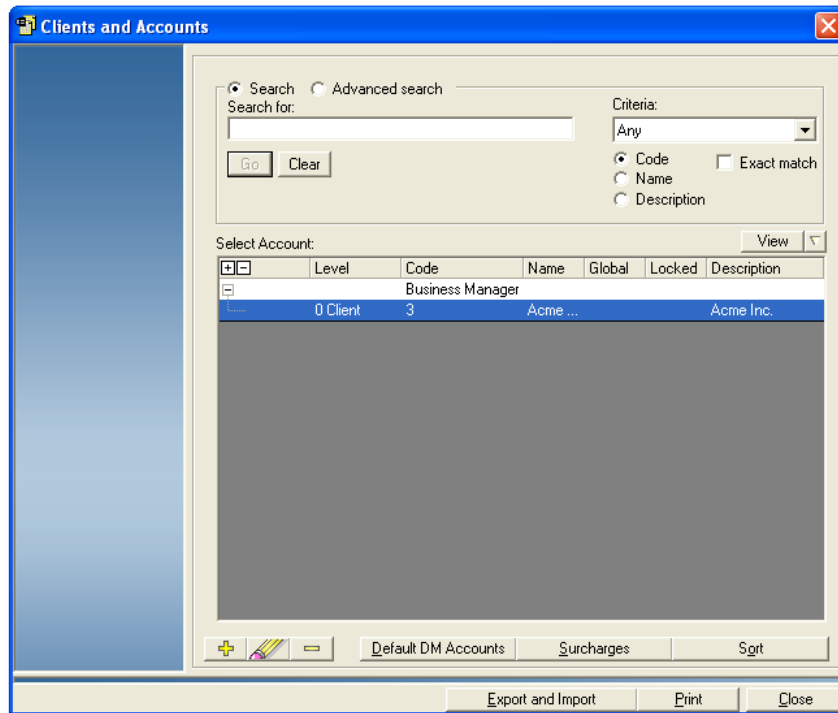
Adding Accounts

You add accounts at the Business Manager master or local Host PC using the Administration Module. You must be a manager to perform these operations.

If this is the first time you are using Business Manager, you need to add the name of the client to which you will be adding the accounts. To add a new client or edit an existing one, refer to *Adding Clients* in this chapter.

If you are adding accounts for a DM Series™ digital mailing system, create the accounts as described here and then refer to *Adding DM Series™ Digital Mailing System Accounts* in this chapter.

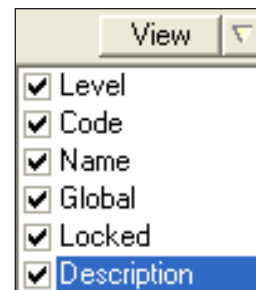
1. To add accounts, select **Parameters | Accounts and clients**. The *Clients and Accounts* screen opens. This screen lists all of the current accounts, sub accounts and sub-sub accounts for each client.



3 • Understanding and Setting Up Clients and Accounts

2. If you want to change how the account information is viewed on the screen, click the **View** button. Select/deselect the options you want to show/hide. The account list will refresh to reflect the changes you made.

NOTE: You cannot deselect the Name and Code options.



View	
☒	Level
☒	Code
☒	Name
☒	Global
☒	Locked
☒	Description

3. To add:
- a new top level account, click on the Client and then the  button.
 - a new sub account, click on the top level account and then the  button.
 - a new sub-sub account click on the sub account and then the  button.

NOTES:

- If you add a sub account to an account, the system will notify you that it will move the transactions from the parent account to the sub account. You will be asked to confirm this operation.
- If you have multiple clients or accounts, you may want to search the account list. Refer to *Searching Accounts* in this chapter for more information about the account search feature.

The *Account management* screen opens. All of the screens have similar fields. The screen shown on the next page is for adding a top level account.

The screenshot shows a software window titled "Account management". It contains several input fields and checkboxes. The "Account Code" field is filled with "200012". The "Account Name" field is filled with "200012". The "Account Description" field is filled with "<new account>". The "User Notes" field is empty. There is a checkbox labeled "Available for all sites" which is unchecked. Below this, there are "Password" and "Re-type password" fields, both empty. There is an "Account budget" field filled with a blue bar, and a "Budget Management" button next to it. Below these, there is a barcode with the number "* 2 0 0 0 1 2 *" and a "Print Bar Code" button. At the bottom, there are two checkboxes: "Locked account" (unchecked) and "Lock sub levels (sub accounts and sub-sub accounts)" (unchecked). A "General" tab is selected at the bottom left. At the bottom right, there are "Confirm" and "Close" buttons.

3. Fill in the fields in the account management screen. Refer to *Filling in the Account Management Screen Fields* section in this chapter for more information.

NOTES:

- If you create a global account by clicking and putting a check mark in front of "Available at all sites", you cannot change this to a local account once you click on the Confirm button and save the account. The same is true if you create a local account - you cannot change it later to a global account.
 - If you need to add a budget to an account, refer to *Assigning Budgets to Accounts* in this chapter.
4. If this is the first time you are adding DM Series™ Digital Mailing System accounts, refer to *Adding DM Series™ Digital Mailing System Accounts* in this chapter.
 5. When finished, click **Confirm**.

NOTE : You must exit the *Account Management Screen* in order for your changes to take effect.

3 • Understanding and Setting Up Clients and Accounts

Filling in the Account Management Fields

- When adding or editing accounts, you need to fill in the fields in the *Account*, *Sub Account*, or *Sub-sub Account Management* screens. The fields are described in the table in this section.
- Most of the fields are the same for all account management screens for both global and local accounts but when there are differences they are noted here.
- When you have finished entering the information in the fields, click on the **Confirm** button at the bottom of the management screen.

Field	Description
Account Code	• The system provides a unique numeric code by default. You can change this, but the code must be unique for every account on the master host and for every account on each local host. • You can enter any combination of numbers and letters for this code. • If you are adding a sub account or sub-sub account to this account, the total number of characters for all account levels cannot exceed 60 characters. • This code allows you to find this account anywhere in your local or enterprise network of mailing systems and machines.
Account Name	• This is another name or code that you can assign to your account. Like the account code, this must also be unique for every account on the master host and for every account on each local host. • You can enter any combination of numbers and letters for this code. • If you are adding a sub account or sub-sub account to this account, the total number of characters for all account levels cannot exceed 74 characters. • If you do not enter anything in this field, the system uses the account code by default.
Account Description	• You can assign a description to any of your accounts to help locate or identify groups of accounts. This does not have to be unique. • The account description can be edited at any time. • You can enter any combination of numbers, letters and special characters in the Account Description field.
User Notes	• You can enter any combination of numbers, letters and special characters in the User Notes field. • The total number of characters in this field cannot exceed 255. • This field can be edited at any time.
Available for All Sites	If you place a check mark in this box, the account will be available to all Host PCs.
Locked Account	• If you place a check mark in this box, you lock the account. You will not be able to charge any transactions to this account once it is locked. • For global accounts, you can lock this account on the master host, or on the local host where it was created. You cannot lock it from a different local host however.
Lock Sub Levels	If you lock the account, you automatically lock the sub accounts.
PARAGON® account	• This applies only if you are using accounts from a Paragon® meter. • You can enter the Paragon® account number in this field as a means of cross-referencing your accounts.

Field	Description
Password	- You can protect your account by assigning it a password. If you enter a password, you must re-enter it in the Re-type password field. - For global accounts, you can assign a password at the master host or on the local host where the global account was created. You can assign a different password to this account on a different local host, but the password for the account will not change on the master host or on the local host where it was created originally.
Account Budget	- This field displays the amount you have assigned to this account. To change or modify this, click on the Budget Management button. - If you have multi-level accounts, this button only appears in the lowest account level. - All budgets are considered to be local regardless of whether the account is global or local. The budget you set will only apply to the transactions collected at this master or local host. Refer to <i>Assigning Budgets to Accounts</i> in this chapter.

Adding DM Series™ or DM Infinity™ Digital Mailing System Accounts

If you have a DM Series™ or DM Infinity™ digital mailing system connected to your Business Manager Master or Local Host PC, you create your digital mailing system accounts at the Business Manager Host PC in the same way that you create accounts for all other meters and mailing machines.

If this is the first time you are adding DM Series™ digital mailing system accounts you can create a default list of accounts that is downloaded and stored directly on the IntelliLink® Control Center of your DM Series™ or DM Infinity™ digital mailing system.

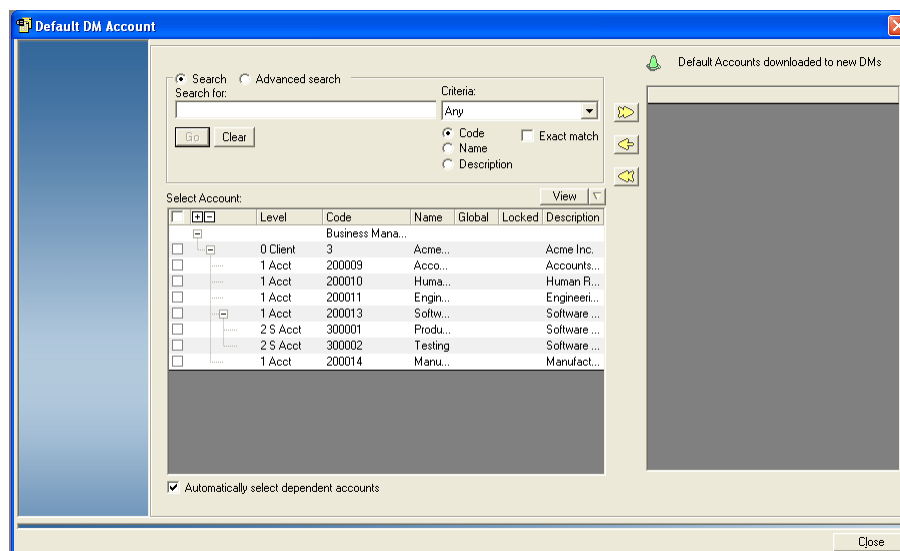
NOTE: This download operation is only done one time.

Since these accounts are stored directly on the IntelliLink® Control Center, you can access these accounts more rapidly than if you have the control center search through all of the accounts stored in the Business Manager database. In addition, these accounts can be used if the digital mailing system goes off-line from the Host.

3 • Understanding and Setting Up Clients and Accounts

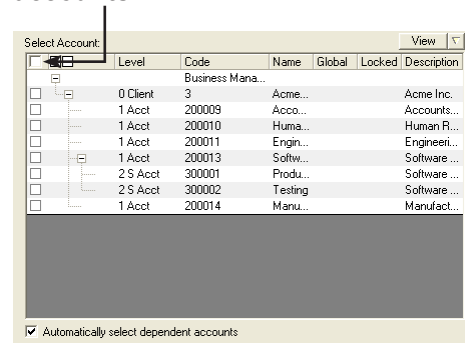
Setting Up Default Digital Mailing System Accounts

1. Select **Parameters | Accounts and clients**. Create the accounts as described in the *Adding Accounts* section in this chapter.
2. When you are finished creating the accounts, click on the **Default DM Accounts** button on the *Clients and Accounts* screen.
3. The Default DM Account screen opens. Select the accounts to download the to DM Series™ mailing system. (The accounts you created appear on the left side of the screen.)



- To select all of the accounts, click on check box at the top of the account list so that a check mark appears.
- To deselect all accounts, click on the check box at the top of the account list so that the check mark disappears.

Click here to select or deselect all accounts

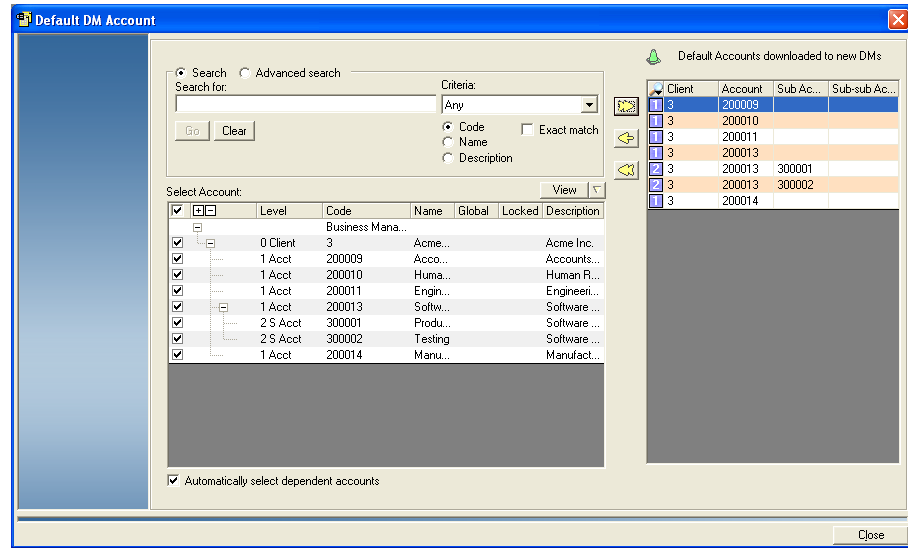


- To select individual accounts, click in the box in front of each account.

NOTE: If you have multiple clients or accounts, you may want to search the account list. Refer to *Searching Accounts* in this chapter for more information about the account search feature.

- To select all of the accounts and sub accounts for a client, make sure there is a check mark in the box in front of “Automatically select dependent accounts” at the bottom of the screen. (When you click on the box in front of the client, all of the accounts and sub accounts will be selected automatically.)

4. When you are done selecting the accounts, click on the  button.
5. The selected accounts now appear in the “Default Accounts downloaded to new DMs” portion of the screen.



- To remove one of the accounts, select it and click on the  button.
- To remove all of the accounts, click on the  button.
- To search for downloaded accounts, click on the  button. Enter the appropriate account information in the fields that appear. Business Manager will highlight the accounts that match the criteria you entered.

	Client	Account	Sub Ac...	Sub-sub Ac...
	1 3	200009		
	1 3	200010		
	1 3	200011		
	1 3	200013		
	2 3	200013	300001	
	2 3	200013	300002	
	1 3	200014		

6. Click on the **Close** button at the bottom of the screen to return to the *Clients and Accounts* screen.

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Searching for Accounts

There are two methods you can use to search for accounts: standard search and advanced search. The available search criteria varies, depending upon the search method you choose.

To begin, select **Parameters | Accounts and clients**. The *Clients and Accounts* screen opens. This screen lists all of the current accounts, sub accounts and sub-sub accounts for each client.

The screenshot shows the 'Clients and Accounts' window. It features a search section at the top with radio buttons for 'Search' (selected) and 'Advanced search'. Below this is a 'Search for:' text box, 'Go' and 'Clear' buttons, and a 'Criteria:' dropdown menu set to 'Any'. To the right of the search box are radio buttons for 'Code' (selected), 'Name', and 'Description', along with an 'Exact match' checkbox. Below the search section is a 'Select Account:' label and a 'View' button. The main area contains a table with columns: Level, Code, Name, Global, Locked, and Description. The table lists a hierarchy of accounts starting with 'Business Manager' (Level 0, Code 3) and branching into various sub-accounts (Level 1 and 2). At the bottom of the window are buttons for '+', '-', and a 'Default DM Accounts' button, followed by 'Surcharges' and 'Sort' buttons. The very bottom of the window has 'Export and Import', 'Print', and 'Close' buttons.

Level	Code	Name	Global	Locked	Description
0 Client	3	Acme ...			Acme Inc.
1 Acct	200009	Accou...			Accounts Paya...
1 Acct	200010	Huma...			Human Resour...
1 Acct	200011	Engin...			Engineering De...
1 Acct	200013	Softw...			Software Depa ...
2 S Acct	300001	Produ...			Software Produ ...
2 S Acct	300002	Testing			Software Testin...
1 Acct	200014	Manuf...			Manufacturing ...

Standard Search

1. To perform a standard search, click the **Search** radio button.
2. Select appropriate option from the Criteria drop-down list.



3. Enter the keyword(s) for the search.
 - If you selected **Any**, **Client**, **Account**, **Sub account**, or **Sub-sub account** from the drop-down list: enter the search keyword(s) in the *Search for:* field.

Any	You can search under any account level (clients, accounts, sub accounts or sub sub account). You must indicate whether the search is being performed for an account code, name or description.
Client	You can only search for clients. You must indicate whether the search is being performed for a client code, name or description.
Account	You can only search for accounts. You must indicate whether the search is being performed for a client code, name or description.
Sub account	You can only search for sub accounts. You must indicate whether the search is being performed for a sub account code, name or description.
Sub-sub account	You can only search for sub-sub accounts. You must indicate whether the search is being performed for a sub-sub account code, name or description.

3 • Understanding and Setting Up Clients and Accounts

- If you selected **All account levels** from the Criteria drop-down list, enter the appropriate keyword(s) in the Client, Account, Sub account, and Sub-sub account fields.

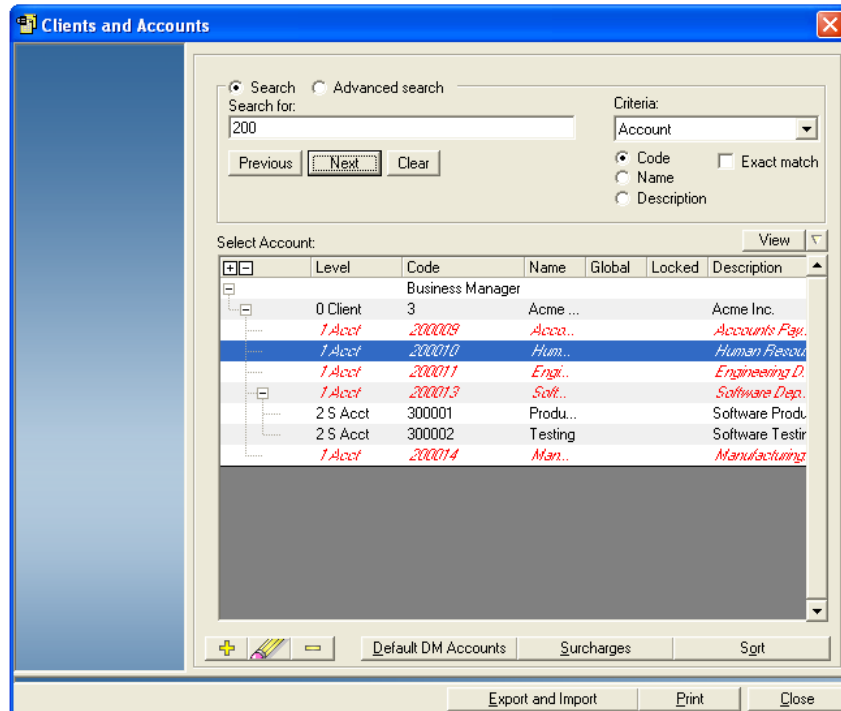
The screenshot shows a search interface with the following elements:

- Radio buttons for **Search** (selected) and **Advanced search**.
- Four text input fields: **Client:**, **Account:**, **Sub account:**, and **Sub sub account:**.
- A **Criteria:** dropdown menu currently showing **All account levels**.
- Radio buttons for **Code** (selected), **Name**, and **Description**.
- An **Exact match** checkbox, which is currently unchecked.
- Go** and **Clear** buttons at the bottom left.

All account levels	You can search all account levels and can enter a keyword for each level. NOTE: You must enter criteria in at least one of the fields, but are not required to enter criteria into all of the fields. You must indicate whether the search is being performed for an account code, name or description.
---------------------------	--

- If you selected **Recall Last Search** from the drop-down list, the keyword(s) and criteria used for the last search appear.
4. Select the radio button that corresponds with the category to search: **Code**, **Name** or **Description**.
 5. Click in the **Exact Match** check box if you want the search results to match the keyword(s) you enter in the search field(s) exactly.

- Click **Go**. The first account, sub account, or sub-sub account that matches your search criteria are highlighted in blue. All subsequent matches appear in red italics.
- Click the **Next** and **Previous** buttons to move through the search results in the account list, or use the up and down arrow keys on the keyboard.



- Click **Clear** to perform a new search.

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Standard Search Using Hyphen Shortcuts

When you use the “standard” search feature, you can use hyphens as shortcuts to search for specific accounts, sub accounts, and sub-sub accounts.

- The first hyphen stands for the highest level (Client)
- The second hyphen stands for the next-highest level (Account).
- The third hyphen stand for the next-highest level (Sub Account).
- No hyphen in front of the keywords means no shortcuts are used.

Hyphen shortcuts cannot be used if the criteria selected in drop-down list is All account levels. Hyphens can also appear between keywords to represent shortcut for All account levels. For example: “XYZ--ABC” keyword will be interpreted as search for client XYZ and sub-sub Account ABC.

On the *Clients and Accounts* screen:

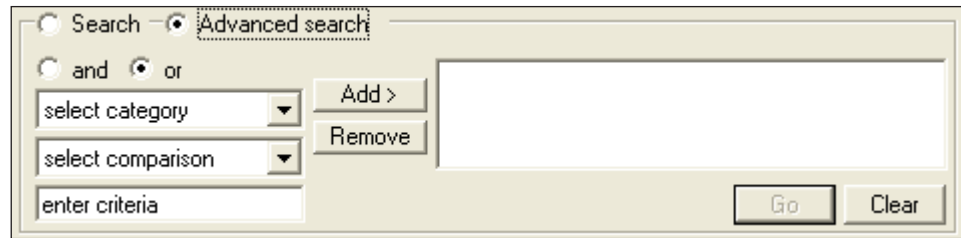
1. Click the **Search** radio button.
2. Enter the appropriate keywords in the Search for: field. For example, to search for sub account XYZ, enter “--XYZ” in the keyword field. Each hyphen in front of a search word stands for one account level.

NOTE: If you use hyphen shortcuts in the keyword field, the system will ignore any selections you make in the Criteria drop-down list.

3. Select the radio button that corresponds with the category to search: **Code, Name or Description.**
4. Click in the **Exact Match** check box if you want the search results to match the keyword(s) you enter in the search field(s) exactly.
5. Click **Go**. The first account, sub account, or sub-sub account that matches your search criteria are highlighted in blue. All subsequent matches appear in red italics.

Advanced Search

1. To perform an advanced search, click the **Advanced search** radio button.



2. Select a category from the first drop-down list: **Account Code, Account Name, or Account Description.**

NOTE: Advanced search is performed at all account levels.

3. Select an appropriate comparison option from the second drop-down list: **is exactly, does not contain, begins with, ends with, alphabetically precedes, alphabetically follows, is blank, or is not blank.**
4. Enter the search criteria in the field provided.
5. Click **Add>**. A summary of the criteria you selected appears in the field

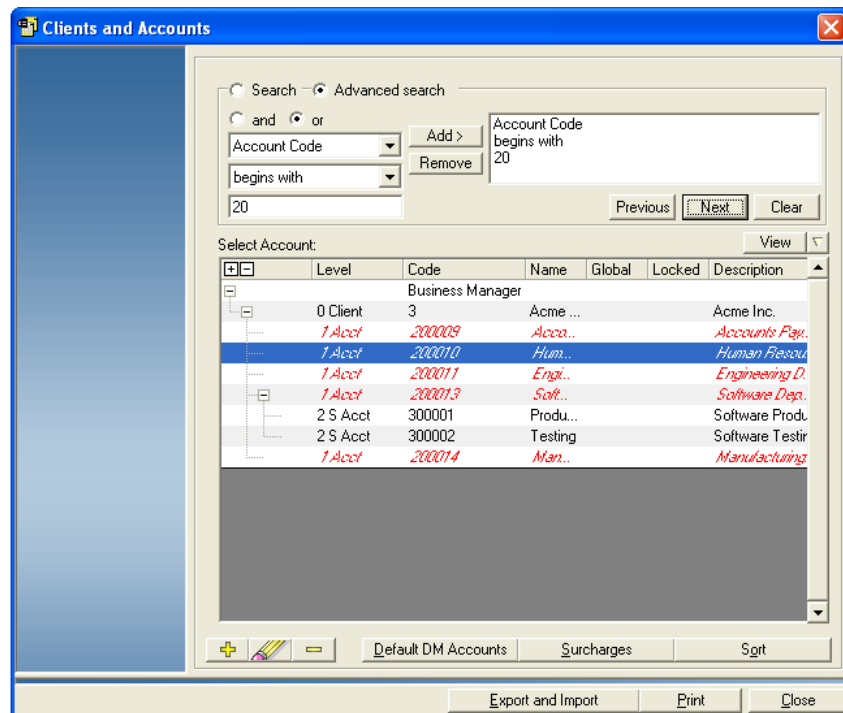


to the right of the Add> button.

6. To add additional criteria to the search, click either the **and** radio button or the **or** radio button.
7. Repeat steps 2-6 as necessary.
8. To remove criteria from the list, select an element (category, compari-

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- son, search information) you want to delete. Click **Remove**.
- Click **Go**. The first account, sub account, or sub-sub account that matches your search criteria are highlighted in blue. All subsequent matches appear in red italics.
 - Click the **Next** and **Previous** buttons to move through the highlighted options in the account list or use the up and down arrow keys on the



- keyboard.
- Click **Clear** to perform a new search.

Viewing or Editing an Account

To edit or view an account:

1. Select **Parameters | Accounts and clients**. The *Clients and Accounts* screen opens. This screen lists all of the current accounts, sub accounts and sub-sub accounts for each client.
2. Select the client or sub account and click on the  button. One of the account management screens opens.

NOTE: If you have multiple clients or accounts, you may want to search the account list. Refer to *Searching Accounts* in this chapter for more information about the account search feature.

3. Edit the fields in the account management screen. Refer to *Filling in the Account Management Screen Fields* section in this chapter for more information.

NOTE: If you need to add a budget to an account, refer to *Assigning Budgets to Accounts* in this chapter.

4. When you are done, click on the **Close** button.

Deleting an Account

If you have already charged transactions to an existing account you cannot delete the account until it has been archived. If you want to prevent operators from charging transactions to this account, click on the check box in front of **Locked account** in the account management screen.

1. Select **Parameters | Accounts and clients**. The *Clients and Accounts* screen opens. This screen lists all of the current accounts, sub accounts and sub-sub accounts for each client.
2. Select the account, then click on the  button.

NOTE: If you have multiple clients or accounts, you may want to search the account list. Refer to *Searching Accounts* in this chapter for more information about the account search feature.

4. A dialog box appears. Click **Yes** to delete the account.
5. When you are done, click on the **Close** button.

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Assigning Budgets to Accounts

You assign budgets to accounts at the Business Manager master or local Host PC using the Administration module. You must be a manager to perform this operation.

All account budgets are local. The budget applies only to transactions charged to the account on the Host PC where you defined the budget.

Budget Styles

You can use one of two different budget styles:

- **Manage Budget at Chargeable Level Account:** The budget is assigned to the lowest-level (chargeable) account. Each account has its own separate budget.
- **Manage Budget at Top Level Account:** The budget is assigned at the account level. Each chargeable account draws from the same budget.

Business Manager has a feature that will enable migration of chargeable level account budgets to top level account budgets.

Enabling Top Level Account Budgeting

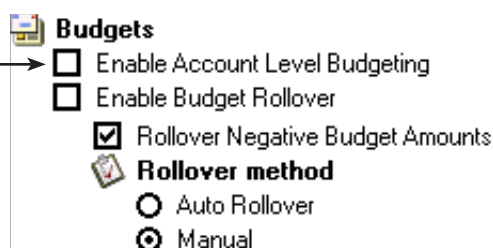
You must have manager level access rights to perform this action.

IMPORTANT:

- This is a permanent, system-wide migration. Once you have changed to top level account budgeting, you cannot switch back to chargeable level account budgeting.
- When enabled, this feature will take effect only on the current and future accounting periods. It is not backwards compatible.
- Any existing budgets defined in the current and future accounting periods will be summed up and made the top level account budget.
- The Budget Performance Report is the only report available when top level account budgeting is used. This report displays information at the account level only.
- Custom Reporting cannot be used with this budget style.

-
1. Select **Parameters | Configuration | Environment | Software**. You will be prompted to enter your password.
 2. Once you enter password and click **Confirm** the *Software* screen appears.
 3. Click on the **Options and acquisition** tab to display the budget settings for Business Manager.
 4. Click in the **Enable Account Level Budgeting** check box until a check mark appears.

Click in this check box until a check mark appears



The screenshot shows a window titled "Budgets" with a list of settings. The "Enable Account Level Budgeting" checkbox is checked, indicated by a checkmark in the box. Below it, the "Rollover method" is set to "Manual".

☐	Enable Account Level Budgeting
☐	Enable Budget Rollover
☒	Rollover Negative Budget Amounts
Rollover method	
☐	Auto Rollover
☒	Manual

5. Click **Confirm**.
6. A dialog box appears indicating this is a one-way migration that cannot be undone. Click **OK** to continue.
7. A dialog box appears confirming that the budgets should be migrated. Click **Yes** to continue.
8. A final dialog box appears confirming you want to perform this migration. Click **Yes**. The budgets will be migrated to top level accounts.

Rolling Over Budgets

This feature allows you to rollover unused budget amounts into the next accounting sub period.

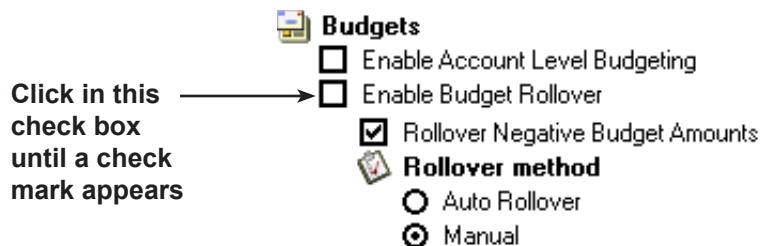
- If the budget for a sub period is not used in its entirety by the end of the sub period, you can add the unused budget amount to the budget for the next sub period.
- If the budget for a sub period is exceeded, you deduct the overage from the budget for the next sub period.

The rollover will take place at the beginning of the next sub period. You can set the rollover to occur automatically, or you can perform the rollover manually.

Setting Up Budget Rollover

You must have manager level access rights to perform this action.

1. Select **Parameters | Configuration | Environment | Software**. You will be prompted to enter your password.
2. Once you enter password and click **Confirm** the *Software* screen appears.
3. Click on the **Options and acquisition** tab to display the budget settings for Business Manager.
4. Click in the **Enable Budget Rollover** check box until a check mark appears.



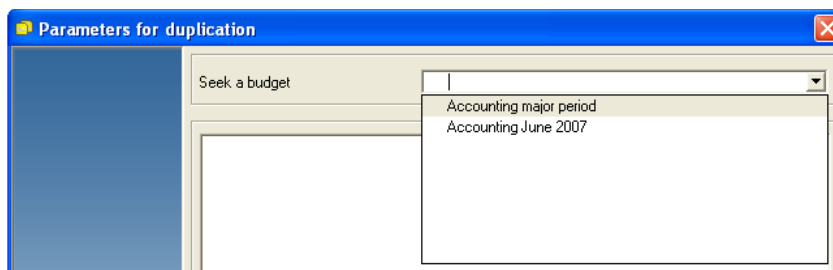
6. Click in the **Rollover Negative Budget Amounts** check box until a check mark appears if you want to rollover negative budget amounts.

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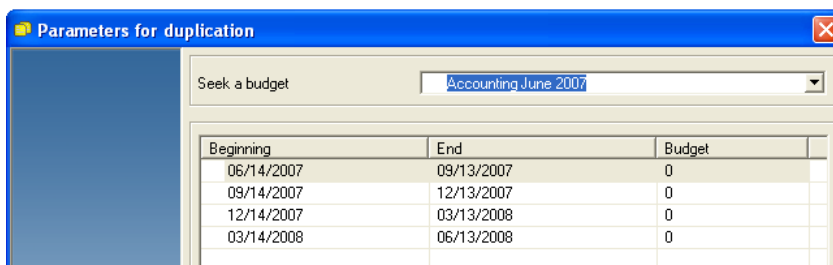
7. Select the rollover method:
 - Select **Auto Rollover** if you want the rollover to occur automatically. Three days prior to the rollover, an icon will appear in the Administrator Task bar indicating the rollover will take place.
 - Select **Manual Rollover** if you want to perform the rollover manually. At the end of the sub period, an icon will appear in the Administrator Task bar indicating the rollover needs to take place.
Click on the icon, then click **Yes** to rollover the budget.
8. Click **Confirm** when done.

Assigning a Budget to an Account

1. Select **Parameters | Accounts and clients**. The *Clients and Accounts* screen appears.
2. Click on and select an account, sub account or sub-sub account. If you have a multi-level account, you can only assign the budget to the lowest level of that account.
3. Click on the  button to open the *Account management* screen, then click on the **Budget Management** button.
4. Click on the  button in the *Management of the budget* screen. This opens the *Parameters for duplication* screen.
5. In the **Seek a budget** field of the *Parameters for duplication* screen, click on the down arrow and select a budget period from the drop-down menu.



6. As soon as you select one of the budget periods, the name appears in the **Seek a budget** field and is highlighted. You can type in a new name or accept the default name. The budget period information appears in the screen.



- Click on the **Confirm** button at the bottom of the screen and the *Management of the budget* screen opens.

Beginning	End	Budget
06/14/2007	09/13/2007	0
09/14/2007	12/13/2007	0
12/14/2007	03/13/2008	0
03/14/2008	06/13/2008	0

Accounting budget 0.000

Budget label < New budget >

Spending limit 95 %

Change of currency US Dollar

User Notes

Confirm Close

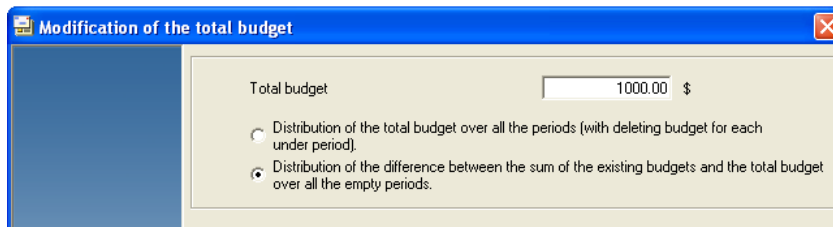
- Type a name in the **Budget label** field.
- Enter an amount in the **Spending limit** field. If you enter zero, the expenditures charged to this account vs. your budget amount will appear on your reports. If you exceed your budget amount, you can still charge to this account.
If you enter an amount such as 90, as soon as your expenditures against this account reach 90% of the budget amount, you will no longer be permitted to charge to this account.

NOTE: You can specify a value in the range of 1 to 2000% of the budget.

- Enter any additional information about the budget in the **User Notes** field.
- Click on the  button next to the **Accounting budget** field. The *Modification of the total budget* screen opens.

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12. Enter the budget amount in the **Total budget** field.

The screenshot shows a software window titled "Modification of the total budget". It has a blue header bar with a close button (X) in the top right corner. The main area is divided into two sections. The left section is a solid blue rectangle. The right section is a light beige area containing a form. At the top of the form, it says "Total budget" followed by a text input field containing "1000.00" and a dollar sign "\$". Below this, there are two radio buttons. The first radio button is selected and is followed by the text "Distribution of the total budget over all the periods (with deleting budget for each under period)". The second radio button is not selected and is followed by the text "Distribution of the difference between the sum of the existing budgets and the total budget over all the empty periods."

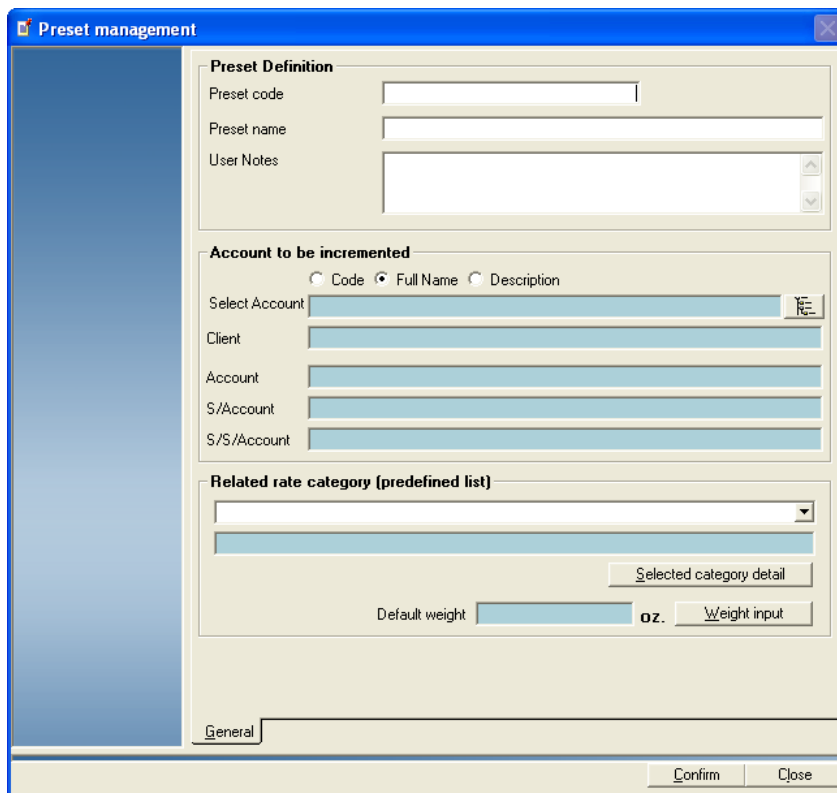
13. Click on the radio button corresponding to the method you want to use to distribute the budget over the accounting period. You can:
- **Distribute the total budget over all periods (with deleting budget for each under period)** - this option distributes the budget evenly over all periods, giving you a set amount of money to spend during each period.
 - **Distribute the difference between the sum of the existing budgets and the total budget over all empty periods** - initially, this option distributes the budget evenly over all periods. However, at the end of each period, any unspent part of the budget is distributed evenly between the remaining (empty) periods.
14. Click **Confirm** to close the *Modification of the total budget* screen, then **Confirm** again. The amount of the budget appears in the account management screen.
15. Click **Confirm** to save and close the budget.

Defining Presets

A preset defines the account that incurs the charges, and all of rate information including the carrier, class and any special services or fees.

You can define presets at the Business Manager Host PC using the Administration module. You must be a manager to perform this operation. To define a preset:

1. Select **Parameters | Presets**. The *Presets* screen opens.
2. Click the  button. The *Preset management* screen opens.



3. Fill in the **Preset code** and **Preset name** fields.
4. Type any additional preset information in the **User Notes** field.
5. In the “Account to be incremented” section, select an account by clicking on the  button.

NOTE: If you have multiple clients or accounts, you may want to search the account list. Refer to *Searching Accounts* in this chapter for more information about the account search feature.

Remember, if you have multi-level accounts, you can only charge to the lowest level in the account. Click **Confirm** once you have selected an account.

6. Select a predefined rate from the “Related rate category” drop-down list. For more information on selecting or creating predefined rates, refer to *Selecting Rates for Processing Mail* in *Chapter 2* of this guide.

3 • Understanding and Setting Up Clients and Accounts

- Click on **Weight input** and enter the weight. Click Confirm to continue.

IMPORTANT: You must enter a weight value in order to save a preset. If you do not have a weight, enter **0** in the field.

The screenshot shows the 'Preset management' window with the following fields and options:

- Preset Definition:**
 - Preset code: 1
 - Preset name: firstclass
 - User Notes: preset for first class mail and accounts payable account
- Account to be incremented:**
 - Radio buttons: Code (unselected), Full Name (selected), Description (unselected)
 - Select Account: Accounts Payable
 - Client: Acme Inc.
 - Account: Accounts Payable
 - S/Account: (empty)
 - S/S/Account: (empty)
- Related rate category (predefined list):**
 - USPS 1CA3DFlt Default Destination (selected)
 - USPS 1CA3DFlt Default Destination (in list)
 - Selected category detail button
- Default weight:** 2.00 oz. **Weight input** button
- General** tab selected
- Confirm** and **Close** buttons at the bottom right.

- Click **Confirm** to save the preset, then click **Close**.

Editing an Existing Preset

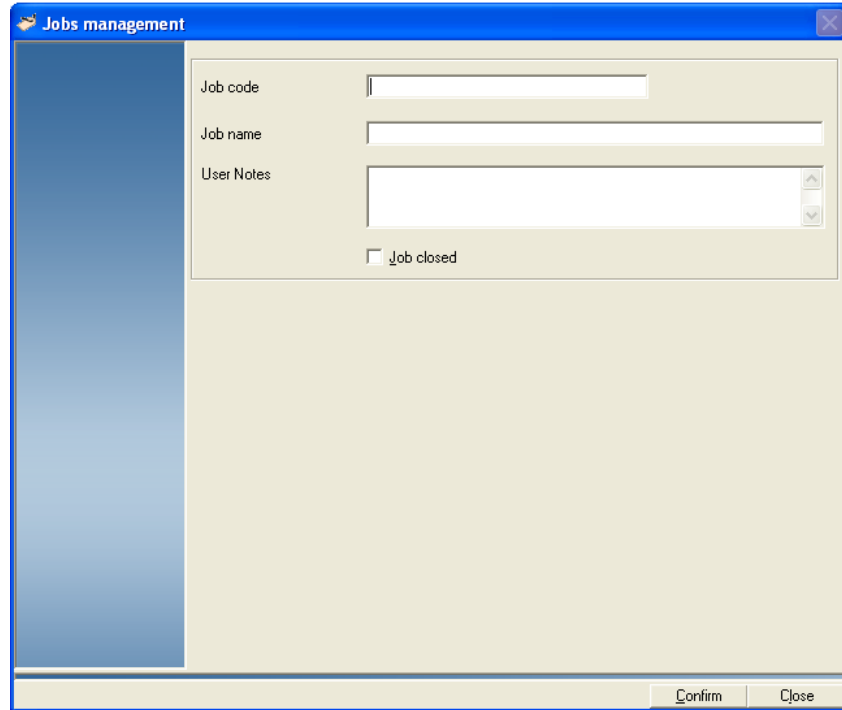
- Select **Parameters | Presets**. The *Presets* screen opens.
- Select the preset you want to edit from the list.
- Click on the  button. The *Preset management* screen opens.
- Make the necessary changes to the preset, then click **Confirm**.
- Click **Close**.

Defining Jobs

Defining a Job allows you to track the amount of money you spend on postage, as well as how frequently you process a given transaction. You can define jobs at the Business Manager Host PC using the Administration module. You must be a manager to perform this operation.

To define a job:

1. Select **Parameters | Jobs**. The *Jobs* screen opens.
2. Click the  button. The *Jobs management* screen opens.



3. Fill in the **Job code**, **Job name** and **User Notes** fields. You can enter any combination of letters and numbers in each field.
4. When complete, click **Confirm**.
5. Click **Close**.

Editing an Existing Job

1. Select **Parameters | Jobs**. The *Jobs* screen opens.
2. Select the job you want to edit from the list.
3. Click on the  button. The *Jobs management* screen opens.
4. You can edit the Job code, Job name or User Notes. If you want to disable the job, so it cannot be used to track transactions, click the **Job closed** check box so that a check mark appears.
5. Click **Confirm** to save your changes.
6. Click **Close**.

3 • Understanding and Setting Up Clients and Accounts

Adding DM Series™ or DM Infinity™ Digital Mailing System Jobs

If you have a DM Series™ or DM Infinity™ digital mailing system connected to your Business Manager Master or Local Host PC, you create your digital mailing system jobs at the Business Manager Host PC.

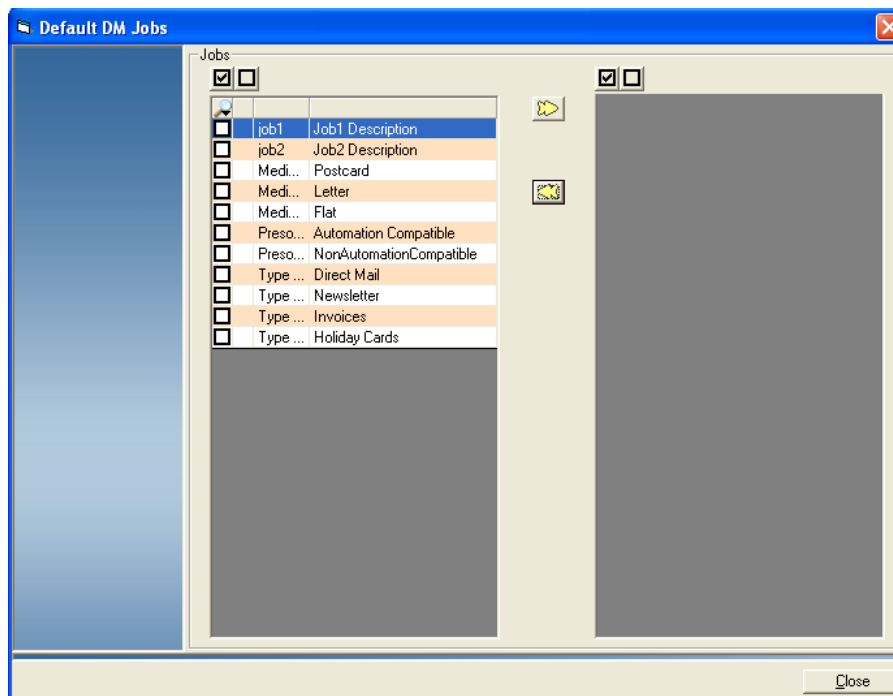
If this is the first time you are adding digital mailing system jobs you can create a default list of jobs that is downloaded and stored directly on the IntelliLink® Control Center of your DM Series™ or DM Infinity™ digital mailing system.

NOTE: This download operation is only done one time.

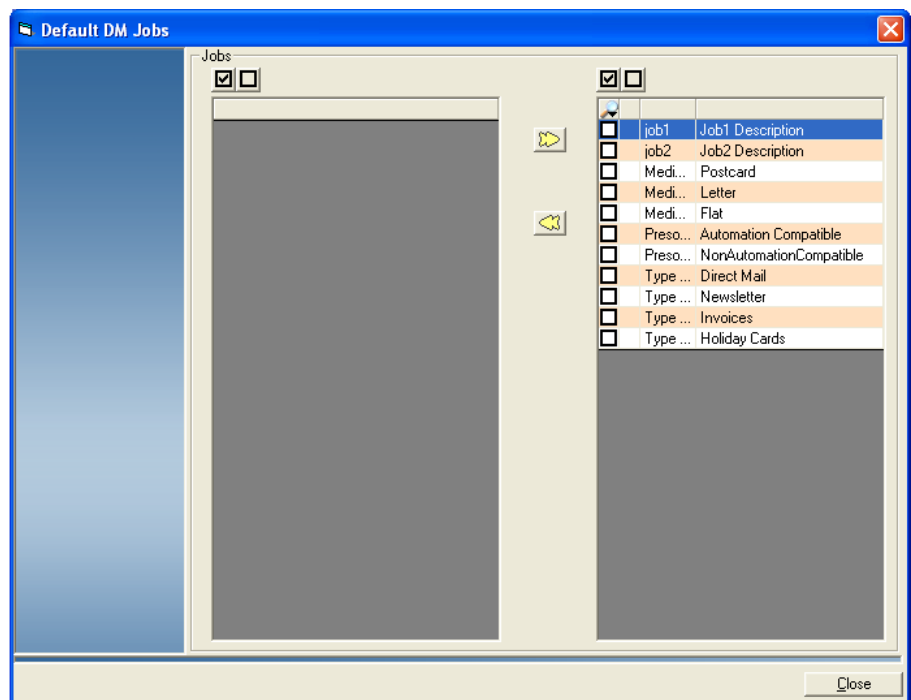
Since these jobs are stored directly on the IntelliLink® Control Center, you can access these jobs more rapidly than if you have the control center search through all of the jobs stored in the Business Manager database. In addition, these jobs can be used if the digital mailing system goes off-line from the Host.

Setting Up Default Digital Mailing System Accounts

1. Select **Parameters | Jobs**. Create the jobs as described in the Defining Jobs section in this chapter.
2. When you are finished creating the accounts, click on the **Default DM Jobs** button on the *Jobs* screen.
3. The Default DM Job screen opens. Select the jobs to download to the DM Series™ mailing system. (The jobs you created appear on the left side of the screen.)



- To select all of the jobs, click on the check box at the top of the job list so that check marks appear.
 - To deselect all jobs, click on the empty check box at the top of the job list so that the check marks disappear.
 - To select individual jobs, click on the check box in front of each job.
4. When you are done selecting the jobs, click on the  button.
 5. The selected jobs now appear in the right portion of the screen.
 - To remove all of the jobs, click on the  button.
 - To search for downloaded jobs, click on the  button. Enter the appropriate job information in the fields that appear. Business Manager will highlight the jobs the match the criteria you entered.



6. Click on the **Close** button at the bottom of the screen to return to the *Jobs* screen.

3 • Understanding and Setting Up Clients and Accounts

Sorting Accounts

You can use the account sorting feature on the Host PC to define the order in which accounts appear. The sort order is then used by the Host and Data Collector PC(s).

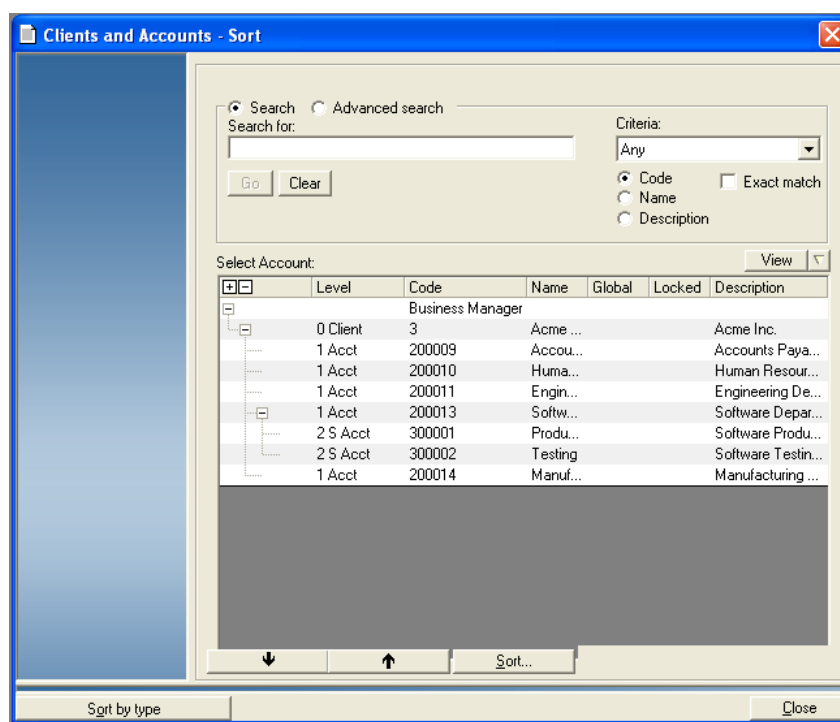
Using the account sorting feature, you can:

- Manually sort accounts, sub accounts, and sub sub accounts;
- Sort by type (account description only);
- Sort by attribute (code, full path, description, or order of creation).

Sorting Accounts Manually

To manually sort accounts, sub accounts, or sub sub accounts:

1. Select **Parameters | Accounts and clients**. The *Clients and Accounts* screen opens.
2. Click **Sort**. The *Clients and Accounts - Sort* screen appears.



3. If you want to change how the account information is viewed on the screen, click the **View** button. Select/deselect the options you want to show/hide, then click the **View** button again. The account list will refresh to reflect the changes you made.

NOTE: You cannot deselect the Name and Code options.

4. Select the account, sub account, or sub sub account you want to move, then click the up or down arrow buttons to move its location within the list.

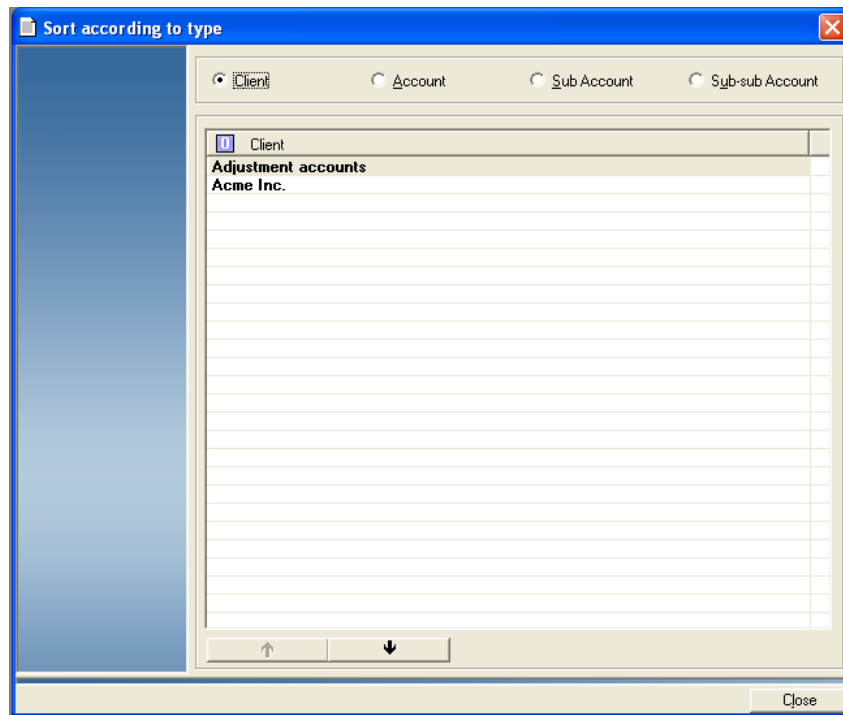
NOTE: If you have multiple clients or accounts, you may want to search the account list. Refer to *Searching Accounts* in this chapter for more information about the account search feature.

5. Click **Close** when done.

Sorting Accounts by Type

Sorting by type allows you to sort accounts by information entered in the Account Description field for the client, account, sub account, or sub sub account. To sort by type:

1. Select **Parameters | Accounts and clients**. The *Clients and Accounts* screen opens.
2. Click **Sort**. The *Clients and Accounts - Sort* screen appears.
3. Click **Sort by type**. The *Sort according to type* screen appears.



4. To list by **Client**, **Account**, **Sub Account** or **Sub sub Account**, click on the corresponding radio button at the top of the screen.
5. Select the item you want to move, then click the up or down arrow buttons to move its location within the list.
6. Click **Close** to return to the *Clients and Accounts - Sort* screen. The Account list is updated with the changes you have made.
7. Click **Close**.

3 • Understanding and Setting Up Clients and Accounts

Sorting Accounts by Attribute

In addition to sorting manually or by type, you can sort accounts by code, full path, description, or order of creation. To access these additional sort options:

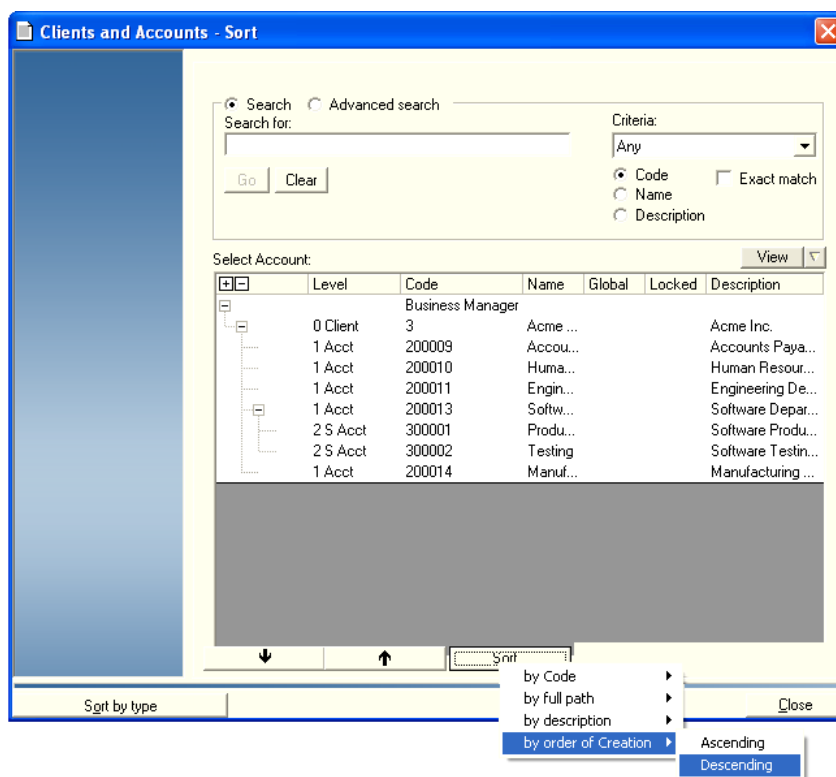
1. Select **Parameters | Accounts and clients**. The *Clients and Accounts* screen opens.
2. Click **Sort**. The *Clients and Accounts - Sort* screen appears.
3. Click **Sort**, and select the appropriate option from the menu that appears. The Account list is updated to reflect the selected sort order.

NOTE: Accounts are sorted by level, then by selected attribute.

You can sort:

- by code
- by full path
- by description; or
- by order of creation.

Each option can be listed in either ascending or descending order.



4. Click **Close** when done.

4 • Understanding and Setting Up Operators



Types of Operators	4-2
Adding or Editing Operators	4-3
Adding DM Series™ Digital Mailing System Operators	4-5
Deactivating Operators	4-7
Refreshing Operators	4-7

4 • Understanding and Setting Up Operators

Types of Operators

Business Manager has four different types of operators or users, each one with a different set of rights or privileges.

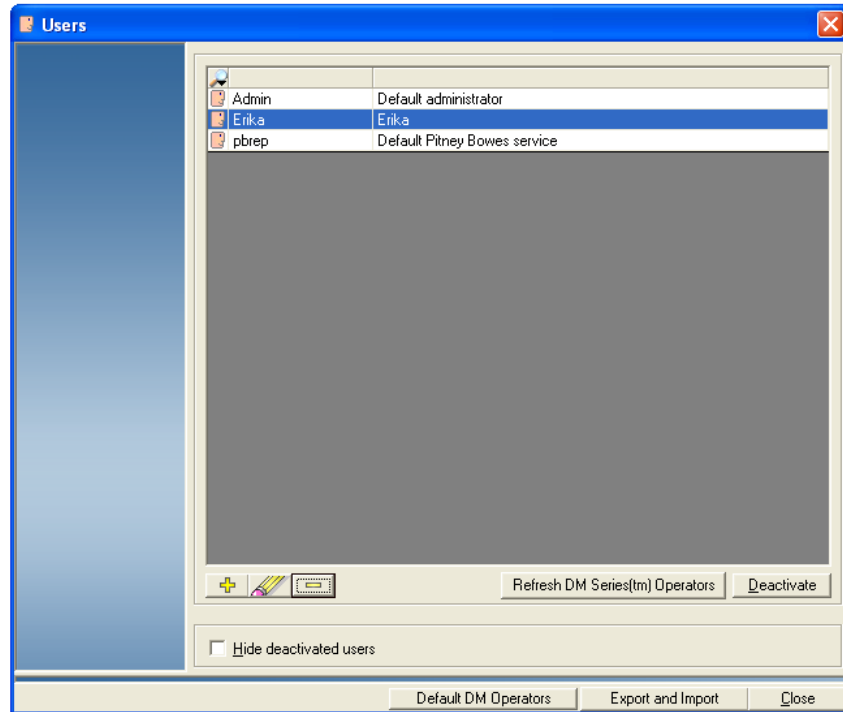
- **Operator** - can run mail, view and add manual transactions at the Data Collector PCs. Operators can also run reports from the Business Manager Host PC using the Administration Module.
- **Manager** - can perform all operations at the data collectors and the administrative functions at the Business Manager Host PC.
- **Report User** - can view and run reports from the Business Manager Host PC.
- **Pitney Bowes® Service** - a special access level reserved for Pitney Bowes® service representatives. You cannot modify this operator.

NOTE: If you are adding or editing operators for use with a Connect™ Series system, refer to *Appendix D, Interfacing with a Connect+™ Series System* in this guide.

Adding or Editing Operators

You view, edit or add operators at the Business Manager Host PC using the Administration module. You must be a manager to perform this operation.

1. To view, edit or add operators, select **Parameters | Configuration | Environment | Users**. You are prompted to enter your password.
2. Once you enter your password, the *Users* screen appears and lists all of the current operator login names.



- To search for an existing operator, click on the  button and enter the name of the operator in the field over the operator name column.
- To add a new user, click the  button.
- To edit an existing operator, click on and select the operator, then click the  button.

Clicking on either button opens the *User management* screen.

4 • Understanding and Setting Up Operators

3. Fill in the information for the new operator, or edit the information for an existing operator:

IMPORTANT: You can use any combination of letters and numbers in the following fields, but can not use any special characters.

- **Login ID** - this can be up to a maximum of 50 characters.
- **Password** - Use a four character password when using a DM Series or DM Infinity mailing system. Otherwise, there is a 50 character limit.
- **Admin. Number** - this can be an employee identification number. This allows employees to scan their employee numbers to log onto the system. This can be up to 50 characters.
- **Complete name** - operator's full name. This can be up to 100 characters.
- **User Notes** - this can be up to a maximum of 255 characters.
- **Predefined rights** - click on the down arrow to select Operator, Manager, or Report user rights. A color key code is at the bottom of the *User Management* screen. This shows the access rights by color. For example, if an operation is highlighted in the same color as "Not available" it means this operator cannot perform the operation. For information on operator rights, see *Types of Operators* in this chapter.

The screenshot shows the 'User management' window. It has a blue title bar and a light beige background. On the left is a blue vertical sidebar. The main area contains several input fields: 'Login' (First Shift Operator), 'Password' (masked with asterisks), 'Admin. Number' (First Shift Operator), 'Complete name' (First Shift Operator), and 'User Notes' (login and password for first shift operator). Below these is a 'Rights' section with a 'Predefined rights' dropdown set to 'Operator'. A list of 'Available functionality' items follows, each with a colored background: 'File' (orange), 'Default printer' (green), 'Change user' (green), 'Quit' (green), 'Process Mail' (green), 'Process Mail' (orange), 'Paragon' (green), 'B700/B900' (green), 'B700/B900 with Integra scale' (green), 'A900' (green), 'A900 with Integra scale' (green), and '6500' (green). At the bottom of the list are three buttons: 'Sub menu' (orange), 'Not available' (pink), and 'Available' (green). The window ends with 'Confirm' and 'Close' buttons.

7. To delete an operator, click on and select the operator, then click on the  button.
8. When finished, click on the **Close** button.

Adding DM Series™ Digital Mailing System Operators

If you have a DM Series™ Digital Mailing System connected to your Business Manager Master or Local Host PC, you create your DM Series™ digital mailing system operators at the Business Manager Host PC.

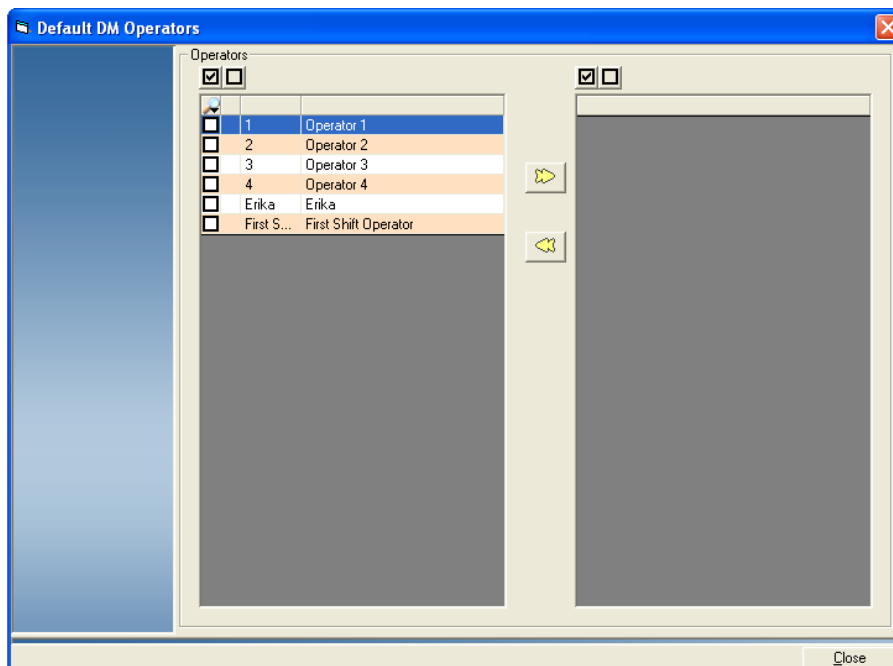
If this is the first time you are adding DM Series™ digital mailing system operators you can create a default list of operators that is downloaded and stored directly on the IntelliLink® Control Center of your DM Series™ digital mailing system.

NOTE: This download operation is only done one time.

Since these operators are stored directly on the IntelliLink® Control Center, you can access them more rapidly than if you have the control center search through all of the operators stored in the Business Manager database. In addition, these operators can be used if the DM Series™ mailing system goes off-line from the Host.

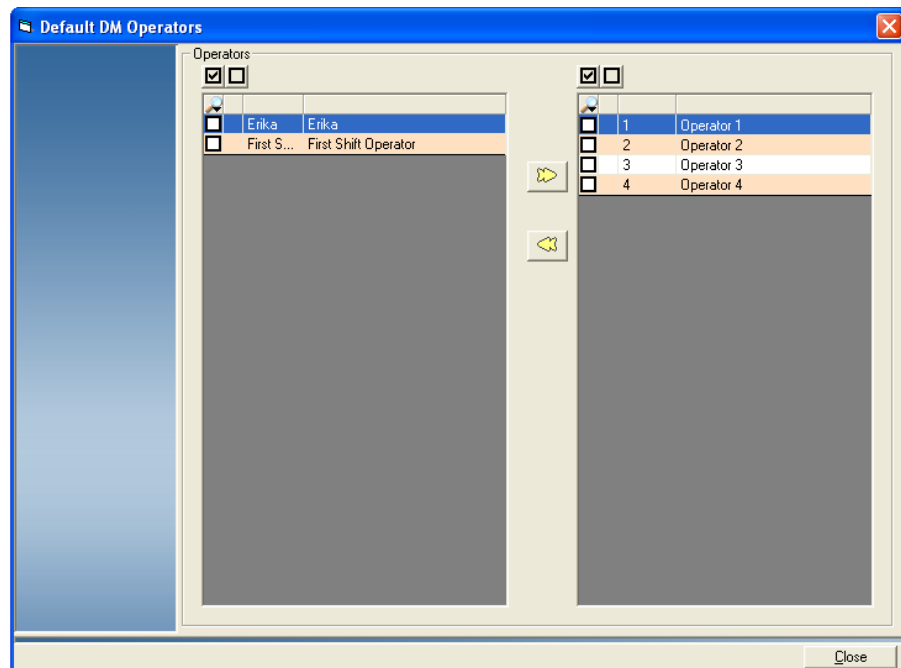
Setting Up Default DM Series™ Digital Mailing System Operators

1. Select **Parameters | Configuration | Environment | Users**. You are prompted to enter your password.
2. Once you enter your password, the *Users* screen appears and lists all of the current operator login names.
3. Create the operators as described in the *Adding and Editing Operators* section in this chapter.
4. When you are finished creating the accounts, click on the **Default DM Operators** button on the *Users* screen.
5. The Default DM Job screen opens. Select the operators to download to the to DM Series™ mailing system. (The operators you created appear on the left side of the screen.)



4 • Understanding and Setting Up Operators

- To select all of the operators, click on the check box at the top of the account list so that a check marks appear.
 - To deselect all operators, click on the empty check box at the top of the account list so that the check marks disappear.
 - To select individual operators, click on the check box in front of each account.
4. When you are done selecting the operators, click on the  button.
 5. The selected operators now appear in the right portion of the screen.
 - To remove all of the operators, click on the  button.
 - To search for downloaded operators, click on the  button. Enter the appropriate job information in the fields that appear. Business Manager will highlight the operators the match the criteria you entered.



6. Click on the **Close** button at the bottom of the screen to return to the *Users* screen.

Deactivating Operators

You deactivate operators at the Business Manager Host PC using the Administration module. You must be a manager to perform this operation.

1. Select **Parameters | Configuration | Environment | Users**. You are prompted to enter your password.
2. Once you enter your password, the *Users* screen appears and lists all of the current operator login names.
3. Select the operator to deactivate. To search for an existing operator, click on the  button and enter the name of the operator in the field over the operator name column.
4. Click the **Deactivate** button.
5. When finished, click on the **Close** button.

Refreshing Operators

Business Manager has the ability to refresh the operator list so that the 100 most active operators appear on the *Users* screen.

Refer to *Refreshing Active Operators* in *Chapter 2* of this guide for more information.

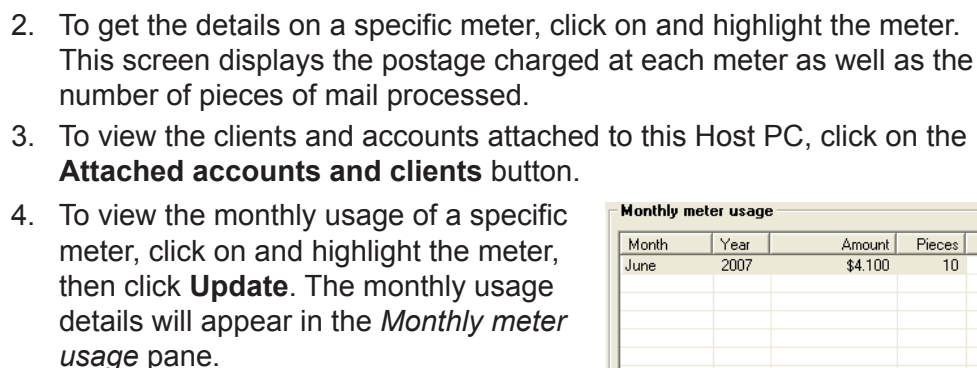
5 • Working with Meters and Mail Processors



Viewing Meters Registered at the Business Manager Host	5-2
Adding or Editing Meters and Mail Processors.....	5-3
Registering a New Meter	5-4
Replacing a Meter	5-5
Creating a Virtual Meter for Manual Transactions	5-6
Viewing Meter Status.....	5-7

Viewing Meters Registered at the Business Manager Host

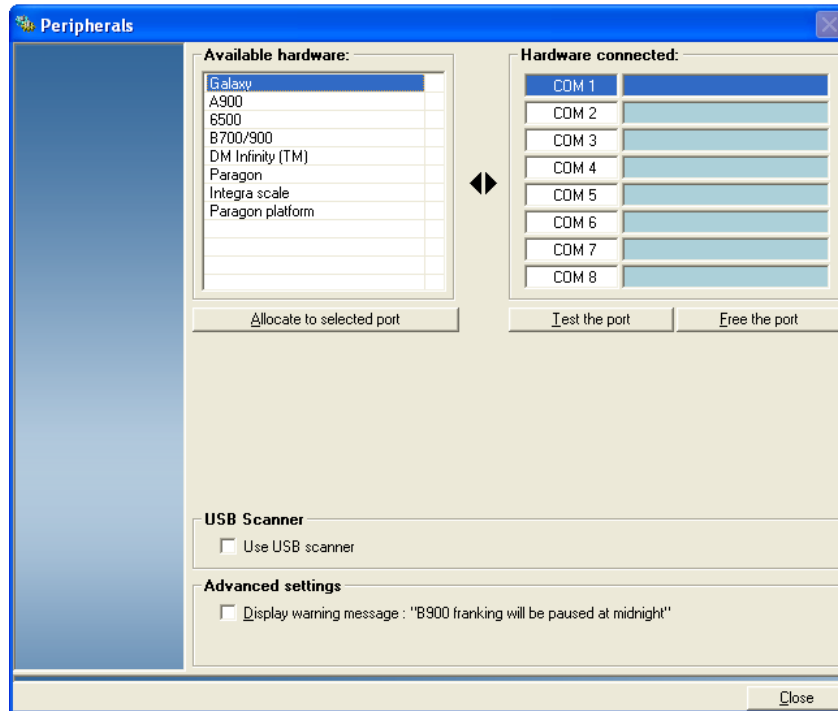
1. Select **Parameters | Configuration | Meters | View the Meters**. The *Meters* screen opens.

5-2

Adding or Editing Meters and Mail Processors

You can view the mail processors connected to each of your Data Collector PCs, add new processors, or free up ports on your Data Collector PC. You must be a manager to perform these operations.

1. At the Data Collector PC, select **Parameters | Configuration | Environment | Peripherals**.
2. When prompted, enter your password. The *Peripherals* screen appears.



The “Available hardware” section lists all of the types of mail processors you can connect to the Data Collector. The “Hardware connected” section shows the devices that are currently connected to your Data Collector PC and COM ports to which they are connected.

3. To connect one of the mail processors in the “Available hardware” list to an available COM port, click on and select the item and drag it onto the appropriate COM port in the “Hardware connected” section.
For example, to add an A900 to the COM 1 port, drag the highlighted A900 onto the “COM 1” text in the “Hardware connected” section.
4. After adding a new processor, click on and highlight the item (for example, A900) and click on the **Test the port** button. You must test the port before you can run mail on this processor.
5. To free up an existing COM port, click on and highlight the mail processor connected to the port and click on **Free the port** button.
6. If you have a B900, click in the check box in front of “**Display warning message: Checking B900 midnight behavior**” if you want to be notified before the B900 starts its routine internal checking. When the B900 performs this internal processing, you cannot use it to run mail.
7. If you are using a barcode reader to scan in your accounts, make sure the check box in front of “Use USB Scanner” has a check mark in it.
8. Click **Close** when done.

5 • Working with Meters and Mail Processors

Registering a New Meter

You register new meters and mailing machines at the Business Manager Host PC using the Administration module. You must be a manager to perform this operation.

Before you can register a new meter, you first need to add that meter to the appropriate Data Collector PC. Refer to *Adding or Editing Meters and Mail Processors* in this chapter for instructions.

To register a new meter:

1. Select **Parameters | Configuration | Meters | Register a new meter**.
2. A *Register meter* screen appears with the new meter's serial number and postal number already filled in.

Creating a new meter

Meter

Meter type: Digital Meter

Serial number of the meter: 1000396

Meter model: 1C00

Meter Alias Name:

User Notes:

Meter Currency

Select the currency used by the meter: US Dollar

Client

Name of the client: Pitney Bowes

Address: 35 Waterview Drive

Town: Shelton State: CT

ZIP code/Postal: 06484

Country: USA

Postal System

Default

Associated virtual meter

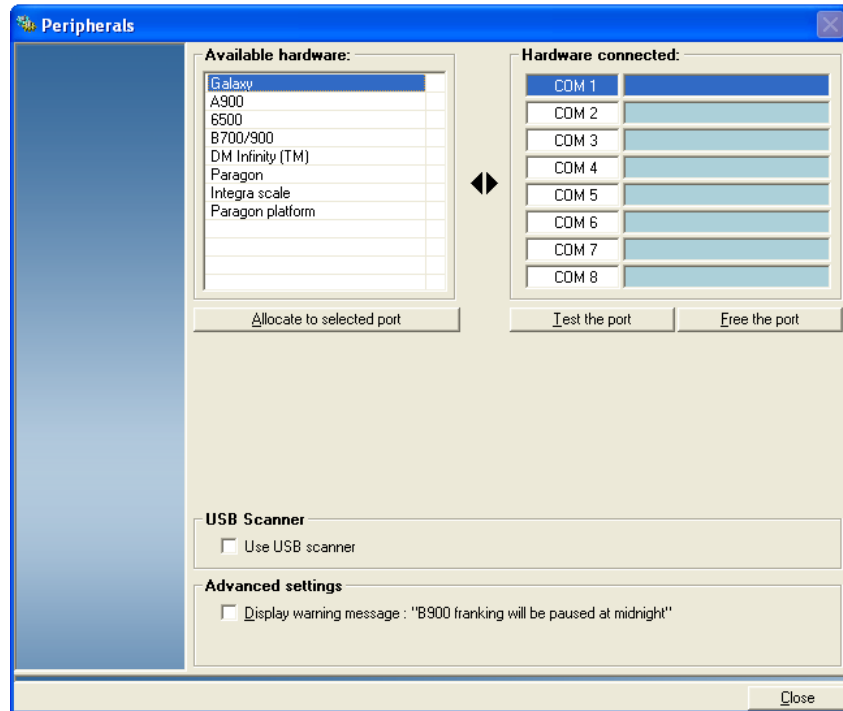
Confirm Close

3. Enter a meter alias in the **Meter Alias Name** field.
4. Enter any additional information about the meter in the **User Notes** field.
5. Verify the client information is correct, or modify as necessary.
6. Click on the **Confirm** button.
7. A dialog box appears confirming the meter has been registered. Click **OK**.

Replacing a Meter

In order to replace a meter, you must first release the port on the Data Collector to which the current meter is connected. You perform this at the Data Collector PC. You must be a manager to perform this operation.

1. At the Data Collector PC, select **Parameters | Configuration | Environment | Peripherals**.
2. The *Peripherals* screen appears.



3. In the "Hardware connected" section, click on and select the meter you intend to replace, then click on the **Free the port** button.
4. Select **Parameters | Configuration | Meters | Release a local meter**.
5. You can now add the new meter to the port.

5 • Working with Meters and Mail Processors

Creating a Virtual Meter for Manual Transactions

In order to enter manual transactions, you need to create a virtual meter. You create a virtual meter at the Business Manager Host PC using the Administration module. *You must be a manager to perform this operation.*

1. Select **Parameters | Configuration | Meters | Create an additional meter**. The *Creating a new virtual meter* screen appears.

Creating a new virtual meter

Meter

Serial number

Meter model

Meter Alias Name

User Notes

Number of mail pieces processed when the meter was created

Total amount of postage used when the meter was created

Currency

Client

Client

Address

City State

ZIP code/Postal Code

Country

Use of a virtual workstation

When using manual input on this meter, assign the mail that is processed to this virtual workstation

Postal System

☒ Default

2. Enter any number in the **Serial number** field, for example, 500. You can enter only numbers in this field and you cannot enter a value of zero (0).
3. Enter any alphanumeric characters in the **Model number** field.
4. Enter a meter alias in the **Meter Alias Name** field.
5. Enter any additional information about the meter in the **User Notes** field.
6. Fill in the client information fields.
7. You can assign the virtual meter to a virtual workstation to help identify the manual transactions when generating reports. To do this, select a virtual workstation in the “Use of a virtual workstation” section.
8. Click on the **Confirm** button.
9. Click **Close** to exit.

Viewing Meter Status

Follow the steps below to view the status of the meters from the Host PC.

1. Select **Parameters | Configuration | Meters | Meter Status**. The *Meter Status* screen opens.
2. Drag and drop the appropriate column header(s) into the blank row at the top of the screen.

Column headers

Drag a column header here to group by that column

Meter - workstation	Index	Meter t...	Meter status	Last update	Asc register
-1 - BM-TM095	Current	FM		12/28/2007 2:17:18 PM	\$132.740
	Previous	FM		12/14/2007 3:23:29 PM	\$132.740
4293924 - DM900 32 E 4...	Current	DM	Offline	07/24/2006 5:06:55 AM	\$1,214.021
	Previous	DM	Offline	07/24/2006 5:06:50 AM	\$1,214.021
1000114 - 0010737	Current	DM	Offline	05/04/2007 6:05:19 AM	\$68,686.396
	Previous	DM	Offline	05/04/2007 6:05:14 AM	\$68,686.396
8300035 - BM-TM095	Current	FM	Locked	11/15/2006 3:03:58 PM	\$744.925
	Previous	FM	Locked	11/15/2006 3:03:58 PM	\$744.925
1000179 - 54321	Current	DM	Offline	05/04/2007 10:23:37 AM	\$22,856.965
	Previous	DM	Offline	05/04/2007 10:23:32 AM	\$22,856.965

3. The meter status information will appear grouped by the column(s) you selected. (In the example below, the status information is grouped first by workstation, then by last update, then by meter status.)

Meter - worksta...	Last update	Meter st...
Meter - workstation	Index	Meter t...
[-] Meter - workstation : -1 - BM-TM095		
[-] Last update : 12/14/2007 3:23:29 PM		
[-] Meter status :		
-1 - BM-TM095	Previous	FM
		12/14/2007 3:23:29 PM
		\$132.740
[-] Last update : 12/28/2007 2:17:18 PM		
[-] Meter status :		
-1 - BM-TM095	Current	FM
		12/28/2007 2:17:18 PM
		\$132.740
[-] Meter - workstation : 1000114 - 0010737		
[-] Last update : 05/04/2007 6:05:14 AM		
[-] Meter status : Offline		
1000114 - 00107...	Previous	DM
		Offline
		05/04/2007 6:05:14 AM
		\$68,686.396

4. To remove a column header from the grouping, click on the appropriate name in the top row, then drag and drop it back into the column header row.
5. Click **Close** to exit the *Meter Status* screen.

6 • *Working with Carriers, Classes and Fees*



Importing Standard Carriers, Classes, and Fees	6-2
Adding Customized Carriers, Classes, and Fees.....	6-3

Importing Standard Carriers, Classes, and Fees

Business Manager comes with the most commonly used carriers and their standard classes of service, also referred to as Standard Carriers. You perform this operation at the Business Manager Host PC using the Administration module. You must be a manager to perform this operation.

You cannot change any of the Standard Carriers. If you need to modify carrier information, refer to *Adding Customized Carriers, Classes and Fees* in this chapter.

If for any reason you need to reload the Standard Carriers, follow the procedure here.

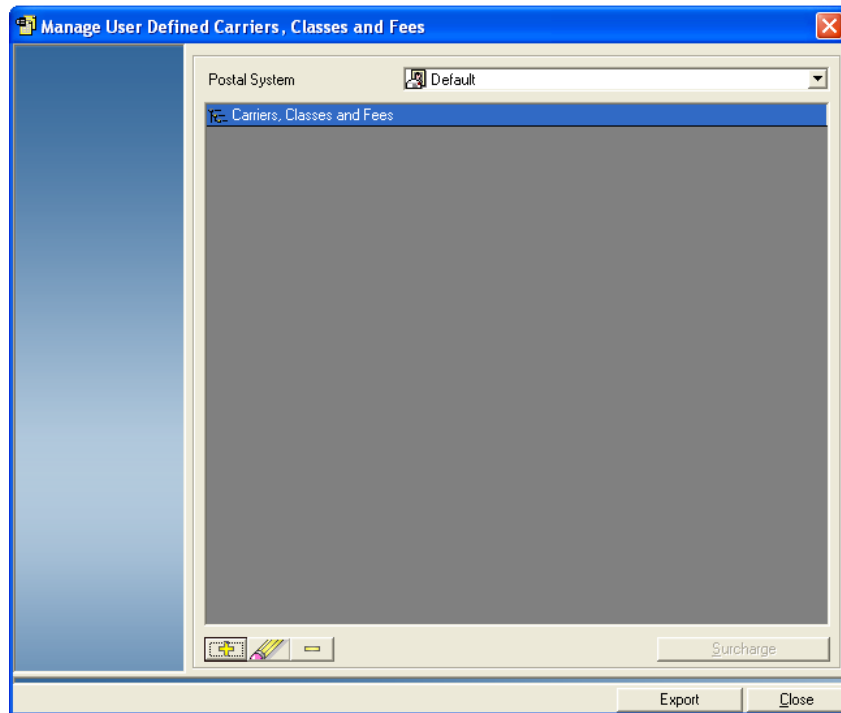
1. Use Windows Explorer to view the files on the Carrier, Class and Fees disk (floppy or CD) you received with your system. Record the three digit extension number for the files. For example, if you see the files, Mmscar.027, Mmscls.027, and Mmsfee.027, record 027.
2. Select **Parameters | Configuration | Carriers, Classes, and Fees | Import CCF Files**. This opens the *Carrier, Class, Fee Import* screen.
3. Type in the 3-digit extension of the files you viewed in step 1 in the CCF File extension field.
4. Click on the  button next to the **Path to CCF files Directory** field and select the location of the CCF (Carrier, Class, Fee) files. These are typically provided with your system on a CD.
5. Click on the **Confirm** button at the bottom of the screen. The system begins importing all of the CCF files and displays them in the "Import processing" box.
6. When the import is complete, click on the **Close** button.

Adding Customized Carriers, Classes, and Fees

You can add carriers that are not included with the standard carriers provided with your Business Manager system. For example, you may want to do this to accommodate local trucking companies.

You add custom carriers at the Business Manager Host PC using the Administration module. You must be a manager to perform this operation.

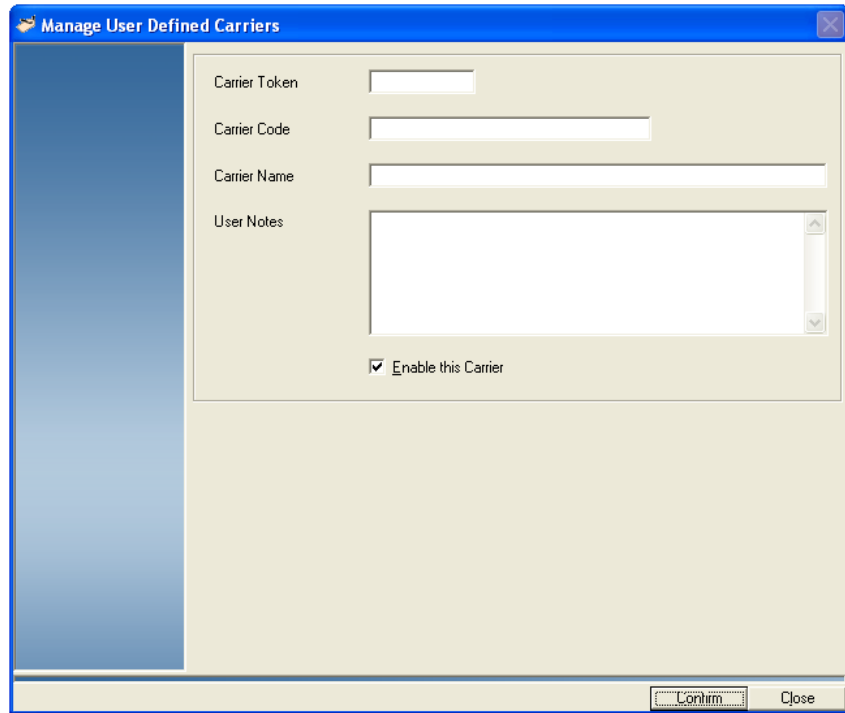
1. Select **Parameters | Configuration | Carriers, Classes and Fees | User Defined Carriers, Classes and Fees**. The *Manage User Carrier, Class and Fees* screen appears.



2. To create new carrier, click on and highlight **Classes, Carriers and Fees**, then click on the  button at the bottom of the screen. The *Carrier information* screen appears.

6 • Working with Carriers, Classes and Fees

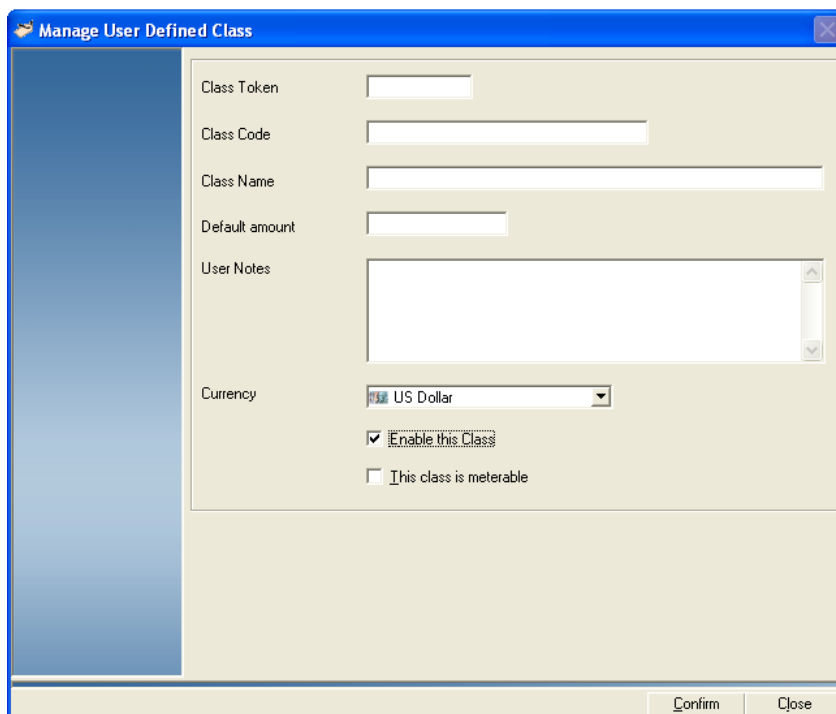
3. The *Manager User Defined Carriers* screen appears.



The screenshot shows a software window titled "Manage User Defined Carriers". The window has a blue header bar with the title and a close button. The main area is divided into a left sidebar (blue gradient) and a right content area (tan). The content area contains four input fields: "Carrier Token" (a small text box), "Carrier Code" (a medium text box), "Carrier Name" (a large text box), and "User Notes" (a large text area with a scrollbar). Below these fields is a checkbox labeled "Enable this Carrier" which is checked. At the bottom right of the window are two buttons: "Confirm" and "Close".

- a. Enter a number value in the **Carrier Token** field.
 - b. Enter a number and/or letter value in the **Carrier Code** field.
 - c. The entry in the **Carrier Name** field defaults to the value you enter in the Carrier Code field but you can change this value as well.
 - d. Enter any additional carrier information in the **User Notes** field.
 - e. When complete, click the **Confirm** button at the bottom of the screen.
4. Click on and highlight the new carrier you just created.

5. Click on the  button at the bottom of the screen. You are prompted to “Select what kind of addition you want to do”.
 - To add a class, go to step 6.
 - To add a fee, go to step 7.
6. Click on the **Add Class** button to add a new class for this carrier. The *Class information* screen opens.



Manage User Defined Class

Class Token

Class Code

Class Name

Default amount

User Notes

Currency

☒ Enable this Class

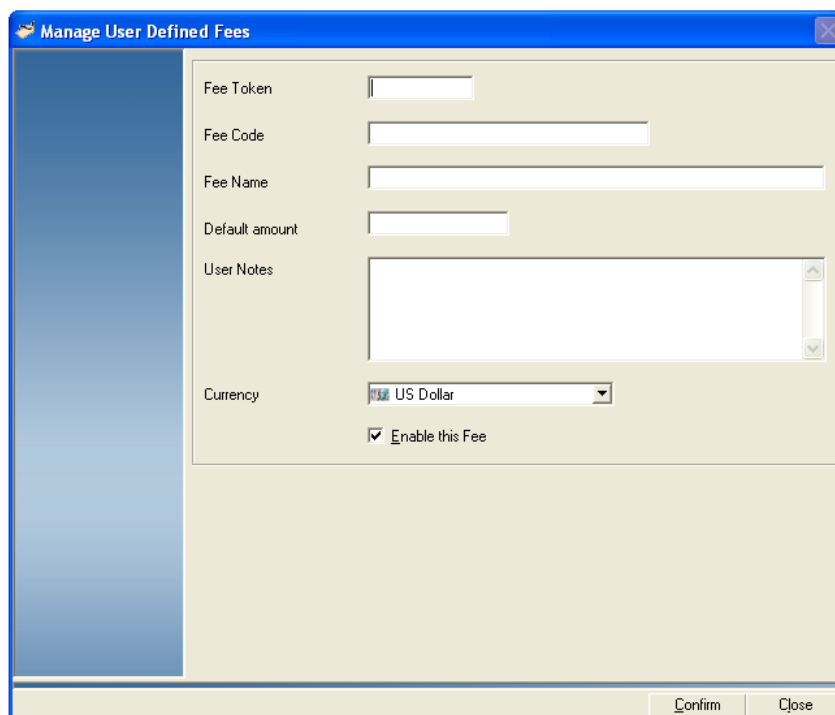
☐ This class is meterable

Confirm Close

- a. Enter a number value in the **Class Token** field.
- b. Enter a number and/or letter value in the **Class Code** field.

6 • Working with Carriers, Classes and Fees

- c. The entry in the **Class Name** field defaults to the value you enter in the Class Code field but you can change this value as well.
 - d. Enter a number value in the **Default amount** field.
 - e. Enter any additional carrier information in the **User Notes** field.
 - f. Make sure the check box in front of **This class is meterable** has a check mark.
 - g. Click the **Confirm** button at the bottom of the screen to save.
7. Click on the **Add Fee** button to add a new fee for this carrier. The *Manager User Defined Fees* screen opens.



- a. Enter a number value in the **Fee Token** field.
- b. Enter a number and/or letter value in the **Fee Code** field.
- c. The entry in the **Fee Name** field defaults to the value you enter in the Fee Code field but you can change this value as well.
- d. Enter a number value in the **Default amount** field.
- e. Enter any additional carrier information in the **User Notes** field.
- f. Click the **Confirm** button at the bottom of the screen to save.

7 • Working with Transactions



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7 • Working with Transactions

Managing Transactions

You can view transactions at the Business Manager Host PC using the Administration module.

You can display all of the information associated with your mail transactions such as the number of pieces, the weight of each piece or mail, the combined weight of all of the transactions, as well as any special fees or surcharges. You use a series of selection criteria or filters to determine what information you want displayed.

Since there are so many different ways you can select to display your transaction data, this section focuses on basic methods for selecting the data and calculating data results.

Once you learn the basic tools, you can customize the display results according to the requirements of your site.

1. Select **Transactions | Manage Transactions**. The *Manage Transactions* screen appears. There are several options on this screen that allow you to select and display the transactions based on a variety of criteria.

IMPORTANT: Using the options on this screen only changes how you filter and sort information from the transaction database. None of the changes you make here affect or change any transaction data.

The screenshot shows the 'Manage Transactions' window with the following settings:

- Database used for the selection:** Working database
- View Options:**
 - ☒ Hierarchy view (Transactions grouped by batch & weight breaks)
 - ☐ Grid view (Each transaction)
- Analysis Period:**
 - ☒ Select Date Range
 - ☒ Include only transaction from this analysis period
 - Start: 06/01/2007 12:00:00 AM
 - End: 06/31/2007 11:59:59 PM
 - Other selection of dates
 - ☐ Select Relative Date
 - Today
- Sort Options:**
 - ☒ by date of transaction
 - ☐ by indicia date

At the bottom, there are buttons for 'Template', 'Show', and 'Close'.

2. Select the appropriate view option:

View Options

☒ Hierarchy view (Transactions grouped by batch & weight breaks)

☐ Grid view (Each transactions)

- **Hierarchy view** - the results are grouped by batch. Within each batch, multiple transactions may be present, depending on the postage mode and class selected. The mail piece details are grouped within the transaction(s). Click the  button to expand each individual level, or click the **Expand All** button to expand all levels at once.
- **Grid view** - the results are grouped by weight within a batch. Mail pieces within a batch that have same weight will be grouped together in a single row.

If you select Grid view, you have the option of selecting the columns that appear in the view. The *Manage Transactions* screen is updated with the following:

View Options

☐ Hierarchy view (Transactions grouped by batch & weight breaks)

☒ Grid view (Each transaction)

Show columns:

☒	Transaction number
☒	Meter serial number
☒	Meter Alias
☒	Workstation name
☒	Workgroup code
☒	Workgroup name
☒	User name







Memory
Recall
Default

You can add or remove transactions items you want to view by clicking on the corresponding check boxes in front of the items. You can also save your selections for recall later:



Click on this button to select all transaction items for display.



Click on this button to deselect all transaction items.



Select a transaction item so that the entire line is highlighted and click on this button to move it up in the display list.



Select a transaction item so that the entire line is highlighted and click on this button to move it down in the display list.

Memory

Click to save the current selections.

Recall

Click to restore the previous selections.

Default

Click to restore the default selections.

7 • Working with Transactions

3. Select the appropriate filter options from the drop-down list.

A screenshot of a software interface showing a dropdown menu labeled 'Analysis Period'. The dropdown is currently open, showing a list of options, though the specific options are not legible. The menu is set against a light beige background.

Accounts	Use this filter to view transaction data for specific accounts. If you have multiple clients or accounts, you may want to search the account list. Refer to <i>Searching Accounts</i> in Chapter 3 for more information about the account search feature.
Analysis Period	Use this filter to view transaction data from a specific date range or a relative date. <i>To limit the transactions to a specific date range:</i> 1. Click on the Select Date Range radio button. 2. Click the radio button for the parameter you want to filter by: date of transaction or indicia date. • Select the appropriate Start and End day and/or time. OR • Click the Other selection of dates button to select a broader date range: Year, Month, Major, or Minor Accounting Period. 3. Click Confirm. <i>To limit transactions to a relative date:</i> 1. Click on the Select Relative Date radio button. 2. Select the appropriate option from the drop-down list.
Carrier/Classes	Use this filter to view transaction data for specific carriers and classes.
Indicia	Use this filter to view transaction data with specific indicia characteristics. You can include indicia printed by a specific type of meter (DM Series™ digital mailing system, DM Infinity™, etc.).
Jobs	Use this filter to view transaction data for specific jobs.
Meters	Use this filter to view transaction data for specific meters.
Presets	Use this filter to view transaction data for specific presets.
Transaction Amount	Use this filter to view transaction data for a specific transaction amount. You can: view all transaction amounts (no selection), or enter a specific amount and view all amounts that are lower, equal, or higher.
Transaction Weight	Use this filter to view transaction data for a specific transaction weight. You can view: all weights (no selection), a specific weight (equal to), or a weight range (between/and).
Users	Use this filter to view transaction data for specific users.
Workgroup	Use this filter to view transaction data for specific workgroups.
Workstations	Use this filter to view transaction data for specific workstations.

4. You can save the selections and sort criteria you made in the above steps by clicking on the **Template** button at the bottom of the screen.
 - a. Click on **Save as** and type in a name for the template.
 - b. Click **Confirm**.
 - c. The next time you want to display the transactions using these settings, click on the **Template** button. Select the name of the template and click **Open**.
5. When you complete your selections, click **Show** to view the results. The *Select Transaction to Manage* screen appears.

NOTE: The view (grid or hierarchy), column headings and order are based on the selections you make on the *Manage Transactions* screen. An explanation of the hierarchy and grid views is contained on the following pages.

7 • Working with Transactions

Grid View

Select Transactions to Manage															
Trans.	Serial no.	Meter Alias	Workgroup	Workgroup C.	Workgroup N.	User	Postal date	Number	Weight	Maximum Weight Limit	Minimum Weight Limit	Total weight	Weight unit	Basic	Fe
1001	123	12345	BM-TM125	-	-	Erika	06/14/2007	10	2.00			20.00	oz.	0.410	0.0
1001	123456	Manual Tr...	BM-TM125	-	-	pbrp	06/20/2007	45	2.00			90.00	oz.	0.410	0.0
2001	123	12345	BM-TM125	-	-	1	06/20/2007	10	0.20			2.00	oz.	0.410	1.0
3001	123	12345	BM-TM125	-	-	1	06/20/2007	10	0.20			2.00	oz.	0.410	1.0
4001	123	12345	BM-TM125	-	-	1	06/20/2007	-10	0.20			-2.00	oz.	0.410	1.0
5001	123	12345	BM-TM125	-	-	2	06/20/2007	10	2.00	0		20.00	oz.	0.410	1.0
6001	123	12345	BM-TM125	-	-	1	06/20/2007	10	0.20			2.00	oz.	0.410	1.0
7001	123	12345	BM-TM125	-	-	2	06/20/2007	-10	2.00	0		-20.00	oz.	0.410	1.0
8001	123	12345	BM-TM125	-	-	Erika	06/14/2007	-10	2.00			-20.00	oz.	0.410	0.0
9001	123	12345	BM-TM125	-	-	Erika	06/14/2007	10	2.00			20.00	oz.	0.410	0.0
10001	123	12345	BM-TM125	-	-	1	06/20/2007	5	0.00			0.00	oz.	0.410	1.0
11001	123	12345	BM-TM125	-	-	1	06/20/2007	5	0.00			0.00	oz.	0.410	1.0
12002	123	12345	BM-TM125	-	-	1	06/20/2007	-10	0.20			-2.00	oz.	0.410	1.0

Hierarchy View

Select Transactions to Manage							
Start date	End Date	Total Pieces	Total Charged	Serial no.	Meter Alias	Workgroup	W
06/14/2007 12:52:11 PM	06/14/2007 12:52:11 PM	0	0	123	12345	BM-TM125	
06/20/2007 10:17:11 AM	06/20/2007 10:17:11 AM	0	0	123	12345	BM-TM125	
06/20/2007 10:17:11 AM	06/20/2007 10:17:11 AM	0	0	123	12345	BM-TM125	
06/20/2007 10:17:11 AM	06/20/2007 10:17:11 AM	10	14.1	123	12345	BM-TM125	
06/20/2007 10:17:11 AM	06/20/2007 10:17:11 AM	10	14.1	123	12345	BM-TM125	
06/20/2007 10:17:11 AM	06/20/2007 10:17:11 AM	-10	-14.1	123	12345	BM-TM125	
06/14/2007 12:52:11 PM	06/14/2007 12:52:11 PM	10	4.1	123	12345	BM-TM125	
06/20/2007 10:17:11 AM	06/20/2007 10:17:11 AM	5	7.05	123	12345	BM-TM125	
06/20/2007 10:17:11 AM	06/20/2007 10:17:11 AM	5	7.05	123	12345	BM-TM125	
06/20/2007 10:06:48 AM	06/20/2007 10:06:48 AM	45	18.45	123456	Manual Trxn Meter	BM-TM125	

Batch level column headings

Batches	Start date	End Date	Total Pieces	Total Charged
	06/14/2007 12:52:11 PM	06/14/2007 12:52:11 PM	0	0
	06/20/2007 10:17:11 AM	06/20/2007 10:17:11 AM	0	0

Collapsed (Batch Level) View

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Transaction level column headings (green)		Mail piece detail level column headings (blue)	
Start date	End Date	Total Pieces	Total Charged
Trans.	Average Cost per Piece	Workstation surcharge	Global surcharge
Number	Weight	Maximum Weight Limit	Minimum Weight Limit
06/14/2007 12:52:11 PM	06/14/2007 12:52:11 PM	0	0
1	0.41	0	0
10	2		
8	0.41	0	0
-10	2		
06/20/2007 10:17:11 AM	06/20/2007 10:17:11 AM	0	0
2	1.41	0	0
10	0.2		
12	1.41	0	0
-10	0.2		
06/20/2007 10:17:11 AM	06/20/2007 10:17:11 AM	0	0
3	1.41	0	0
10	0.2		
4	1.41	0	0
-10	0.2		
06/20/2007 10:17:11 AM	06/20/2007 10:17:11 AM	10	14.1
5	1.41	0	0
10	2	0	
06/20/2007 10:17:11 AM	06/20/2007 10:17:11 AM	10	14.1
6	1.41	0	0
10	0.2		
06/20/2007 10:17:11 AM	06/20/2007 10:17:11 AM	-10	-14.1
7	1.41	0	0
-10	2	0	
06/14/2007 12:52:11 PM	06/14/2007 12:52:11 PM	10	4.1
9	0.41	0	0
10	2		
06/20/2007 10:17:11 AM	06/20/2007 10:17:11 AM	5	7.05
10	1.41	0	0
5	0		
06/20/2007 10:17:11 AM	06/20/2007 10:17:11 AM	5	7.05
11	1.41	0	0
5	0		
06/20/2007 10:06:48 AM	06/20/2007 10:06:48 AM	45	18.45
1	0.41	0	0
45	2		

Expanded (Batch, Transaction and Mail Piece Detail) View

Editing Transactions

This section describes how to modify the information associated with each transaction such as its account number, carrier and class, number of pieces of mail, the weight of each piece or mail, as well as any fees or surcharges. You perform this operation as a manager at the Business Manager Host PC using the Administration module.

1. Follow the steps 1-5 in *Managing Transactions* in this chapter to display the appropriate transactions.
2. Select the transaction you want to edit. You can select multiple transactions using mouse clicks and keyboard key combinations:
 - To select consecutive transactions, click on the first transaction you want to edit, then press and hold down the Shift key, and then click the last transaction.
 - To select nonconsecutive transactions, press and hold down the Ctrl key, and then click on each transaction you want to edit.

NOTES:

- In the hierarchy view, multiple batches may be selected, multiple transactions may be selected (within or between batches), and combinations of batches and transactions may be selected.
- Mail pieces may not be selected.
- When multiple batches are selected, you can only edit the following: User, Account, Job ID, and User defined text.

3. Click on the **Options** button, then select **Edit**. The *Edit Transactions* screen appears.

Edit Transactions

General information

Number: 3
 Meter: 4293924
 User: richadmin
 Workstation: DM1000

Accounts

Search: Search for: Criteria: Any
 Go Clear
 Select Account:

Level	Code	Name	Global	Locked	Description
1 Acct	200014	200014			Rich's stu...
0 Client	6_1	6_1			<new clie...
1 Acct	25	25			25
1 Acct	100	100			100
2 S Acct	300001	300001			<new s/a...
3 SS Acct	400001	400001			<new ss/...

Preset:
 Job:
 User defined:
 Amounts - Currencies in US Dollar
 Change Base Details Base Total: 5.020
 Change Fee Amounts Fees Total: 0.000
 Transaction total: 5.020

Surcharges

Global Surcharge: 0.000
 Account Surcharge: 0.000
 Class Surcharge: 0.000
 Job Surcharge: 0.000
 Workstation Surcharge: 0.00 Charge back: ☐

Advanced information

Origin: Digital Meter
 Type of transaction: Normal
☐ Archived ☒ Consolidated
 Carrier: USPS
 Category: 1CSPiece
 Destination:
 Change Rates and Fees

Confirm Close

7 • Working with Transactions

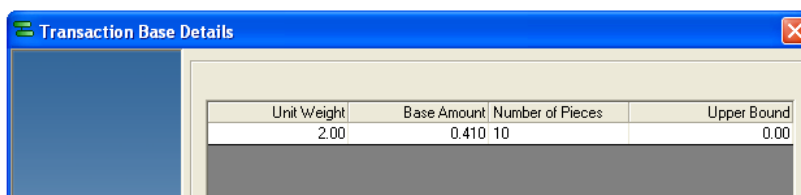
4. Use the *Edit Transactions* screen to modify the transaction information.

For example:

- **To change the user**, click the appropriate drop-down arrow and select an alternate user from the list.
- **To change the account** to which the transactions are charged, click in the check box that corresponds with the new account name.

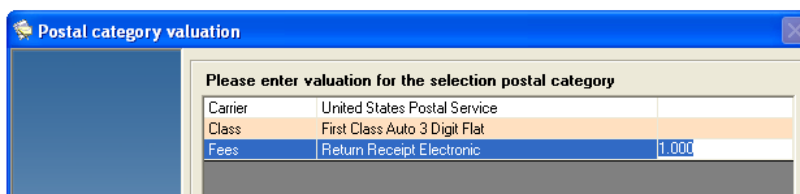
NOTE: If you have multiple clients or accounts, you may want to search the account list. Refer to *Searching Accounts* in Chapter 3 for more information about the account search feature.

- **To change the associated preset, job**, click the appropriate drop-down arrow and select an option from the list.
- **To change the user-defined information**, click in the user-defined text field and enter the new information.
- **To change the weight, base postage amount, or the number of pieces of mail** in the transaction, click on the **Change Base Details** button. The *Transaction Base Details* screen opens. Click in the appropriate field and type in a value. Click **Confirm** at the bottom of the screen when done.



Unit Weight	Base Amount	Number of Pieces	Upper Bound
2.00	0.410	10	0.00

- **To change the fees**, click on the **Change Fee Amounts** button. The *Postal category valuation* screen opens. The list of fees you can change depends on the carrier for this transaction. Click in the appropriate field and type in a new value. Click **Confirm** at the bottom of the screen when done.



Please enter valuation for the selection postal category		
Carrier	United States Postal Service	
Class	First Class Auto 3 Digit Flat	
Fees	Return Receipt Electronic	1.000

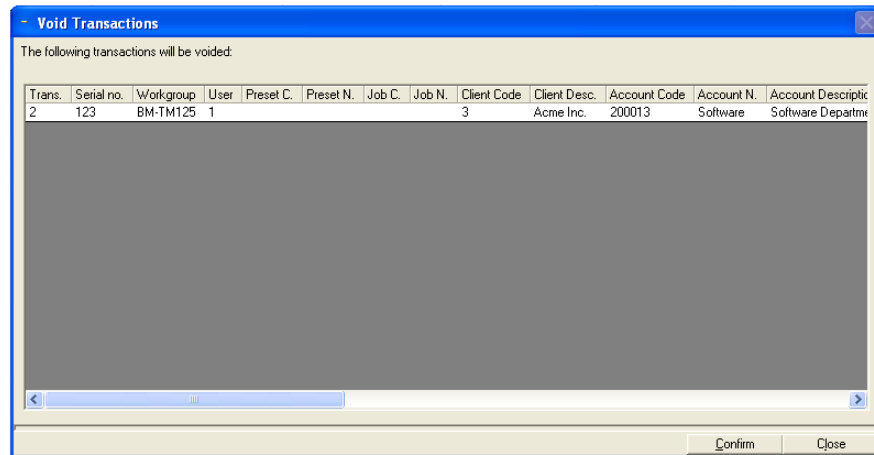
- **To change the carrier and class or fee**, click on the **Change Rates and Fees** button in the “Advanced Information” section. For details refer to *Selecting Rates for Processing Mail* in Chapter 2 of this guide.
5. When you are finished editing the transaction, click **Done**. The following message displays:
“The operation has been saved”.
Click **OK** and the *Select Transaction to Manage* screen reappears.

Voiding Transactions

This section describes how to void transactions. Note that when you void a transaction, the transaction is no longer charged to an account. However, the transaction is still deducted from the meter register.

You perform this operation as a manager at the Business Manager Host PC using the Administration module.

1. Follow the steps 1-5 in *Managing Transactions* in this chapter to display the appropriate transactions.
2. Select the transaction(s) you want to void.
3. Click on the **Options** button, then select **Void**. The *Void Transactions* screen appears, displaying the transaction(s) to be voided.



4. Click **Confirm**. The transactions are voided and the system returns to the *Select Transactions to Manage* screen.

7 • Working with Transactions

Splitting Transactions Between Accounts

If after running transactions at a Data Collector PC you decide you want to assign some of those transactions to another account follow the procedure here.

You perform this operation as a manager at the Business Manager Host PC using the Administration module.

1. Follow the steps 1-5 in *Managing Transactions* in this chapter to display the appropriate transactions.
2. Select the transaction you want to split.
3. Click on the **Options** button, then select **Split**. The *Split Transactions* screen appears, displaying the account list and number of pieces in the existing transaction.

The Original Transaction will be split into two new transactions:
New Transaction contains mailpieces that are transferred from Original Transaction
Remaining Original Transaction contains remaining mailpieces that are not transferred

Transfer Mailpieces from Original Transaction to New Transaction

Number of mail pieces in this new transaction (1-44)
Total number of mail pieces in the existing transaction 45

Select Account for New Transaction

Search ☐ Advanced search ☐
Search for: Criteria: Any
Go Clear

Select Account:

	Level	Code	Name	Global	Locked	Description
	0 Client	3	Business Mana...			
☐	1 Acct	200009	Acme ...			Acme Inc.
☐	1 Acct	200010	Huma...			Human R...
☒	1 Acct	200011	Engin...			Engineeri...
☐	1 Acct	200013	Softw...			Software ...
☐	2 S Acct	300001	Produ...			Software ...
☐	2 S Acct	300002	Testing			Software ...
☐	1 Acct	200014	Manuf...			Manufact...

Confirm Close

4. Specify the number of mail pieces in the new transaction in the **Number of pieces in this new transaction** field.
5. Select an account for the new transaction.

NOTE: If you have multiple clients or accounts, you may want to search the account list. Refer to *Searching Accounts* in *Chapter 3* for more information about the account search feature.

6. Click **Confirm**. The updated transaction information appears on the *Select Transaction to manage* screen.

Correcting Unverified Transactions

If for any reason an account is deleted or disabled on Business Manager, and you charge transactions to that account, you will get an unverified transactions message when those transactions are sent from the mailing system to Business Manager. You will also get an unverified transaction message if you imported transactions and selected the “Make the transaction an unverified transaction” option.

1. To view and correct unverified transactions, select **Transactions | Resolve Unverified Transactions**.

The screenshot shows the 'Unverified Transactions' window. It features a table for 'Unverified Batch' with columns for User, Job, and Account. Below the table are radio buttons for 'Code', 'Full Name' (selected), and 'Description'. There are input fields for 'Account', 'User', and 'Job', each with a search or selection icon. An 'Apply the changes to the selection' button is present. The 'Unverified Transaction' section has a large empty box and input fields for 'Postal System', 'Carrier', and 'Class', also with an 'Apply the changes to the selection' button. The window concludes with 'Confirm' and 'Close' buttons.

2. If you are correcting an unverified batch:
 - a. Click the  button and select an account to which you want to charge the transaction.

NOTE: If you have multiple clients or accounts, you may want to search the account list. Refer to *Searching Accounts* in Chapter 3 for more information about the account search feature.
 - b. Select a user from the **User** drop-down list.
 - c. Select a Job from the **Job** drop-down list.
 - d. Click on the **Apply the changes to the selection** button.
3. If you are correcting an unverified transaction:
 - a. Select a postal system from the **Postal System** drop-down list.
 - b. Select a carrier from the **Carrier** drop-down list.
 - c. Select a class from the **Class** drop-down list.
 - d. Click on the **Apply the changes to the selection** button.

7 • Working with Transactions

Adding Manual Transactions

Before you can add manual transactions, you must have a meter connected to your Data Collector PC that is also registered with the Business Manager Host PC, or you need to create a virtual meter to which you can assign the transactions. For information on adding a virtual meter, see *Creating a Virtual Meter for Manual Transactions* in Chapter 5 in this guide.

You can add manual transactions at the Business Manager Host PC using the Administration module, or you can add them at the Data Collector PC as an operator. To create a manual transaction:

1. Navigate to the Manual Input screen. There are several ways to do this:
 - If you are at the Host PC, select **Transactions | Manual input**.
 - If you are logged onto one of the Data Collector PC PCs, click on the **Manual input** button at the bottom of the *Process mail* screen.
 - Follow the steps 1-5 in *Managing Transactions* in this chapter to display transactions. Click on the **Options** button and select **Create Manual Transaction**.

The *Manual Input* screen opens.

NOTE: If a section has an asterisk (*) next to its name, you must enter information in the field(s) in that section in order to process the transaction.

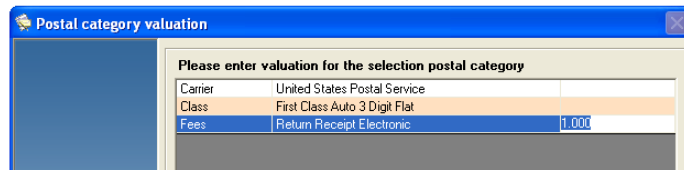
The screenshot shows the 'Manual Input' window with the following sections:

- User:** 1
- Transaction Type:** ☒ Per Piece, ☐ Transaction Total
- Meter:** Postal No. [], Serial No. []
- Preset:** ☐ Code, ☒ Name. Code: [], Name: []
- * Account to be incremented:** ☒ Search, ☐ Advanced search. Search for: [], Criteria: Any. Buttons: Go, Clear.
- Select Account:** A table with columns: Level, Code, Name, Global, Lock, Descr.
- * Rate category:** Predefined [], Selected []
- Dates:** Transaction Start Date: 06/20/2007 10:30:51 AM, Postal date: 06/20/2007, Transaction End Date: 06/20/2007 10:30:51 AM
- Job:** ☐ Code, ☒ Name. Code: [], Description: []
- User Defined Text:** User defined: []
- Weight:** 0.00 oz. Buttons: Set weight to 0, Enter weight
- Workstation Surcharge:** Surcharge Type: No Surcharge, Surcharge Amount: \$0.000, Surcharges: []
- * Postage (\$) and Pieces:** Base amount: 0.000, Fees amount: 0.000, Piece count: 0
- Total amount:** 0.000
- Buttons: Create transaction, Close

Level	Code	Name	Global	Lock	Descr
0 Client	3	Business Man...			Acme Ir
1 Acct	200009	Accto...			Accoun
1 Acct	200010	Hum...			Human
1 Acct	200011	Engi...			Enginee
1 Acct	200013	Soft...			Softwar
2 S Acct	300001	Prod...			Softwar
2 S Acct	300002	Testing			Softwar

2. In the “Transaction Type” section click the radio button that corresponds with the mode you want to use.
 - Click the **Per Piece** radio button to enter postage information that will be applied to each piece of mail that is run as part of the transaction.
 - Click the **Transaction Total** radio button to enter postage information for the entire transaction.
3. Select the virtual meter from the **Postal No.** drop-down list.
4. If you are not using presets, go to step 5.

If you have defined optional presets, you can click on the down arrow in the **Name** field of the “Preset” section and choose the appropriate preset. This fills in all of the information in the “Account”, “Job” and “Rates category” sections. The *Postal category valuation* screen appears with a place for you to enter the postage amount. Enter the amount and press the **Done** button.



Please enter valuation for the selection postal category	
Carrier	United States Postal Service
Class	First Class Auto 3 Digit Flat
Fees	Return Receipt Electronic 1.000

5. Select an account in the “Account to be incremented” section. Remember, if you have multi-level accounts you can only charge to the lowest level in the account.

NOTE: If you have multiple clients or accounts, you may want to search the account list. Refer to *Searching Accounts* in Chapter 3 for more information about the account search feature.

6. Select the rate, class and any special fees in the “Rate Category” section.
 - If you have pre-defined rate categories, choose a category from the **Predefined** drop-down list.
 - For other rates, click on the selected rates () button. Refer to *Selecting Rates for Processing Mail* in Chapter 2 in this guide for details.

NOTE: If you selected *Transaction Total* in step 2, you will not be able to select special fees.

7. If appropriate, fill in the information in the “Dates” section. You can:
 - Select a start date/time and end date/time for the transaction.
 - Select the postal date.

7 • Working with Transactions

8. To select a job, click on the down arrow in the in the **Name** field of the “Job” section and choose from the list of pre-defined jobs.
9. If appropriate, enter text in the “User-Defined Text” section.
10. To add weight information, click on the **Enter Weight** button. Type in the weight and click **Confirm**.
11. To add a surcharge to the transaction, click on the **Surcharges** button. Enter the surcharge information and click **Confirm**.
12. The information you enter in the “Postage (\$) and Pieces” section will vary, depending upon the transaction type you chose.
 - a. If you selected the *Per Piece* transaction type, you will need to enter the following information in the “Postage (\$) and Pieces” section:

The screenshot shows a window titled “* Postage (\$) and Pieces”. It contains three input fields: “Base amount” with a value of 0.000, “Fees amount” with a value of 0.000 and a small icon button to its right, and “Piece count” with a value of 0. A red box highlights the “Base amount” and “Fees amount” fields. Below these fields is a “Total amount” field showing 0.000.

“Postage (\$) and Pieces” Section - Per Piece Selected

- Enter the base postage amount in the **Base Amount** field.
 - If you are applying fees to the transaction, click the  button. Enter the appropriate amount(s) and click **Done**.
 - Enter the number of pieces in the **Piece Count** field. The “Total Amount” section will populate with the total postage amount.
- b. If you selected the *Transaction Total* transaction type, you will need to enter the following information in the “Postage (\$) and Pieces” section:

The screenshot shows a window titled “* Postage (\$) and Pieces”. It contains three input fields: “Total amount” with a value of 0.000, “Piece count” with a value of 0, and “Fees amount” with a value of 0.000 and a small icon button to its right. A red box highlights the “Total amount” and “Piece count” fields. Below these fields is a “Base amount” field showing 0.000.

“Postage (\$) and Pieces Section - Transaction Total Selected

- Enter the total amount of the transaction in the **Total Amount** field.
- Enter the piece count in the **Piece Count** field. The “Base Amount” section will populate with the per piece postage amount.

NOTE: You cannot apply fees in Transaction Total mode. As a result, the “Fee Amount” is set to zero.

13. Click the **Create Transaction** button.

- If the total amount cannot be divided evenly by the number of pieces, a dialog box will appear. Click **OK** to continue.

NOTE: If you selected the “Transaction Total” transaction type, and the total amount cannot be divided evenly by the number of pieces, a dialog box will appear. Click **OK** to continue. Business Manager will create two separate transactions.

- The first transaction (Transaction 1) will be rounded to the *closest* amount (above or below) the transaction amount that can be divided evenly by the number of pieces.
- The second transaction (Transaction 2) includes the remainder (negative if Transaction 1 is greater than the total amount, positive if Transaction 1 is less than the total amount).

The sum of the postage amounts in Transaction 1 and Transaction 2 will be equal to the total amount you entered.

14. A dialog box appears with the values/information you selected for the transaction. Click **Create**.

NOTE: If Business Manager created a second transaction, a second dialog box will appear with the values/information for the second transaction. Click **Create** to continue.

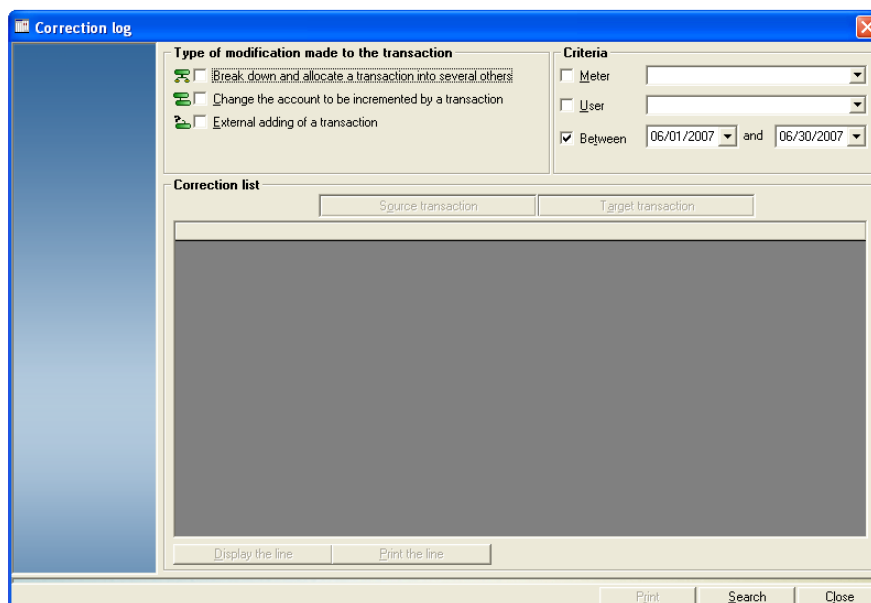
15. Business Manager saves the transaction information and returns to the *Manual Input* screen.

7 • Working with Transactions

Viewing the Corrections Log

The corrections log allows you to search for and view modified transactions.

1. From the main menu, select **Transactions | Correction Log**. The *Correction log* screen appears.



2. Click in the check box that corresponds with the type of modification that was made to the transaction:
 - **Break down and allocate a transaction into several others,**
 - **Change the account to be incremented by a transaction,** or
 - **External adding of a transaction.**
3. Select the appropriate criteria for your search. You can use any combination of the following to search for transactions:
 - **Meter** - Select a specific meter by clicking in the check box and selecting a meter from the **Meter** drop-down list.
 - **User** - Select a specific user by clicking in the check box and selecting a user from the **User** drop-down list.
 - **Date range** - Select a date range during which the transaction was processed by clicking in the check box and choosing a start date and end date on the appropriate drop-down calendars.
4. Click **Search**. The transactions that match your search criteria appear on the screen.

5. Select a transaction and click the **Display the line** button to view detailed information about the transaction. The *Mail piece detail* screen appears.

The screenshot shows a software window titled "Mail piece detail". It contains several sections:

- General information:** Fields for Edit Transac (11001), Meter (123), Starting on (06/20/2007 10:17:11 AM), Ending on (06/20/2007 10:17:11 AM), User (1), Workstation (BM-TM125), and Postal date (06/20/2007).
- Accounts:** Radio buttons for Code, Full Name, and Description (selected). Fields for Client (Acme Inc.), Account (Software Department Account), S/Account (Software Testing Account), S-S/Account, Preset, Job, and User defined.
- Amounts - Currencies in US Dollar:** Fields for Basic amount (per piece 0.410, global 0.000), Fees amount (per piece 1.000, global 0.000), Number of mail pieces (5), and Unit weight (0.00 oz.).

At the bottom, there are buttons for "Advanced >>" and "Close".

- a. Click the **Advanced** button to view more detailed information about the transaction.
- b. Click **Close** when done.
6. If you want to print information about a specific transaction, select the transaction and click the **Print the line** button. The *Transaction Detail* screen appears.
If you want to print the entire corrections log, click the **Print** button. The *Corrections Log* screen appears.
Click on the **Print** button to print the transaction information.
7. If you want to export the transaction information, click on the **Export** button. The Export Report dialog box appears.
 - a. Select the appropriate file type from the drop-down list. You can export the report as a pdf, Word (rtf), Excel (xls), html or text (txt) file.
 - b. Type the file name in the "File Name" field.
 - c. Click **Save**.
 - d. A dialog box appears indicating the export was successful. Click **OK**.
 - e. Click **Close**.

7 • Working with Transactions

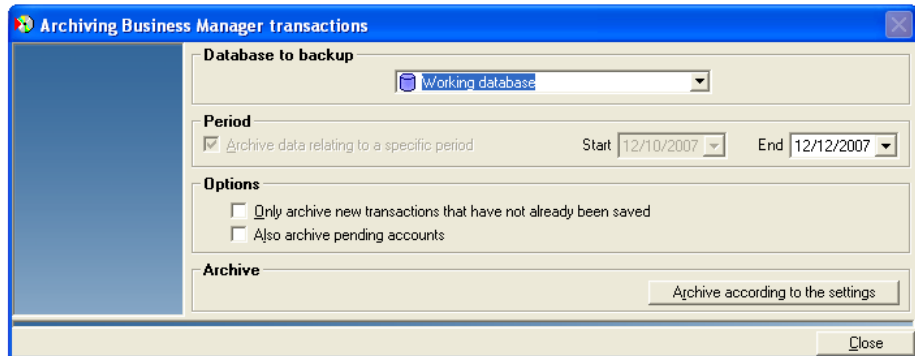
Archiving Transactions

The Save Transactions feature allows you to send data from the working database to a separate archiving database. You must be a manager to perform this operation.

NOTE: Data from the Host database (in host to host setups) can be saved to a separate database as well.

Follow the steps below to save Business Manager transactions.

1. From the Business Manager main menu, select **Utilities | Maintenance | Archive Transactions**. The *Archiving Business Manager transactions* screen appears.



2. Select the appropriate settings.
3. Click the **Archive according to the settings** button. The system will save transactions according to the settings you selected.

IMPORTANT: Archived transactions cannot be edited or restored to the Working database.

4. Click **Close**.

8 • Adding Surcharges



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9 • Adding Surcharges

Types of Surcharges

You can apply the following surcharges using whenever you process mail:

- **Account surcharge** - when a transaction containing an account with a defined surcharge is received at the Host PC, the amount of surcharge is computed based upon the *type* surcharge selected.
- **Job surcharge** - when a transaction containing an job with a defined surcharge is received at the Host PC, the amount of surcharge is computed based upon the *type* surcharge selected
- **Global surcharge** - this applies a surcharge to all mail runs. The amount of surcharge is computed based upon the *type* surcharge selected.
- **Data Collector PC or mail processor surcharge** - this applies the surcharge at the Data Collector PC when you process mail on a meter or mailing machine connected to that Data Collector PC. The amount of surcharge is computed based upon the *type* surcharge selected. This is also referred to as a workstation surcharge.
- **Class surcharge** - this applies the surcharge when you use a particular class to process mail. You can add a surcharge to the predefined usual or standard carriers, classes and fees and to the user defined carriers, classes, and fees. The amount of surcharge is computed based upon the *type* surcharge selected.

You can apply the following *types* of surcharges:

- **Flat rate** - this applies a fixed surcharge for every mail run or batch.
- **Per piece** - this applies a fixed surcharge for every piece of mail.
- **Percentage** - this applies a surcharge as a percentage of the base amount of either the batch or the transaction.

You can also combine these types of surcharges. For example, you can add a percentage and a per piece surcharge to the same account.

NOTE: If you are adding surcharges for use with a Connect™ Series system, refer to *Appendix D, Interfacing with a Connect+™ Series System* in this guide.

Adding Surcharges to Accounts

You add surcharges to accounts at the Business Manager Host PC using the Administration module. You must be a manager to perform this operation.

Whenever you add a surcharge at the account level, the surcharge is applied every time you process mail using that account.

To add surcharges:

1. Select **Parameters | Accounts and clients**. The *Clients and Accounts* screen appears.
2. Click on the **Surcharges** button at the bottom of the screen and the *Account Surcharge* screen opens.

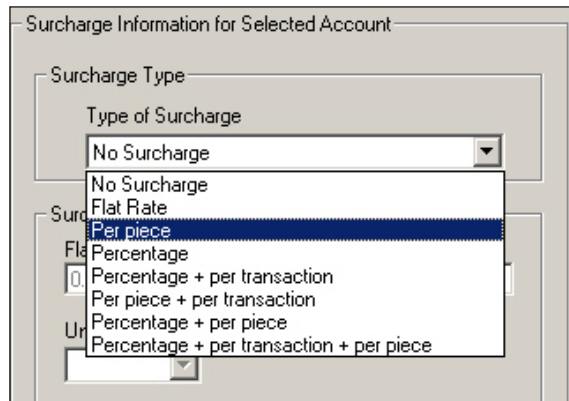
3. Select the account(s) to which you want to apply the surcharge:
 - To select all of the accounts, click on check box at the top of the account list so that a check mark appears.
 - To deselect all accounts, click on the check box at the top of the account list so that the check mark disappears.
 - To select individual accounts, click in the box in front of each account.

NOTE: If you have multiple clients or accounts, you may want to search the account list. Refer to *Searching Accounts* in Chapter 3 for more information about the account search feature.

- To select all of the accounts and sub accounts for a client, make sure there is a check mark in the box in front of “Automatically select dependent accounts” at the bottom of the screen. (When you click on the box in front of the client, all of the accounts and sub accounts will be selected automatically.)

9 • Adding Surcharges

- Once you select the account(s), click on the drop-down arrow in the “Type of Surcharge” field and select the surcharge.



Surcharge Information for Selected Account

Surcharge Type

Type of Surcharge

No Surcharge

Flat Rate

Per piece

Percentage

Percentage + per transaction

Per piece + per transaction

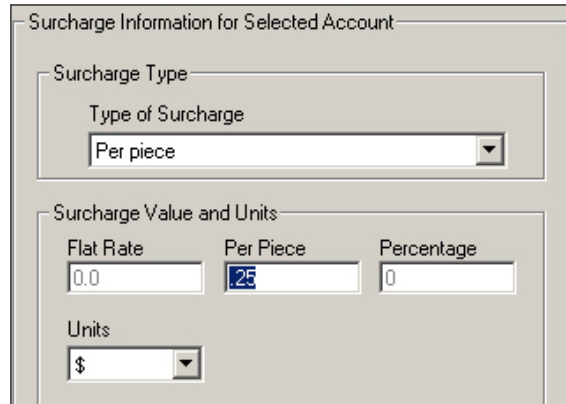
Percentage + per piece

Percentage + per transaction + per piece

- Once you select the type of surcharge, click in the appropriate field in the “Surcharge Value and Units” section and enter the value.

NOTES:

- The maximum amount you can enter in the flat rate field is \$9999.998.
- The maximum amount you can enter in the per piece field is \$9999.998.
- The maximum amount you can enter in the percentage field is 1000.000.



Surcharge Information for Selected Account

Surcharge Type

Type of Surcharge

Per piece

Surcharge Value and Units

Flat Rate

Per Piece

Percentage

0.0

.25

0

Units

\$

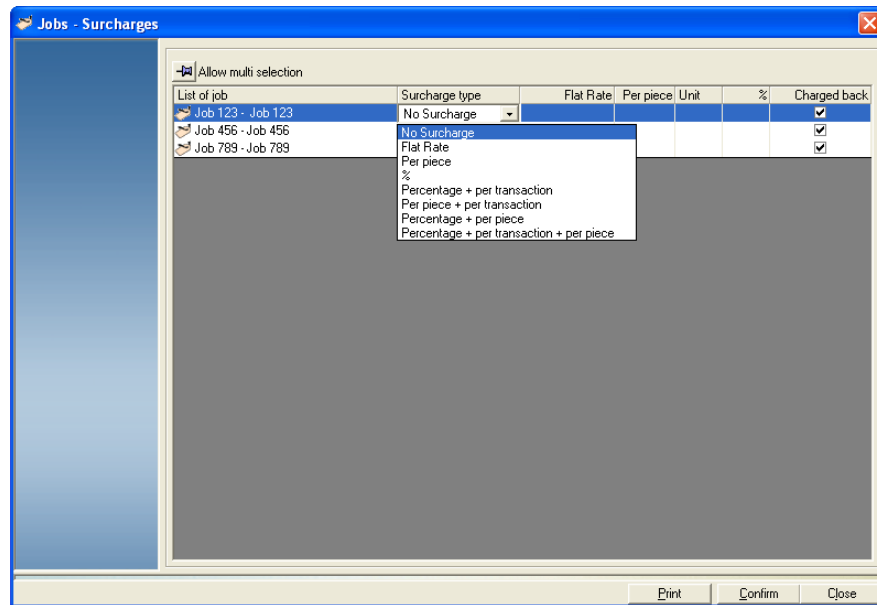
- To show the amount of the surcharge on the invoice reports, select **Yes** from the drop-down menu in the **Charge back** field in the “Disposition” section.
- When you are done, click on the **Apply Surcharge Choices** button, then click on the **Close** button at the bottom of the screen.

Adding Surcharges to Jobs

You add surcharges to jobs at the Business Manager Host PC using the Administration module. You must be a manager to perform this operation.

To add surcharges:

1. Select **Parameters | Jobs**. The *Jobs* screen appears.
2. Click on the **Surcharges** button and the bottom of the screen.
3. Click on and select the job to which you want to add a surcharge.
4. Click on **No Surcharge** in the “Surcharge type” column and select the type of surcharge from the drop-down menu.



5. Once you select the type of surcharge, click in the appropriate value field for that surcharge and enter the surcharge amount or percentage.
6. To show the amount of the surcharge on the invoice reports, make sure there is a check mark in the **Charged back** check box.
7. When you are done, click on the **Confirm** button.

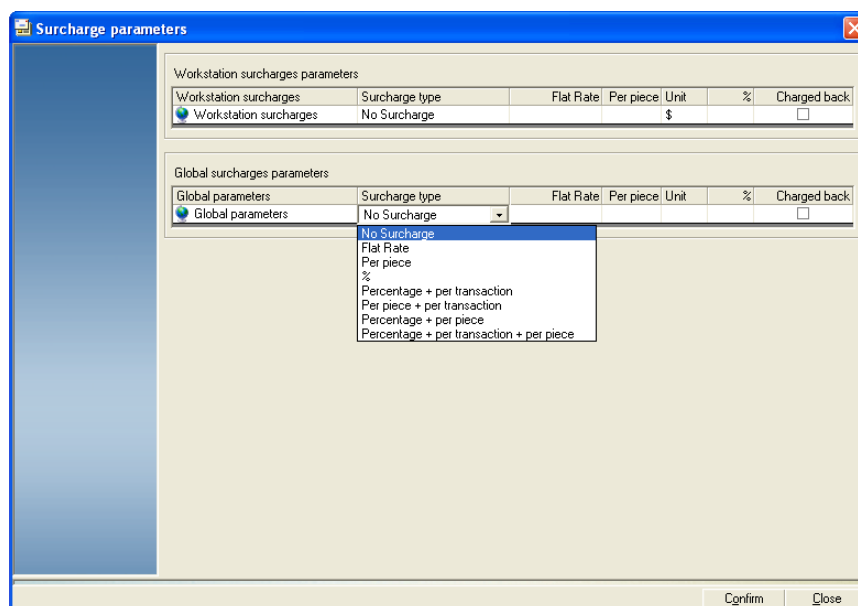
9 • Adding Surcharges

Adding Global Surcharges

You add global surcharges at the Business Manager Host PC using the Administration module. You must be a manager to perform this operation.

To add a global surcharge:

1. Select **Parameters | Configuration | Global surcharges**.
2. Click on **No Surcharge** in the “Surcharge type” column and select the surcharge from the drop-down menu.



3. Once you select the type of surcharge, click in the appropriate value field for that surcharge and enter the surcharge amount or percentage.
4. To show the amount of the global surcharge on reports, make sure there is a check mark in the **Charged back** check box.

NOTE: You can also add workstation surcharges from the Host PC. Follow steps 2 through 4 above for the “Workstation surcharges parameters” section of the screen. To add workstation surcharges at a Data Collector PC, see *Adding Surcharges at the Data Collector PC* in this chapter.

Adding Surcharges at the Data Collector PC

When you run mail at a meter or mailing machine, you can add a surcharge to the transaction at the Data Collector PC to which the meter/mailing machine is attached. This is also referred to as a workstation surcharge.

You can also add a workstation surcharge when adding manual transactions.

You can add these surcharges as an operator or manager.

1. To add a workstation surcharge you must be in the *Process mail* or *Manual input* screen.
2. Click on the **Surcharges** button at the bottom *Process mail* or *Manual input* screen. This opens the *Surcharge parameters* screen.

Job surcharges					
Surcharge type	Flat rate	Per piece	Unit	%	Charged back
					☐

Class surcharges					
Surcharge type	Flat rate	Per piece	Unit	%	Charged back
					☐

Account surcharges					
Surcharge type	Flat rate	Per piece	Unit	%	Charged back
					☐

Global surcharges					
Surcharge type	Flat rate	Per piece	Unit	%	Charged back
No Surcharge	0.00	0.00		0.00	☐

Workstation surcharges						
Surcharge parameters						
Workstation surcharges	Surcharge type	Flat Rate	Per piece	Unit	%	Charged back
	No Surcharge					☒

3. The upper portion of the *Surcharge parameters* screen shows the surcharges already added to the job, account, or class associated with this transaction. It also shows any global surcharges added. You cannot modify any of these surcharges at this screen.
4. To add a workstation surcharge to this transaction, click on **No Surcharge** in the “Surcharge type” column and select the surcharge from the drop-down menu.
5. Once you select the type of surcharge, click in the appropriate value field for that surcharge and enter the surcharge amount or percentage.
6. To show the amount of the workstation surcharge on reports, make sure there is a check mark in the **Charged back** check box.
7. Click **Confirm** when done.

9 • Adding Surcharges

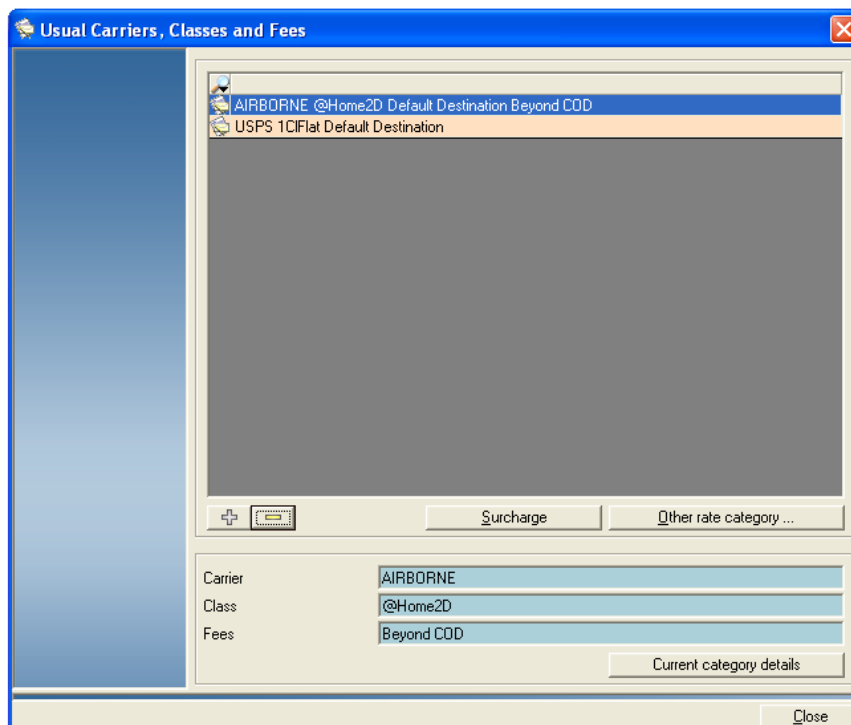
Adding Surcharges to Classes

You can add a surcharge to the predefined usual or standard carriers, classes and fees and to the user defined carriers, classes, and fees.

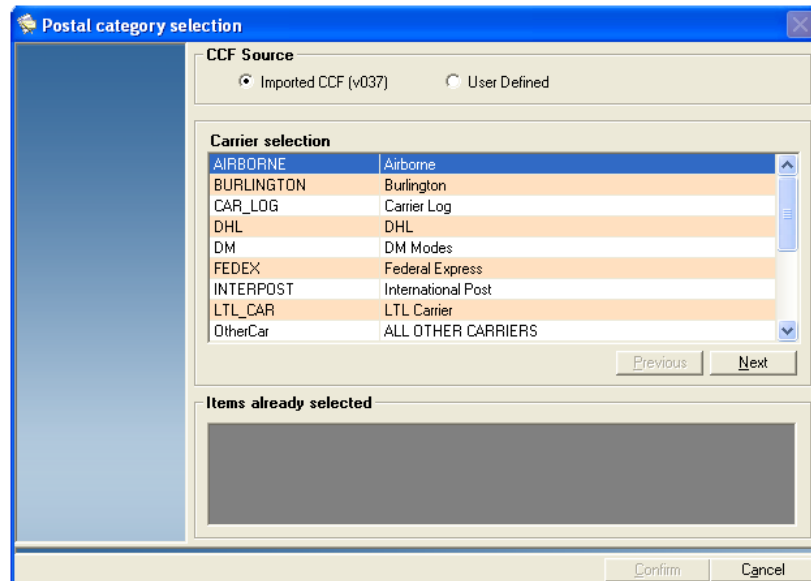
To assign a surcharge to a carrier class, you need to be logged in as a manager at the Business Manager Host PC and use the Administration module.

Adding Surcharges to Predefined Standard Classes, Carriers, and Fees

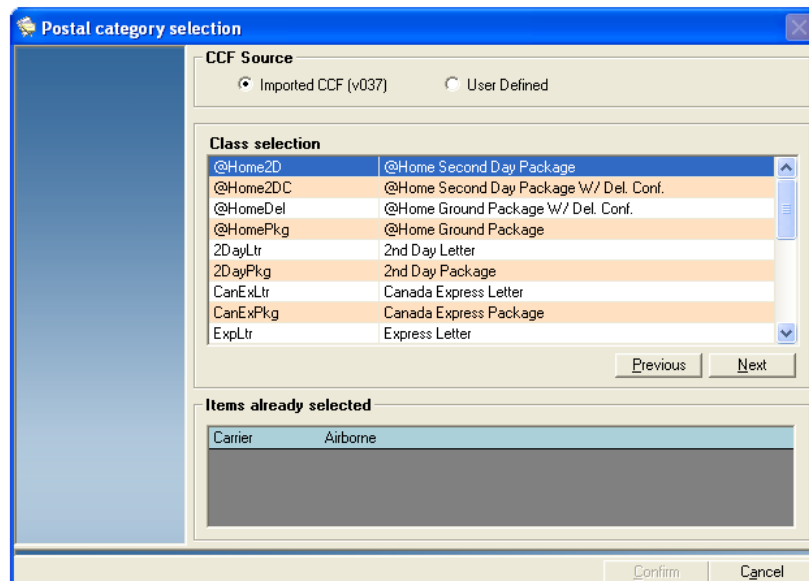
1. Select **Parameters | Configuration | Carriers, Classes and Fees | Predefine Usual Carriers, Classes and Fees**.
2. The *Usual Carriers, Classes and Fees* screen opens.



3. If there are no predefined carriers listed in this screen, or if you need to create a new one, go to step 4.
If the carrier you need is listed here, go to step 11.
4. To create a new carrier/class, click on the **Other rate category** button. The *Postal category selection* screen open. This screen lists the available carriers.



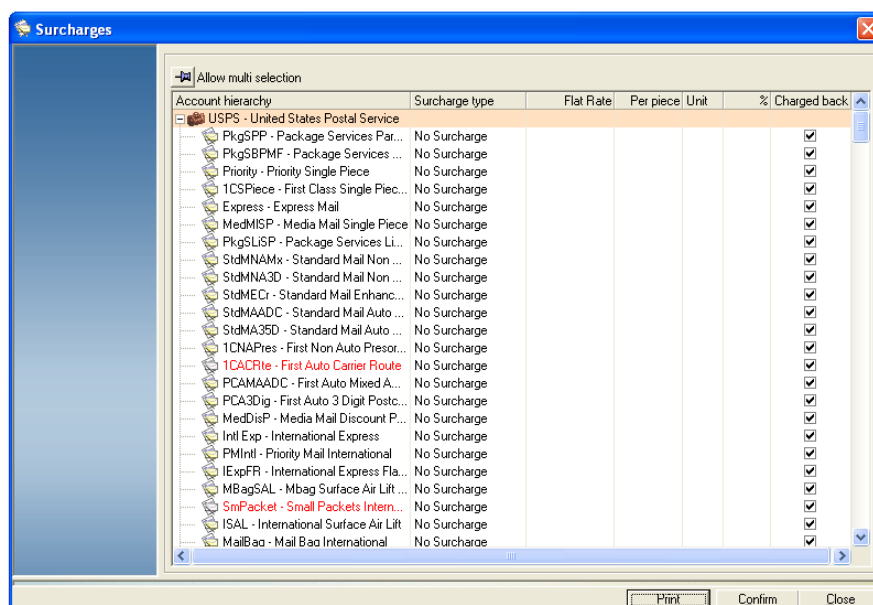
5. Click on the appropriate option button in the "CCF Source" section. Business Manager comes with the most commonly used carriers and their standard classes of service. To use these, click on the option for **Imported CCF**.
6. Select and highlight the carrier you want, then click **Next**. A list of available classes appear.



7. Select and highlight the class you want, then click **Next**. A list of available services appears.
 - If you are done, click **Confirm**.
 - If you want to select a service, click on the service and then click **Next**. You can continue to add services by clicking selecting the service and clicking on the **Next** button. As you add services, they are displayed in the "Items already selected" box. Click **Confirm** when done.

9 • Adding Surcharges

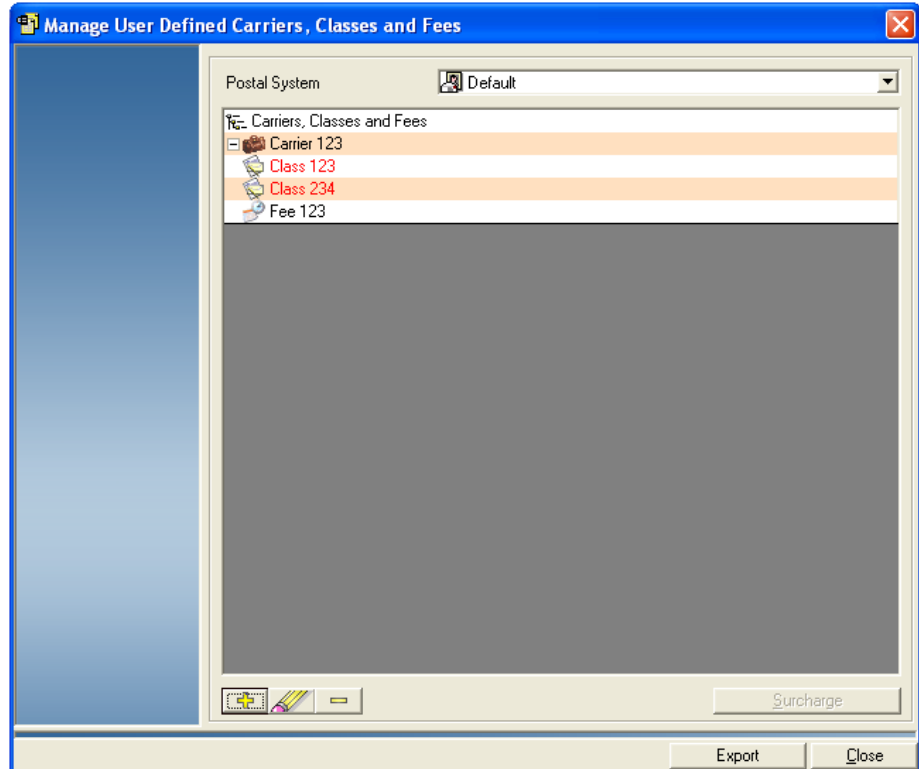
10. When you are done, click the **Confirm** button. The *Usual Carriers, Classes and Fees* screen reappears.
11. Click the  button at the bottom of the screen to add this as a new preselected class.
12. You are prompted to enter a description of the new preselected class. You can accept the default or enter a new name. Click **Confirm**.
13. Click the **Surcharge** button and the *Surcharges* screen opens.



14. To add a workstation surcharge to this class, click on **No Surcharge** in the "Surcharge type" column and select the surcharge from the drop-down menu.
15. Once you select the type of surcharge, click in the appropriate value field for that surcharge and enter the surcharge amount or percentage.
16. To show the amount of the class surcharge on reports, make sure there is a check mark in the **Charged back** check box.
17. Click the **Confirm** button, then **Close**.

Adding Surcharges to User Defined Carriers, Classes, and Fees

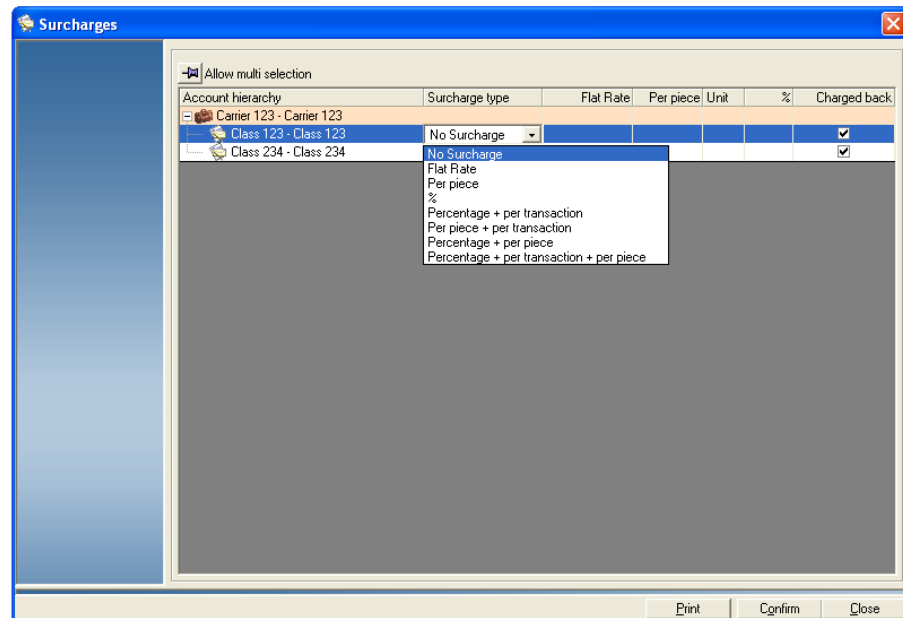
1. Select **Parameters | Configuration | Carriers, Classes and Fees | User Defined Carriers, Classes and Fees**.
2. The *Manage User Defined Carriers, Classes and Fees* screen opens.



3. Select the Class or Fee you want to add the surcharge to, and then click on the **Surcharge** button at the bottom of the screen. The *Surcharges* screen opens.

9 • Adding Surcharges

- Click on the **No Surcharge** in the “Surcharge Type” column and select the surcharge from the drop-down menu.



- Once you select the type of surcharge, click in the appropriate value field for that surcharge and type in the amount or percentage.
- To show the amount of the surcharge on reports, make sure there is a check mark in the **Charged back** check box.
- Click the **Confirm** button, then **Close**.

9 • *Working with Reports*



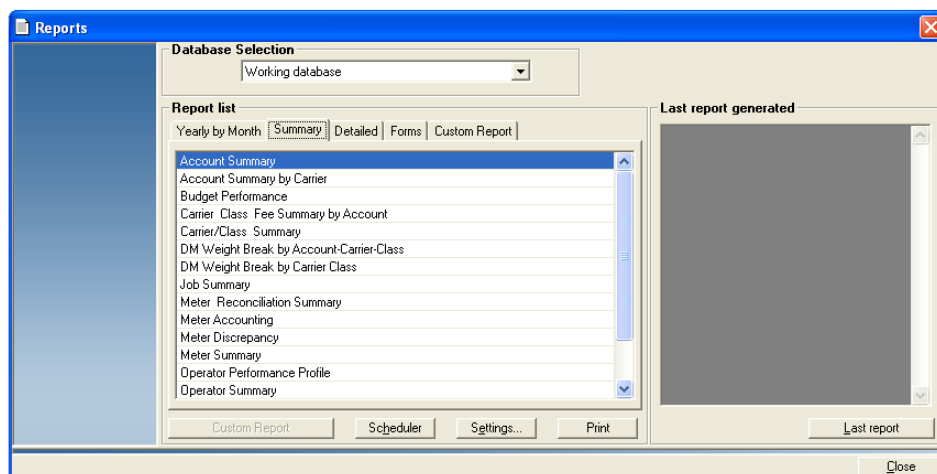
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9 • Working with Reports

Viewing and Printing Reports

You can view and print reports from the Business Manager Host PC. Both managers and report users can view and run reports. For a brief description of the most common types of reports, see *Types of Reports Available* in this chapter.

1. Select **Reports | Reports**.
2. Click in the **Database selection** field in the main *Reports* screen and choose the appropriate database.



If you want to run reports on all of the databases collected at the master Host PC, select **Consolidated**. To run reports from the local Host PC, select **Working**.

3. In the “Reports list” section, click on the tab to select the type of report (Yearly by Month, Summary, etc.).
4. To run a specific report now, follow the steps here. To run one later, go to the section *Scheduling a Report*.
5. Click on and highlight the specific report, then click the **Settings** button at the bottom of the screen.

- The next screen that appears depends on the type of report you selected. For example, if you select **Postage Charged**, under the “Yearly by Month” tab, then click on the **Settings** button, the *Postage Charged* screen opens.

Postage Charged

Minor Period Date Selection

☒ Use predefined period 01/01/2008 01/31/2008 [Change Period ...](#)

☐ Select Relative Date
Today

☐ Use another Date Range
Start Date End Date
01/17/2008 01/17/2008

Account Selection
Accounts Selected : all [Change...](#)

System Accounts
☒ Exclude System Accounts (report totals will reflect transaction adjustments)
☐ Include System Accounts (report totals will match meter registers)

Selection Options
☒ Show disabled accounts

Account Naming
☐ Show account Name
☒ Show account code
☐ Show account Description

[Show Report](#) [Cancel](#)

- To change the period, click on the **Change Period** button.

- To change the accounts on which you are running the report, click on the **Change** button in the “Account Selection” section. The *Clients and Accounts - Select and sort* screen appears.

Level	Code	Name	Global	Locked	Description
0 Client	3	Acme...			Acme Inc.
1 Acct	200009	Acco...			Accounts...
1 Acct	200010	Huma...			Human R...
1 Acct	200011	Engin...			Engineeri...
1 Acct	200013	Softw...			Software ...
2 S Acct	300001	Produ...			Software ...
2 S Acct	300002	Testing			Software ...
1 Acct	200014	Manu...			Manufact...

- To select all of the accounts, click on check box at the top of the account list so that a check mark appears.
- To deselect all accounts, click on the check box at the top of the account list so that the check mark disappears.
- To select individual accounts, click in the box in front of each account.

NOTE: If you have multiple clients or accounts, you may want to search the account list. Refer to *Searching Accounts* in *Chapter 3* for more information about the account search feature.

- To select all of the accounts and sub accounts for a client, make sure there is a check mark in the box in front of “Automatically select dependent accounts” at the bottom of the screen. (When you click on the box in front of the client, all of the accounts and sub accounts will be selected automatically.)
- Click the **OK** button. The *Postage Charged* screen reappears.
 - To view all of the system accounts, click on the option button in front of “Include System Accounts (report totals will match meter registers)” in the “System Accounts” section. Refer to the *System Account Reports* section in this chapter for more information.
 - To display the report on the screen, click on **Show Report**.
You can then review the report, make changes, print, e-mail or export it. Refer to *E-mailing a Report* section in this chapter or *Exporting Reports* in *Chapter 11* for more information.
To schedule a report to run later, refer to the *Scheduling a Report* section in this chapter.

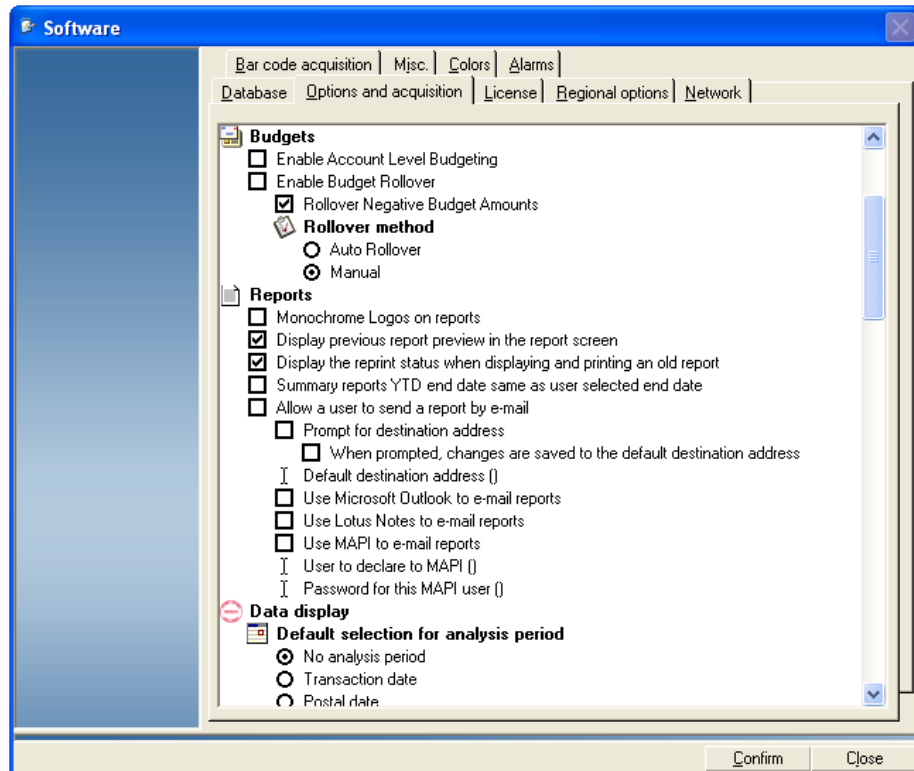
E-mailing a Report

Enabling the Report E-mail Feature

Business Manager provides an option to e-mail standard reports as PDF files. You must have manager level access rights to enable this feature.

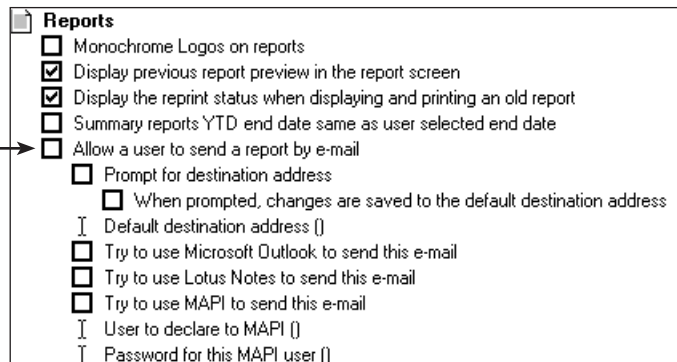
To modify the summary report settings:

1. Select **Parameters | Configuration | Environment | Software**. You will be prompted to enter your password.
2. Once you enter password and click **Confirm** the *Software* screen appears.
3. Click on the **Options and acquisition** tab to display the report settings for Business Manager.



4. Click in the **Allow a user to send a report by e-mail** box so a check mark appears.

Click here so a check mark appears.



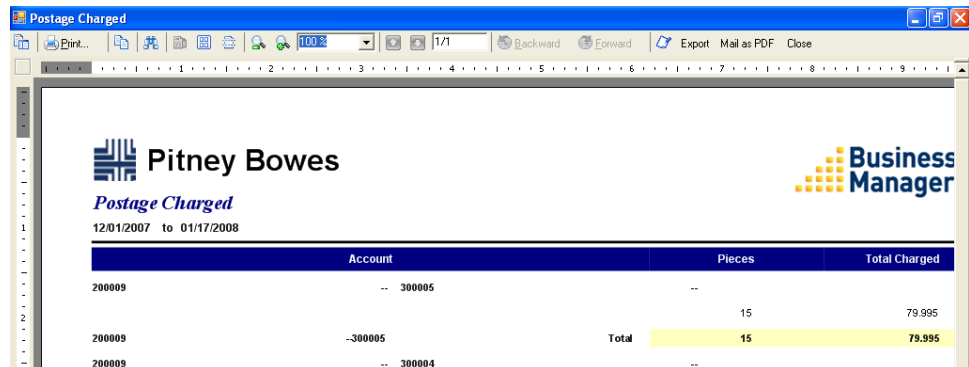
5. You can have Business Manager prompt for a destination address, and save the address as the default. You can also specify the desired program to send the e-mail.

Option	Description
Prompt for destination address	If checked, the operator must type or validate the destination address to send a report by e-mail.
When prompted, changes are saved to the default destination address	If checked, the operator is prompted to enter or validate the destination address. If the operator changes the destination address, the new address will become the new default destination address.
Default destination address	You must have manager level access rights to enter a default destination address. The system will prompt the operator to select this address if the “prompt for destination address” option is checked. If not, the report is automatically sent to the default destination address.
Try to use Microsoft® Outlook to send this e-mail	If checked, Business Manager will try to send the e-mail using Microsoft® Outlook. Microsoft® Outlook must be installed and configured on the workstation for this option to work.
Try to use Lotus Notes to send this e-mail	If checked, Business Manager will try to send the e-mail using Lotus® Notes. Lotus Notes must be installed and configured on the workstation for this option to work.
Try to use MAPI to send this e-mail	If checked, Business Manager will try to send the e-mail using the MAPI client.
User to declare to MAPI ()	You must have manager level access rights to enter the user login for the MAPI client.
Password for this MAPI user ()	You must have manager level access rights to enter the user password for the MAPI client.

6. Click **Confirm** when done.

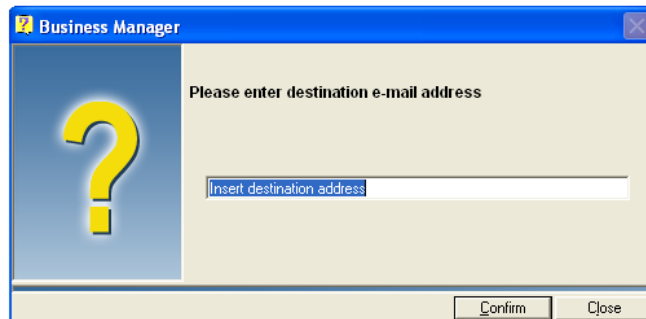
Sending a Report Via E-mail

1. Follow steps 1-11 in *Viewing and Printing Reports* in this chapter.



Account	Pieces	Total Charged
200009 -- 300005	15	79.995
200009 -300005	Total 15	79.995
200009 -- 300004	--	

2. Click on the **Mail as PDF** button.
3. If you selected “Prompt for destination address” a dialog box appears indicating you need to enter a destination e-mail address. Type in the e-mail address and click **Confirm**. Otherwise, go to step 4.



4. Business Manager will send the pdf automatically using the specified e-mail client. The name of the report will appear in the subject line of the e-mail. The pdf file is sent as an attachment (e.g. PostageCharged.pdf).

NOTE: If Business Manager cannot send the e-mail, a dialog box will appear indicating that a link to the file to be sent has been put into the clipboard.

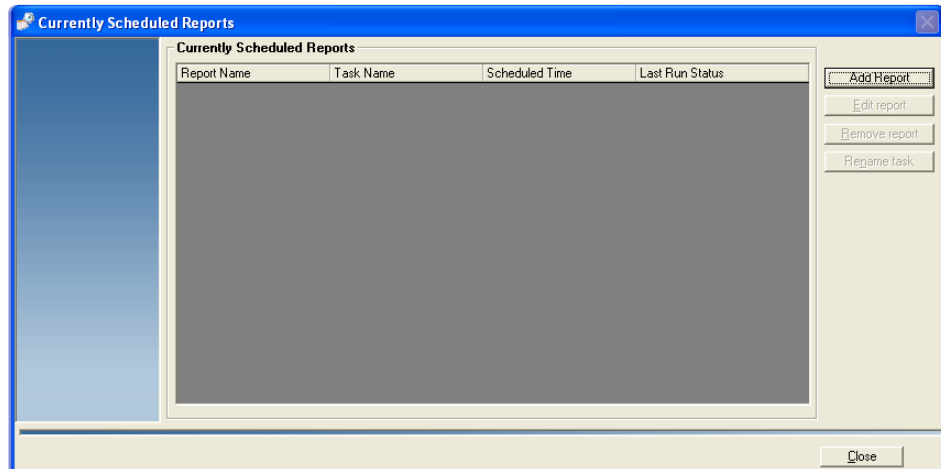
9 • Working with Reports

Scheduling a Report

Adding a Scheduled Report

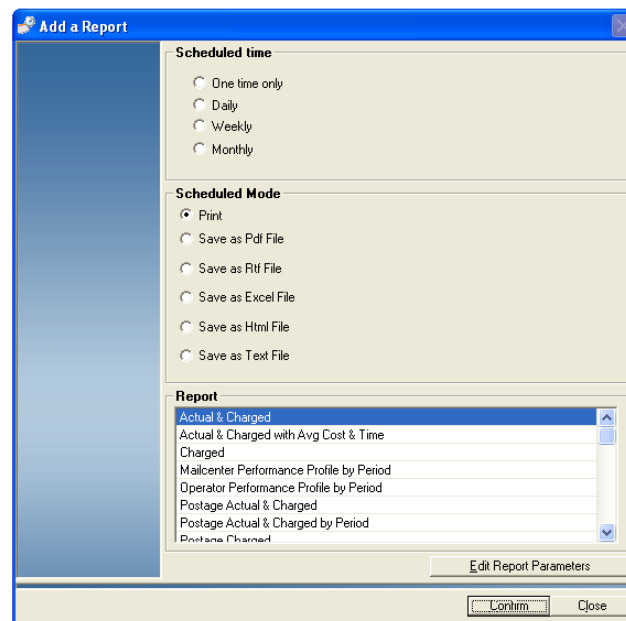
Follow the steps below to schedule a standard or custom report to print to your default printer.

1. From the main menu, select **Reports | Reports**. The main *Reports* screen appears.
2. To schedule a report to run at a later date, click on the **Scheduler** button at the bottom of the main *Reports* screen. The *Currently Scheduled Reports* screen opens.

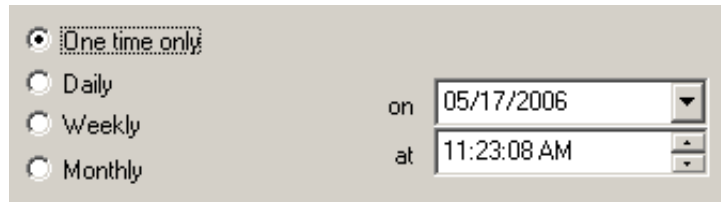


This lists the reports already scheduled to run. You can edit or remove those reports, or add a new one.

3. To add a new report, click on the **Add Report** button and the *Add a Report* screen opens.



4. In the “Scheduled Time” section, click the radio button that corresponds with the date and time you want to run the report:
 - **One Time Only** - This option allows you to schedule the report to run once, at a specific date and time. Select the date from the "on" drop-down list. Set the time using the up and down arrow buttons in the "at" field.



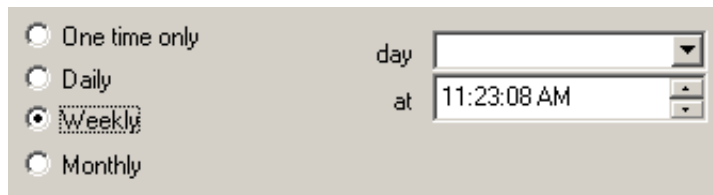
A screenshot of a scheduling interface. On the left, there are four radio buttons: 'One time only' (selected), 'Daily', 'Weekly', and 'Monthly'. To the right of these buttons, the word 'on' is followed by a date dropdown menu showing '05/17/2006'. Below that, the word 'at' is followed by a time dropdown menu showing '11:23:08 AM'.

- **Daily** - This option allows you to schedule the report to run every day, at a specific time. Set the time using the up and down arrow buttons in the "at" field.



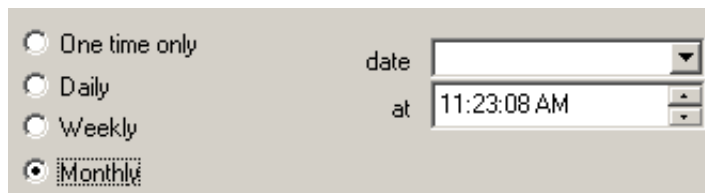
A screenshot of a scheduling interface. On the left, there are four radio buttons: 'One time only', 'Daily' (selected), 'Weekly', and 'Monthly'. To the right of these buttons, the word 'at' is followed by a time dropdown menu showing '11:23:08 AM'.

- **Weekly** - This option allows you to schedule the report to run once a week, on a specific day (Monday, Tuesday, Wednesday, etc.) and time. Select the day of the week from the "day" drop-down list. Set the time using the up and down arrow buttons in the "at" field.



A screenshot of a scheduling interface. On the left, there are four radio buttons: 'One time only', 'Daily', 'Weekly' (selected), and 'Monthly'. To the right of these buttons, the word 'day' is followed by a day dropdown menu. Below that, the word 'at' is followed by a time dropdown menu showing '11:23:08 AM'.

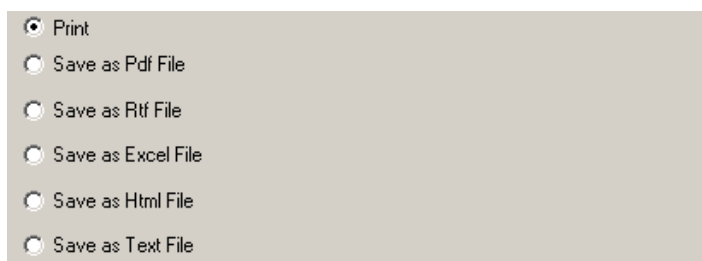
- **Monthly** - This option allows you to schedule the report to run once a month, on a specific date (1st, 2nd, 3rd, last day of the month, etc.) and time. Select the date from the "date" drop-down list. Set the time using the up and down arrow buttons in the "at" field.



A screenshot of a scheduling interface. On the left, there are four radio buttons: 'One time only', 'Daily', 'Weekly', and 'Monthly' (selected). To the right of these buttons, the word 'date' is followed by a date dropdown menu. Below that, the word 'at' is followed by a time dropdown menu showing '11:23:08 AM'.

9 • Working with Reports

5. In the “Scheduled Mode” section, click the radio button that corresponds with output method you want for the report. You can print the report or save it as pdf, Word (rtf), Excel (xls), html or text (txt) file.



A screenshot of a dialog box titled "Scheduled Mode" showing output method options. The options are listed vertically, each with a radio button. The first option, "Print", is selected.

- ☒ Print
- ☐ Save as Pdf File
- ☐ Save as Rtf File
- ☐ Save as Excel File
- ☐ Save as Html File
- ☐ Save as Text File

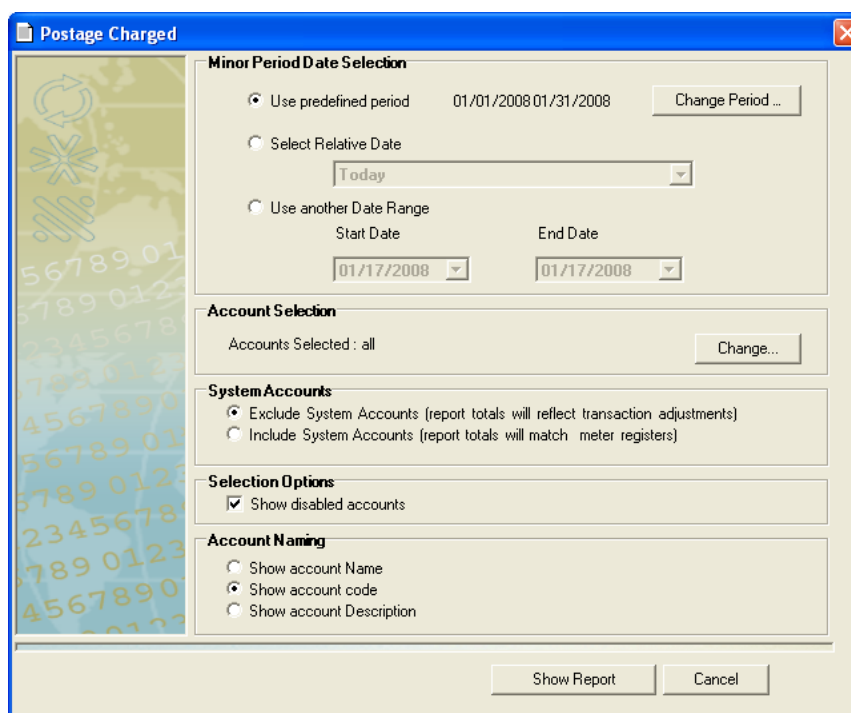
6. If you choose to save the report as a file, a field appears.



A screenshot of a dialog box showing the "Save as PDF File" option selected. To the right of the text is an empty text input field. To the right of the input field is a button labeled "Browse".

- a. Click the **Browse** button and navigate to the directory where you want to save the file.
 - b. Type in the file name and click **OK**. The path will appear in the field.
7. Select the specific report in the “Report” section.
 8. Click on **Edit Report Parameters**.

The screen that opens depends on the type of report. For example, if you select **Postage Charged**, then click on the **Settings** button, the *Postage Charged* screen opens.



A screenshot of a window titled "Postage Charged" with a blue title bar. The window contains several sections for configuring the report. On the left side, there is a decorative graphic with numbers and symbols. The main content area has the following sections:

- Minor Period Date Selection**
 - ☒ Use predefined period 01/01/2008 01/31/2008 Change Period ...
 - ☐ Select Relative Date Today ▼
 - ☐ Use another Date Range
 - Start Date: 01/17/2008 ▼
 - End Date: 01/17/2008 ▼
- Account Selection**
 - Accounts Selected : all Change...
- System Accounts**
 - ☒ Exclude System Accounts (report totals will reflect transaction adjustments)
 - ☐ Include System Accounts (report totals will match meter registers)
- Selection Options**
 - ☒ Show disabled accounts
- Account Naming**
 - ☐ Show account Name
 - ☒ Show account code
 - ☐ Show account Description

At the bottom of the window, there are two buttons: "Show Report" and "Cancel".

9. To change the period, click on the **Change Period** button. If you need to modify the accounts you want to view, click on the **Change** button in the “Account Selection” section. Follow the procedure for modifying accounts as described in *Viewing and Printing Reports* in this chapter.
10. When you are done, click the **Save** button.
11. Click **Confirm**. The report now appears in the *Currently Scheduled Reports* screen.
12. Click **Close** to exit the *Currently Scheduled Reports* screen.
13. Click **Close** to exit the *Reports* screen.

NOTE: Reports will print automatically to the default printer at the scheduled time. Ensure that the Business Manager software remains active and the printer is on and loaded with paper.

Editing a Scheduled Report

Follow the steps below to edit a scheduled standard or custom report.

1. From the main menu, select **Reports | Reports**. The main *Reports* screen appears.
2. Click on the **Scheduler** button at the bottom of the main *Reports* screen. The *Currently Scheduled Reports* screen opens.
3. Select the report you want to edit from the list and click on the **Edit report** button.
4. Follow steps 5-11 in *Adding a Scheduled Report* in this chapter to make the necessary changes.

Removing a Scheduled Report

Follow the steps below to remove a scheduled standard or custom report.

1. From the main menu, select **Reports | Reports**. The main *Reports* screen appears.
2. Click on the **Scheduler** button at the bottom of the main *Reports* screen. The *Currently Scheduled Reports* screen opens.
3. Select the report you want to remove from the list and click on the **Remove report** button.
4. Click **Yes** to delete the report.
5. Click **Close** when done.

Renaming a Scheduled Report

Follow the steps below to rename the task associated with a scheduled standard or custom report.

1. From the main menu, select **Reports | Reports**. The main *Reports* screen appears.
2. Click on the **Scheduler** button at the bottom of the main *Reports* screen. The *Currently Scheduled Reports* screen opens.
3. Select the report you want to rename from the list and click on the **Rename task** button. The *Task Name* dialog box appears.
4. Type the new report name in the field provided and click **Confirm**.
5. Click **Close** when done.

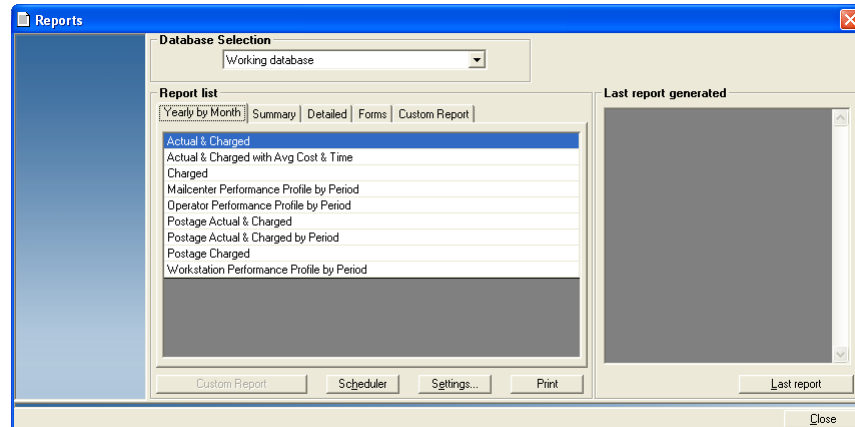
Types of Reports Available

You can view all of the report types available by clicking on each of the four tabs in the main *Reports* screen. To get to the main *Reports* screen, select **Reports | Reports**.

The following sections list the main types of reports and provides brief descriptions of the main types. To create reports for the special system accounts, refer to the *System Account Reports* section in this chapter.

Yearly by Month Reports

Refer to the table below for a brief description of the Yearly reports.

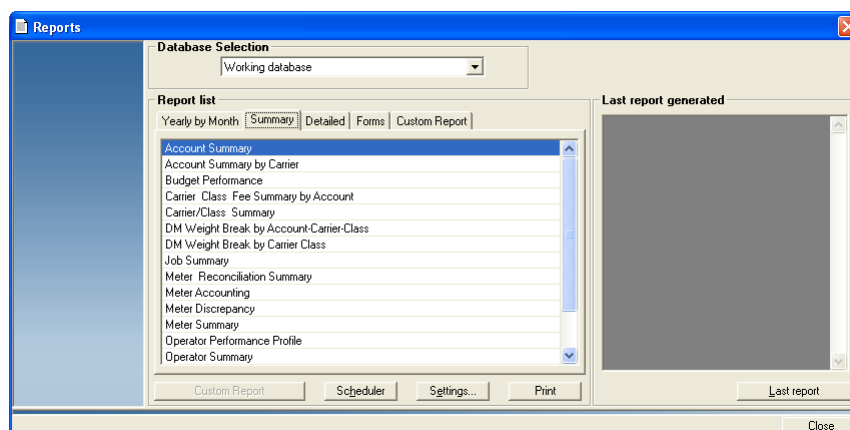


Description of Yearly by Month Reports	
Actual & Charged	For all accounts selected, this shows the carrier, class, number of pieces, total cost, and total charged.
Actual & Charged with Avg Cost & Time	For all accounts selected, this shows all charges to those accounts grouped by account, carrier, class, number of pieces, total amount charged, average cost/piece, and the total time.
Charged	For all accounts selected, this shows all charges to those accounts grouped by carrier, class, number of pieces, and total amount charged.
Mailcenter Performance Profile by Period	This shows a comparison of mailroom actual versus expected performance by sub period and includes: the period, meter, meter pieces, total cost, total charged, average cost/piece, average pieces/hour, standard machine pieces per hour, and a performance vs. standard index.
Operator Performance Profile by Period	This shows a comparison of operator actual versus expected performance broken down by subperiod and includes: operator, period, meter hours, meter pieces, average pieces/hour, standard machine pieces/hour, and a performance vs. standard index.
Postage Actual & Charged	For all accounts selected, this shows all charges to those accounts and includes: the account, pieces, total cost, and total charged.
Postage Actual & Charged by Period	For all accounts selected, this shows all charges to those accounts and includes: the account, pieces, total cost, and total charged for both the date range you select, and up through the current date from the beginning of the major accounting period.
Postage Charged	For all accounts selected, this shows the account, pieces, and total charged.
Workstation Performance Profile by Period	This shows a comparison of workstation actual versus expected performance broken down by sub period and includes: workstation, machine type, period, meter hours, average pieces/hour, meter pieces, standard machine pieces/hour, and a performance vs. standard index.

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Summary Reports

Refer to the table below for a brief description of the Summary reports.



Scroll down to see the other reports.

Description of Summary Reports	
Account Summary	For all accounts selected, this summarizes all costs for each account and includes: the account, pieces, the total cost, surcharge amount, total charged, and the weight for both the date range you select, and up through the current date from the beginning of the major accounting period.
Account Summary by Carrier	For all accounts selected, this summarizes all costs for each account and includes: the carrier, the account, pieces, the total cost, surcharge amount, and the total charged, for both the date range you select, and up through the current date from the beginning of the major accounting period.
Budget Performance	For all accounts selected, this provides a summary of all costs accounted summarized by account compared to the budget for that account. It includes: the account name, budget, total charged, variance and percent of budget spent for both the date range you select, and up through the current date from the beginning of the major accounting period.
Carrier Class Fee Summary by Account	For all accounts selected, this includes: the account name, the carrier and class, pieces, total cost, surcharge amount, and total charged for both the date range you select, and up through the current date from the beginning of the major accounting period.
Carrier/Class Summary	For all accounts selected, this includes: the carrier, the class, pieces, total cost, surcharge amount, and total charged for both the date range you select, and up through the current date from the beginning of the major accounting period.
DM Weight Break by Account-Carrier-Class	<i>DM Series™ Mailing Systems Using W-O-W™ and Weigh First Piece Modes Only:</i> For all accounts selected, this includes: the account, the carrier, the class, the weight, the pieces and the total cost for both the date range you select, and up through the current date from the beginning of the major accounting period. It also includes subtotals for each class and carrier.
DM Weight Break by Carrier Class	<i>DM Series™ Mailing Systems Using W-O-W™ and Weigh First Piece Modes Only:</i> For all accounts selected, this includes: the carrier, the class, the weight, the pieces and the total cost for both the date range you select, and up through the current date from the beginning of the major accounting period. It also includes subtotals for each account, class, and carrier.

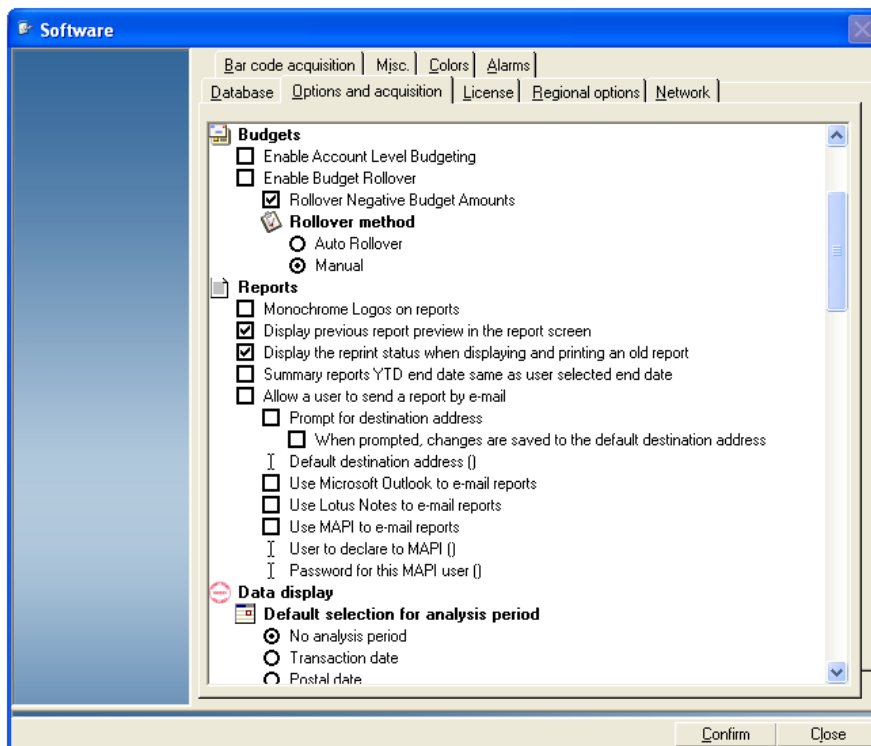
Description of Summary Reports	
Job Summary	This provides an overview of all costs accounted summarized by job and includes: the job name, pieces, total cost, surcharge amount, and total charged for both the date range you select, and up through the current date from the beginning of the major accounting period.
Meter Reconciliation Summary	This provides a comparison of the amount of funds debited from a meter and all costs charged to that meter. The amounts should be identical. It includes: the meter serial number, Ascending Register (start, end), pieces (start, end), meter data (pieces, cost), and accounting data (pieces, cost).
Meter Accounting	This provides an overview of all costs charged on a particular meter, including adjustments (edits). The report includes: the meter serial number, workstation, amount adjustments (original amount, additions amount, subtractions amount, net amount), and pieces adjustments (original pieces, additions pieces, subtractions pieces, net pieces).
Meter Discrepancy	This lists all meter discrepancies detected by the system. It includes: the meter, date, time, pieces, Ascending Register amount (old reading, new reading, discrepancy). You can also modify the report to sort by account, operator, or workstation.
Meter Summary	This provides a summary of all the costs charged to the meters. It includes: the meter serial number, pieces, total cost, surcharge amount, total charged, and cost/piece for both the date range you select, and up through the current date from the beginning of the major accounting period.
Operator Performance Profile	This shows a comparison of operator actual versus expected performance broken down by workstation and includes: operator, workstation, machine or system type (eg., DM500™), meter hours, meter pieces, average pieces/hour, standard machine pieces/hour, and a performance vs. standard index.
Operator Summary	This provides a summary of all the costs generated for the operators. It includes: the operator name, pieces, total cost, surcharge amount, total charged for both the date range you select, and up through the current date from the beginning of the major accounting period.
Workstation Performance Profile	This shows a comparison of workstation actual versus expected performance broken down by workstation and includes: workstation name, machine or system type (eg., DM500™), meter hours, meter pieces, average pieces/hour, standard machine pieces/hour, and a performance vs. standard index.
Workstation Setup	This report lists all workstations that defined for Business Manager along with their properties. It includes: workstation ID, workstation name, workstation type, base model, standard throughput, and workstation status (enabled or disabled).
Workstation Summary	This provides a summary of all the costs charged to the workstations. It includes: workstation name, pieces, total cost, surcharge amount, and total charged, for both the date range you select, and up through the current date from the beginning of the major accounting period.

Reporting Modification for Standard Summary Reports

Business Manager provides an option to set the end date that appears on the report to match the end date filter specified while running the report. You must have manager level access rights to perform this action.

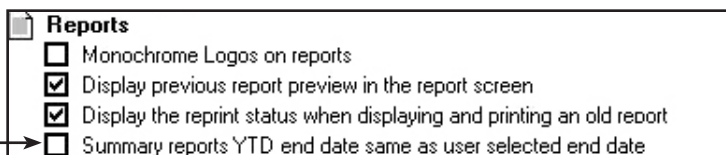
To modify the summary report settings:

1. Select **Parameters | Configuration | Environment | Software**. You will be prompted to enter your password.
2. Once you enter password and click **Confirm** the *Software* screen appears.
3. Click on the **Options and acquisition** tab to display the report settings for Business Manager.



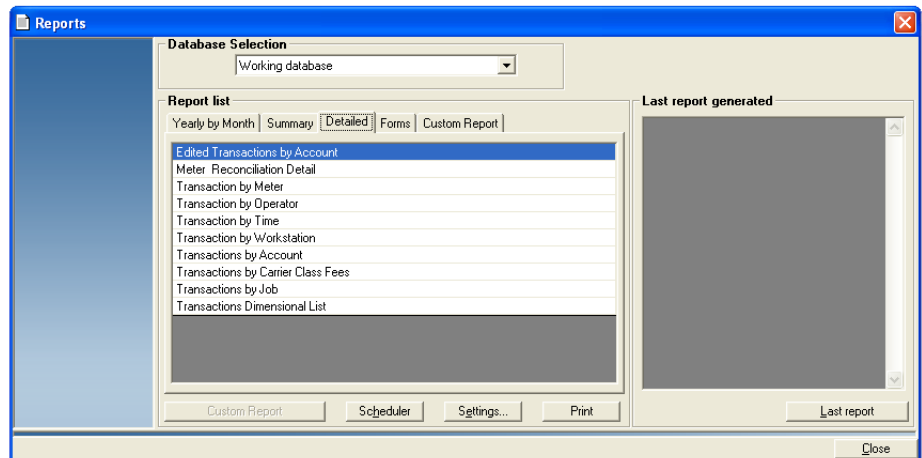
4. Click in the **Summary report year to date same as user selected end date check** box so a check mark appears.

Click in this check box until a check mark appears



5. Click **Confirm** to save your changes.

Detailed Reports Refer to the table below for a brief description of the Detail transaction reports.



Description of Summary Reports	
Edited Transactions by Account	For all accounts selected, this summarizes all costs for each account that has been edited (for example, when the number of pieces for a transaction assigned to an account are changed). This report includes: the date, workstation name, operator name, carrier, class, time (start, end, and total), pieces, total cost, surcharge amount, and total charged.
Meter Reconciliation Detail	This provides a detailed comparison of the amount of funds debited from a meter and all costs charged to that meter. It includes: the meter serial number, Ascending Register (start, end), pieces (start, end), meter data (pieces, cost), and accounting data (pieces, total cost).
Transactions by Meter	This lists all of the transactions grouped by meters. It includes: the date, meter, operator, carrier, class, time (start, end, and total time), pieces, total cost, surcharge amount, and total charges.
Transactions by Operator	This lists all of the transactions grouped by operator. It includes: the operator, job, date, workstation, carrier, class, time (start, end, total), pieces, total cost, surcharge amount, and total charges.
Transactions by Time	This lists all of the transactions in chronological order, beginning with accounts. It includes: the account, operator, carrier, class/fee, date, time (start, end, total), pieces, total cost, and total charges.
Transactions by Workstation	This lists all of the transactions grouped by workstation. It includes: the workstation, date, operator, carrier, class, time (start, end, total), pieces, total cost, surcharge amount, and total charges.
Transactions by Account	This lists all of the transactions grouped by account and by operator. It includes: the date, the account, workstation, operator, carrier, class of service, time (start, end, and total time), pieces, total cost, surcharge amount, and total charges.
Transactions by Carrier Class Fees	This lists all of the transactions grouped by carriers. It includes: the carrier, class and fee, workstation, operator, date, time (start, end, and total time), pieces, total cost, surcharge amount, and total charges.
Transactions by Job	This lists all of the transactions grouped by jobs. It includes: the date, job, workstation, operator, carrier, class, time (start, end, and total time), pieces, total cost, surcharge amount, and total charges.

9 • Working with Reports

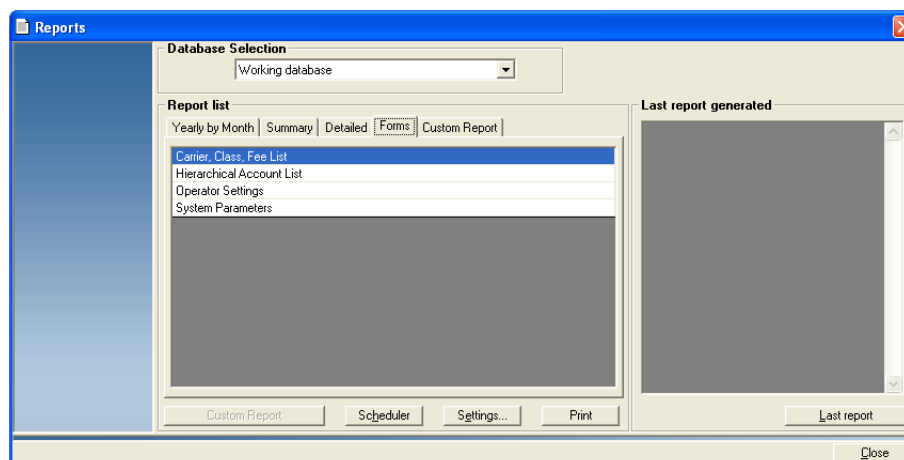
Description of Summary Reports

Transactions by Dimensional List

You can use this report for those systems that can switch class within a series of transactions. For example, if your system has W-O-W™ (weigh on the way) and the class changes due to a change in weight that requires a different class. This report lists all of the classes for each transaction. The report includes: the transaction ID, account, carrier, class/fee, date, time (start, end, total), pieces, total cost, surcharge amount, and total charges.

Form Reports

Refer to the table below for a brief description of the Forms reports.



Description of Forms Reports

Carrier, Class, Fee List

This report lists all carriers, classes, and fees defined in the system along with their properties. It includes: carrier name, status, class/fee (name, class, fee, meterable, status, user defined).

Hierarchical Account List

This report lists all accounts defined in the system along with some of their properties. It includes: account name, account description, budget assigned (yes/no), and password required (yes/no).

Operator Settings

This report lists all users defined in the system along with their properties. It includes: operator login, operator name, access level, and status.

System Parameters

This includes a list of all the system variables and their current values.

System Account Reports

You can view the special system accounts that Business Manager creates when you void or modify transactions.

This allows you to view all charges made against your meter register including those charges that were voided or modified as well as those charged to specific accounts. If you void a transaction, the charges for each mail piece are still subtracted from your meter register even though they will not appear as charges against the account.

To view the system accounts, follow the procedure here.

1. Select **Reports | Reports**.
2. Click in the **Database selection** field in the main *Reports* screen and choose the appropriate database.
3. In the “Reports list” section, click on the tab to select the type of report (Yearly by Month, Summary, etc.).
4. Click on and highlight the specific report, then click in the **Settings** button at the bottom of the screen.
5. The next screen that appears depends on the type of report you selected. For example, if you select **Postage Charged**, under the “Yearly by Month” tab, then click on the **Settings** button, the *Postage Charged* screen opens.
6. To change the period, click on the **Change Period** button.
7. If you need to modify the accounts you want to view, click on the **Change** button in the “Account Selection” section. Follow the procedure for modifying accounts as described in *Viewing and Printing Reports* in this chapter.
8. Click on the option button in front of “Include System Accounts (report totals will match meter registers)” in the “System Accounts” section.
9. To display the report on the screen, click on **Show Report**. You can then review the report, make changes, or print it.
10. To run a report later, click on the **Scheduler** button at the bottom of the main *Reports* screen and follow the procedure for scheduling reports as described in *Scheduling a Report* in this chapter.
11. All voided and/or modified transactions are listed under the system account name, 00007.

9 • Working with Reports

Matching AccuTrac™ HT Mail Accounting System Reports to Business Manager Reports

If you have imported your AccuTrac™ HT mail accounting system accounts into Business Manager and want to print reports similar to those you printed on AccuTrac™ HT system refer to the table here to see the Business Manager reports that are similar to your old AccuTrac™ HT system reports.

This table lists all of the AccuTrac™ HT system reports grouped by tab and the corresponding Business Manager reports and their type.

AccuTrac™ HT Mail Accounting System Report	Business Manager Report	Business Manager Report Type
System/Setup Reports:		
Account Setup Report	Hierarchical Account List	Forms
Carrier List - AccuTrac™ HT Defined	Carrier Class Fee List	Forms
Carrier List - User Defined		
Carrier/Class/List - AccuTrac™ HT Defined		
Carrier/Class/List - User Defined		
Carrier Special Fee List - AccuTrac™ HT Defined		
Carrier Special Fee List - User Defined		
Host Parameters	System Parameters	Forms
Machine Setup Report	Workstation Setup	Summary
MDS Global Parameters	NA	NA
Operator Setup	Operator Settings	Forms
Sub Account Setup	Hierarchical Account List	Forms

AccuTrac™ HT Mail Accounting System Report	Business Manager Report	Business Manager Report Type
Mailroom:		
Mailroom Machine Accounting	Meter Accounting	Summary
Mailroom Class Charge Profile	NA	NA
Mailroom Class Charge Profile by Period	Carrier Class Summary	Summary
Mailroom Performance Profile by Period	Mailcenter Performance by Period	Yearly
Meter Discrepancy Report	Meter Discrepancy	Summary
Meter Status Report	Meter Reconciliation Summary	Summary
Unverified Transaction Report	NA	NA

AccuTrac™ HT Mail Accounting System Report	Business Manager Report	Business Manager Report Type
Machines:		
Machine Performance Profile by Period with Machine Totals	Workstation Performance Profile by Period	Yearly
Machine Performance Profile with Machine Totals	Workstation Performance Profile	Summary
Terminal Transaction Report	Transactions by Workstation	Detailed

AccuTrac™ HT Mail Accounting System Report	Business Manager Report	Business Manager Report Type
Invoices:		
Account Class Charge Profile Invoice	Actual & Charged with Average Cost and Time	Yearly
Account Class Total Charge Profile Invoices	Charged	Yearly
Postage Expense Chargeback Invoice	Postage Actual & Charged	Yearly
Total Postage Expense Chargeback Invoice	Postage Charged	Yearly

AccuTrac™ HT Mail Accounting System Report	Business Manager Report	Business Manager Report Type
Operators:		
Operator Performance Profile by Period with Operator Total	Operator Performance Profile by Period	Yearly
Operator Performance Profile with Operator Total	Operator Performance Profile	Summary
Operator Transaction Report	Transactions by Operator	Detailed

AccuTrac™ HT Mail Accounting System Report	Business Manager Report	Business Manager Report Type
Jobs:		
Job ID Account Transaction Report	Transactions by Job	Detailed
Job ID Transaction Report		
Transaction Report		

9 • Working with Reports

AccuTrac™ HT Mail Accounting System Report	Business Manager Report	Business Manager Report Type
Accounts:		
Account Class Charge Profile	NA	
Account Class Charge Profile by Period	Carrier Class Fee Sum- mary by Account	Summary
Account Transaction Report	Transactions by Account	Detailed
Edited Account Transaction Report by Transaction Code	Edited Transactions by Account	Detailed
Performance vs. Budget Analysis Report	Budget Performance	Summary
Postage Expense Chargeback Report	Postage Actual & Charged	Yearly
Postage Expense Chargeback Report by Period	Postage Actual & Charged by Period	Yearly
Total Postage Expense Chargeback Report	Postage Charged	Yearly

10 • *Creating Custom Reports*



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About Custom Reports

You can design your own report formats using the Business Manager custom reports tool. This tool allows you to select the type of report you want to create (detail, summary, system administration) as well as select the fields of information you want to appear in the report.

Before you begin creating a custom report, it's a good idea to sit down and sketch out your report design on a piece of paper. Creating this "draft" gives you the opportunity to:

- Create a list of fields that you want to appear in the report and ensure you have included all of the fields you will need.
- Decide what order you want the fields to appear on the page.
- Decide if you want any groupings in your report.
- Decide what, if any, totals you want to print in your report.

Creating a Custom Report

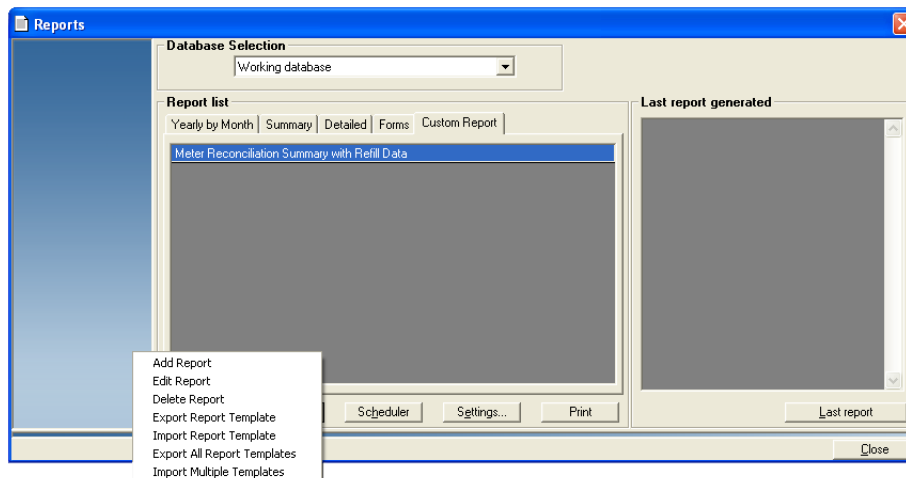
Custom reports are accessible from the *Reports* screen. It is important to follow the steps listed in the sections below in the order they appear in this guide.

- Selecting the Database.
- Selecting the Report Type.
- Selecting the Fields.
- Selecting Filters.
- Selecting the Date Range.
- Selecting Report Options.
- Advanced Filtering Options.
- Selecting Grouping and Sort Order.
- Formatting the Report.
- Naming, Printing and Saving the Report.

Selecting the Database

The first step in creating a custom report is to select the database.

1. Select **Reports | Reports**.
2. Click in the **Database selection** field in the main *Reports* screen and select the appropriate database.

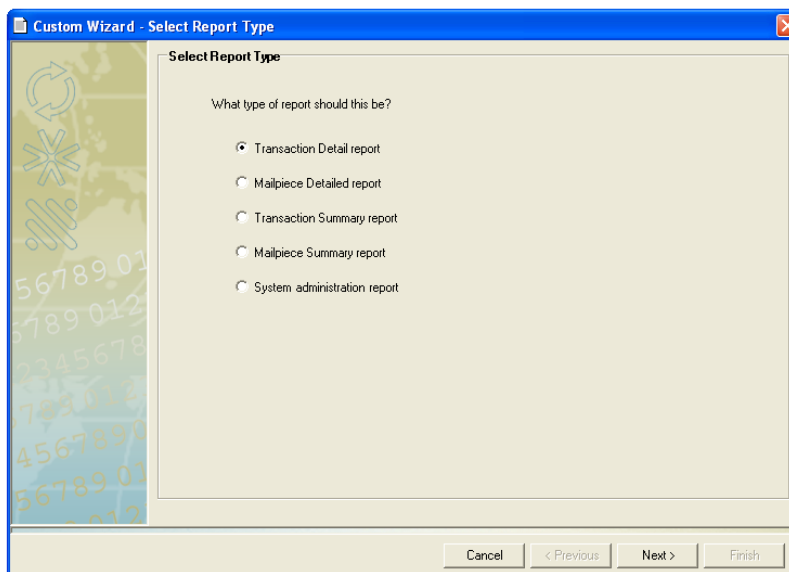


3. Click the **Custom Report** button and select **Add Report**. The *Select Report Type* screen opens.

Selecting the Report Type

Business Manager allows you to choose from one of three major report types: Detail, Summary, and System administration report.

1. Select the report type by clicking the appropriate radio button.



If you select **System administration report**, a drop-down list appears. Choose the appropriate report type from the list.

2. Click **Next >** to continue. The *Select Field* screen opens.

10 • Creating Custom Reports

Selecting the Fields

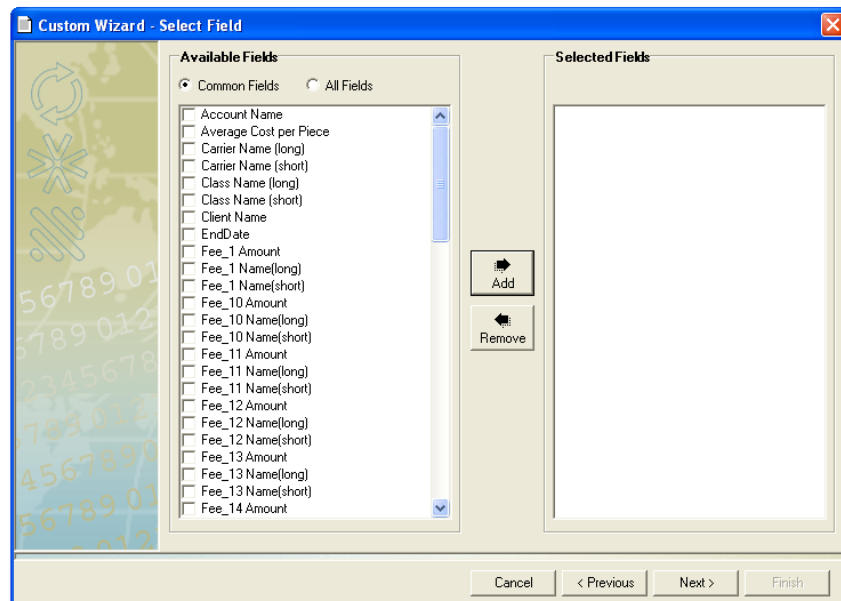
The Select Fields screen allows you to select data fields you want to include in your custom report.

FIELD SELECTION NOTES:

- The list of available fields will vary, depending upon the report type you select.
- Click the **Common Fields** radio button to select from a list of the most commonly used available fields.
- Click the **All Fields** radio button to select from the entire list of available fields.

1. Select the fields by clicking on each appropriate field name. (A check mark will appear next to the field name once it has been selected.)

TIP: If you use the Transaction Elapsed Time field in your custom reports, the time appears in the standard HH:MM:SS format.



2. Click the **Add** button. The fields you selected will be moved from the Available Fields list to the Selected Fields list.
3. To remove a field from the Selected Fields list, click on the field name and click the **Remove** button. The field you selected will reappear in the Available Fields list.
4. Click **Next >** once you have finished making your field selections. The *Select the fields to filter* screen opens.

Selecting Filters

A filter is a set of rules used to select a group of records from your database to be displayed or printed on a report.

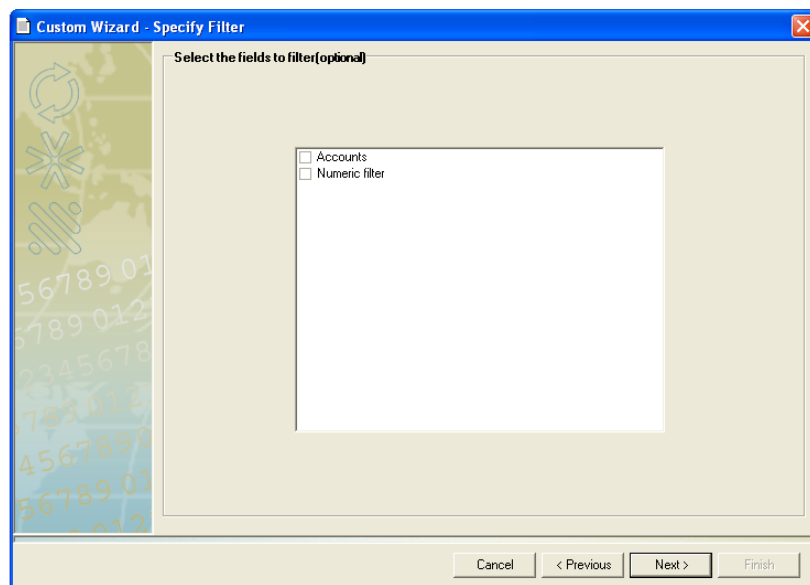
There are many examples of why you might want to use a filter. For example, you might want to create a report showing all transactions that were entered during a specific date range (e.g., between April 1 and April 15) that does not exactly match a standard week, month or other period. Or you might want to create a report that shows you all the transactions that were entered for a group of Accounts during the current month.

Business Manager allows you to select account, operator, job, workstation, meter, carrier, transaction mode, and/or numeric filters.

FILTER SELECTION NOTES:

- You do not need to select a filter in order to create a custom report. Simply click the **Next >** button and continue on to the next section in this guide.
- The list of available filters will vary, depending upon the report type and fields you select.

1. Select the field(s) to filter by clicking on the appropriate check box(es).

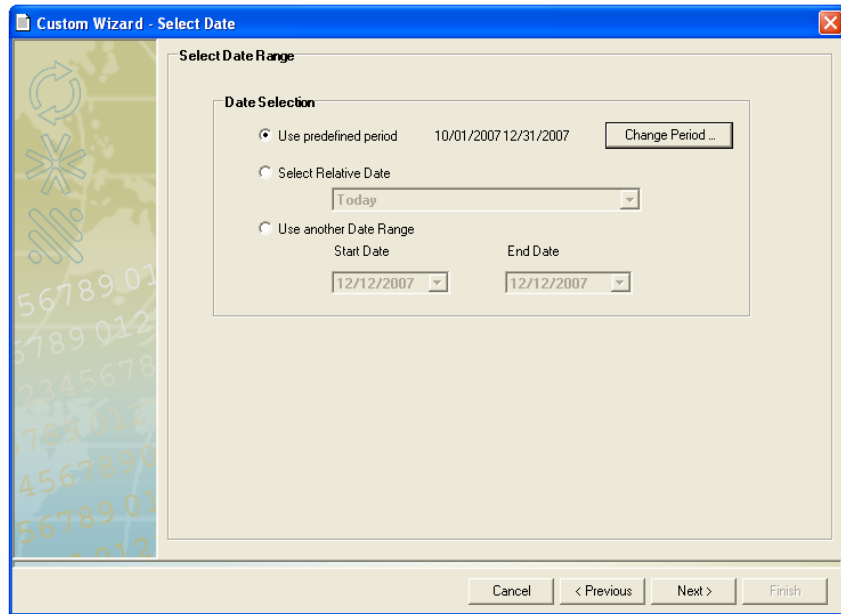


2. Once you finished making your filter selections, click **Next >**. The *Select a Date Range* screen opens.

10 • Creating Custom Reports

Selecting the Date Range

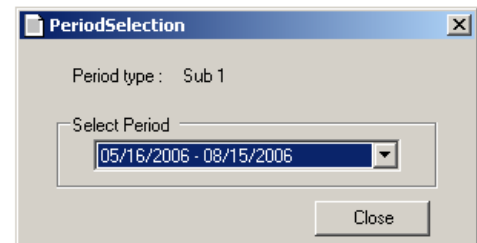
There are three methods you can use to select a date range: *Use a predefined period*, *Select Relative Date*, and *Use another Date Range*. Refer to the appropriate section for specific date range selection information.



Use a predefined period

This option allows you to select from a list of date ranges based upon the accounting periods you have set up on your system.

1. Click the **Use predefined period** radio button.
2. Click the **Change Period** button. The *Period Selection* dialog box appears.
3. Select the appropriate date range from the drop-down list.
4. Click **Close**.
5. Once you have made your date range selection, click **Next >**. The *Select Options for Report* screen opens.



Select Relative Date

This option allows you to select a date based on its relationship to the current date. For example, you can select *today*, *this week*, *this month*, etc.

1. Click the **Select Relative Date** radio button.
2. Select the appropriate option from the drop-down list.
3. Once you have made your date range selection, click **Next >**. The *Select Options for Report* screen opens.

Use another Date Range

This option allows you to select a unique date range, one that is not pre-defined by the system, or relative to the current date.

1. Click the **Use another Date Range** radio button. The Start Date and End Date drop-down lists appear.
2. Select the appropriate date from the **Start Date** drop-down calendar. You can use the left and right arrow buttons to scroll from month to month.
3. Click on the **End Date** drop-down list and select the appropriate date. Use the left and right arrow buttons to scroll through the calendar.
4. Once you have made your date range selection, click **Next >**. The *Select Options for Report* screen opens.

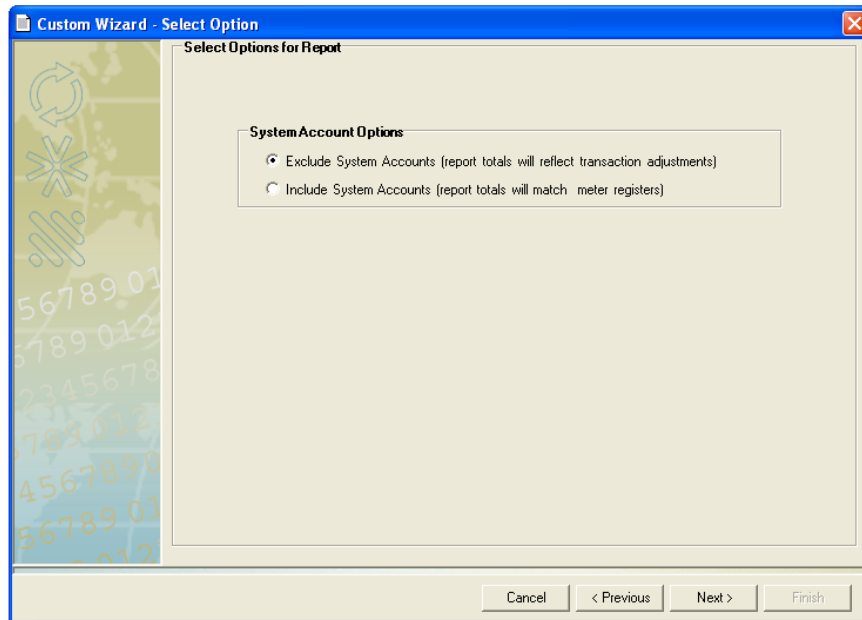
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

10 • Creating Custom Reports

Selecting Report Options

The *Select Options* screen allows you to choose which transactions and/or accounts are displayed in your report.

NOTE: The list of available options will vary, depending upon the report type you select.



1. You can select any single option or all of the options listed under Selection Options, when the Selection Options section is present on the screen.
2. You can include or exclude system reports by clicking on the appropriate radio button.
 - *Including* system reports will result in report totals that match the meter registries.
 - *Excluding* system reports will result in report totals that reflect any transaction adjustments you may have made.
3. Click **Next >**. If you are using filters, the appropriate filter screen will appear. Refer to *Advanced Filtering Options* in this chapter for more information. Otherwise, go to *Selecting Grouping and Sort Order* in this chapter.

Advanced Filtering Options

NOTE: This section applies only if you are using filters (see *Selecting Filters* in this chapter). The screens that appear will depend upon the filters you selected.

If you are not using filters, continue to *Selecting Grouping and Sort Order* in this chapter.

Filtering Accounts

The *Select Accounts* screen allows you to select the accounts on which you are running the report. The first time you open this screen all of the accounts are selected. The box in front of “Automatically select dependent accounts” is checked by default. This ensures that when you select an account, all of its sub accounts and sub sub accounts are selected.

1. Select the accounts to filter:
 - To select all of the accounts, click on check box at the top of the account list so that a check mark appears.
 - To deselect all accounts, click on the check box at the top of the account list so that the check mark disappears.
 - To select individual accounts, click in the box in front of each account.

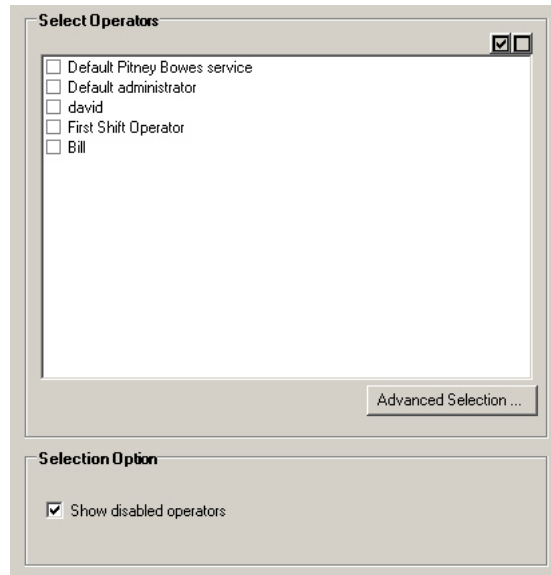
NOTE: If you have multiple clients or accounts, you may want to search the account list. Refer to *Searching Accounts* in *Chapter 3* for more information about the account search feature.

- To select all of the accounts and sub accounts for a client, make sure there is a check mark in the box in front of “Automatically select dependent accounts” at the bottom of the screen. (When you click on the box in front of the client, all of the accounts and sub accounts will be selected automatically.)
2. Click **Next>**. If you are using any additional filters, the appropriate filter screen opens. Otherwise, continue to the *Selecting Grouping and Sort Order* section in this chapter.

Filtering Operators

The first time you open this screen, none of the operators are selected, as indicated by the empty check boxes in front of each operator name.

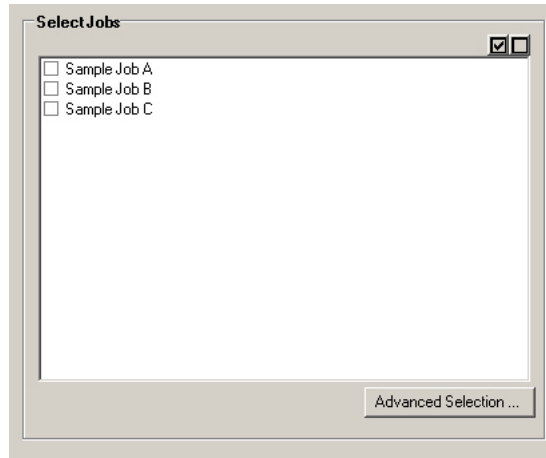
The box in front of “Show disabled operators” is checked by default. This ensures that all operators on the system appear in the list.



1. To select individual operators, click in the check box in front of each of the operator names to create a check mark.
2. To deselect all operators, click on the ☐ button at the top of the screen.
3. To select all operators, click on the ☒ button at the top of the screen.
4. The Advanced Selection feature allows you to search for and select operators from your operator list. Refer to *Advanced Filter Selection* in this chapter for more information.
5. Click **Next>**. If you are using any additional filters, the appropriate filter screen opens. Otherwise, continue to the *Selecting Grouping and Sort Order* section in this chapter.

Filtering Jobs

The first time you open this screen, none of the jobs are selected, as indicated by the empty check boxes in front of each job name.

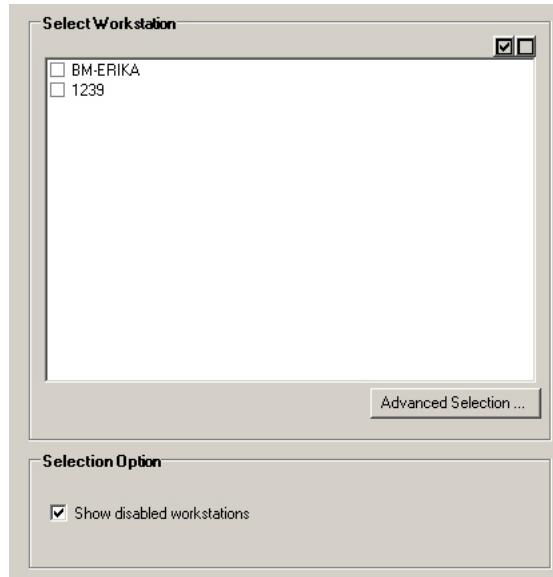


1. To select individual job, click in the check box in front of each of the job names to create a check mark.
2. To deselect all jobs, click on the ☐ button at the top of the screen.
3. To select all jobs, click on the ☒ button at the top of the screen.
4. The Advanced Selection feature allows you to search for and select jobs from your job list. Refer to *Advanced Filter Selection* in this chapter for more information.
5. Click **Next>**. If you are using any additional filters, the appropriate filter screen opens. Otherwise, continue to the *Selecting Grouping and Sort Order* section in this chapter.

Filtering Workstations

The first time you open this screen, none of the workstations are selected, as indicated by the empty check boxes in front of each workstation name.

The box in front of “Show disabled workstations” is checked by default. This ensures that all workstations on the system appear in the list.

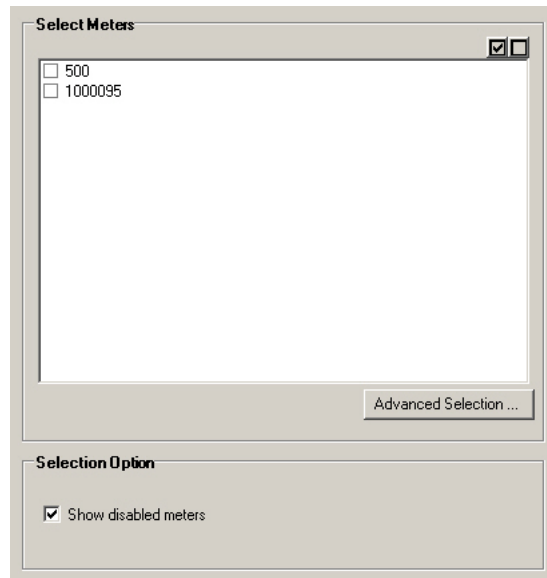


1. To select individual workstations, click in the check box in front of each of the operator names to create a check mark.
2. To deselect all workstations, click on the ☐ button at the top of the screen.
3. To select all workstations, click on the ☒ button at the top of the screen.
4. The Advanced Selection feature allows you to search for and select workstations from your workstation list. Refer to *Advanced Filter Selection* in this chapter for more information.
5. Click **Next>**. If you are using any additional filters, the appropriate filter screen opens. Otherwise, continue to the *Selecting Grouping and Sort Order* section in this chapter.

Filtering Meters

The first time you open this screen, none of the meters are selected, as indicated by the empty check boxes in front of each meter name.

The box in front of “Show disabled meters” is checked by default. This ensures that all meters on the system appear in the list.



1. To select individual meters, click in the check box in front of each of the operator names to create a check mark.
2. To deselect all meters, click on the ☐ button at the top of the screen.
3. To select all meters, click on the ☒ button at the top of the screen.
4. The Advanced Selection feature allows you to search for and select meters from your meter list. Refer to *Advanced Filter Selection* in this chapter for more information.
5. Click **Next>**. If you are using any additional filters, the appropriate filter screen opens. Otherwise, continue to the *Selecting Grouping and Sort Order* section in this chapter.

Filtering Carriers

The first time you open this screen, none of the carriers are selected, as indicated by the empty check boxes in front of each carrier name.

The box in front of “Show disabled user-defined carriers” is checked by default. This ensures that all user-defined carriers on the system appear in the list.

Select Carriers

☐ AIRBORNE
☐ BURLINGTON
☐ CAR_LOG
☐ DHL
☐ DM
☐ FEDEX
☐ INTERPOST
☐ LTL_CAR
☐ OtherCar
☐ PROG_CAR
☐ RPS
☐ SPEE DEE
☐ UPS
☐ USPS
☐ USPSNP

☒ ☐

Advanced Selection ...

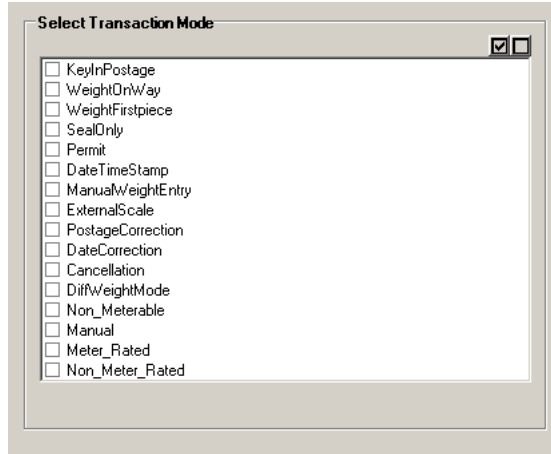
Selection Option

☒ Show disabled user-defined carriers

1. To select individual carriers, click in the check box in front of each of the operator names to create a check mark.
2. To deselect all carriers, click on the ☐ button at the top of the screen.
3. To select all carriers, click on the ☒ button at the top of the screen.
4. The Advanced Selection feature allows you to search for and select carriers from your carrier list. Refer to *Advanced Filter Selection* in this chapter for more information.
5. Click **Next>**. If you are using any additional filters, the appropriate filter screen opens. Otherwise, continue to the *Selecting Grouping and Sort Order* section in this chapter.

Filtering Transaction Modes

The first time you open this screen, none of the transaction modes are selected, as indicated by the empty check boxes in front of each transaction mode name.



1. To select individual modes, click in the check box in front of each of the transaction modes to create a check mark.
2. To deselect all modes, click on the ☐ button at the top of the screen.
3. To select all modes, click on the ☒ button at the top of the screen.
4. Click **Next>**. If you are using any additional filters, the appropriate filter screen opens. Otherwise, continue to the *Selecting Grouping and Sort Order* section in this chapter.

Filtering Numeric Fields

Select Numeric fields to filter on (optional)

Numeric Filter

Fields	Comparison	Value
[Dropdown]	[Dropdown]	[Text Field]
AND [Dropdown]		
[Dropdown]	[Dropdown]	[Text Field]
AND [Dropdown]		
[Dropdown]	[Dropdown]	[Text Field]

1. Select a field to filter from the Fields drop-down list.
NOTE: Only the numeric fields you selected will appear in this drop-down list.
2. Select the appropriate options from the Comparison drop-down list. The options are: Equals, Is Greater Than, Is Less Than, or Does Not Equal.
3. Type the appropriate value in the Value field.
4. If you will be adding additional filter parameters, select either **AND** or **OR** from the drop-down list.
5. Repeat steps 1-4 until you have finished entering the numeric filter information.
6. Click **Next>**. The *Selecting Grouping and Sort Order* screen opens.

Filtering Digital Meters, Refill Types, or Refill Status

The Digital Meter, Refill Type and Refill Status filters are available only when:

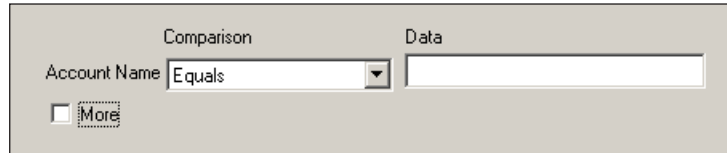
- the Funds Manager license has been activated,
- the System administration report type has been selected, and
- the Funds Management report has been selected.

Refer to *Creating a Custom Funds Management Report* in *Chapter 13* of this guide for more information about Funds Management filters.

Advanced Filter Selection

Follow the steps below to filter operators, jobs, workstations, meters, or carriers.

1. Click the **Advanced Selection** button. The *Select Filter Criteria* screen appears.
2. Select a search parameter from the **Comparison** drop-down list.



The screenshot shows a dialog box titled "Select Filter Criteria". It contains a "Comparison" drop-down menu with "Equals" selected, a "Data" text field, and a "More" checkbox.

3. Type the appropriate information in the **Data** field.
4. Click the **More** check box to enter additional criteria. Otherwise, go to step 8.
5. Select **And** or **Or** from the drop-down list.
6. Repeat steps 2-5 until you have finished selecting your search criteria.
7. Click the **Search** button. A dialog box will appear indicating the number of matches found on the system.
8. Click **OK**.
9. Click the **Close** button. The information that corresponded with your search criteria will be selected.

Advanced Account Selection

If you have multiple clients or accounts, you may want to search the account list. Refer to *Searching Accounts* in *Chapter 3* for more information about the account search feature.

10 • Creating Custom Reports

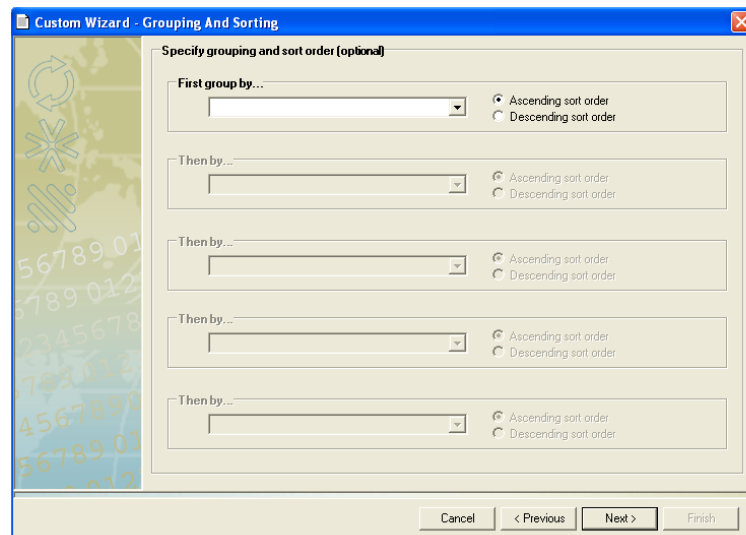
Selecting Grouping and Sort Order

The *Grouping and Sort Order* screen allows you to specify how the information in the report will be sorted. You can select the field(s) you want to group by, and the order you want the groupings to appear. (For example, first group by account, then by subaccount, then by subsubaccount.)

If you do not want to specify a field for grouping, click **Next >**.

GROUPING AND SORT ORDER NOTES:

- The list of available options in the drop-down lists will vary, depending upon the fields you select.
 - This is an optional selection.
-

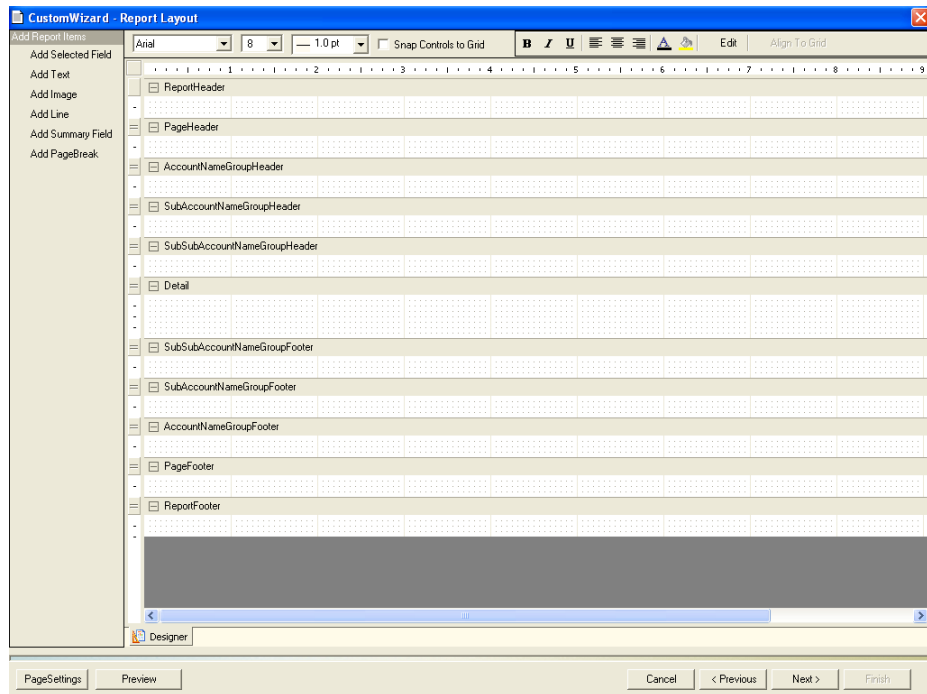


1. Select a field from the drop-down list.
2. Select the sort order by clicking the appropriate radio button.
 - Ascending order means smallest to largest (1 to 9, A to Z).
 - Descending order means largest to smallest (9 to 1, Z to A).
3. Click **Next >** once you have finished selecting the grouping and sort options. The *Report Layout* screen opens.

Formatting the Report

The Report Layout screen allows you to create a customized layout for your report. You can:

- Select your page settings (height, width, and margins),
- Specify where the fields appear on the page,
- Add labels and column headings,
- Insert graphics,
- Add summary information (e.g. totals, subtotals),
- Draw lines, and
- Insert page breaks.



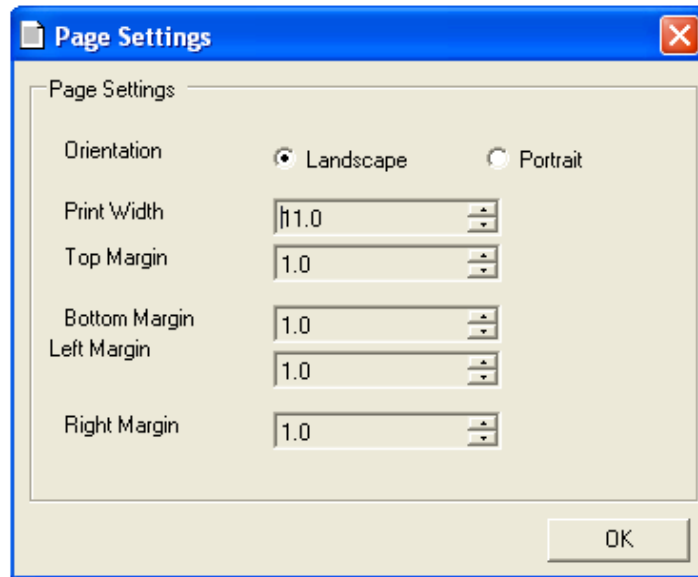
NOTE: You can preview your report at any time by clicking the **Preview** button.

10 • Creating Custom Reports

Selecting the Page Settings

The first thing you want to do when creating a report is select the page settings.

1. To access the page settings, click the **Page Settings** button on the *Report Layout* screen. The Page Settings dialog box opens.

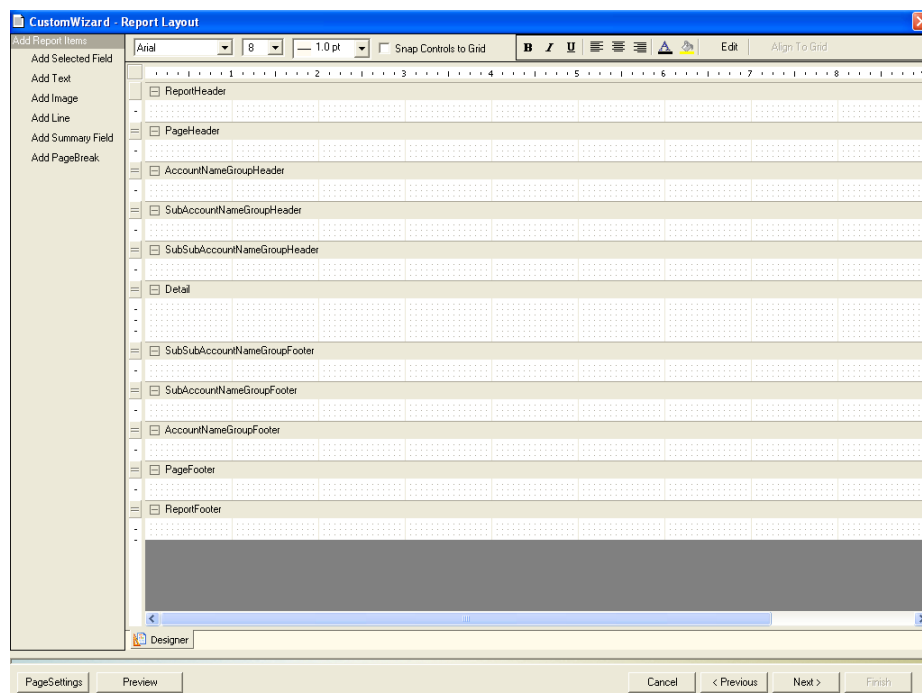


2. Select the paper orientation by clicking either the **Landscape** or **Portrait** radio button.
3. Use the up and down arrows to adjust the print width and margins.
4. Click **OK** once you have selected the page settings.

Using Header and Footer Rows

The Report Layout screen is divided up into a series of header and footer rows. You will place the information you want to appear in your report in these rows.

You can adjust the height of each row to fit the information you place in it.



- **Report Header**—Information in this row will appear once at the top of the first page of the report.
- **Page Header**—Information in this row will appear at the top of each page of the report.
- **Group Header(s)**—Information in this row will appear at the beginning of each subset of information in the report. The name, number and order of Group Header rows is determined by the fields you select on the *Grouping and Sort Order* screen.
- **Detail**—Information in this row will appear in the body of the report.
- **Group Footer(s)**—Information placed in this row will appear at the end of each subset of information in the report. The name, number and order of the Group Footer rows is determined by the fields you select on the *Grouping and Sort Order* screen.
- **Page Footer**—Information in this row will appear at the bottom of each page of the report.
- **Report Footer**—Information in this row will appear once at the bottom of the last page of the report.

10 • Creating Custom Reports

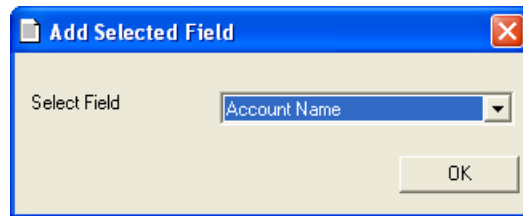
Adding and Editing Report Items

The options featured under *Add Report Items* allow you to add and edit fields, text, images, lines, summary information and page breaks to your report. When you finish laying out your report, click **Next >**. The *Report Name* screen opens.

NOTE: You can adjust the size of the text box and reposition it within the row. You can also apply attributes (such as font, size, color, etc.) using the tool bar at the top of the screen.

Adding Selected Fields

1. Click **Add Selected Field** to add fields to your report.
2. Click and drag in the row where you want the field to appear. The *Add Selected Field* dialog box appears.



3. Select the appropriate field name from the drop-down list.
4. Click **Ok**. The name of the field you selected will appear in the row.

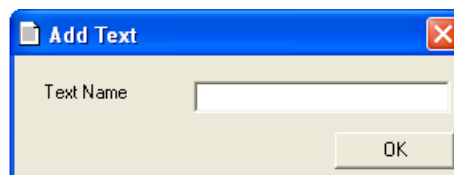
Editing Selected Fields

1. Click on the field you want to edit.
2. Click the **Change Selected Field** button. The *Add Selected Fields* dialog box appears.
3. Make the appropriate changes and click **Ok**.

NOTE: You can adjust the size of the text box and reposition it within the row. You can also apply attributes (such as font, size, color, etc.) using the tool bar at the top of the screen.

Adding Text

1. Click **Add Text** to add labels and column headings to your report.
2. Click and drag in row where you want the text to appear. The *Add Text* dialog box appears.



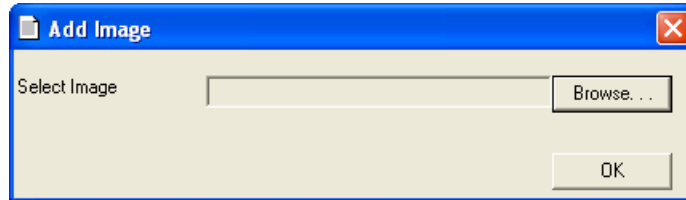
3. Type the text you want to add in the field provided.
4. Click **Ok**. The text you typed will appear in the row.

Editing Text

1. Click on the text you want to edit.
2. Click the **Change Text** button. The *Add Text* dialog box appears.
3. Make the appropriate changes and click **Ok**.

Adding Images

1. Click **Add Image** to add graphics to your report.
2. Click and drag in the row where you want the image to appear. The *Add Image* dialog box appears.



3. Click the **Browse** button. The *Open* dialog box appears.
4. Navigate to and select the appropriate image file.
5. Click **Open**. The image you selected will appear in the row.

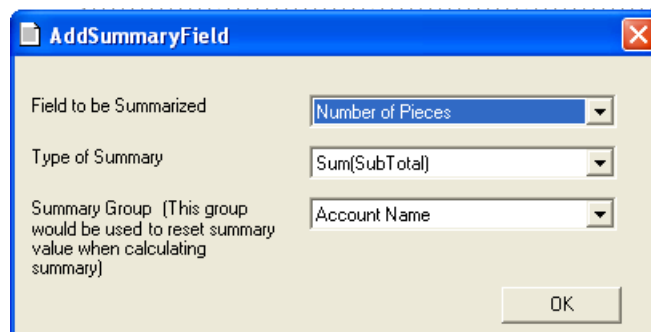
NOTE: Depending upon the size of the image, you may need to adjust the size of the frame around the image and adjust the height of the row to display the image properly.

Editing Images

1. Click on the image you want to edit.
2. Click the **Change Image** button. The *Add Image* dialog box appears.
3. Follow steps 3-5 in *Adding Images*, above, to change the image.

Adding Summary Fields

1. Click **Add Summary Field** to add summary information (totals) to your report.
2. Click and drag in the row where you want the summary field to appear. The *Add Summary Field* dialog box appears.



3. Select the appropriate field from the *Field to be Summarized* drop-down list.
4. Select the appropriate summary type from the *Type of Summary* drop-down list. You can choose from: Sum (Subtotal), Sum (Grand Total), Average, Count, Minimum and Maximum.
5. Select the appropriate summary group from the *Summary Group* drop-down list.
6. Click **Ok**. The name of the field you selected will appear in the row.

10 • Creating Custom Reports

Editing Summary Fields

1. Click on the text you want to edit.
2. Click the **Change Summary Field** button. The *Add Summary Fields* dialog box appears.
3. Follow steps 3-6 in *Adding Summary Fields* to edit the summary fields.

Adding Lines

1. Click **Add Line** to add horizontal and vertical lines to your report.
2. Click and drag to draw the line.

Editing Lines

Click on the line you wish to edit and resize or reposition as necessary.

Adding Page Breaks

1. Click **Add PageBreak** to add a page break to your report.
2. Click and drag in the location where you want the page break to occur.

Editing Page Breaks

Click on the page break you wish to edit and resize or reposition as necessary.

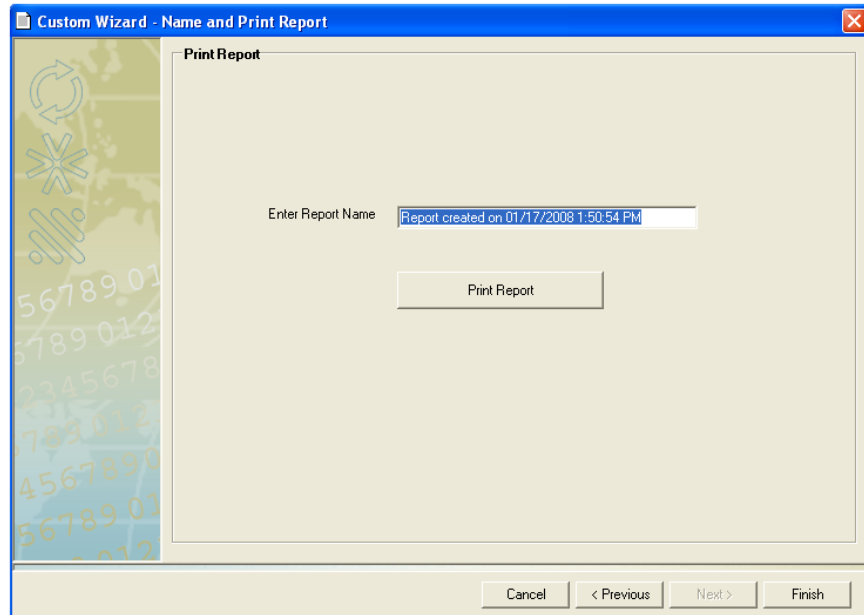
Deleting Report Items

To delete a selected or summary field, text, image, line or page break from the report layout, simply click on the item and press **Delete**.

Naming, Printing, and Saving the Report

The *Report Name* screen allows you to name, print and save your custom report.

1. By default, Business Manager names your custom report. You can either accept the default name, or click in the **Enter Report Name** field and type in a unique report name.



2. Click the **Print Report** button to print the report.
3. Click **Finish** to save the report. The *Custom Report Wizard* will close. The *Reports* screen will open. The name of the report you created will appear in the list on the Custom Report tab.

Editing a Custom Report

You can edit a custom report once it has been created.

REPORT EDITING NOTES:

- You can quit editing a report at any time by clicking on the **Cancel** button. However, your changes will not be recorded in the report.
 - To save changes to your report, you must click the **Finish** button on the *Report Name* screen.
-

1. Select **Reports | Reports**.
2. Click on the **Custom Reports** tab.
3. Click on the name of the report you want to edit.

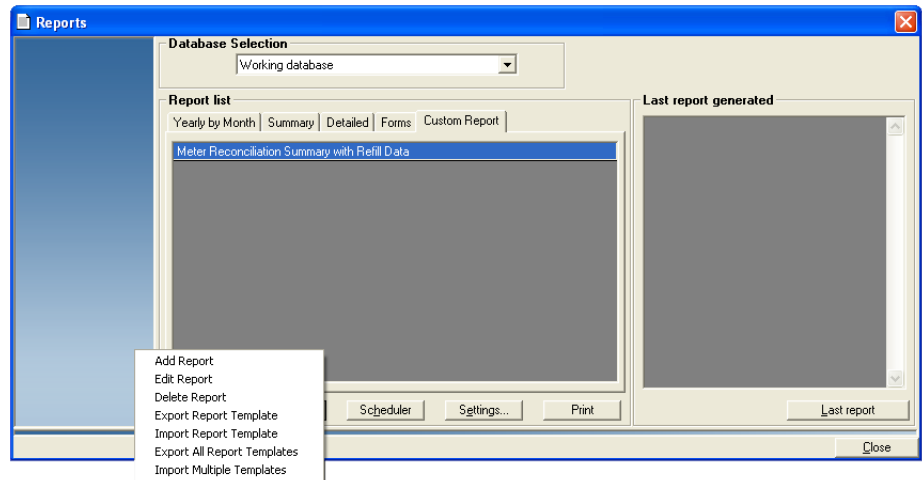
4. Click the **Custom Report** button and select **Edit Report**. The *Select Field* screen opens.

Follow the steps in the previous sections, beginning with *Selecting the Fields* to edit the report.

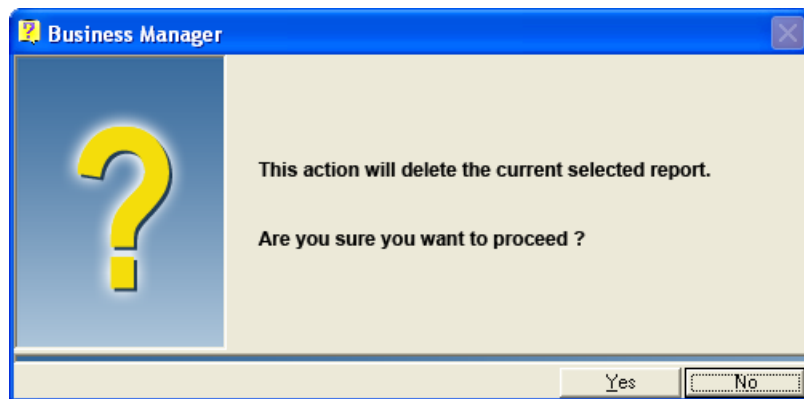
Deleting a Custom Report

You can delete a custom report once it has been created.

1. Select **Reports | Reports**.
2. Click on the **Custom Reports** tab.
3. Click on the name of the report you want to delete.



4. Click the **Custom Report** button and select **Delete Report**. A dialog box appears.



5. Click **Yes**. The report will be deleted from the custom report list.

11 • *Exporting and Importing Data*



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Exporting Business Manager Data

You can export the following information from the Business Manager database:

- Accounts
- Jobs
- Operators
- Carriers, Classes and Fees
- Transactions
- Reports
- Custom Report Templates

Supported export data formats:

You can export this information in one of the following file formats:

- A comma separated file where the data fields for each record are quote-enclosed and separated by a comma. This file has a .csv extension on the end of the exported file name, for example, accounts.csv.
For example, when exporting accounts, a typical record in this file will be in the following format:

"Account name","Sub account name","Sub sub account name","Label","Active"

The names of the data fields are enclosed in quotes, while the data fields are each separated by a comma.

- A user defined character delimited file where you can define the character that encloses each record field and the character that separates the record data fields. This file also has a .csv extension on the end of the exported file name.
- A fixed length export file where you can set the length of each of the record data fields. This file has a .txt extension on the end of the exported file name.

View/edit exported files:

You can open and edit the .csv and .txt files using Notepad.

11 • Exporting and Importing Data

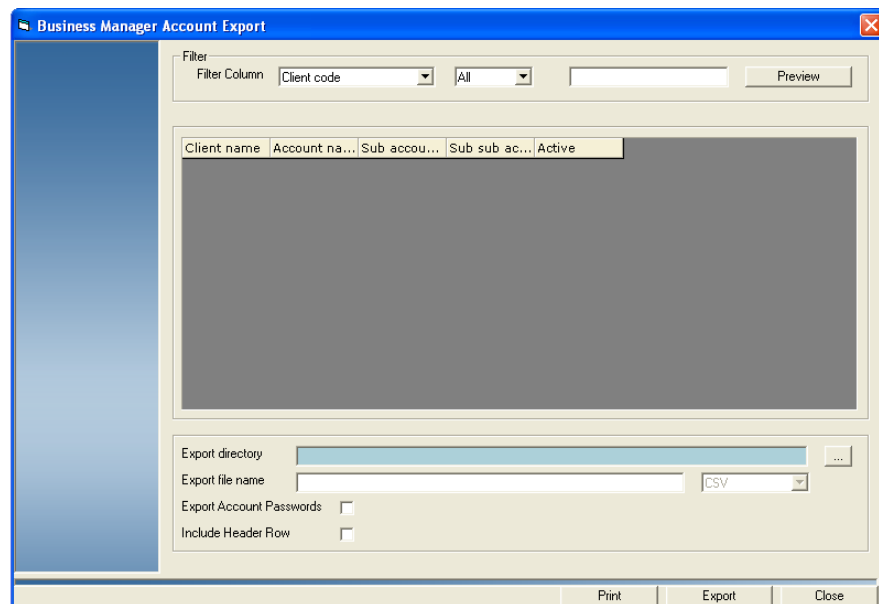
Exporting Accounts in Business Manager Format

You export accounts at the Business Manager Host PC using the Administration module. When exporting accounts in Business Manager format, a typical record will appear in the following format:

**"Client Name", "Account name", "Sub account name",
"Code Sub sub account secondary", "Label", "Active"**

Follow the steps below to export accounts into Business Manager.

1. Select **Parameters | Accounts and Clients** from the main menu. The Client and Account Management window appears.
2. Click the **Export and Import** button and select **Export to Business Manager**. The *Business Manager Account Export* window appears.



3. Select the appropriate filter from the drop-down list. You can filter by **Client code** or **Account code**.
4. Select the criteria for the accounts you want to export:
 - Select **All** from the drop-down list to export all accounts.
 - Select **Partial** from the drop-down and type a part of an account code or client code into the field provided. All accounts that match your entry will be exported.
 - Select **=** from the drop-down list and type an account code or client code into the field provided. Only the account you have entered will be exported.
5. Click the **Preview** button to view the list of accounts that will be exported.
6. Click the ... button and navigate to the directory where you want to save the exported file.
7. Click in the "Export file name" field and type in the name you want to assign to the exported file. Select the appropriate file type from the drop-down list.

8. Click the **Export Account Passwords** check box if you want account passwords to be included in the export file.
9. Click the **Include header row** check box if you want a header row included in the export file.
10. Click the **Export** button. A dialog appears indicating the account export completed successfully.
11. Click **OK**.

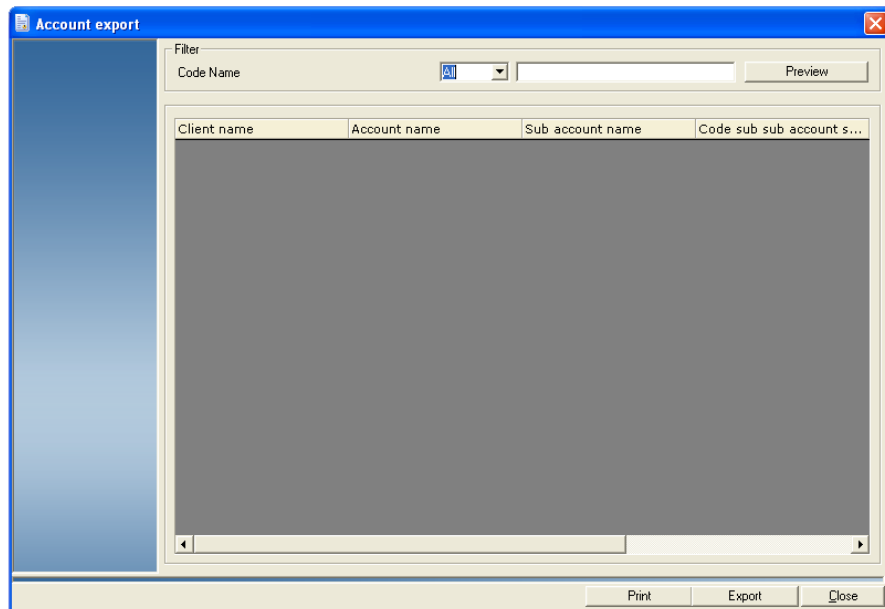
Exporting Accounts in AccuTrac™ Format

You export accounts at the Business Manager Host PC using the Administration module. When exporting accounts in AccuTrac™ format, a typical record will appear in the following format:

"Account name", "Sub account name",
"Code Sub sub account secondary", "Label", "Active"

Follow the steps below to import accounts into Business Manager.

1. Select **Parameters | Accounts and Clients** from the main menu. The Client and Account Management window appears.
2. Click the **Export and Import** button and select **Export in AccuTrac format**. The Account Export window appears.



11 • Exporting and Importing Data

3. Select the accounts you want to export:
 - Select **All** from the drop-down list to export all accounts.
 - Select **Partial** from the drop-down and type a part of an account code or name into the field provided. All accounts that match your entry will be exported.
 - Select **=** from the drop-down list and type an account code or name into the field provided. Only the account you have entered will be exported.
4. Click the **Preview** button to view the list of accounts that will be exported.
5. Click the **Export** button. The *Account export* screen opens.
6. Click on **Browse** and the *Select Export File* dialog opens.
 - a. Navigate to the directory where you want to save the exported file.
 - b. Click in the “File name” field and type in the name you want to assign to the exported file.
 - c. Click **Open**. The name and directory location appears in the field next to the Browse button.
7. To export to a delimited text file click on the **Delimited Text (ASCII)** radio button.
 - To change the character separating the data fields, click in the “Character delimiting fields” box and enter the new character value.
 - To change the character enclosing the data fields, click in the “Character surrounding text” box and enter the new character value.

Browse to the desired folder.

Export file type

☒ Delimited Text (ASCII) ☐ Fixed length text (ASCII)

Character delimiting fields ASCII Value

Character surrounding text

☒ Include field names as the first row of the export file

- To export to a fixed length file click on the **Fixed Length Text (ASCII)** radio button.

To change the length of any of the data fields, click in the “Size” box next to the name of the data field and type in the new numeric value.

NOTE: The size settings also apply to the field names, if you choose to include them as the first row of the export file. If the length of the field name exceeds the size setting, the field name will be truncated.

Browse to the desired folder.

Export file type

☐ Delimited Text (ASCII)

☒ Fixed length text (ASCII)

FieldName	Size
Login	9
Complete Name	9
Password	4
Rights	1
Active	1

☒ Include field names as the first row of the export file

☒ Add CR/LF to the end of each record

Export Close

- Click on the **Export** button and the message “The file was exported properly” is displayed.
- Click **OK** to return to the *Clients and Accounts* screen.

11 • Exporting and Importing Data

Exporting Jobs

You export jobs at the Business Manager Host PC using the Administration module. When exporting jobs, a typical record will appear in the following format:

**"Code", "Name", "Closed", "Surcharges", "Flat Rate", "Per Piece",
"Percentage", "Charge back"**

To export jobs:

1. Select **Parameters | Jobs**.
2. Click on the **Export and Import** button at the bottom of the screen and select **Export** from the drop-down menu. The *Job export* screen opens.

Code	Name	Closed	Surcharges	Flat rate	Per piece
------	------	--------	------------	-----------	-----------

3. Select the appropriate filtering options. You can filter by:
 - **Single date** - select this option to export jobs used when processing mail during a specific day. Select the appropriate date from the **Date** drop-down list.
 - **Multiple date** - select this option to export jobs used when processing mail during a specific date range. Select the appropriate dates from the **Start date** and **End date** drop-down lists.
 - **All jobs** - select this option to export all jobs.
4. Click the **Preview** button to view the list of jobs that will be exported.
5. Click and navigate to the desired export directory.
6. Click **OK**.
7. Type a name for the export file into the Export File name field.
8. Click **Export**.
9. A dialog box appears indicating the export was completed successfully. Click **OK**.

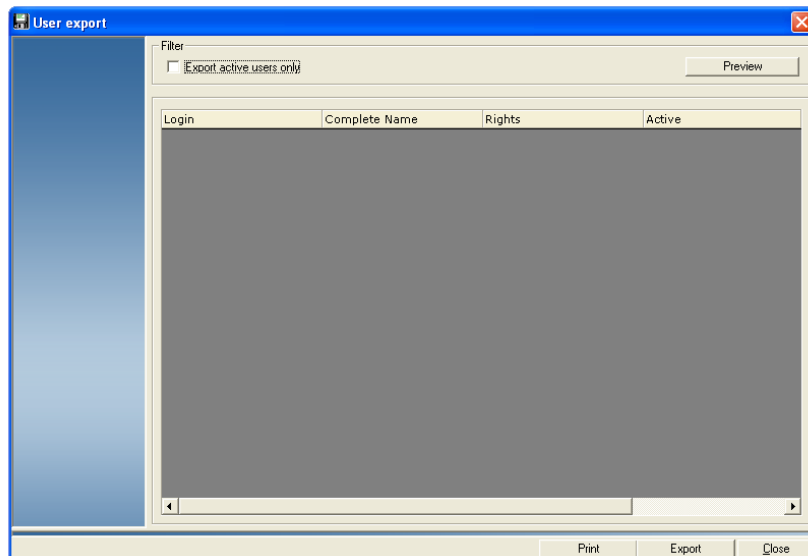
Exporting Operators

You export operators at the Business Manager Host PC using the Administration module. When exporting operators, a typical record will appear in the following format:

“Login”, “Complete Name”, “Rights”, “Active”

To export operators:

1. Select **Parameters | Configuration | Environment | Users**. You are prompted to enter your password. Once you enter your password, the *Users* screen appears and lists all of the current operator login names.
2. Click on the **Export and Import** button at the bottom of the screen and select **Export** from the drop-down menu. The *User Export* screen opens.



3. To export only active users, click in the box in front of “Export active users only”.
4. Click the **Preview** button to view the list of operators that will be exported.
5. Click the **Export** button. The *User export* screen opens.
6. Click on **Browse** and the *Select Export File* dialog opens.
 - a. Navigate to the directory where you want to save the exported file.
 - b. Click in the “File name” field and type in the name you want to assign to the exported file.
 - c. Click **Open**. The name and directory location appears in the field next to the Browse button.

11 • Exporting and Importing Data

7. To export to a delimited text file click on the **Delimited Text (ASCII)** radio button.
 - To change the character separating the data fields, click in the “Character delimiting fields” box and enter the new character value.
 - To change the character enclosing the data fields, click in the “Character surrounding text” box and enter the new character value.

Browse to the desired folder.

Export file type

☒ Delimited Text (ASCII) ☐ Fixed length text (ASCII)

Character delimiting fields: , ASCII Value: 44

Character surrounding text: " ASCII Value: 34

☒ Include field names as the first row of the export file

Export Close

8. To export to a fixed length file click on the **Fixed Length Text (ASCII)** radio button.

To change the length of any of the data fields, click in the “Size” box next to the name of the data field and type in the new numeric value.

NOTE: The size settings also apply to the field names, if you choose to include them as the first row of the export file. If the length of the field name exceeds the size setting, the field name will be truncated.

Browse to the desired folder.

Export file type

☐ Delimited Text (ASCII) ☒ Fixed length text (ASCII)

FieldName	Size
Login	9
Complete Name	9
Password	4
Rights	1
Active	1

☒ Include field names as the first row of the export file

☒ Add CR/LF to the end of each record

Export Close

9. Click on the **Export** button and the message “The file was exported properly” is displayed. Click **Ok** and the *Users* screen reappears.

Exporting Transactions

You export transactions at the Business Manager Host PC using the Administration module.

To export transactions:

1. Select **Transactions | Export Transactions**. The *Transaction Export* screen opens.

2. In the “Displayed columns” section, you can view all of the transaction items available for display (meter serial number, single piece weight etc.) by scrolling through the list box.

11 • Exporting and Importing Data

3. You can add or remove transactions items you want to view by clicking on the corresponding check boxes in front of the items. You can also change the order in which the items appear and save your selections for recall later by using the column selection buttons next to the “Displayed column” section:



Click on this button to select all transaction items for display.



Click on this button to deselect all transaction items.



Select a transaction item so that the entire line is highlighted and click on this button to move it up in the display list.



Select a transaction item so that the entire line is highlighted and click on this button to move it down in the display list.

Memory

Click to save the current selections.

Recall

Click to restore the previous selections.

Default

Click to restore the default selections.

4. You can filter the transaction data you selected using the options in the “Select Filter Criteria” drop-down list. Refer to *Managing Transactions* in *Chapter 7* of this guide for more information.
5. Click the **Next** button at the bottom of the screen. A second *Transaction Export* screen opens.
6. Click on **Browse** and the *Select Export* screen opens.
 - a. Navigate to the directory where you want to save the exported file.
 - b. Click in the “File name” field and type in the name you want to assign to the exported file.
 - c. Click **Open**. The name and directory location appears in the field next to the **Browse** button.

7. To export to a delimited text file click on the **Delimited Text (ASCII)** radio button.
 - To change the character separating the data fields, click in the “Character delimiting fields” box and enter the new character value.
 - To change the character enclosing the data fields, click in the “Character surrounding text” box and enter the new character value.

Browse to the desired folder.

Export file type

☒ Delimited Text (ASCII) ☐ Fixed length text (ASCII)

Character delimiting fields: , ASCII Value: 44

Character surrounding text: " ASCII Value: 34

☒ Include field names as the first row of the export file

Export Close

8. To export to a fixed length file click on the **Fixed Length Text (ASCII)** radio button.

To change the length of any of the data fields, click in the “Size” box next to the name of the data field and type in the new numeric value.

NOTE: The size settings also apply to the field names, if you choose to include them as the first row of the export file. If the length of the field name exceeds the size setting, the field name will be truncated.

Browse to the desired folder.

Export file type

☐ Delimited Text (ASCII) ☒ Fixed length text (ASCII)

FieldName	Size
Login	9
Complete Name	9
Password	4
Rights	1
Active	1

☒ Include field names as the first row of the export file

☒ Add CR/LF to the end of each record

Export Close

9. Click on the **Finish** button and the message “The file was exported properly” is displayed.
10. Click **Ok** and the *Transaction Display* screen reappears.
11. Click **Close**, then **Close** again.

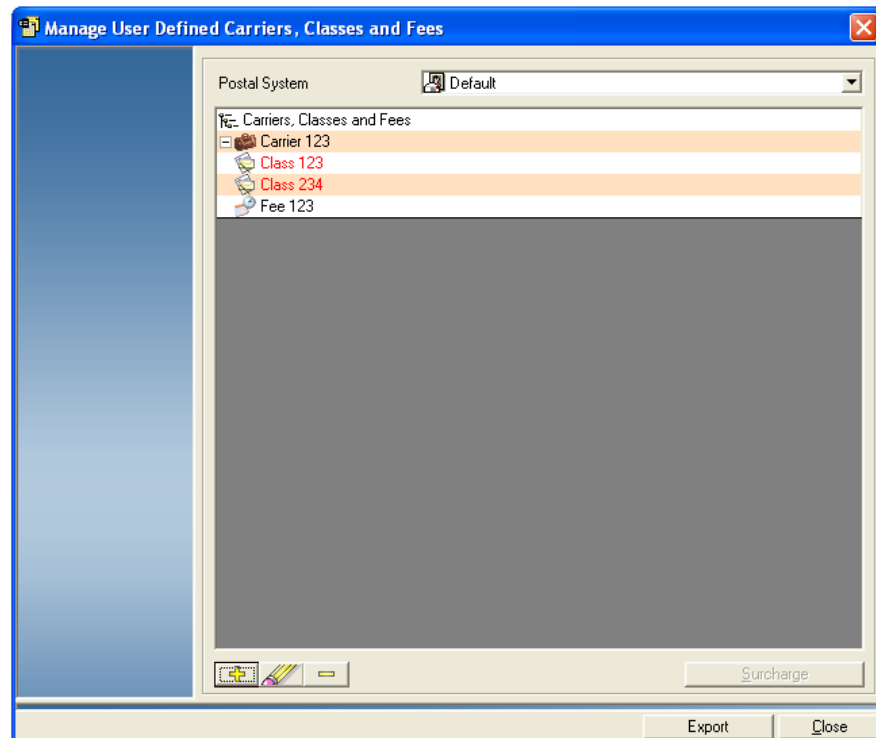
11 • Exporting and Importing Data

Exporting Carriers, Classes and Fees

You export user defined carriers, classes and fees at the Business Manager Host PC using the Administration module.

To export carriers, classes and fees:

1. Select **Parameters | Configuration | Carriers, Classes and Fees | User Defined Carriers, Classes and Fees**. The *Manage User Defined Carrier, Classes and Fees* screen opens.



2. Click **Export** on the bottom of the screen and select either **Export Carrier**, **Export Class**, or **Export Fees** from the drop-down menu. The example shown here is for exporting carriers but the procedure is the same for classes and fees.

☒ Export active Carriers only						Preview
CarrierTo...	ParagonT...	ParagonT...	CarrierCo...	CarrierNa...	CarrierActive	
525			UCC525	User Carri...	True	
600			UCC600	User Carri...	True	

3. To export only active carriers, click in the box in front of “Export active carriers only”.
4. Click **Preview**, then click **Export** at the bottom of the screen. The *User Defined Carrier Export* screen opens.
5. Click on **Browse** and the *Select Export File* screen opens.
 - a. Navigate to the directory where you want to save the exported file.
 - b. Click in the “File name” field and type in the name you want to assign to the exported file.
 - c. Click **Open**. The name and directory location appears in the field next to the Browse button.

6. To export to a delimited text file click on the **Delimited Text (ASCII)** radio button.
 - To change the character separating the data fields, click in the “Character delimiting fields” box and enter the new character value.
 - To change the character enclosing the data fields, click in the “Character surrounding text” box and enter the new character value.

Browse to the desired folder.

Export file type

☒ Delimited Text (ASCII) ☐ Fixed length text (ASCII)

Character delimiting fields: / ASCII Value: 44

Character surrounding text: " ASCII Value: 34

☒ Include field names as the first row of the export file

Export Close

7. To export to a fixed length file click on the **Fixed Length Text (ASCII)** radio button.

To change the length of any of the data fields, click in the “Size” box next to the name of the data field and type in the new numeric value.

NOTE: The size settings also apply to the field names, if you choose to include them as the first row of the export file. If the length of the field name exceeds the size setting, the field name will be truncated.

Browse to the desired folder.

Export file type

☐ Delimited Text (ASCII) ☒ Fixed length text (ASCII)

FieldName	Size
!Login	9
Complete Name	9
Password	4
Rights	1
Active	1

☒ Include field names as the first row of the export file

☒ Add CR/LF to the end of each record

Export Close

8. Click on the **Export** button and the message “The file was exported properly” is displayed. Click **Ok**, then click **Close**.

11 • Exporting and Importing Data

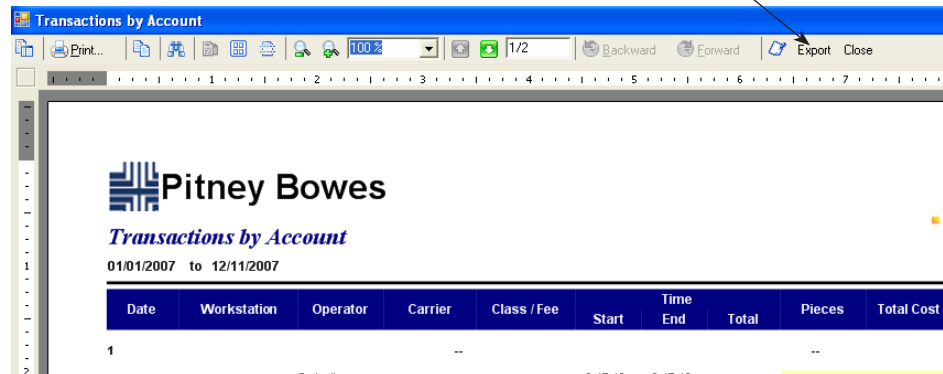
Exporting Reports

You export standard and custom reports at the Business Manager Host PC using the Administration module.

To export reports:

1. Select **Reports | Reports**.
2. Click on and highlight the specific report, then click in the **Settings** button at the bottom of the screen. For detailed information on this operation, refer to *Viewing and Printing Reports* in *Chapter 10* of this guide.
3. Make any modifications required, then click **Show Report**. This displays the report on the screen.

Click here to export the report to a file.



4. Click on the **Export** button.
5. The Export Report dialog box appears. Select the appropriate file type from the drop-down list. You can export the report as a pdf, Word (rtf), Excel (xls), html or text (txt) file.
6. Type the file name in the "File Name" field.
7. Click **Save**.
8. A dialog box appears indicating the export was successful. Click **OK**.
9. Click **Close**.

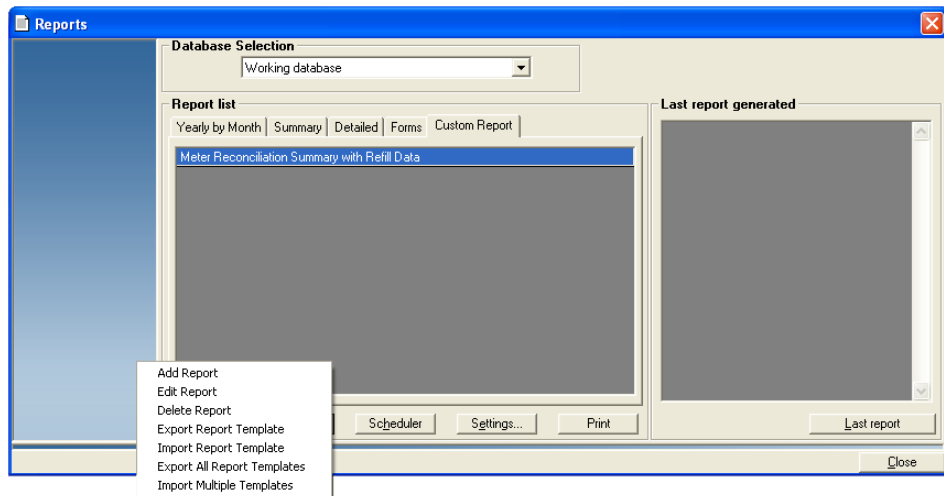
Exporting Custom Report Templates

Once you have created a custom report, you can export the template for use on other Business Manager PCs. You have the option of exporting a single report template, or all report templates at once.

Exporting a Single Report Template

To export a single report template:

1. Select **Reports | Reports**.
2. Click in the **Custom Report** tab.
3. Select the appropriate custom report.
4. Click the **Custom Report** button



5. Select **Export Report Template**. A dialog box appears.
6. Type in a name and select a location to save the report template. Click **OK**.

NOTE: The template is saved as a *.bmr file.

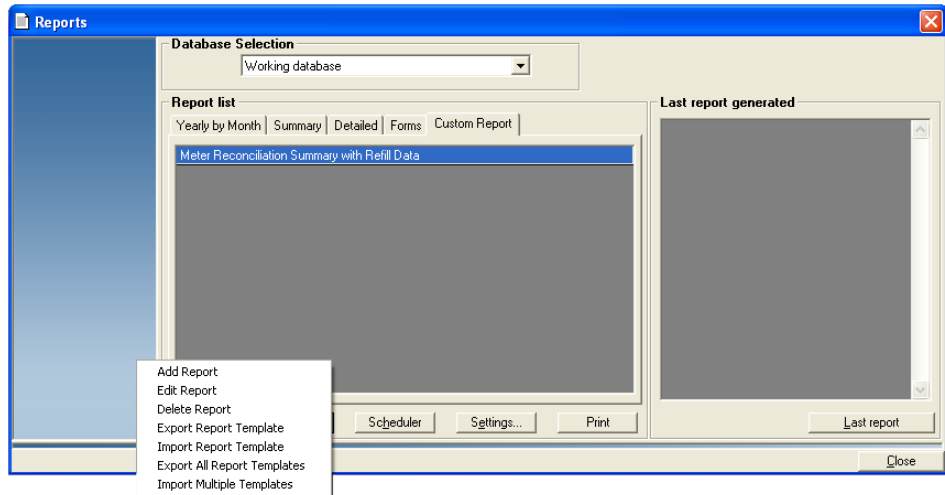
7. A dialog box appears indicating the template has been exported successfully. Click **OK**.

11 • Exporting and Importing Data

Exporting All Report Templates

To export all report templates:

1. Select **Reports | Reports**.
2. Click in the **Custom Report** tab.
3. Click the **Custom Report** button.



4. Select **Export All Report Templates**. A dialog box appears.
5. Type in a name and select a location to save the report templates. Click **Save**.

NOTE: The templates are saved as *.bmr files. By default, report templates are named "Report Template Created on MM-DD-YY HHMMSS_#.bmr".

6. A dialog box appears indicating the templates have been exported successfully. Click **OK**.

Importing Business Manager Data

You can import the following information from the Business Manager database:

- Accounts
- Jobs
- Operators
- Transactions
- Custom Report Templates

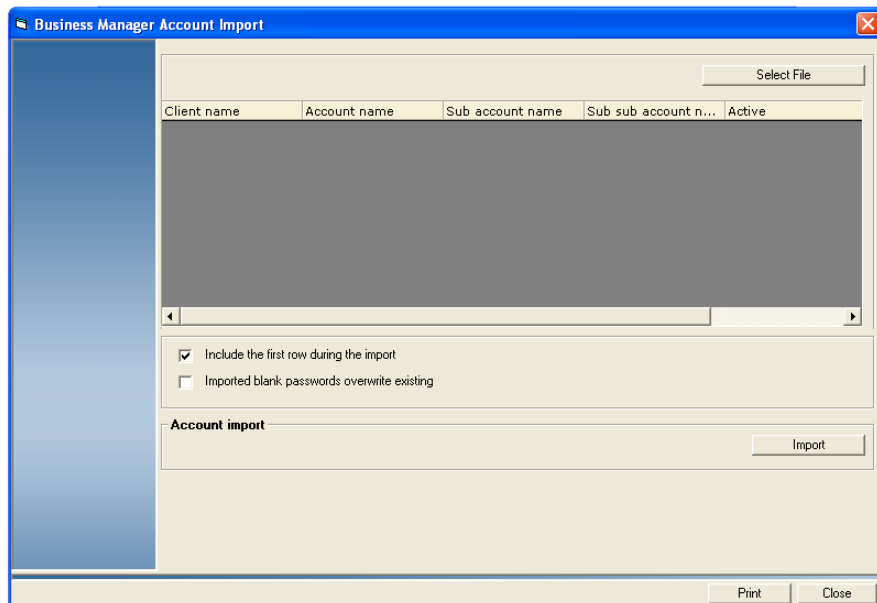
Importing Business Manager Accounts

You import accounts at the Business Manager Host PC using the Administration module. When importing accounts, a typical record will appear in the following format:

“Client Name”, “Account Name”, “Sub account name”,
“Sub sub account name”, “Active”

Follow the steps below to import accounts into Business Manager.

1. Select **Parameters | Accounts and Clients** from the main menu. The Client and Account Management window appears.
2. Click the **Export and Import** button and select **Import from Business Manager**. The Account Import window appears.



3. Click the **Select File** button.
 - a. Navigate to and select the appropriate file.
 - b. Click **Open**.
4. The **Include the first row during the import** check box is selected by default. Click this check box if you do not want to import the header row.

11 • Exporting and Importing Data

5. Click the **Imported blank passwords overwrite existing** check box to overwrite existing passwords.
6. Click the **Import** button. Business Manager imports the account files. When the import process is complete, the following message will appear in the Account Import Process Log pane: *"Account import completed successfully"*.
7. Click **Close**. A new client, with the imported accounts listed beneath it, now appears on the Client and Account Management window.

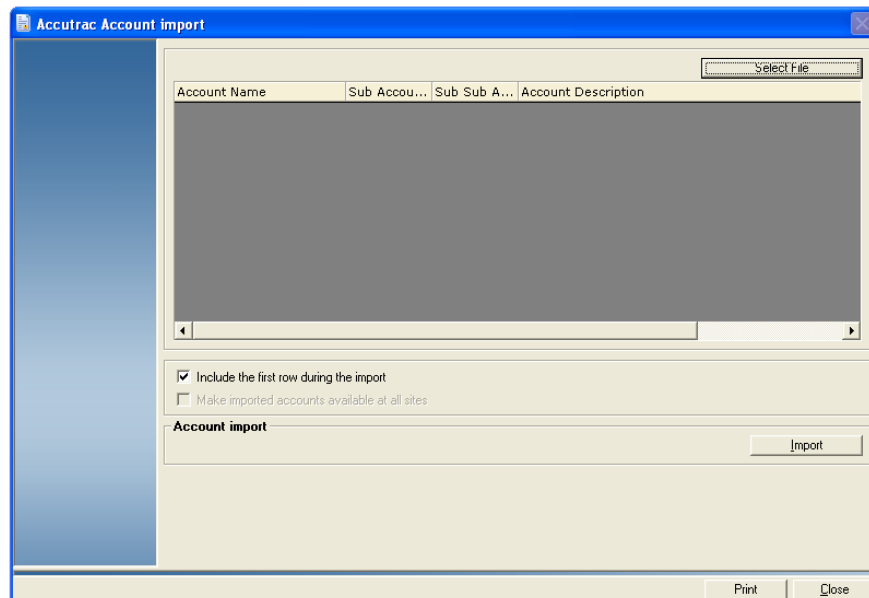
Importing AccuTrac™, SendSuite™ Shipping, SendSuite™ Xpress or Ascent® Accounts

You import accounts at the Business Manager Host PC using the Administration module. When importing accounts, a typical record will appear in the following format:

"Account name", "Sub account name", "Sub sub account name",
"Account description", "Active"

Follow the steps below to import accounts into Business Manager.

1. Select **Parameters | Accounts and Clients** from the main menu. The Client and Account Management window appears.
2. Click the **Export and Import** button and select **Import AccuTrac format** or **Import SendSuite™/Ascent format**. The Account Import window appears.



3. Click the **Select File** button.
 - a. Navigate to and select the appropriate file.
 - b. Click **Open**.
4. The **Include the first row during the import** check box is selected by default. Click this check box if you do not want to import the header row.

- Click the **Import** button. Business Manager imports the account files. When the import process is complete, the following message will appear in the Account Import Process Log pane: *"Account import completed successfully"*.
- Click **Close**. A new client, with the imported accounts listed beneath it, now appears on the Client and Account Management window.

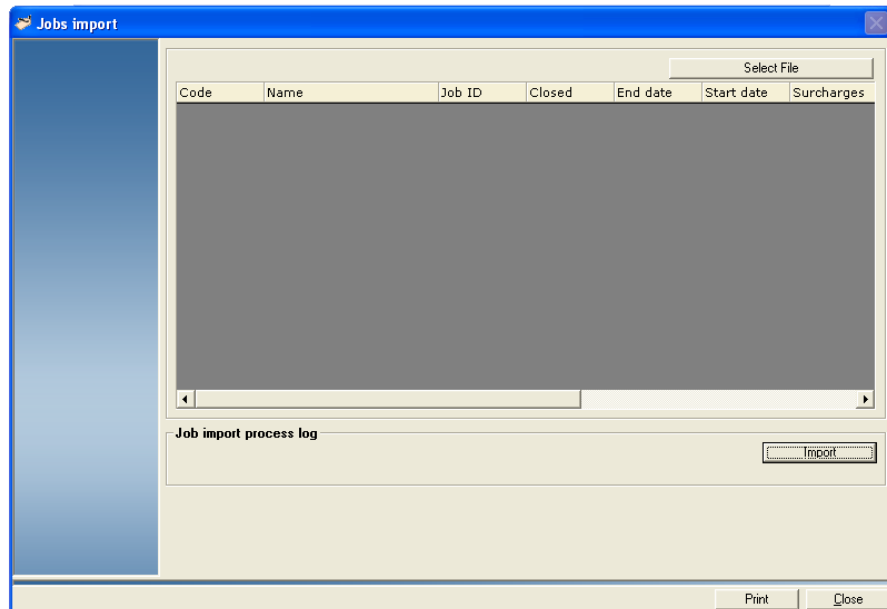
Importing Jobs

You import jobs at the Business Manager Host PC using the Administration module. When importing jobs, a typical record will appear in the following format:

"Code", "Name", "Job ID", "Closed", "End Date", "Start Date", "Surcharges", "Flat Rate", "Per Piece", "Percentage", "Chargeback"

Follow the steps below to import jobs into Business Manager:

- Select **Parameters | Jobs**.
- Click on the **Export and Import** button at the bottom of the screen and select **Import** from the drop-down menu. The *Job import* screen opens.



- Click the **Select File** button.
 - Navigate to and select the appropriate file.
 - Click **Open**.
- Click the **Import** button. If the import is successful, the following message will appear: *"Job import succeeded"*.
- Click **Close**. The list of imported jobs now appears in the *Jobs* screen.
- Click **Close**

11 • Exporting and Importing Data

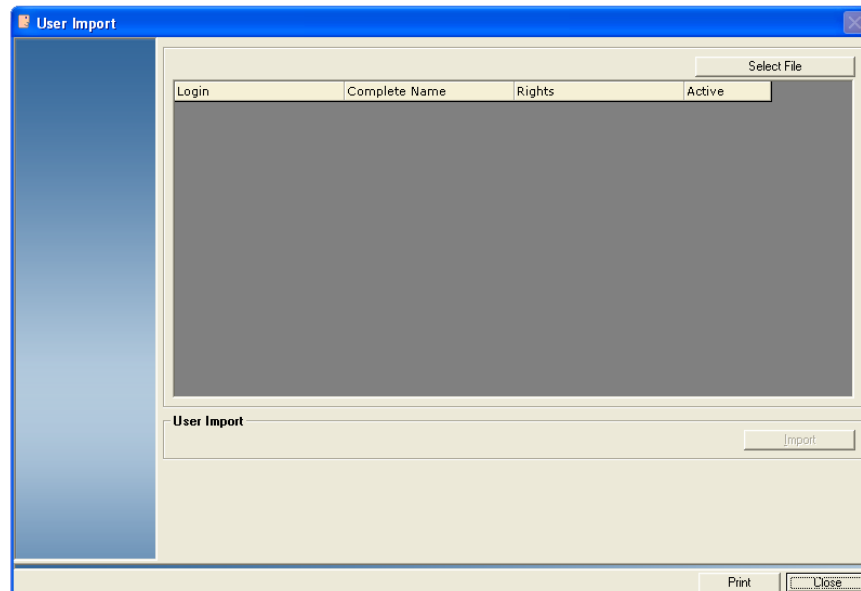
Importing Operators

You import operators at the Business Manager Host PC using the Administration module. When importing operators, a typical record will appear in the following format:

“Login”, “Complete Name”, “Rights”, “Active”

Follow the steps below to import operators into Business Manager.

1. Select **Parameters | Configuration | Environment | Users** from the main menu. A dialog box appears.
2. Enter your password and click **Confirm**. The Users window appears.
3. Click the **Export and Import** button and select **Import**. The *User Import* screen appears.



4. Click the **Select File** button.
 - a. Navigate to and select the appropriate file.
 - b. Click **Open**.
5. The **Include the first row during the import** check box is selected by default. Click this check box if you do not want to import the header row.
6. Click the **Import** button. If the import is successful, the following message will appear: *"User import completed successfully"*.
7. Click **Close**. The list of imported users now appears in the *Users* screen.
8. Click **Close**.

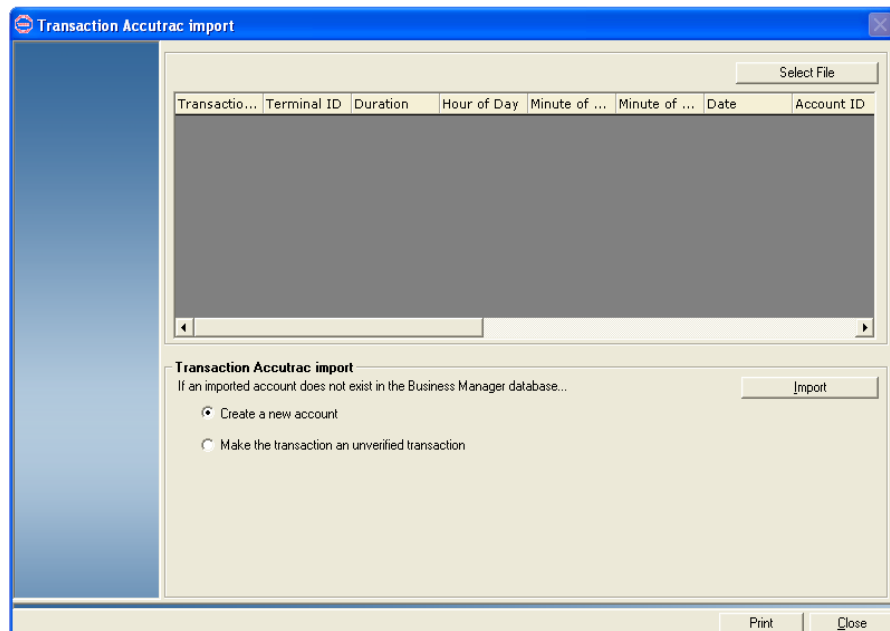
Importing Transactions

You import accounts at the Business Manager Host PC using the Administration module. When importing transactions, a typical record will appear in the following format:

“Transactions”, “Terminal ID”, “Duration”, “Hour of Day”, “Minute of Day”, “Second of Day”, “Date”, “Account ID”, “Sub Account ID”, “Sub Sub Account ID”, “Carrier ID”, “Class ID”, “Operator ID”, “Job ID”, “Actual Postage”, “Total Postage”

Follow the steps below to import transactions into Business Manager.

1. Select **Transactions | Import Transactions | Import AccuTrac Transactions** from the main menu. The Transaction AccuTrac Import window appears.



NOTE: To import files in SendSuite™ Shipping and SendSuite™ Xpress/Ascent format, refer to *Importing SendSuite™ Shipping and SendSuite™ Xpress/Ascent® Transactions into Business Manager* in this chapter.

2. Click the **Select File** button.
 - a. Navigate to and select the appropriate file.
 - b. Click **Open**.
3. If the account associated with the imported transaction does not exist in the Business Manager database, you can:

11 • Exporting and Importing Data

- Click the **Create a new account** radio button. Business Manager will create an account for the imported transaction.
 - Click the **Make the transaction an unverified transaction** radio button. Business Manager will record the imported transaction as an unverified transaction.
4. Click the **Import** button. If the import is successful, the following message will appear: "*Transaction import completed successfully*".
 5. Click **Close** to exit the *Transaction AccuTrac Import* window.
 6. Click **Close**.

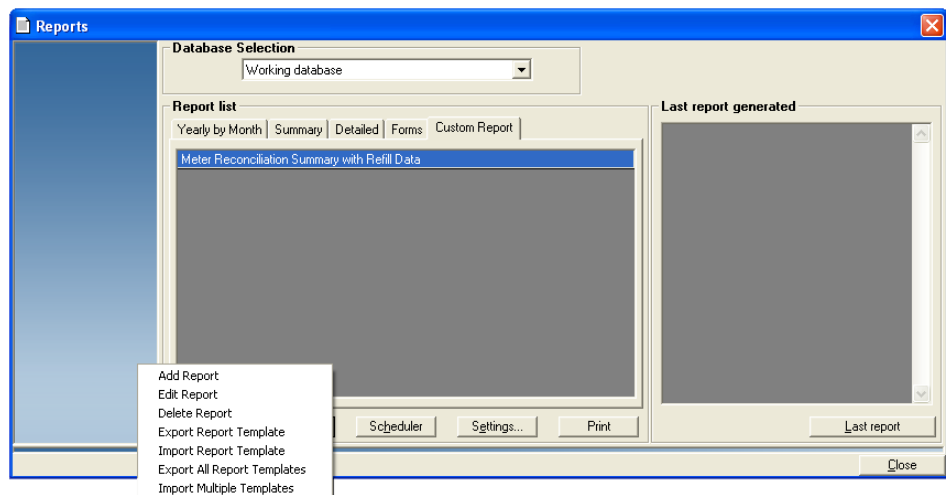
Importing Custom Report Templates

You can import custom report templates that have been exported successfully from other Business Manager PCs or databases. You have the option of importing a single report template, or multiple report templates at one time.

Importing a Single Custom Report Template

To import a single report template:

1. Select **Reports | Reports**.
2. Click in the **Custom Report** tab.
3. Click the **Custom Report** button



4. Select **Import Report Template**. A dialog box appears.
5. Navigate to and select the template file you wish to import. Click **OK**.

NOTE: Template files must be in *.BMR format.

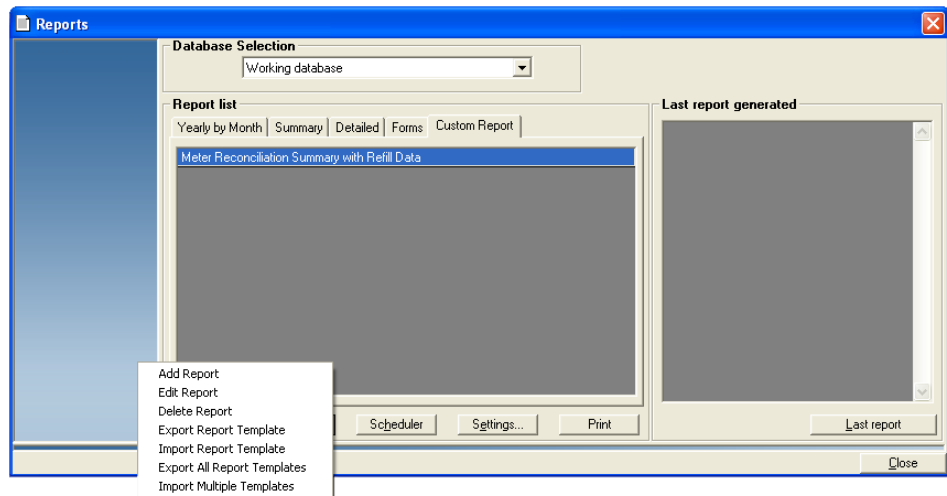
6. A dialog box appears indicating the template has been imported successfully. Click **OK**.

The imported report template will appear in the Custom Report list.

Importing Multiple Custom Report Templates

To import a single report template:

1. Select **Reports | Reports**.
2. Click in the **Custom Report** tab.
3. Click the **Custom Report** button.



4. Select **Import Multiple Templates**. A dialog box appears.
5. Navigate to the directory where the templates are located.
6. Press the <Ctrl> key and select the template file you wish to import.

NOTE: Template files must be in *.BMR format.

7. Click **Open**. A progress bar appears indicating the files are being imported.
8. A dialog box appears indicating the template has been imported successfully. Click **OK**.

The imported report template will appear in the Custom Report list.

Managing SendSuite™ Shipping and SendSuite™ Xpress/Ascent® Accounts and Operators

If you have purchased the optional SendSuite™ Shipping or SendSuite™ Xpress/Ascent® interface, you can manage the accounts and operators on your carrier management and shipping system by creating accounts and operators at the Business Manager Host PC and then exporting them to SendSuite™ Shipping or SendSuite™ Xpress/Ascent®.

At the beginning of each day on SendSuite™ Shipping or SendSuite™ Xpress/Ascent®, you open a new manifest for each carrier you use. At the end of the day, you close all of your manifests and export the transaction information for all carriers to Business Manager. In this way, you can manage all of your SendSuite™ Shipping or SendSuite™ Xpress/Ascent® accounts and their corresponding transactions using Business Manager.

The procedures for managing your SendSuite™ Shipping and SendSuite™ Xpress/Ascent® accounts and operators are described in the following sections:

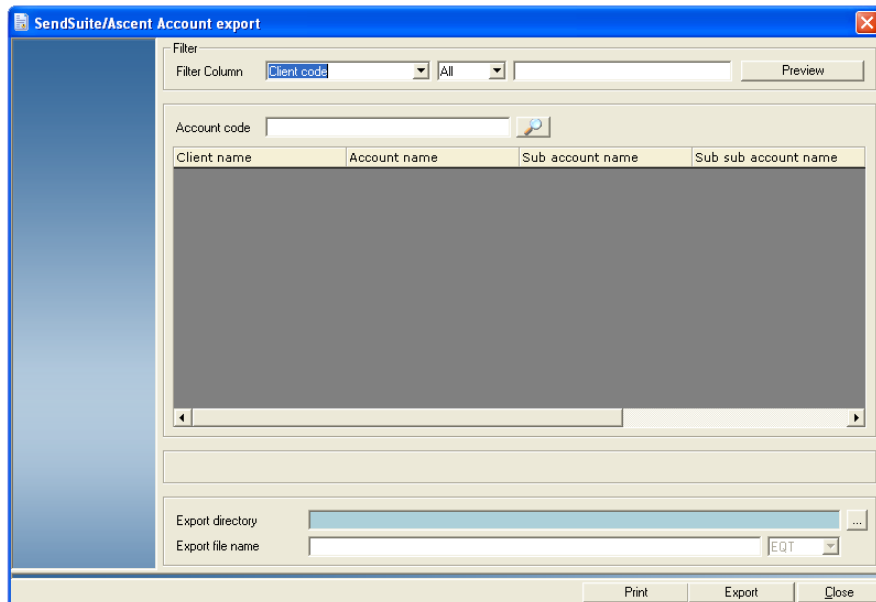
- Exporting accounts from Business Manager to SendSuite™ Shipping or SendSuite™ Xpress/Ascent®
- Importing accounts into Ascent®
- Exporting operators from Business Manager to SendSuite™ Shipping and SendSuite™ Xpress/Ascent®
- Importing operator Ascent®
- Importing SendSuite™ Shipping and SendSuite™ Xpress/Ascent® transactions into Business Manager

Exporting Accounts to SendSuite™ Shipping and SendSuite™ Xpress/Ascent®

You export accounts at the Business Manager Host PC using the Administration module. When exporting accounts, a typical record will appear in the following format:

“Client Name”, “Account Name”, “Sub Account Name”,
“Sub Sub Account Name”, “Active”

1. Select **Parameters | Accounts and clients**. The *Clients and Accounts* screen appears.
2. Click on the **Export and Import** button at the bottom of the screen and select **Export to SendSuite/Ascent** from the drop-down menu.
3. The *SendSuite/Ascent Account export* screen opens.



4. Click in the “Filter column” field select the appropriate filter from the drop-down menu (the default is All).
5. Click on the **Preview** button and all of the accounts appear in the list box within the *SendSuite/Ascent Account export* screen.
6. Click on the  button next to the “Export directory” field and select the destination directory where you want to save the exported file and click **Ok**.
7. Click on in the “File name” field and enter the name, **Acntexp**.
8. Click on the **Export** button. The message “Account export completed successfully” appears. Click **OK**.
9. Using Windows Explorer, locate the file you just exported and verify that it is named **Acntexp.eqt**.

NOTE: All SendSuite/Ascent account names are exported as UPPER case names.

10. You can set up your system to automatically export accounts to SendSuite™ Shipping or SendSuite™ Xpress/Ascent®. Refer to *Schedule Automatic SendSuite™ Shipping or SendSuite™ Xpress/Ascent® Exports/Imports* in this chapter.

11 • Exporting and Importing Data

Importing Accounts into Ascent®

1. At the Ascent PC, open the Ascent® folder.
2. Double click on the **Ascent Setup** icon. This starts the Ascent® program.
3. From the Main menu, click on **File** and choose **Import DB Data** from the drop-down menu.
4. Verify that the entry **ACCU-ACNT** appears in the “Import Code” field.
5. The name appearing in the “Import File Name” field is acntexp.eqt. This is also the name of the account export file you create on Business Manager when you export the accounts.
6. Browse to the folder or drive containing the acntexp.eqt file.
7. Click in the “Import Mode” field and select **Keep Existing** from the drop-down menu.

IMPORTANT: Do not choose Overwrite Existing.

8. Click **Ok** to import the accounts from acntexp.eqt.

Exporting Operators to SendSuite™ Shipping and SendSuite™ Xpress/Ascent®

You export operators at the Business Manager Host PC using the Administration module. You must be a manager to perform this operation.

1. Select **Parameters | Configuration | Environment | Users**.
2. You are prompted to enter your password. Enter the password and click **Confirm**.
3. Click on the **Export and Import** button at the bottom of the screen and select **Export in SendSuite/Ascent Format** from the drop-down menu.
4. To export only active users, click in the box in front of “Export active users only”.
5. Click the **Preview** button to view the list of operators that will be exported.
6. Click on the **Export** button at the bottom of the screen. The *Select Export File* screen appears.
 - a. Select a directory from the “Save in” drop-down list.
 - b. Type in the name, **Userexp**. Make sure EQT appears in the “Save as type” field.
 - c. Click **Save** and the message “Export Succeeded” appears.
7. Using Windows Explorer, locate the file you just exported and verify that it is named **Userexp.eqt**.

NOTE: Operator names are exported as UPPER case names.

6. You can set up your system to automatically export operators to SendSuite™ Shipping, SendSuite™ Xpress, and Ascent®. Refer to *Schedule Automatic SendSuite™ Shipping or SendSuite™ Xpress/Ascent® Exports/Imports* in this chapter.

Importing Operators into Ascent®

1. At the Ascent® PC, open the Ascent® folder.
2. Double click on the **Ascent Setup** icon. This starts the Ascent® program.
3. From the Main menu, click on **File** and choose **Import DB Data** from the drop-down menu.
4. Click in the "Import Code" field and select **ACCU-OP** from the drop-down menu.
5. The name appearing in the "Import File Name" field changes to **user-exp.eqt**. This is also the name of the operator export file you create on Business Manager when you export the operators.
6. Browse to the folder or drive containing the acntexp.eqt file.
7. Click in the "Import Mode" field and choose the **Keep Existing** option from the drop-down menu.

IMPORTANT! Do not choose Overwrite Existing!

8. Click **Ok** to import the operators from **userexp.eqt**.

Importing SendSuite™ Shipping and SendSuite™ Xpress/Ascent® Transactions

You import transactions at the Business Manager Host PC using the Administration module. When importing SendSuite™ Shipping and SendSuite™ Xpress/Ascent® transactions, a typical record will appear in the following format:

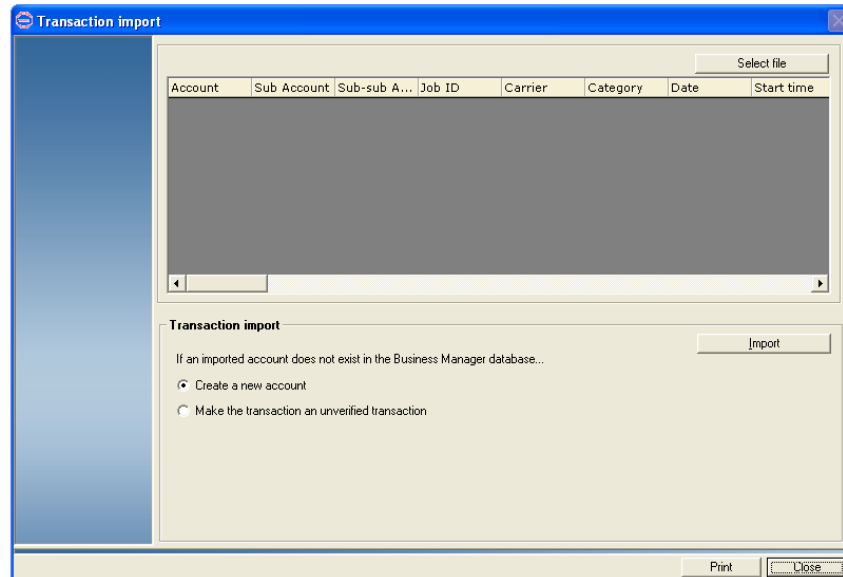
```
"Account", "Sub account", "Sub sub account", "Job ID", "Carrier",  
"Category", "Date", "Start Time", "End Time", "Weight", "Base Charge",  
"Surcharge", "Pieces", "Total Charges", "Operator ID",  
"Transaction Code", "Site ID", "Terminal ID", "Meter Serial", "Meter  
ascending", "Meter descending", "Fee 1", "Charge Fee 1", "Fee 2",  
"Charge Fee 2", "Fee 3", "Charge Fee 3", "Fee 4", "Charge Fee 4",  
"Fee 5", "Charge Fee 5", "Fee 6", "Charge Fee 6", "Fee 7", "Charge Fee 7",  
"Fee 8", "Charge Fee 8", "Fee 9", "Charge Fee 9", "Fee 10",  
"Charge Fee 10", "Fee 11", "Charge Fee 11", "Fee 12", "Charge Fee 12",  
"Fee 13", "Charge Fee 13", "Fee 14", "Charge Fee 14", "Fee 15",  
"Charge Fee 15", "Fee 16", "Charge Fee 16", "intlDFleesDatBase"
```

NOTE: You can set up your system to automatically import SendSuite™ Shipping and SendSuite™ Xpress Shipping and SendSuite™ Shipping and SendSuite™ Xpress Xpress/Ascent® transactions into Business Manager. Refer to *Using the Task Scheduler* in Chapter 13.

1. Locate the SendSuite™ Shipping or SendSuite™ Xpress/Ascent® ato transaction file on the SendSuite™ Shipping or SendSuite™ Xpress/Ascent® PC. This file is created on the SendSuite™ Shipping or SendSuite™ Xpress/Ascent® PC whenever you open a carrier manifest. The location of the directory containing the ato files depends on how your SendSuite™ Shipping or SendSuite™ Xpress/Ascent® system is set up.

11 • Exporting and Importing Data

2. Copy the appropriate ato file to a floppy disk or to an appropriate network drive.
3. Log onto the Business Manager Host PC or on to a Data Collector PC.
4. If the ato file is on a floppy disk or CD, insert the media into the appro-



appropriate drive on the Host or Data Collector PC.

5. Select **Transactions | Import Transactions | Import SendSuite™ /Ascent Transactions**. The *Transaction import* screen appears.
6. Click on the **Select file** button.
 - a. Browse to the floppy disk or the network directory containing the ato file.
 - b. Select the file and click **Open**.A list of the transactions in the ato file appears in the *Transaction import* screen display area.
7. If the account associated with the imported transaction does not exist in the Business Manager database, you can:
 - Click the **Create a new account** radio button. Business Manager will create an account for the imported transaction.
 - Click the **Make the transaction an unverified transaction** radio button. Business Manager will record the imported transaction as an unverified transaction.
8. Click the **Import** button. If the import is successful, the following message will appear: "*Transaction import completed successfully*".
9. Click **Close** to exit the *Transaction Import* window.

Mapping SendSuite™ Shipping and SendSuite™ Xpress/Ascent® Job IDs

By default, SendSuite™ Shipping and SendSuite™ Xpress/Ascent® Job IDs are sent to the Job ID 2 (User-Defined Text) field for newly imported transactions. You also have the option of mapping SendSuite™ Shipping and SendSuite™ Xpress/Ascent® Job IDs to the Job ID 1 field.

NOTE: This feature does not change field assignments for existing transactions.

This feature is accessed via the *Options and acquisitions* tab on the *Software* screen. You must have manager level access rights to activate this feature.

1. Select **Parameters | Configuration | Environment | Software**. You will be prompted to enter your password.
2. Once you enter password and click **Confirm** the *Software* screen appears.
3. Click on the **Options and acquisition** tab to display the budget settings for Business Manager.
4. Click the radio button that corresponds with the desired Job ID field as-



Import Transactions

- ☒ Imported job is assigned to User Defined field
- ☐ Imported job is assigned to JobID field

signment:

- Select **Import job is assigned to User Defined field** if you want the SendSuite™ Shipping and SendSuite™ Xpress/Ascent® Job IDs sent to the User-Defined Text (Job ID 2) field.
- Select **Import job is assigned to Job ID field** if you want the SendSuite™ Shipping and SendSuite™ Xpress/Ascent® Job IDs sent to the Job ID field.

NOTE: Business Manager allows a maximum of 100 Job IDs.

5. Click **Confirm** when done.

Scheduling Automatic Exports and Imports for SendSuite™ Shipping and SendSuite™ Xpress/Ascent®

You can use the Business Manager Task Scheduler to have your system automatically perform an import of transactions from SendSuite™ Shipping and SendSuite™ Xpress/Ascent®, and an export of accounts and/or operators from Business Manager to SendSuite™ Shipping and SendSuite™ Xpress/Ascent®.

For more information about the Task Scheduler, refer to *Chapter 13*.

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Manually Backing Up Your Data

You manually backup your Business Manager databases at the Business Manager Host PC using the Administration module. You must be a manager to perform this operation.

NOTE: Refer to *Using the Task Scheduler* in this chapter for information about scheduling automatic backups.

1. Business Manager uses a default backup directory on the master Host PC. It is recommended that you use this default directory. You can however use Windows Explorer to create a different backup directory.
2. Select **Parameters | Configuration | Environment | Software**. You are prompted to enter your password.
3. Once you enter password and click **Confirm** the *Software* screen appears. Click on the **Database** tab to display the main databases for Business Manager.
4. Click on the **Backup settings** button. In the *Database backup settings* screen, click on the check boxes for the databases you want to back up.

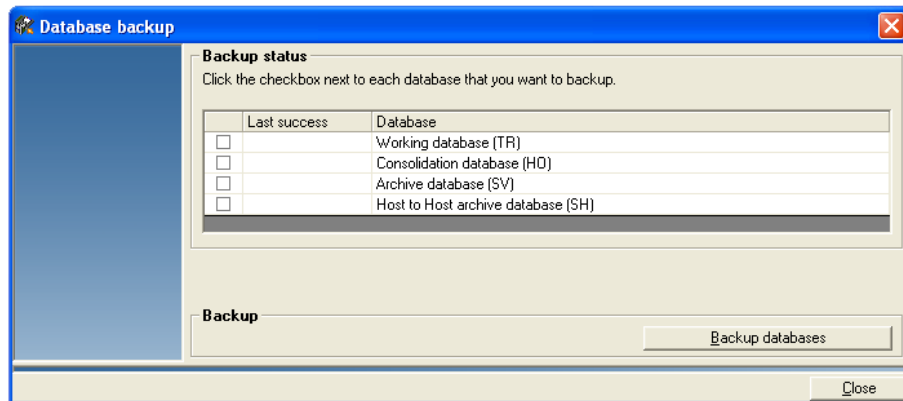
Database	Last success	Last try
Working database (TR)	10/29/2007	11/20/2007
Consolidation database (H0)	10/29/2007	10/29/2007
Archive database (SV)	10/29/2007	10/29/2007
Host to Host archive database (SH)	10/29/2007	10/29/2007

5. Enter the location of the backup directory in the **Backup folder** path. This is the directory you created in step 1.

IMPORTANT: You must put the “\” after the name of the folder as shown in the example screen in the link above.

6. Click on the **Check path** button and the system verifies that this is a valid path.
7. Click on the **Confirm** button when done, then click **Confirm** once again to return to the main screen.

8. To run the backup, select **Utilities | Maintenance | Backup databases**. The *Database backup* screen opens.



9. Click on the **Backup databases** button to begin the backup.
10. You can check the backup directory using Windows Explorer to verify that the backed up files are in the directory. If you backup all database files, you should see files similar to the samples here:
 - HO_20041121144741.dmp
 - SV_20041121144741.dmp
 - TR_20041121144739.dmp
 - SH_20041121144739.dmp

The name after the underscore corresponds to the year, month, date, hour, minutes, seconds.

System Message Indicating Database is 85% Full

If any of the four databases (Working, Archiving, Consolidation, and Host to Host Archive) reach 85% of the 4GB SQL Server 2005 Express size limit, a system message that requires your attention will appear in the "Administration tasks to perform section" at the top of the Main menu.

Contact your Customer Service Representative if this system message appears. The Customer Service Representative can review options to archive transactions, shrink the database, or upgrade to the SQL edition.

Restoring Your Data

Contact your Pitney Bowes® service representative to restore your backed up databases.

12 • Using Business Manager Utilities

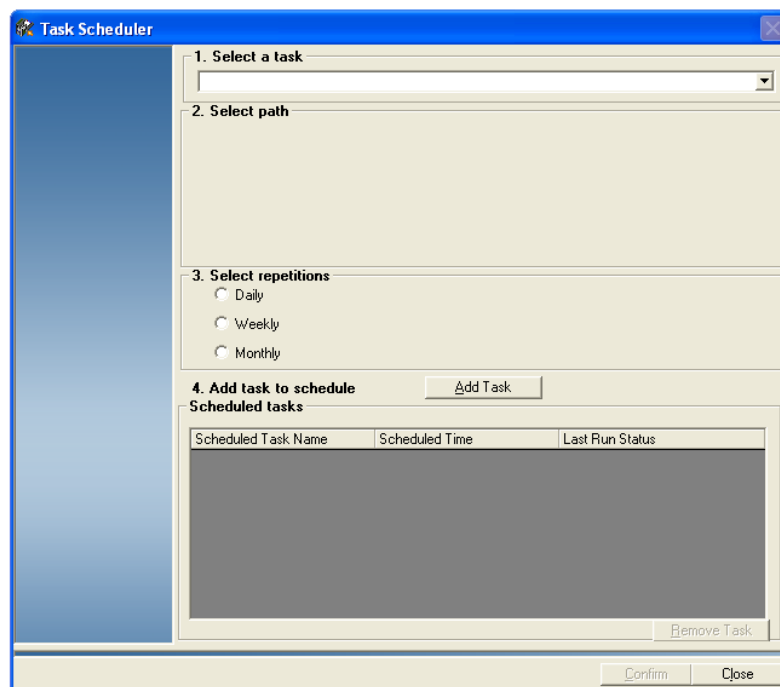
Using the Task Scheduler

The Task Scheduler allows you to:

- Schedule automatic backups,
- Schedule export of transactions,
- Import transactions from SendSuite™/Ascent® format,
- Export accounts and operators to SendSuite™/Ascent® format, and
- Import accounts from SendSuite™/Ascent® or AccuTrac™ formats.

Adding a Task

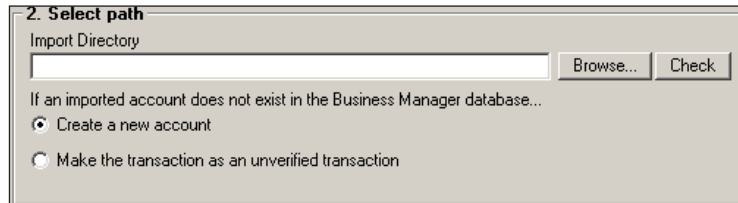
1. Select **Parameters | Configuration | Task Scheduler**. The *Task Scheduler* screen opens.
2. Click in the “Select a Task” drop-down list and choose the appropriate option.



3. In the “Select Path” section of the screen, select the backup directory where you want to save the file. The appearance of this section varies, depending upon the task you have chosen.

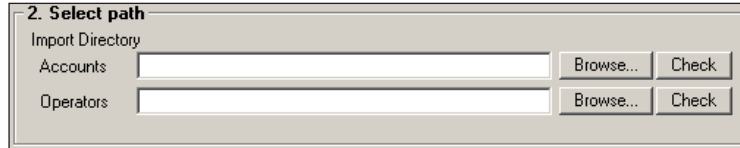
NOTE: Once you have selected the backup directory, you can click the **Check** button to verify the directory is valid. If your settings are correct, a dialog box will appear. Click **OK** to continue.

If you've chosen to Import Transactions from SendSuite/Ascent® format, the "Select Path" section will look like this:



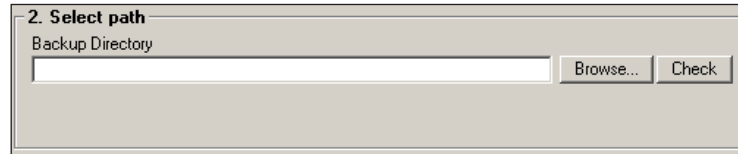
- a. Click on the **Browse** button next to the "Import Directory" field and browse to the directory that contains the SendSuite/Ascent® ato transaction file.
- b. If the account associated with the imported transaction does not exist in the Business Manager database, you can:
 - Click the **Create a new account** radio button. Business Manager will create an account for the imported transaction.
 - Click the **Make the transaction an unverified transaction** radio button. Business Manager will record the imported transaction as an unverified transaction.

If you've chosen to Export Accounts and Operators to SendSuite/Ascent® format, the "Select Path" section will look like this:



- a. To export accounts click on the **Browse** button next to the "Accounts" field and browse to the directory where you want to save your exported accounts file.
- b. Click **Open** and verify that the name **Acntexp** appears in the "File name" field and click **Save**.
- c. To export operators click on the **Browse** button next to the "Operators" field and browse to the directory where you want to save your exported operator file.
- d. Click **Open** and verify that the name **Userexp** appears in the "File name" field and click **Save**.

If you've chosen to Schedule Backup for Working database, Schedule Backup for Consolidation database, Schedule Backup for Archiving database, or Schedule Backup for Host to Host Archive database, the "Select Path" section will look like this:

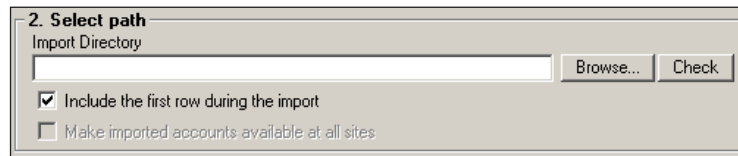


The screenshot shows a dialog box titled "2. Select path". Inside, there is a label "Backup Directory" above a text input field. To the right of the input field are two buttons: "Browse..." and "Check".

Click on the **Browse** button next to the "Backup Directory" field and browse to the directory you want to file to backup to.

IMPORTANT: You must schedule a backup for each of the four database to ensure full database recovery. The two host databases not needed if running a single host.

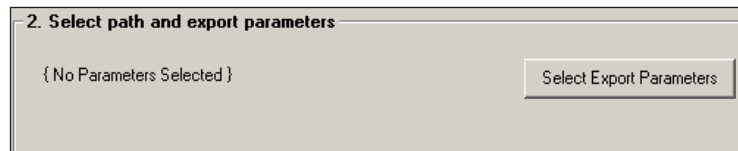
If you've chosen to Import Accounts from SendSuite/Ascent® format or to Import Accounts from AccuTrac™ format, the "Select Path" section will look like this:



The screenshot shows a dialog box titled "2. Select path". Inside, there is a label "Import Directory" above a text input field. To the right of the input field are two buttons: "Browse..." and "Check". Below the input field, there are two checkboxes: the first is checked and labeled "Include the first row during the import", and the second is unchecked and labeled "Make imported accounts available at all sites".

Click on the **Browse** button next to the "Import Directory" field and browse to the directory that contains the eqt account file.

If you've chosen to Schedule Export of Transactions, the "Select Path" section will look like this:



The screenshot shows a dialog box titled "2. Select path and export parameters". Inside, there is a text area containing "{ No Parameters Selected }". To the right of the text area is a button labeled "Select Export Parameters".

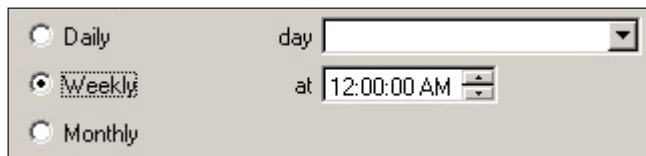
- a. Click the **Select Export Parameters** button.
- b. The "Transaction Export" screen appears. Refer to *Exporting Transactions* in *Chapter 11* for more information.

4. In the “Select repetitions” section, click on the appropriate options button for daily, weekly or monthly.
- **Daily** - This option allows you to schedule the task to run every day, at a specific time. Set the time using the up and down arrow buttons in the “at” field.



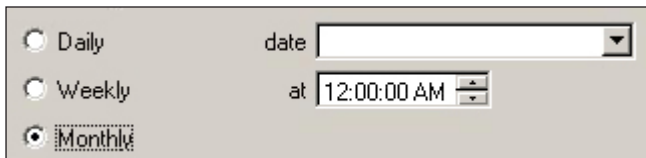
A screenshot of a software interface for scheduling tasks. It features three radio buttons: 'Daily' (selected), 'Weekly', and 'Monthly'. To the right of the 'Weekly' and 'Monthly' options is the text 'at' followed by a time field displaying '12:00:00 AM' with up and down arrow buttons.

- **Weekly** - This option allows you to schedule the task to run once a week, on a specific day (Monday, Tuesday, Wednesday, etc.) and time. Select the day of the week from the “day” drop-down list. Set the time using the up and down arrow buttons in the “at” field.



A screenshot of the same software interface. The 'Weekly' radio button is now selected. A new 'day' drop-down menu has appeared to the left of the 'at' time field, which still shows '12:00:00 AM'.

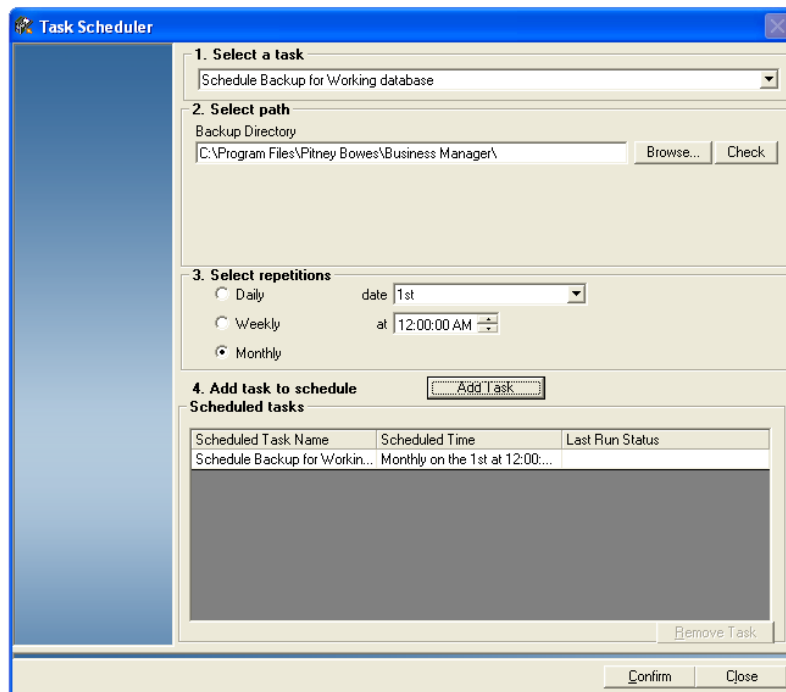
- **Monthly** - This option allows you to schedule the task to run once a month, on a specific date (1st, 2nd, 3rd, last day of the month, etc.) and time. Select the date from the “date” drop-down list. Set the time using the up and down arrow buttons in the “at” field.



A screenshot of the software interface with the 'Monthly' radio button selected. A 'date' drop-down menu has appeared to the left of the 'at' time field, which still shows '12:00:00 AM'.

12 • Using Business Manager Utilities

- Click on the **Add Task** button and the task appears in the “Scheduled tasks” list.



- Repeat steps 2 through 5 for each additional task.
- Click **Confirm** when done.

NOTES ABOUT DATABASE BACKUP:

- Backups to external media or a network drive are recommended *at least* daily. Periodic purging of old backup files is also recommended to minimize storage usage.
- Always schedule backups during off-peak hours.
- More than one backup can be scheduled for a given database, as long as the schedule settings are not the same
- The name of the backup file will appear with the database abbreviation (HO, SV, TR, or SH) followed by an underscore, then the year, month, date, hour, minutes, seconds.

HO_YYYYMMDDHHMMSS.dmp
SV_YYYYMMDDHHMMSS.dmp
TR_YYYYMMDDHHMMSS.dmp
SH_YYYYMMDDHHMMSS.dmp

Removing a Task

- Select **Parameters | Configuration | Task Scheduler**. The *Task Scheduler* screen opens.
- Select the task you want to removed from the “Scheduled Tasks” list.
- Click the **Remove Task** button. The selected task will be deleted from the list.
- Click **Confirm** when done.

13 • Funds Management



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Overview

NOTE: In order to use this feature, the Funds Management license must be added to your system. To purchase a new license, contact your Pitney Bowes® Sales Representative.

The Funds Management feature that allows you to centrally control, monitor and report on fund refills performed on the DM Series™ and DM Infinity™ mailing systems.

NOTE: The Funds Management feature is available for DM Infinity™ units with an existing direct IntelliLink® software interface. To upgrade a DM Infinity™ PC Data Collector, contact your Pitney Bowes® Service Representative.

Funds Management will allow a manager to set refill parameters to automatically refill a meter or meters, to refill meters on demand, and to view and report on refill history and meter activity in real time. It also provides access to all IntelliLink® functions through multiple connection alternatives.

- Tracking Services (Delivery and Signature Confirmation, E Certified),
- Postage by Phone® (refills, exclusive payment options),
- USPS and Carrier Rate Updates (instant access to updated rates, ZIP Code changes, new Classes),
- Instant System Updates (Annual or Semi-Annual Version Changes),
- E-Return Receipt (Electronic record of delivery),
- Turning on Features Remotely, and
- IntelliLink® Information and Electronic Inspection.

The Funds Management feature utilizes one of the following connection types to perform meter fund refills and connect to the Pitney Bowes® infrastructure:

- *Dial up using a PC Pass-Through Server* - The Host PC, DM Series™ and/or DM Infinity™ meters are on a private or corporate network. The Business Manager Host PC is connected to Postage By Phone® through a dial up modem. The Business Manager Host becomes the single access point to Postage By Phone®.
- *LAN with a PC Pass-Through Server* - The Host PC, DM Series™ and/or DM Infinity™ meters are on a private or corporate network. The Business Manager Host becomes the single access point to Postage By Phone®.
- *LAN without a PC Pass-Through Server* - The Host PC, DM Series™ and/or DM Infinity™ meters are on a private or corporate network. Any of these can access Postage By Phone® independently.

Managing Refills

The Refill Management screen is the main screen from which all Funds Management operations are performed. You can:

- Set refill parameters to add funds automatically at a preset threshold;
- Manually refill a meter or meters;
- View refill history; and
- Refresh meters to view the latest meter activity..

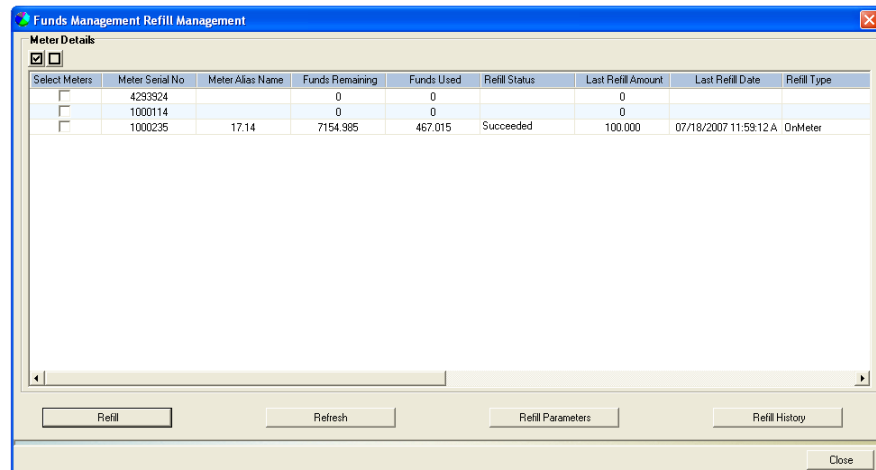
Setting Refill Parameters

You can set a default refill amount, maximum refill amount, or a minimum refill amount for one or multiple meters. These settings will dictate the amounts you can enter when performing manual refills.

In addition, you can enable automatic refills, which will refill meter(s) for a specific amount when the meter reaches a low funds threshold. In the event Business Manager cannot perform the refill on the first try, you can specify the number of times and frequency the system will try to perform the refill.

Follow the steps below to set the refill parameters for your DM Series™ or DM Infinity™ digital meter. You must be a manager to perform this operation.

1. Select **Transactions | Funds Management | Refill Management screen**. The *Funds Management Refill Management* screen appears.



2. Select a meter to configure:
 - a. To select all meters, click on the ☒ button.
 - b. To select a meter, or multiple meters, click on the box next to the meter so that a check mark appears.
 - c. To deselect a meter, or multiple meters, click on the check box next to the meter so that the check mark disappears.
 - d. To deselect all meters, click on the ☐ button.
3. Click the **Refill Parameters** button. The *Refill Parameters* dialog box appears.

Funds Management Refill Parameters

Refill Parameters

Default Refill Amount \$ 500

Maximum Refill Amount \$ 99999

Minimum Refill Amount \$ 1

Auto Refill Parameters

Enable Auto Refill ☐

Auto Refill Amount \$ 500

Low Fund Threshold \$ 500

Auto Refill Interval (min) 5

Auto Refill Retry Count 10

Save Close

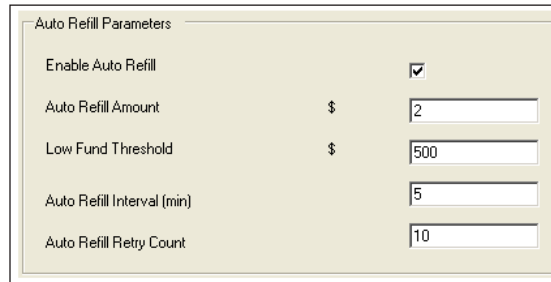
4. Specify the default manual refill parameters.

NOTES:

- All refill amounts must be entered in whole dollars.
- The maximum refill amount is \$99,999.
- The minimum refill amount is \$1.

- a. Enter the default refill amount in the **Default Refill Amount** field.
- b. Enter the maximum refill amount in the **Maximum Refill Amount** field.
- c. Enter the minimum refill amount in the **Minimum Refill Amount** field.

5. If you want the meter to refill automatically, click in the **Enable Auto Refill** check box so that a check mark appears.



The dialog box titled "Auto Refill Parameters" contains the following fields and values:

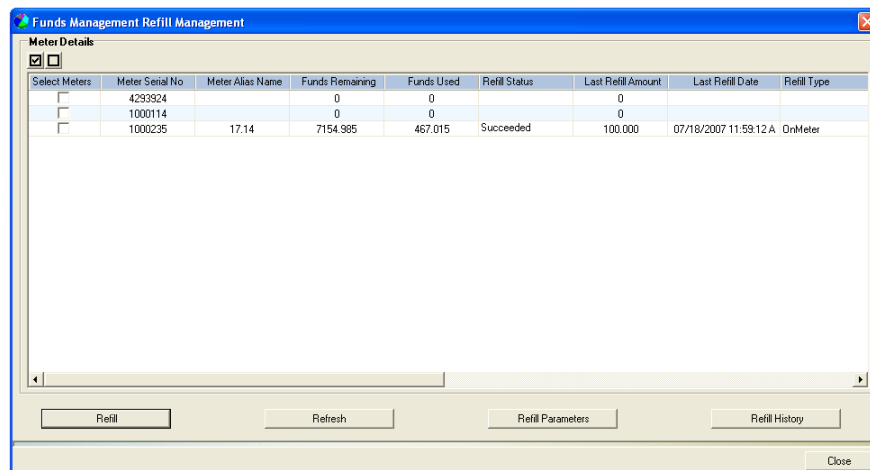
- Enable Auto Refill:** ☒
- Auto Refill Amount:** \$
- Low Fund Threshold:** \$
- Auto Refill Interval (min):**
- Auto Refill Retry Count:**

- a. Enter the auto refill amount in the **Auto Refill Amount** field. The amount will be added automatically to the selected meter(s) once the low fund threshold is reached.
 - b. Enter the low fund threshold amount in the **Low Fund Threshold** field. When the meter reaches the low fund threshold, an automatic refill will be performed.
 - c. Enter how frequently you want the system to attempt the refill (in minutes) in the **Auto Refill Interval (min)** field.
 - d. Enter the number of times you want the system to retry the refill in the **Auto Refill Retry Count** field.
6. Click **Save**. The meter must be logged in and idle (not processing mail) to save your changes.

Manually Refilling Meters

Follow the steps below to manually refill your DM Series™ or DM Infinity™ digital meter.

1. Select **Transactions | Funds Management | Refill Management screen**. The *Funds Management Refill Management* screen appears.



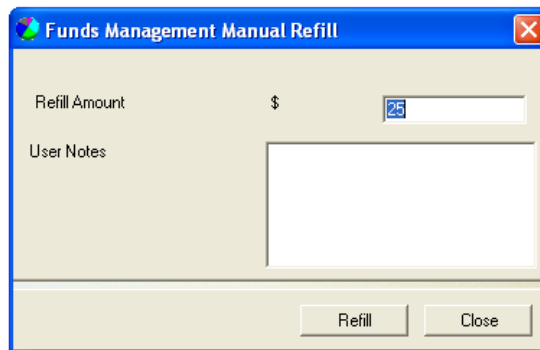
The "Funds Management Refill Management" window displays a table of meter details. The table has the following columns: Select Meters, Meter Serial No, Meter Alias Name, Funds Remaining, Funds Used, Refill Status, Last Refill Amount, Last Refill Date, and Refill Type.

Select Meters	Meter Serial No	Meter Alias Name	Funds Remaining	Funds Used	Refill Status	Last Refill Amount	Last Refill Date	Refill Type
☐	4233324		0	0		0		
☐	1000114		0	0		0		
☐	1000235	17.14	7154.995	467.015	Succeeded	100.000	07/18/2007 11:59:12 A	OnMeter

At the bottom of the window, there are four buttons: Refill, Refresh, Refill Parameters, and Refill History. A Close button is located at the bottom right corner.

13 • Funds Management

2. Select a meter to configure:
 - a. To select all meters, click on the ☒ button.
 - b. To select a meter, or multiple meters, click on the box next to the meter so that a check mark appears.
 - c. To deselect a meter, or multiple meters, click on the check box next to the meter so that the check mark disappears.
 - d. To deselect all meters, click on the ☐ button.
3. Click the **Refill** button. The *Funds Management Manual Refill* dialog box appears.



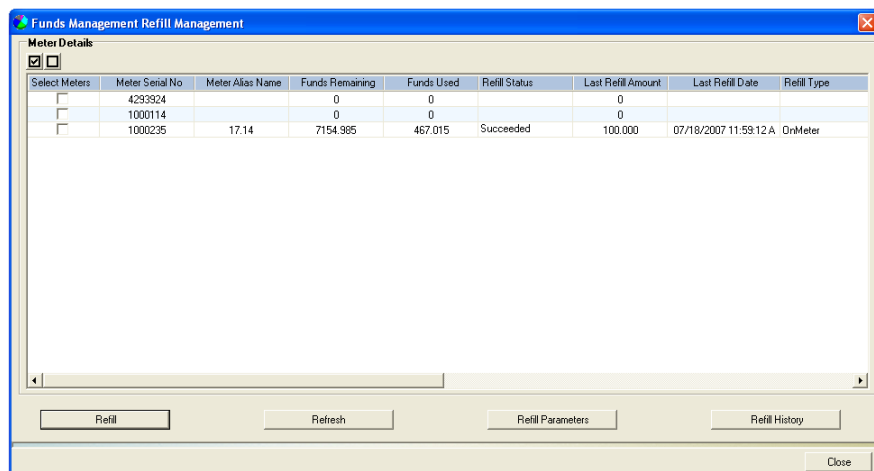
Funds Management Manual Refill

Refill Amount \$ 25

User Notes

Refill Close

4. Enter the refill amount in the **Refill Amount** provided.
5. If desired, enter notes about the refill in the **User Notes** field.
6. Click **Refill**. The meter must be logged in and idle (not processing mail) to perform the refill.
7. The **Refill Status** field on the *Funds Management Refill Management* screen indicates the status of the refill. "Refilling" appears while the refill is in process. Once the refill has been completed successfully, "Succeeded" will appear in the field.



Funds Management Refill Management

Meter Details

☒ ☐

Select Meters	Meter Serial No	Meter Alias Name	Funds Remaining	Funds Used	Refill Status	Last Refill Amount	Last Refill Date	Refill Type
☐	4233924		0	0		0		
☐	1000114		0	0		0		
☐	1000235	17.14	7154.985	467.015	Succeeded	100.000	07/18/2007 11:59:12 A	OnMeter

Refill Refresh Refill Parameters Refill History Close

8. Click **Close** to exit the *Funds Management Refill Management* screen.

Viewing Refill History

Follow the steps below to view the refill history for your DM Series™ or DM Infinity™ digital meter.

1. Select **Transactions | Funds Management | Refill Management** screen. The *Funds Management Refill Management* screen appears.

Select Meters	Meter Serial No	Meter Alias Name	Funds Remaining	Funds Used	Refill Status	Last Refill Amount	Last Refill Date	Refill Type
☐	4233924		0	0		0		
☐	1000114		0	0		0		
☐	1000235	17.14	7154.985	467.015	Succeeded	100.000	07/18/2007 11:59:12 A	OnMeter

2. Select a meter to configure:
 - a. To select all meters, click on the ☒ button.
 - b. To select a meter, or multiple meters, click on the box next to the meter so that a check mark appears.
 - c. To deselect a meter, or multiple meters, click on the check box next to the meter so that the check mark disappears.
 - d. To deselect all meters, click on the ☐ button.
3. Click the **Refill History** button. The *Funds Management Refill History* screen appears.

Filter Criteria

Start Date: 12/05/2007 1:38:22 PM
End Date: 12/12/2007 1:38:22 PM
Refill Type: All
Refill Status: All

Meter Serial No	Meter Alias Name	Funds Remaining	Funds Used	Refill Status	Refill Amount	Refill Date	Refill Type
-----------------	------------------	-----------------	------------	---------------	---------------	-------------	-------------

4. Select the appropriate **Start Date** from the drop-down list, then select the start time.
5. Select the appropriate **End Date** from the drop-down list, then select the end time.

13 • Funds Management

6. Select the appropriate Refill Type:
 - Select **All** to view all meter refills.
 - Select **Manual** to view all manual meter refills initiated at the Host PC.
 - Select **Auto** to view all automatic meter refills.
 - Select **On Meter** to view all meter refills that were initiated at the IntelliLink® Control Center on the meter.
7. Select the appropriate Refill Status:
 - Select **All** to view all meter refills.
 - Select **Succeeded** to view only the meter refills that were performed successfully.
 - Select **Failed** to view only the meter refills that failed.
 - Select **Cancelled** to view only the meter refills that were cancelled.
8. Click **Show**. The refills that meet the criteria you have selected appear in the Meter History pane.

Meter Serial No	Meter Alias Name	Funds Remaining	Funds Used	Refill Status	Refill Amount	Refill Date	Refill Type
1000114	DM1000	18057.0840	68509.9160	Succeeded	1.0000	12/11/2007 02:00:40 P	Manual
1000114	DM1000	18056.0840	68509.9160	Succeeded	1.0000	12/11/2007 01:53:22 P	Manual
1000114	DM1000	18055.0840	68509.9160	Failed	0	12/11/2007 01:51:00 P	Manual

9. Click **Close** to exit the *Funds Management Refill History* screen.
10. Click **Close** to exit the *Funds Management Refill Management* screen.

Refreshing the Funds Management Refill Management Screen

The Refresh button on the *Funds Management Refill Management* screen allows Business Manager to poll selected meters and return the register information on the screen.

The screenshot shows a window titled "Funds Management Refill Management". Inside, there is a "Meter Details" section with a table. The table has columns: Select Meters, Meter Serial No, Meter Alias Name, Funds Remaining, Funds Used, Refill Status, Last Refill Amount, Last Refill Date, and Refill Type. The first two rows are partially visible, showing meters with serial numbers 4293924 and 1000114. The third row shows meter 1000235 with a balance of 7154.985 and a status of "Succeeded". Below the table, there are four buttons: "Refill", "Refresh", "Refill Parameters", and "Refill History". A "Close" button is located at the bottom right of the window.

Select Meters	Meter Serial No	Meter Alias Name	Funds Remaining	Funds Used	Refill Status	Last Refill Amount	Last Refill Date	Refill Type
☐	4293924		0	0		0		
☐	1000114		0	0		0		
☐	1000235	17.14	7154.985	467.015	Succeeded	100.000	07/18/2007 11:59:12 A	OnMeter

1. Select a meter to configure:
 - a. To select all meters, click on the ☒ button.
 - b. To select a meter, or multiple meters, click on the box next to the meter so that a check mark appears.
 - c. To deselect a meter, or multiple meters, click on the check box next to the meter so that the check mark disappears.
 - d. To deselect all meters, click on the ☐ button.
2. Click the **Refresh** button. The screen is updated with the latest register information for the selected meter(s).

13 • Funds Management

Funds Management Reports

Two custom report templates have been created to provide Funds Management information.

Description of Custom Funds Management Report Templates	
Funds Status	Refill status summary by meter based on the date criteria selected.
Funds History	Refill history by meter based on date criteria selected.

Refer to *Viewing and Printing Reports* in *Chapter 10* of this guide for general information on viewing or printing reports.

Creating a Custom Funds Management Report

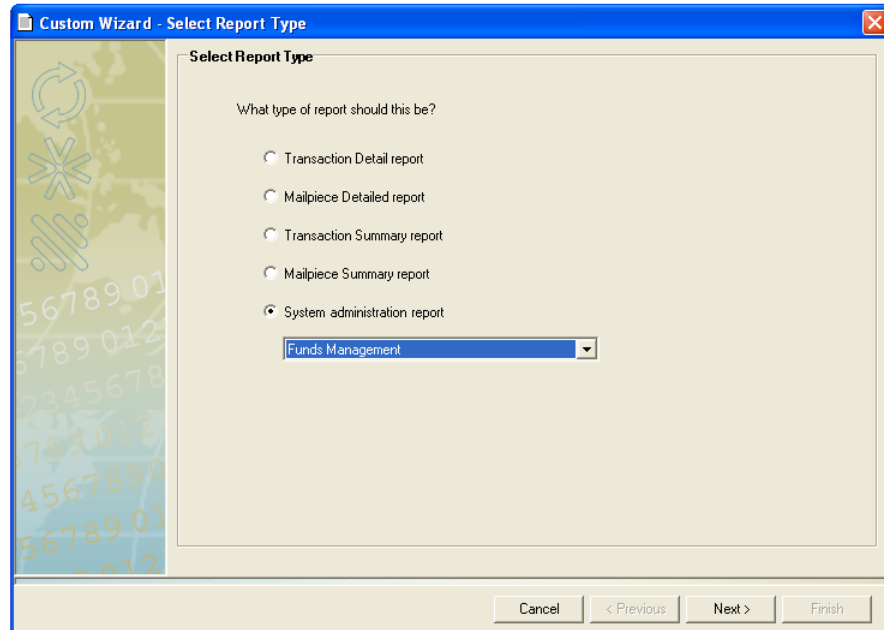
You can create a custom Funds Management report to meet your specific reporting needs.

NOTE: The Funds Management custom report options are available only on systems that have the Funds Management license activated.

The sections here describe features unique to the custom Funds Management report creation process. Refer to *Chapter 11, Creating Custom Reports* in this guide for information on complete instructions on creating custom reports.

Selecting the Report Type

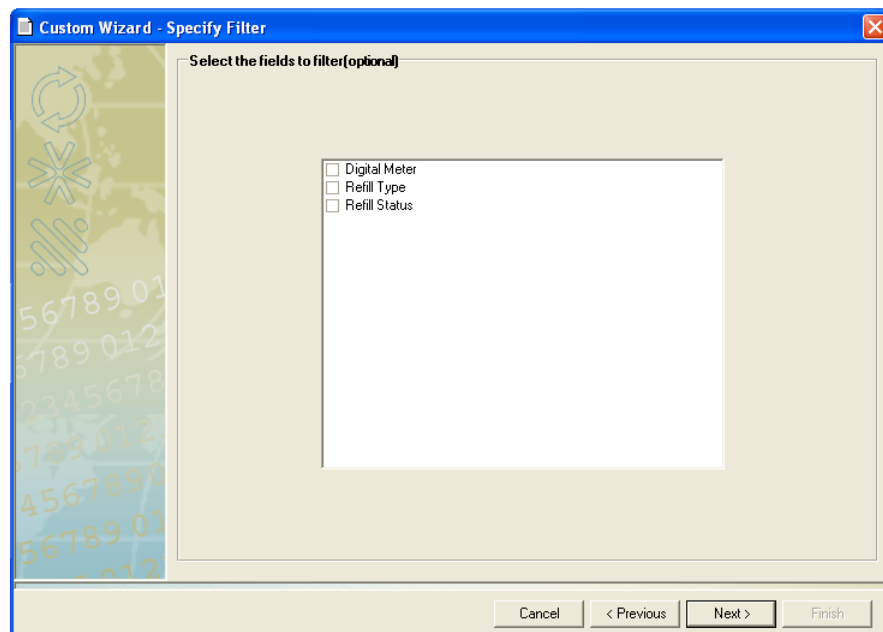
To access the Funds Management administration report data fields, click the **System administration report** radio button, then select **Funds Management** from the drop-down list that appears on the Select Report Type screen.



The screenshot shows a dialog box titled "Custom Wizard - Select Report Type". The main area is titled "Select Report Type" and contains the question "What type of report should this be?". There are five radio button options: "Transaction Detail report", "Mailpiece Detailed report", "Transaction Summary report", "Mailpiece Summary report", and "System administration report". The "System administration report" option is selected. Below the radio buttons is a drop-down menu currently showing "Funds Management". At the bottom of the dialog are four buttons: "Cancel", "< Previous", "Next >", and "Finish".

Selecting Filters

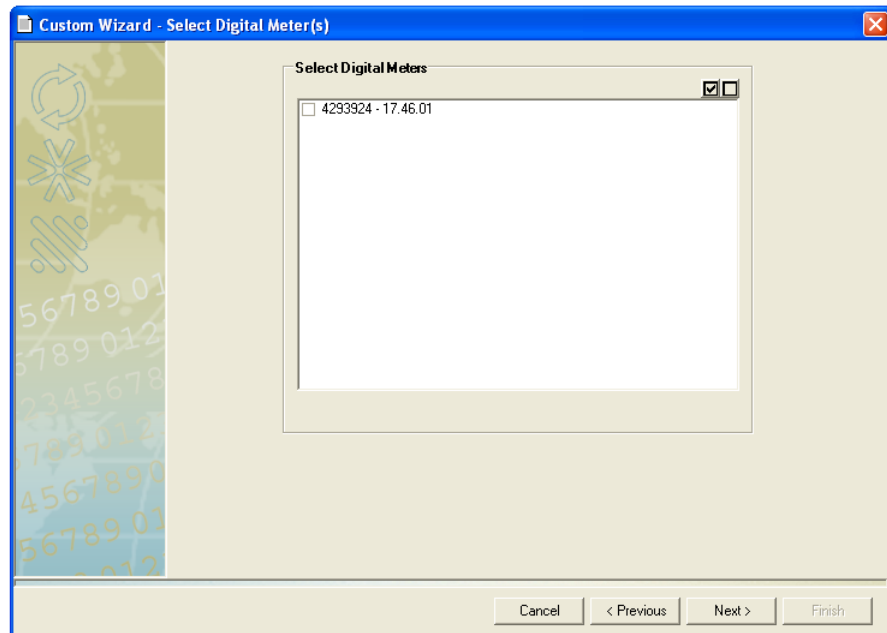
Business Manager allows you to select Digital Meter, Refill Type, and/or Refill Status filters for Funds Management reports.



The screenshot shows a dialog box titled "Custom Wizard - Specify Filter". The main area is titled "Select the fields to filter(optional)". It contains a list box with three items: "Digital Meter", "Refill Type", and "Refill Status". Each item has an unchecked checkbox to its left. At the bottom of the dialog are four buttons: "Cancel", "< Previous", "Next >", and "Finish".

Filtering By Digital Meter

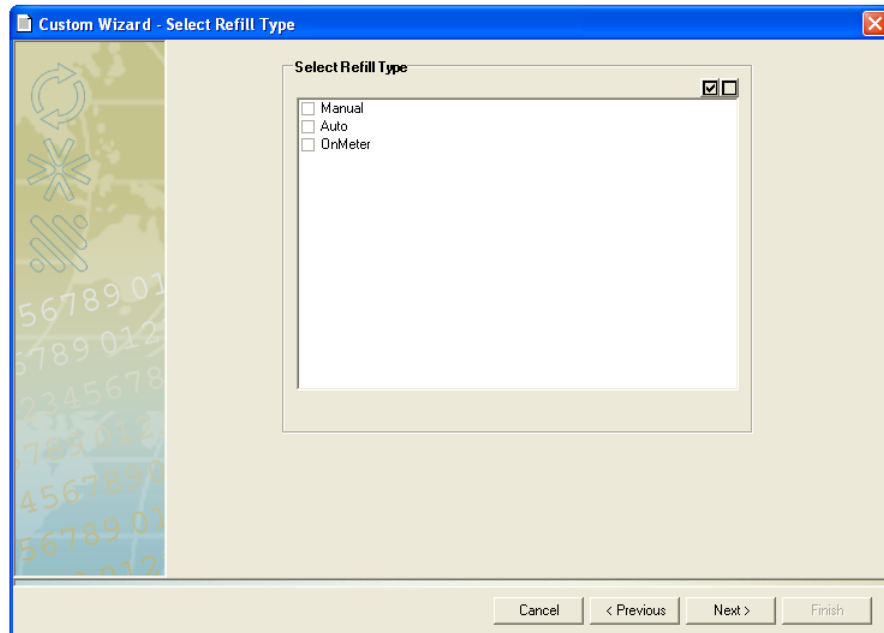
The first time you open this screen, none of the digital meters are selected, as indicated by the empty check boxes in front of each meter name.



1. To select individual meters, click in the check box in front of each of the meter names to create a check mark.
2. To deselect all meters, click on the ☐ button at the top of the screen.
3. To select all meters, click on the ☒ button at the top of the screen.
4. Click **Next>**. If you are using any additional filters, the appropriate filter screen opens. Otherwise, continue to the *Selecting Grouping and Sort Order* section in Chapter 11.

Filtering By Refill Type

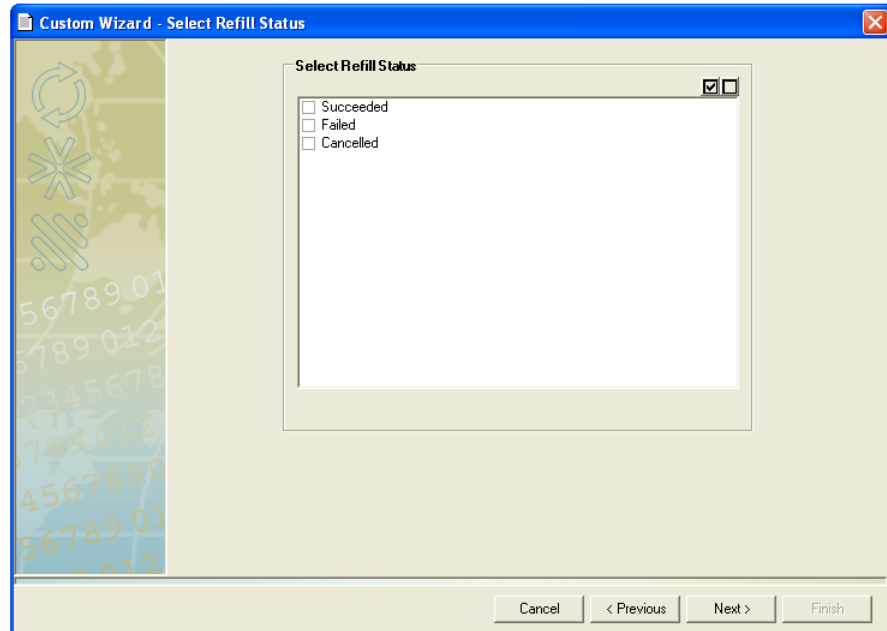
The first time you open this screen, none of the refill types are selected, as indicated by the empty check boxes in front of each refill name.



1. To select individual refill types, click in the check box in front of each of the refill names to create a check mark.
2. To deselect all refill types, click on the ☐ button at the top of the screen.
3. To select all refill types, click on the ☒ button at the top of the screen.
4. Click **Next>**. If you are using any additional filters, the appropriate filter screen opens. Otherwise, continue to the *Selecting Grouping and Sort Order* section in Chapter 11.

Filtering By Refill Status

The first time you open this screen, none of the status options are selected, as indicated by the empty check boxes in front of each status option name.



NOTE: If the meter refill is performed at the meter, and the refill fails, Business Manager will not record the history.

1. To select individual status options, click in the check box in front of each status name to create a check mark.
2. To deselect all status options, click on the ☐ button at the top of the screen.
3. To select all status options, click on the ☒ button at the top of the screen.
4. Click **Next>**. If you are using any additional filters, the appropriate filter screen opens. Otherwise, continue to the *Selecting Grouping and Sort Order* section in *Chapter 11*.

14 • Total Meter Reporting

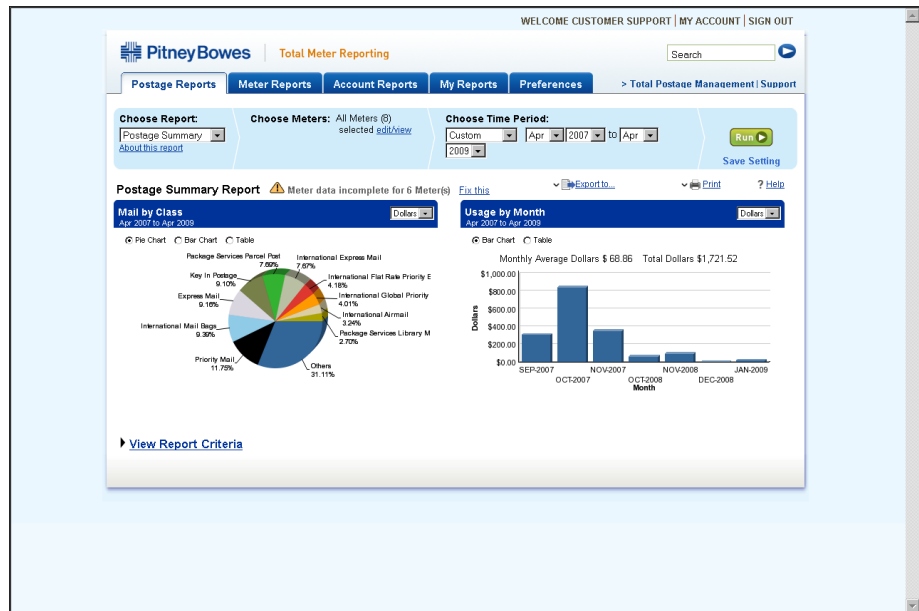


Overview.....	14-2
Configuring Business Manager	14-3
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Scheduled Uploads	14-6
Using Total Meter Reporting	14-7
Generating Reports	14-8

14 • Total Meter Reporting

Overview

Total Meter Reporting is an application in the INVIEW™ Mailstream Management Suite. INVIEW™ is an online postage meter reporting website that allows you to access information about where and how postage is used within your organization. The website allows you to view and analyze your postage meter activity for one meter, one location, or across your entire enterprise. The activity for each meter is transferred whenever you connect your meter to the Pitney Bowes Data Center to refill postage, check on available funds in your Postage By Phone account, or during other inspection or maintenance processes.



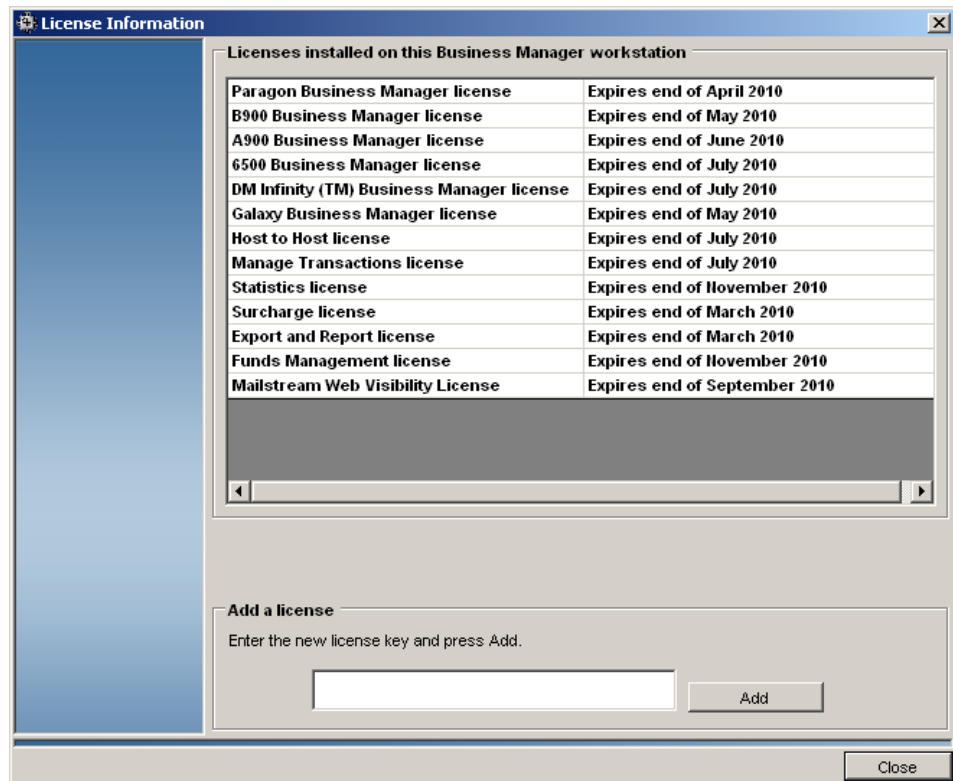
IMPORTANT: To assure your report data is up to date, perform balance inquiries on a regular schedule that conforms to the reporting periods you set up in the application.

Configuring Business Manager

Verifying Your INVIEW™ License

Use the instructions below to verify you have a valid Mailstream Web Visibility Licence. Without this license, you cannot upload transaction data to the Total Meter Reporting server.

1. Click **Parameters > Configuration > Environment > See the installed licences.**
2. Ensure your **Mailstream Web Visibility License** is enabled.

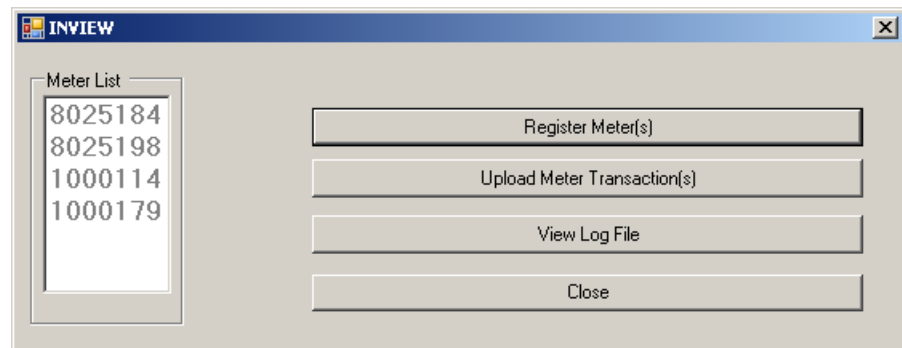


14 • Total Meter Reporting

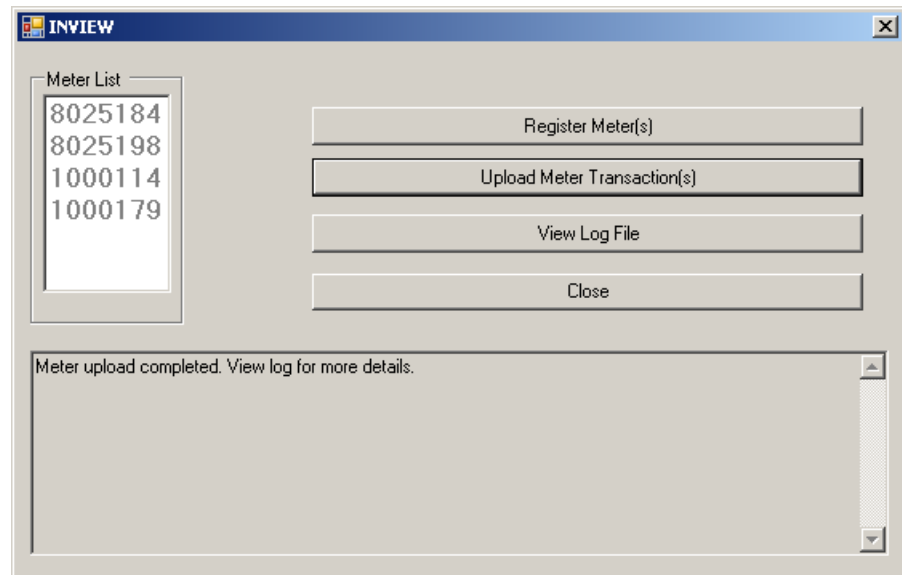
Uploading Data Before you can view any reports, you must first upload your transaction data. Transaction data can be uploaded manually or via the task scheduler.

Use the instructions below to manually upload your transaction data.

1. Click **Transactions > INVIEW**.
2. Click **Upload Meter Transaction(s)**. This will upload data for all meters listed under **Meter List**.



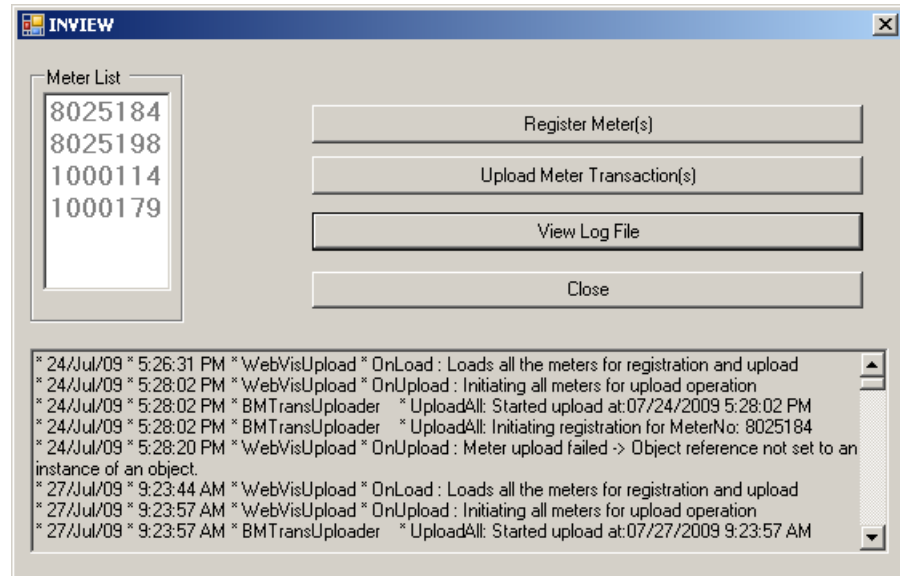
3. A message displays when the upload is complete.



Viewing the Log

The upload log displays a detailed account of the upload process. This may be useful for troubleshooting. To view the upload log, click **View Log File**.

Manual Uploads



14 • Total Meter Reporting

Scheduled Uploads

Use the instructions below to upload transaction data through the Business Manager Task Scheduler.

1. Click **Parameters > Configuration > Task Scheduler**.
2. Select the **Mailstream Web Visibility Upload** task.

Task Scheduler

1. Select a task
Mailstream Web Visibility Upload

2. Select path

3. Select repetitions
☒ Daily
☐ Weekly at 12:00:00 AM
☐ Monthly

4. Add task to schedule **Add Task**

Scheduled tasks

Scheduled Task Name	Scheduled Time	Last Run Status
---------------------	----------------	-----------------

Remove Task

Confirm Close

3. Select how frequently you want the task to run. For example, Daily at 12 A.M.
4. Click **Add Task**.

Task Scheduler

1. Select a task
Mailstream Web Visibility Upload

2. Select path

3. Select repetitions
☒ Daily
☐ Weekly at 12:00:00 AM
☐ Monthly

4. Add task to schedule **Add Task**

Scheduled tasks

Scheduled Task Name	Scheduled Time	Last Run Status
Web Visibility upload transe...	Daily at 12:00:00 AM	

Remove Task

Confirm Close

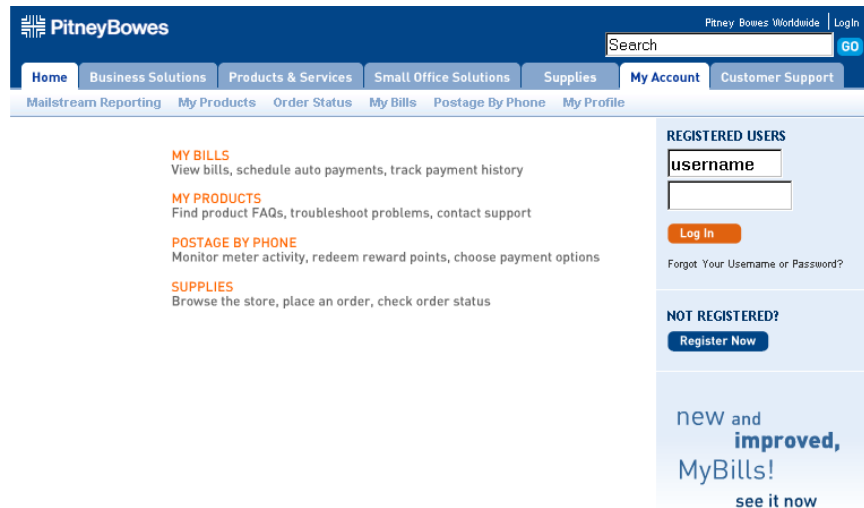
5. Click **Confirm**.

Using Total Meter Reporting

Once you have uploaded transaction data, you can begin to view reports from the Total Meter Reporting web site.

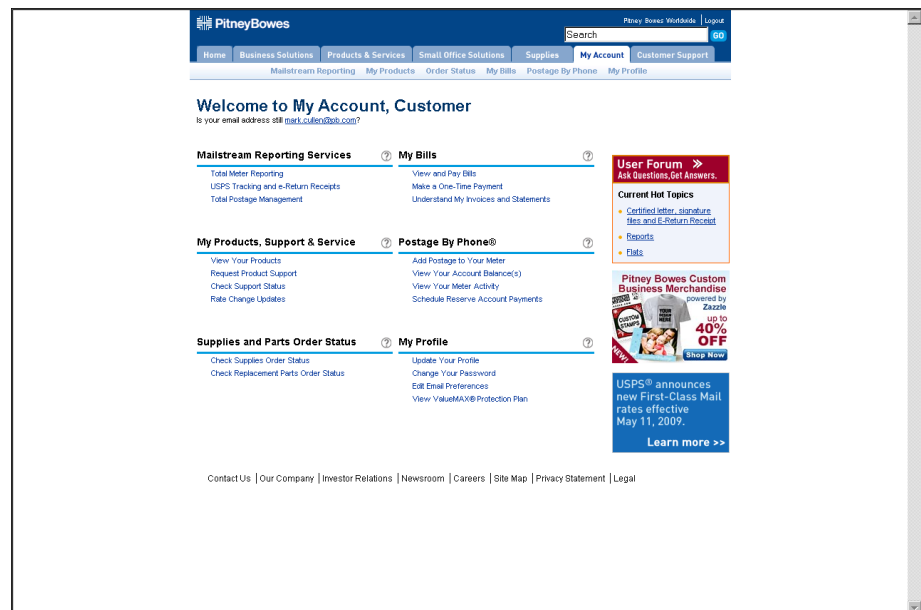
Logging In

1. Open Internet Explorer and go to www.pb.com.
2. Click the **My Account** tab.
3. Type your user name and password. Click **Log In**.



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4. Under **Mailstream Reporting Services**, click **Total Meter Reporting**.



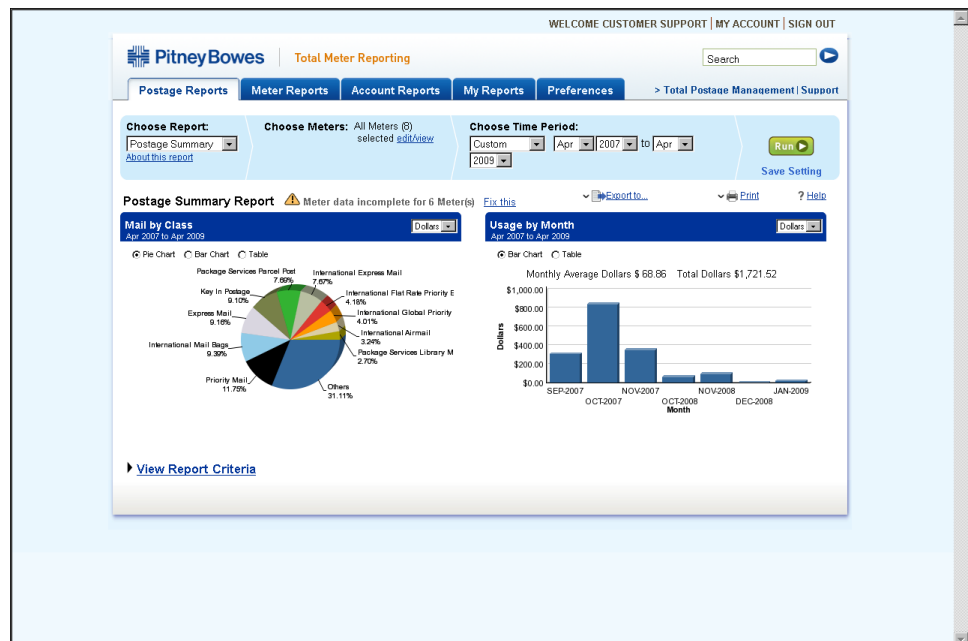
14 • Total Meter Reporting

Generating Reports

Total Meter Reporting groups its reports into three report categories: **Postage Reports**, **Meter Reports**, and **Account Reports**. Each report category offers a number of specific reports, such as the Account Summary Report and the Meter Balance Report. For more information on specific reports offered by Total Meter Reporting, click the **Help** link located on the right side of the web page.

To run a specific report, do the following:

1. Click the desired report tab. For example, **Postage Reports**.
2. Click the **Choose Report** drop-down and select the report you wish to see.
3. If necessary, modify any of your report criteria in the control panel.
4. Click **Run**.



5. Once the report displays, you have the option to either print the report or to export the report (to a Excel, PDF, or CSV (comma separated variable)). Click the **Help** link for more information on exporting reports in Total Meter Reporting.

A • Setting the Accounting Period



Setting the Accounting Period	A-2
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A • Setting the Accounting Period

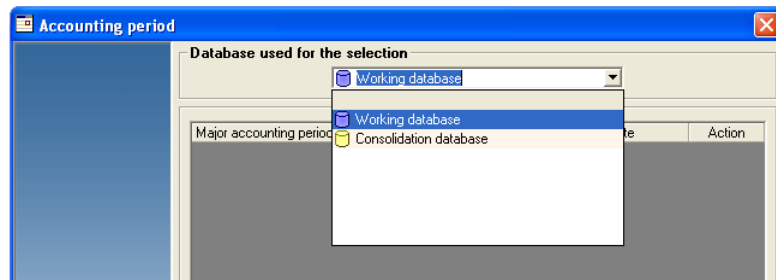
Setting the Accounting Period

You can set the beginning and ending date for your major accounting period (typically yearly) and then define the following minor periods within the major period:

- Quarterly
- Monthly
- Per 4-week period
- Weekly

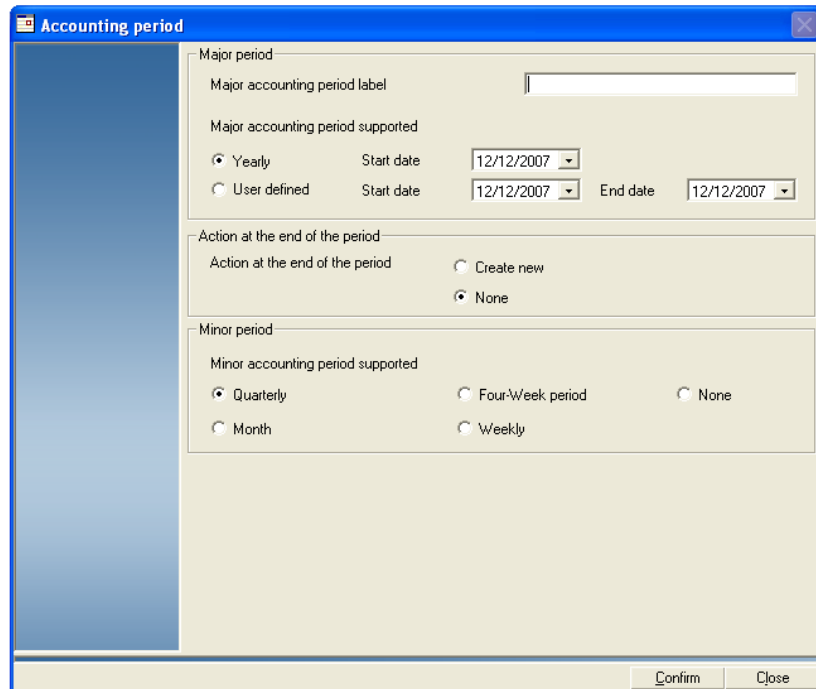
You set or modify the accounting period at the Business Manager master or local Host PC using the Administration module. You must be a manager to perform this operation.

1. To set or change the accounting period, select **Parameters | Configuration | Environment | Accounting period**. You are prompted to select the database.



- a. If this is an enterprise site with multiple hosts and this is the master host, select the **Consolidation** database. This allows you to generate reports on all of the consolidated local host databases
- b. If you are also using this master host to collect transactions from local meters, mailing machines and DM Series™ Digital Mailing Systems, you also need to set a period for the Working database.
- c. If this is a local host that is collect transactions from local meters, mailing machines and DM Series™ Digital Mailing Systems, select **Working** database.

- Click on the  button at the bottom of the screen. Another *Accounting period* screen opens.



The image shows a software dialog box titled "Accounting period". It has a blue title bar with a close button in the top right corner. The dialog is divided into several sections. The first section, "Major period", contains a text field for "Major accounting period label", a section for "Major accounting period supported" with radio buttons for "Yearly" (selected) and "User defined", and date pickers for "Start date" and "End date" both set to "12/12/2007". The second section, "Action at the end of the period", has a label and radio buttons for "Create new" and "None" (selected). The third section, "Minor period", has a label and radio buttons for "Quarterly" (selected), "Month", "Four-Week period", "Weekly", and "None". At the bottom right are "Confirm" and "Close" buttons.

Accounting period

Major period

Major accounting period label

Major accounting period supported

☒ Yearly Start date: 12/12/2007

☐ User defined Start date: 12/12/2007 End date: 12/12/2007

Action at the end of the period

Action at the end of the period

☐ Create new

☒ None

Minor period

Minor accounting period supported

☒ Quarterly ☐ Four-Week period ☐ None

☐ Month ☐ Weekly

Confirm Close

- Define the name of the period, the dates, and the minor period.
- Click on the **Confirm** button when finished.

B • Checking or Adding Software Licenses



Checking or Adding Software Licenses	B-2
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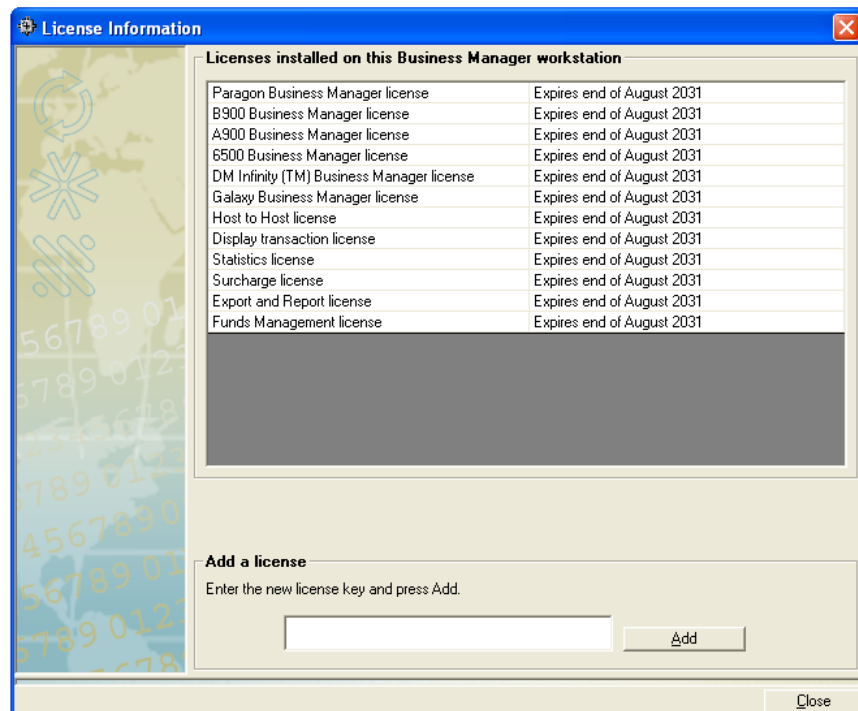
B • Checking or Adding Software Licenses

Checking or Adding Software Licenses

You can view all of the software licenses installed on your Business Manager Host PC. These show the types of meters and mail processors you can use to process mail as well as any additional features you may have purchased with your system.

If for any reason your licenses are not activated you need to contact your Pitney Bowes® representative.

1. You view the licenses at the Business Manager Host PC using the Administration module. You must be a manager to perform this operation.
2. Select **Parameters | Configuration | Environment | See the installed licenses**. The *License information* screen opens.



To add a new license, contact your Pitney Bowes® Sales Representative.

C • Creating a Sample Custom Report



Sample Custom Report Overview	C-2
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Selecting the Database	C-2
Selecting the Report Type	C-3
Selecting the Fields	C-4
Selecting Filters	C-4
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Selecting Report Options.....	C-4
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Formatting the Report.....	C-5
Previewing the Report	C-15
Naming, Printing, and Saving the Report	C-16

C • Creating a Sample Custom Report

Sample Custom Report Overview

This section will take you through the steps necessary to create a *sample* Postage Charged report with the Custom Reports wizard. This section is only intended for use as an exercise to familiarize you with the custom report features.

NOTE: You must have set the accounting period, set up accounts and have run mail to perform this exercise.

The objective is to create a sample Postage Charged report that lists each account, sub account and sub-sub account by name, along with the total number of mail pieces and the total postage charged.

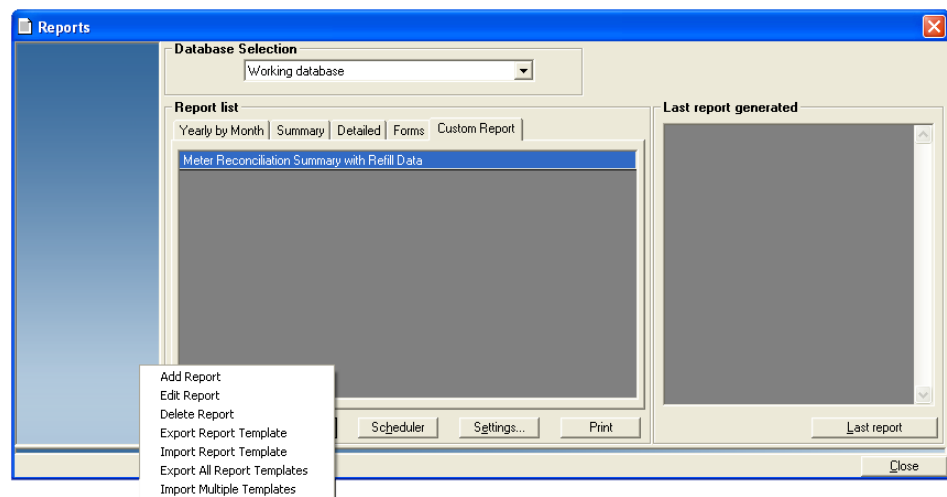
Review *Chapter 10, Custom Reports* in this guide to familiarize yourself with the Custom Reports wizard and the decisions you'll need to make to create the report.

Creating the Sample Custom Report

Selecting the Database

The first step in creating a custom report is to select the database.

1. Select **Reports | Reports**.
2. Click in the **Database selection** field in the main *Reports* screen and select **Working**.

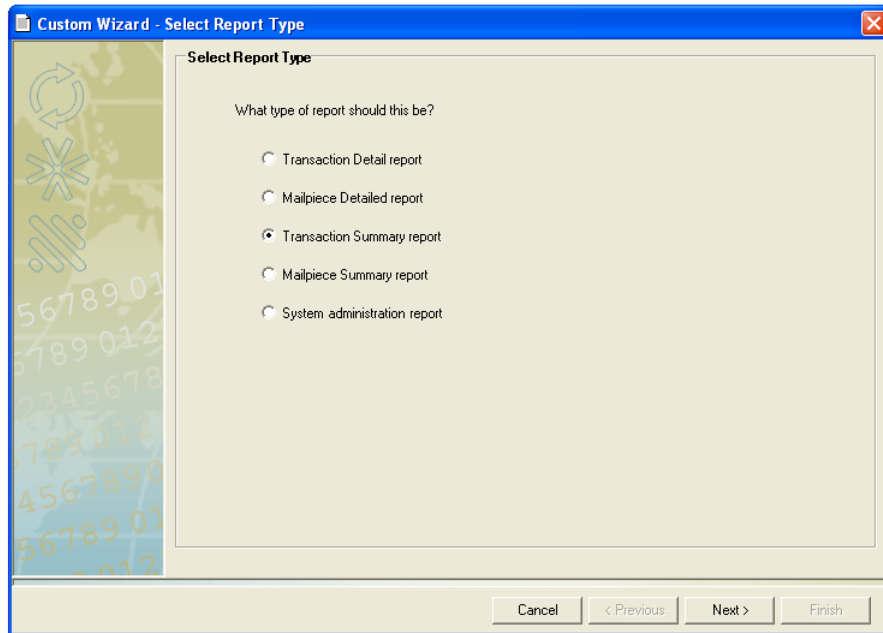


3. Click the **Custom Report** button and select **Add Report**. The *Select Report Type* screen opens.

Selecting the Report Type

Follow the steps below to select the report type. The sample Postage Charged report is a summary report. The report will group similar information together, instead of creating a separate line for each individual transaction.

1. Select **Transaction Summary Report** by clicking the appropriate radio button.



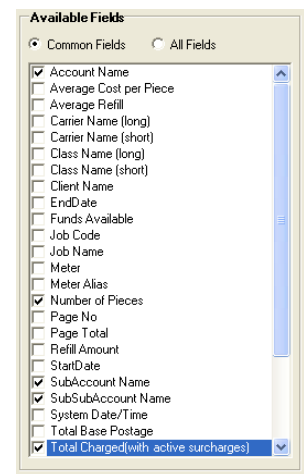
2. Click **Next >** to continue. The *Select Field* screen opens.

C • Creating a Sample Custom Report

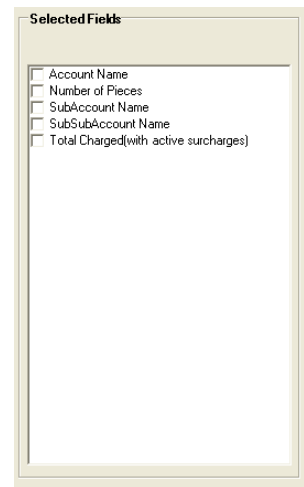
Selecting the Fields

Follow the steps below to select the fields of information that will appear in the sample Postage Charged report.

1. Select the following fields from the Available Fields list:
 - Account Name
 - SubAccount Name
 - SubSubAccount Name
 - Number of Pieces
 - Total Charged (with all surcharges)



2. Click the **Add** button. The fields you selected will be moved from the Available Fields list to the Selected Fields list.
3. Click **Next >** once you have finished making your field selections. The *Select the Fields* to filter screen opens.



Selecting Filters

You do not need to select a filter for the sample Postage Charged report. Click **Next >** to continue. The *Select a Date Range* screen opens.

Selecting the Date Range

For the purpose of this report, accept the default predefined period. Click **Next >**. The *Select Report Options* window opens.

NOTE: The list of predefined periods are the accounting periods you have set up on your system. The default predefined period is the current accounting period.

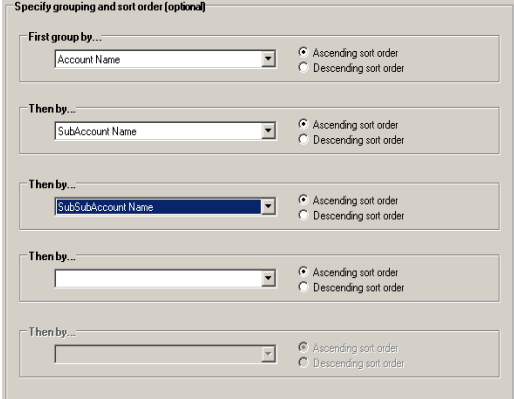
Selecting Report Options

Accept the default report option settings for the purpose of this sample report. Click **Next >**. The *Specify Grouping and Sort Order* screen opens.

Selecting Grouping and Sort Order

For the purpose of this sample report you'll first group by account, then by subaccount, then by subsubaccount.

1. Select **Account Name** from *First Group By...* the drop-down list.
2. Select **SubAccount Name** from the first *Then By* drop-down list.
3. Select **SubSubAccount Name** from the second *Then By* drop-down list.
4. Ensure the **Ascending sort order** radio button is selected for each group.



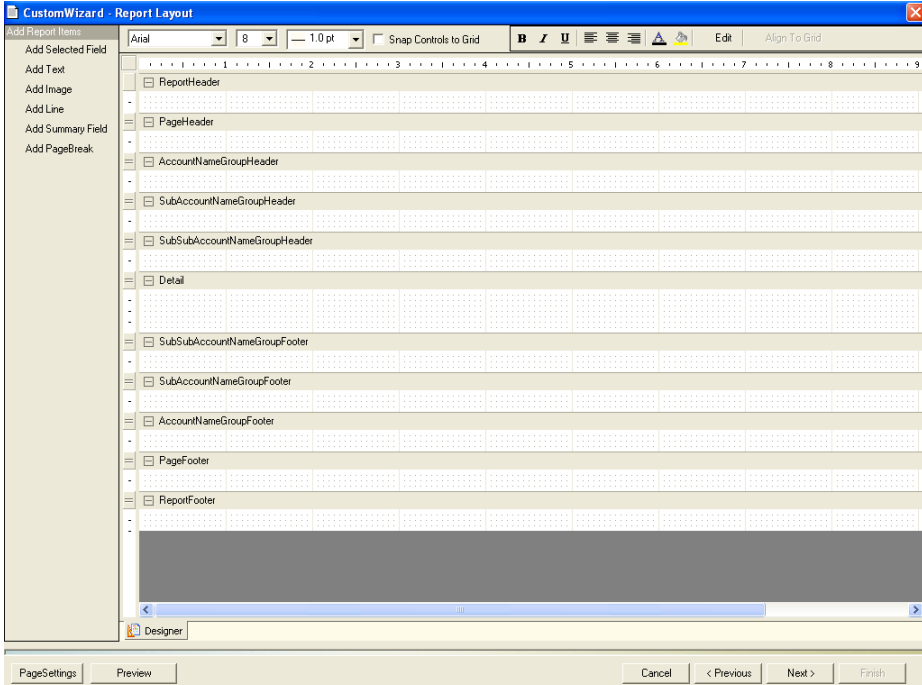
The dialog box titled "Specify grouping and sort order (optional)" contains four sections for defining the report's structure. Each section has a "First group by..." or "Then by..." label, a dropdown menu, and two radio buttons for "Ascending sort order" and "Descending sort order". The first section has "Account Name" selected. The second section has "SubAccount Name" selected. The third section has "SubSubAccount Name" selected. The fourth section is empty. All "Ascending sort order" radio buttons are selected.

5. Click **Next >**. The *Report Layout* screen opens.

Formatting the Report

Follow the steps in this section to format the layout of the sample Postage Charged report.

NOTE: You can click the **Preview** button at any to view what the report output will look like.



The "CustomWizard - Report Layout" screen shows a design grid for the report. On the left, a "Add Report Items" list includes: Add Selected Field, Add Text, Add Image, Add Line, Add Summary Field, and Add PageBreak. The grid contains sections for ReportHeader, PageHeader, AccountNameGroupHeader, SubAccountNameGroupHeader, SubSubAccountNameGroupHeader, Detail, SubSubAccountNameGroupFooter, SubAccountNameGroupFooter, AccountNameGroupFooter, PageFooter, and ReportFooter. A "Designer" tab is active at the bottom. Navigation buttons at the bottom include PageSettings, Preview, Cancel, < Previous, Next >, and Finish.

C • Creating a Sample Custom Report

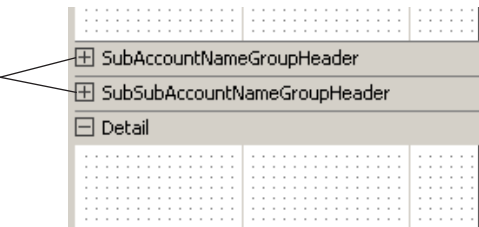
The SubAccount and SubSubAccount Name Group Header and Footer Rows

For the purpose of this report, you will not need to use the SubAccount and SubSubAccount Name Group Header and Footer rows.

1. Minimize the SubAccount Name Group Header row by clicking the  button.
2. Minimize the SubSubAccount Name Group Header row by clicking the  button.
3. Minimize the SubSubAccount Name Group Footer row by clicking the  button.
4. Minimize the SubSubAccount Name Group Footer row by clicking the  button.

Your report layout should appear similar to the figure shown below.

SubAccount and SubSubAccount Name Group Header rows minimized (“-” button becomes “+” button)

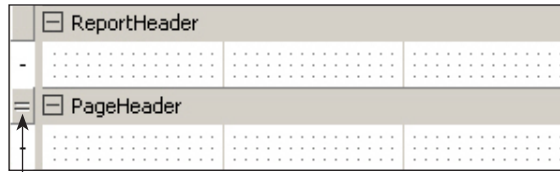


	SubAccountNameGroupHeader
	SubSubAccountNameGroupHeader
	Detail

The Report Header Row

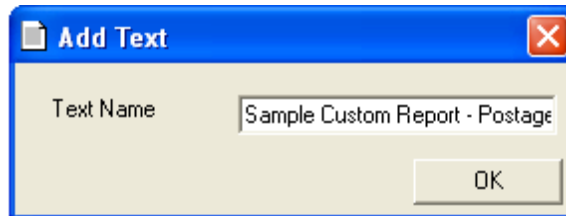
In this section, you will add text to the Report Header row. The text will appear once at the top of the first page of the sample Postage Charged report.

1. Resize the Report Header row by clicking and dragging the  button beneath the row downward.



Click here and drag down to resize the Report Header row

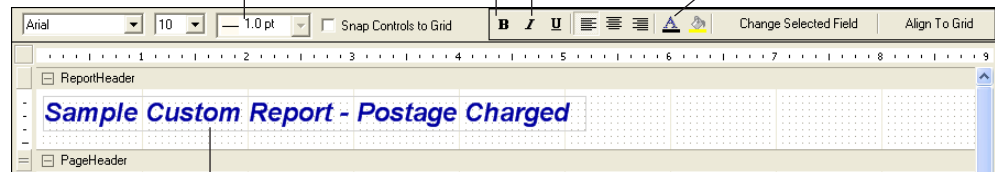
2. Click **Add Text** to add labels and column headings to your report.
3. Click and drag in row where you want the text to appear. The *Add Text* dialog box appears.
4. Type **Sample Custom Report - Postage Charged** in the field provided.
5. Click **Ok**. The text you typed will appear in Report Header row.



NOTE: If necessary, you can adjust the size of the text box and reposition it within the row.

6. Select **18** from the font size drop-down list on the menu bar at the top of the screen.
 7. Click the  button and select a font color for the text.
 8. Click the  and  buttons to bold and italicize the text.
- Your Report Header should appear similar to the figure shown below.

Font size drop-down list Bold button Italic button Font color button



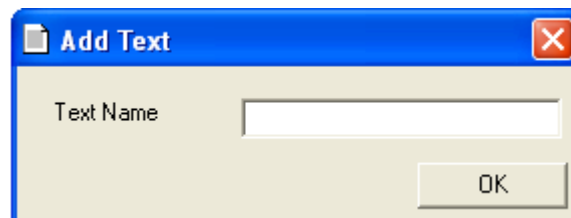
Report Header

C • Creating a Sample Custom Report

The Page Header Row

In this section, you will add column headings to the Page Header row so they appear at the top of each page of the report. The sample Postage Charged report has three column headings: *Account Name*, *Total Pieces*, and *Total Charged*.

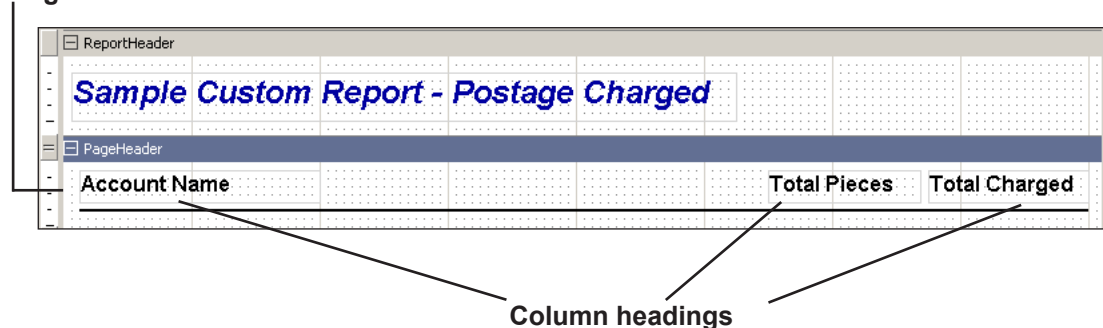
1. If necessary, resize the Page Header row by clicking and dragging the  button beneath the row downward.
2. Click the **Text** button.
3. Click and drag in the Page Header row where you want the text to appear. The *Add Text* dialog box appears.



4. Type **Account Name** in the field provided.
5. Click **Ok**. The text you typed will appear in the Page Header row.
6. Click the  button to bold the text.
7. Repeat steps 2-6 to add the **Total Pieces** and **Total Charged** column headings to the report.
8. Click the **Line** button.
9. Click and drag below the text in the Page Header row to draw the line. Your Page Header row should appear similar to the figure shown below.

NOTE: You can adjust the size of each text box and reposition within the row as necessary.

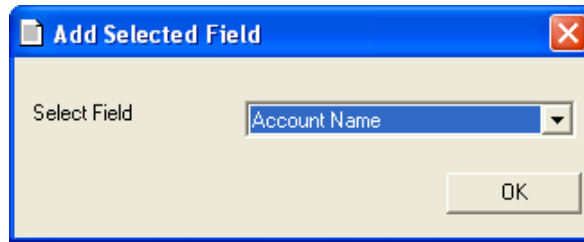
Page Header row



The Account Group Name Header Row

In this section, you will add the Account Name field to the Account Group Name Header row to sort the report by account name.

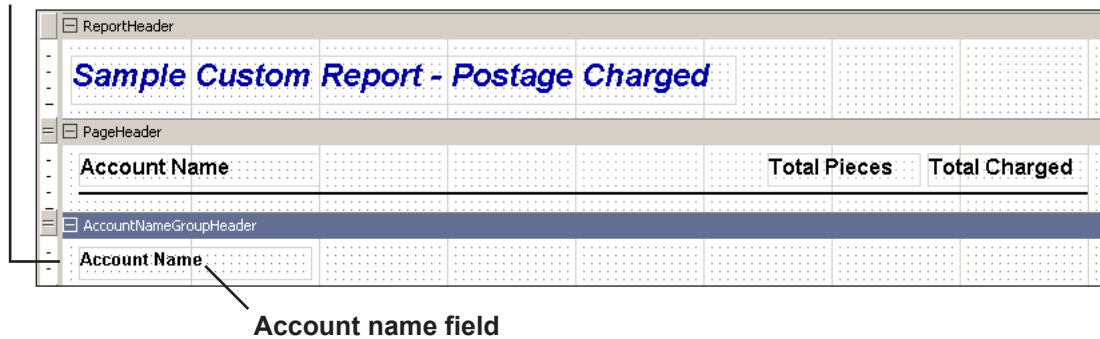
1. If necessary, resize the Account Name Group Header row by clicking and dragging the  button beneath the row downward.
2. Click the **Add Selected Fields** button.
3. Click and drag in the row where you want the field to appear. The *Add Selected Fields* dialog box appears.
4. Select **Account Name** from the drop-down list.



5. Click **Ok**. The name of the field will appear in the Account Name Group Header row.
 6. Click the  button to bold the selected field.
- Your Account Name Group Header row should appear similar to the figure shown below.

NOTE: You can adjust the size of each text box and reposition within the row as necessary.

Account Name Group Header row

A screenshot of a report design grid. The grid has several rows. The first row is labeled 'ReportHeader' and contains the text 'Sample Custom Report - Postage Charged'. The second row is labeled 'PageHeader' and contains the text 'Account Name' and 'Total Pieces' and 'Total Charged'. The third row is labeled 'AccountNameGroupHeader' and contains the text 'Account Name'. An arrow points from the text 'Account name field' to the 'Account Name' text in the third row.

ReportHeader	Sample Custom Report - Postage Charged							
PageHeader	Account Name					Total Pieces	Total Charged	
AccountNameGroupHeader	Account Name							

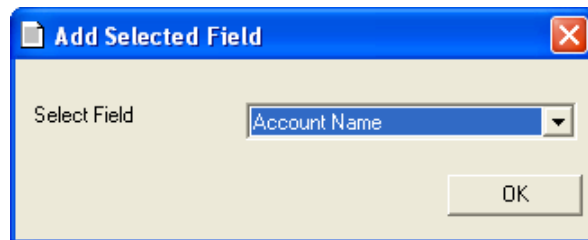
Account name field

C • Creating a Sample Custom Report

The Details Row

In this section, you will add text in the Details row will appear in the body of the report. For this sample report you will need to add the following fields to the Details row: *Account Name*, *SubAccount Name*, *SubSubAccount Name*, *Number of Pieces*, and *Total Charged*.

1. If necessary, resize the account name group header row by clicking and dragging the  button beneath the row downward.
2. Click the **Add Selected Fields** button.
3. Click and drag in the row where you want the field to appear. The *Add Selected Fields* dialog box appears.
4. Select **Account Name** from the drop-down list.



5. Click **Ok**. The name of the field will appear in the account group header row.
6. Repeat steps 2-5 until the **SubAccount Name**, **SubSubAccount Name**, **Number of Pieces**, and **Total Charged** fields have been added to the report.

Your Detail row should appear similar to the figure shown below.

NOTE: You can adjust the size of each text box and reposition within the row as necessary.

Details row

ReportHeader

Sample Custom Report - Postage Charged

PageHeader

Account Name

Total Pieces

Total Charged

AccountNameGroupHeader

Account Name

SubAccountNameGroupHeader

SubSubAccountNameGroupHeader

Detail

Account Name

SubAccount Name

SubSubAccount Name

Number of Pieces

Total Charged(with all surcharges)

Account Name field

SubAccount Name field

SubSubAccount Name field

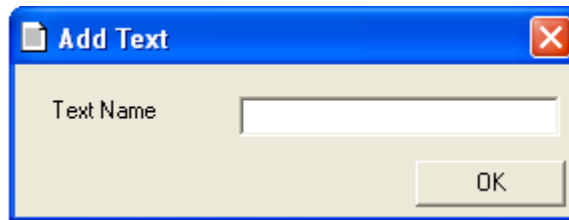
Number of Pieces field

Total Charged (with all surcharges) field

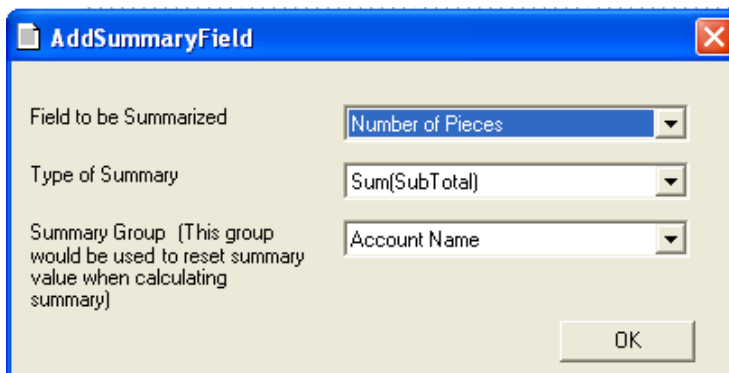
The Account Name Group Footer Row

In this section, you will add summary fields that show the total number of pieces and total postage charged for each account to the Account Name Group Footer row.

1. If necessary, resize the account name group footer row by clicking and dragging the  button beneath the row downward.
2. Click the **Add Text** button.
3. Click and drag in the page header row where you want the text to appear. The *Add Text* dialog box appears.



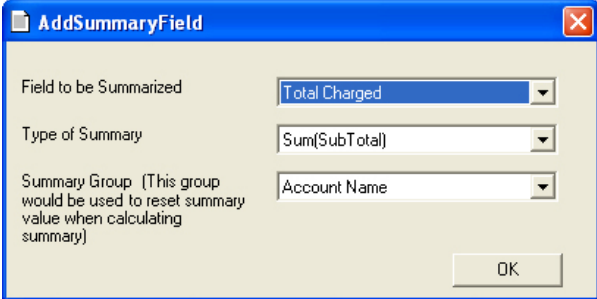
4. Type **Total** in the field provided.
5. Click **Ok**. The text you typed will appear in the Account Group Name Footer row.
6. Click the  button to bold the text.
7. Click the  button and select a color to highlight the text.
8. Click the **Add Summary Fields** button.
9. Click and drag in the row where you want the field to appear. The *Add Summary Fields* dialog box appears.
 - a. Select **Number of Pieces** from the Field to be Summarized drop-down list.
 - b. Select **Sum(SubTotal)** from the Type of Summary drop-down list.
 - c. Select **Account Name** from the Summary Group drop-down list.



- d. Click **OK**.
- e. Click the  button to bold the summary field.
- f. Click the  button and select a color to highlight the summary field.

C • Creating a Sample Custom Report

10. Click and drag in the row where you want the field to appear. The *Add Summary Fields* dialog box appears.
 - a. Select **Total Charged** from the Field to be Summarized drop-down list.
 - b. Select **Sum(SubTotal)** from the Type of Summary drop-down list.
 - c. Select **Account Name** from the Summary Group drop-down list.



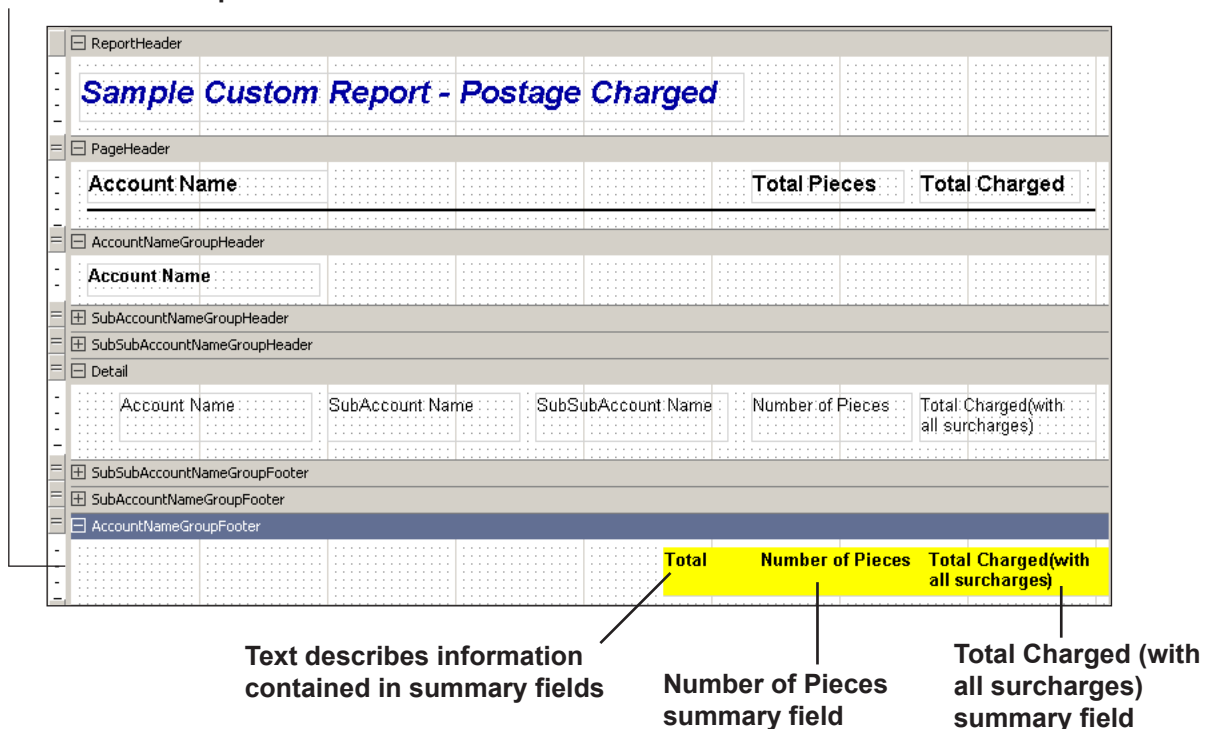
The **AddSummaryField** dialog box is shown. It has three drop-down menus: 'Field to be Summarized' set to 'Total Charged', 'Type of Summary' set to 'Sum(SubTotal)', and 'Summary Group (This group would be used to reset summary value when calculating summary)' set to 'Account Name'. There is an 'OK' button at the bottom right.

- d. Click **OK**.
- e. Click the **B** button to bold the summary field.
- f. Click the  button and select a color to highlight the summary field.

Your Account Name Group Header row should appear similar to the figure shown below.

NOTE: You can adjust the size of each text box and reposition within the row as necessary.

Account Name Group Footer row



The diagram shows a report layout with a tree view on the left and a grid on the right. The tree view includes: ReportHeader, PageHeader, AccountNameGroupHeader, SubAccountNameGroupHeader, SubSubAccountNameGroupHeader, Detail, SubSubAccountNameGroupFooter, SubAccountNameGroupFooter, and AccountNameGroupFooter. The grid shows the following structure:

Sample Custom Report - Postage Charged				
Account Name			Total Pieces	Total Charged
Account Name Group Header				
Account Name				
SubAccountNameGroupHeader				
SubSubAccountNameGroupHeader				
Detail				
Account Name	SubAccount Name	SubSubAccount Name	Number of Pieces	Total Charged(with all surcharges)
SubSubAccountNameGroupFooter				
SubAccountNameGroupFooter				
AccountNameGroupFooter				
Total			Number of Pieces	Total Charged(with all surcharges)

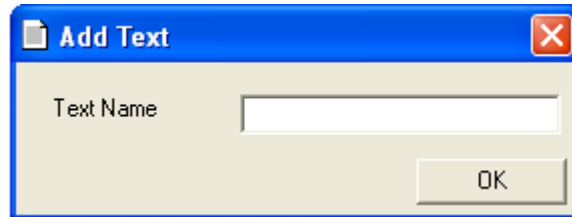
Annotations for the footer row:

- Text describes information contained in summary fields (points to the 'Total' cell)
- Number of Pieces summary field (points to the 'Number of Pieces' cell)
- Total Charged (with all surcharges) summary field (points to the 'Total Charged(with all surcharges)' cell)

The Page Footer Row

In this section, you will add a footer to the Page Footer row..

1. If necessary, resize the Page Footer row by clicking and dragging the  button beneath the row downward.
2. Click the **Add Text** button.
3. Click and drag in the Page Footer row where you want the text to appear. The *Add Text* dialog box appears.



4. Type **Business Manager - Sample Custom Report** in the field provided.
 5. Click **Ok**. The text you typed will appear in the Page Footer row.
 6. Click the  button and select a font color for the text.
 7. Click the **Line** button.
 8. Click and drag above the text in the Page Footer row to draw the line.
- Your Page Footer row should appear similar to the figure shown below.

NOTE: You can adjust the size of each text box and reposition within the row as necessary.

Page Footer row

ReportHeader					
Sample Custom Report - Postage Charged					
PageHeader					
Account Name			Total Pieces	Total Charged	
AccountNameGroupHeader					
Account Name					
SubAccountNameGroupHeader					
SubSubAccountNameGroupHeader					
Detail					
Account Name	SubAccount Name	SubSubAccount Name	Number of Pieces	Total Charged(with all surcharges)	
SubSubAccountNameGroupFooter					
SubAccountNameGroupFooter					
AccountNameGroupFooter					
			Total	Number of Pieces	Total Charged(with all surcharges)
PageFooter					
Business Manager : Sample Custom Report					

Page Footer text

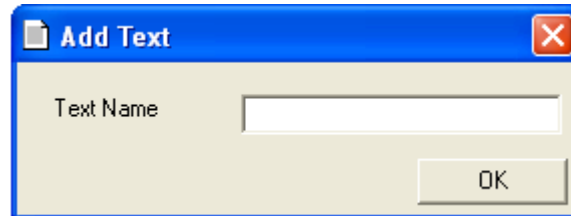
Line separates text in Page Footer from subtotals in Account Name Group Footer

C • Creating a Sample Custom Report

The Report Footer Row

In this section, you will add text to the Report Footer row. The text will appear once at the end of the sample Postage Charged report.

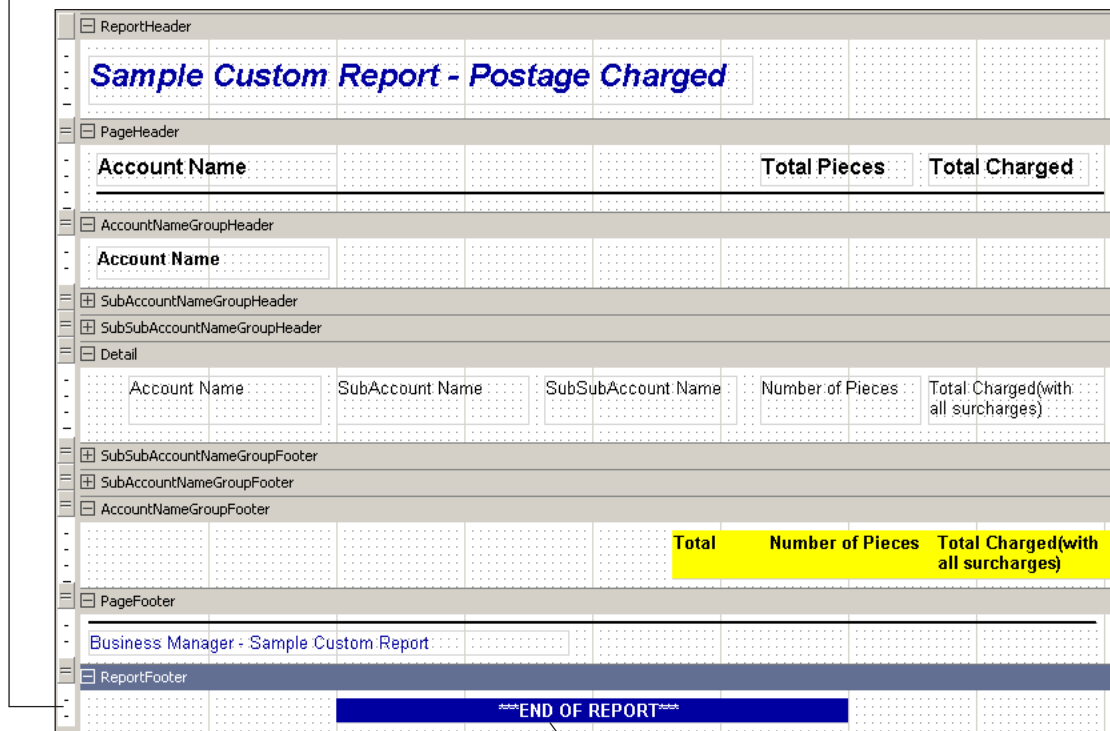
1. Resize the Report Footer row by clicking and dragging the  button beneath the row downward.
2. Click **Add Text**.
3. Click and drag in row where you want the text to appear. The *Add Text* dialog box appears.



The 'Add Text' dialog box is shown. It has a title bar with a close button. Inside, there is a label 'Text Name' followed by a text input field. At the bottom right is an 'OK' button.

4. Type *****End of Report***** the field provided.
 5. Click **Ok**. The text you typed will appear in Report Footer row.
 6. Click the  button to center the text.
 7. Click the  button and select a font color for the text.
 8. Click the  to bold the text.
 9. Click the  button and select a color to highlight the summary field.
- Your Report Footer should appear similar to the figure shown below.

Report Footer row



The screenshot shows a report layout with various sections. The 'ReportFooter' section at the bottom is highlighted in blue and contains the text '***END OF REPORT***'. A line points from the 'Report Footer row' label to this section.

ReportHeader				
Sample Custom Report - Postage Charged				
PageHeader				
Account Name			Total Pieces	Total Charged
AccountNameGroupHeader				
Account Name				
SubAccountNameGroupHeader				
SubSubAccountNameGroupHeader				
Detail				
Account Name	SubAccount Name	SubSubAccount Name	Number of Pieces	Total Charged(with all surcharges)
SubSubAccountNameGroupFooter				
SubAccountNameGroupFooter				
AccountNameGroupFooter				
			Total	Number of Pieces
			Total Charged(with all surcharges)	
PageFooter				
Business Manager - Sample Custom Report				
ReportFooter				
END OF REPORT				

Report Footer text (bold and highlighted)

Previewing the Report

Once you have finished formatting the sample Postage Charged Report layout, click the **Preview** button. A preview of the report will appear in a separate screen.

Your report should appear similar to the figure shown below.

Sample Custom Report - Postage Charged					
Account Name				Total Pieces	Total Charged
ActPay					
ActPay				20	66.600
Total				20	66.600
ActRec					
ActRec				2	9.000
Total				2	9.000
Engineering					
Engineering A AI				4	7.480
Engineering B BI				21	18.150
Total				25	25.630
Graphics					
Graphics				1	13.350
Total				1	13.350
HR					
HR				124	69.080
Total				124	69.080
Manufacturing					
Manufacturing				1	10.000
Total				1	10.000
Software					
Software Production Testing				8	10.220
Total				8	10.220

Sample Custom Report - Page 1

Account Name				Total Pieces	Total Charged
END OF REPORT					

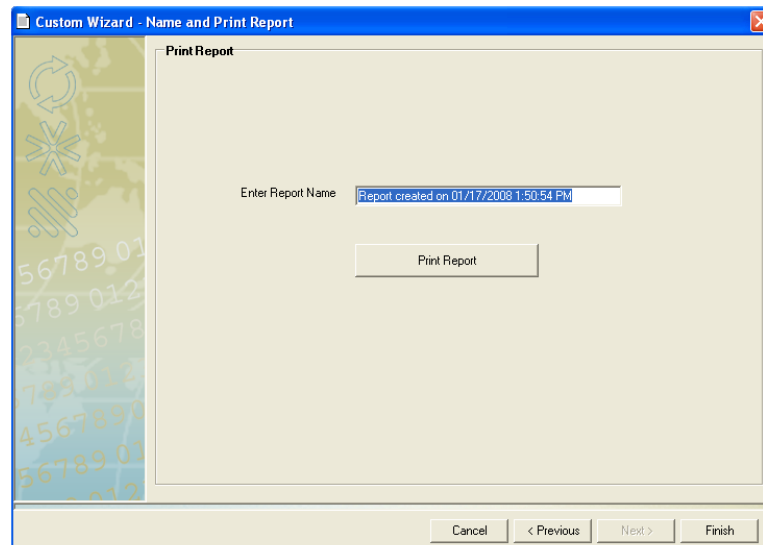
Sample Custom Report - Page 2

Click the **Close** button once you have finished previewing the report.

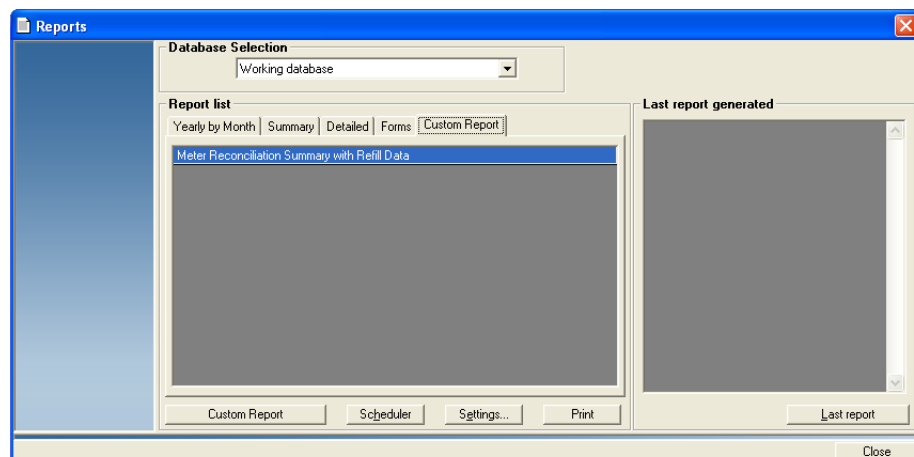
C • Creating a Sample Custom Report

Naming, Printing, and Saving the Report

Once you have finished previewing the sample Postage Charged Report, click **Next >** button. The *Report Name* screen opens.



1. Click in the **Enter Report Name** field.
2. Type in **Sample Custom Report - Postage Charged** as the report name.
3. If necessary, click the **Print Report** button to print the report.
4. Click **Finish** to save the report. The *Custom Report Wizard* will close. The *Reports* screen will open. The name of the report you created will appear in the list on the Custom Report tab.



D • Interfacing with Connect+™ Series Systems



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Running Mail Using a Connect+™ Series System.....	D-5
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Downloading Transaction Data to the Business Manager Host PC	D-6
Scheduling Account Synchronization and Transaction Downloads	D-7
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D • Interfacing with Connect+™ Series Systems

Overview

The Business Manager Host PC can interface with any Connect+™ Series system. The Connect+™ Interface Application facilitates the transfer of accounting and transactional data between the Connect+™ Series system and the Host PC.

NOTE: The Business Manager Host PC must be networked and have Internet access to accept data transfers.

While the functionality of Connect+™ with Business Manager is similar to a DM Series™ system, the actual interfacing of the two systems is different. (The Connect+™ system is not connected directly to the Business Manager Host PC.) The Connect+™ transfers its account data through the Internet to the Host PC.

The Connect+™ system uploads postal and transactional information to Pitney Bowes each time you select the Manage Accounts button on the home screen, manually upload from within the Funds application, or search for Rates and Updates.

The Connect+™ Interface Application on the Business Manager Host PC facilitates the download of transaction information from Pitney Bowes and the synchronization of accounts. This can be done manually or as a scheduled task using the application.

Accounts

- You set up the accounts for your Connect+™ system at the Business Manager Host PC in the same way you set up accounts for all other meters and mail processors. Refer to *Adding Accounts* in *Chapter 3* in this guide.

NOTE: When interfaced with Business Manager, the normal account management functions (create, edit, delete) are not available on the Connect+™ system..

- You must synchronize accounts using the Connect+™ Interface application to update the account list on the Connect+™ system. The updates will not be available on the Connect+™ system until the synchronization occurs.
- Connect+™ systems can handle up to 3000 Business Manager accounts.

NOTE: The maximum number of accounts handled depends upon the accounting level purchased for the Connect+™ system.

Surcharges

Surcharges are set up for each job at the Connect+™ system. Refer to the Connect+™ help system for more information about setting up job-level (batch) surcharges.

Job IDs

Job IDs are selected for each job at the Connect+™ system.

IMPORTANT: Job IDs must be selected at the Connect+™ system *and* at the Business Manager Host PC to ensure seamless transfer of data. If the Job ID being sent from the Connect+™ system is not present on the Business Manager Host PC, then an unverified transaction will occur.

Refer to the Connect+™ help system for more information about selecting Job IDs.

Operators

You set up all operators at Connect+™ Series system *and* at the Business Manager Host PC.

IMPORTANT: Operators must be created at the Connect+™ system and at the Business Manager Host PC to ensure seamless transfer of data. If the operator being sent from the Connect+™ system is not present on the Business Manager Host PC, then an unverified transaction will occur.

Refer to the Connect+™ help system for more information about setting up operators.

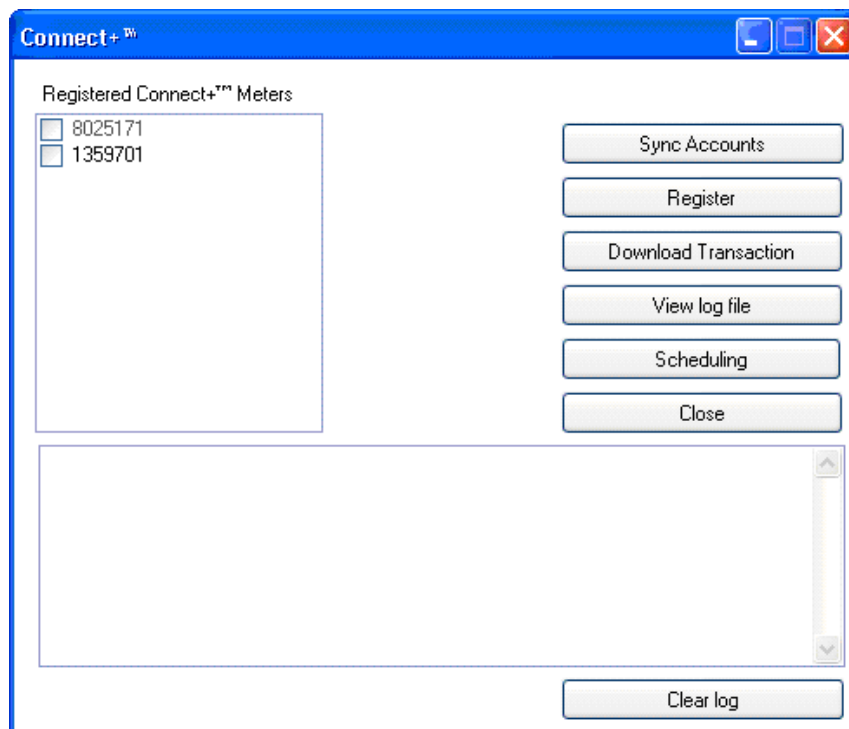
NOTE: Operators are called users on the Connect+™ system.

Synchronizing Accounts

When you synchronize accounts using the Connect+™ Interface application, you are sending the 3000 most active Business Manager accounts from the Host PC to the Pitney Bowes infrastructure. The accounts are then available for use by Connect+ systems.

Account data can be synchronized manually, or automatically using the task scheduler. To manually synchronize accounts:

1. Double-click on the **Business Manager Connect+™** icon on the desktop. The Connect+™ Interface Application appears.



2. Select the appropriate Connect+™ system from the list on the left side of the screen. A check mark appears in the check box when a system is selected.



3. Click the **Sync Accounts** button.
4. Click the **Close** button to exit the application.

Once you have synchronized accounts, select the **Manage Accounts** button on the Connect+™ Home screen to ensure the latest account information is available.

To schedule automatic account synchronization, refer to *Scheduling Account Synchronization and Transaction Data Downloads* in this appendix.

Running Mail Using a Connect+™ Series System

Use the Run Mail screen to select your job or review current job settings. This screen also keeps a running count of the processed mail and displays any warnings or errors that may occur during the mail run. Refer to the help system supplied with your Connect+™ system for more information.

1. Select the **Run Mail** button from the Home screen.
2. Select an available job tab (or jobs) or open another job using the **Open a Job** tab along the top of the screen.
3. Select the **Accounts** button in the Job Properties list box. The Select Account screen displays. All of the available accounts are listed on this screen.
 - a. Select the appropriate account and then select **OK**.

NOTES:

- You may also select an account name or account code using an optional handheld barcode scanner.
 - A padlock icon indicates that an account is locked. If you select a locked account, you will be prompted to enter the account password.
-
- b. The system returns to the Run Mail screen. You are now ready to process mail against the selected account.
 4. Verify the current job settings displayed in the Job Properties list box on the left side of the Run Mail screen. To change any of the settings, simply select the item and follow the prompts.
 5. Load envelopes and press the **Start** button, or if printing to tape, press the **Tape** button.
 6. To save any changes you have made to the job, select **Save** or **Save as** on the top of the Run Mail screen.

Transferring Connect+™ Transaction Data to Pitney Bowes

Periodically, return to the Connect+™ Home screen and select **Manage Accounts** to upload your transaction data to Pitney Bowes. Transaction data is also sent to Pitney Bowes each time you upload postal information from the Connect+™ system and during system sleep.

NOTE: You must upload your data to Pitney Bowes in order for it to become available for download by the Business Manager Host PC.

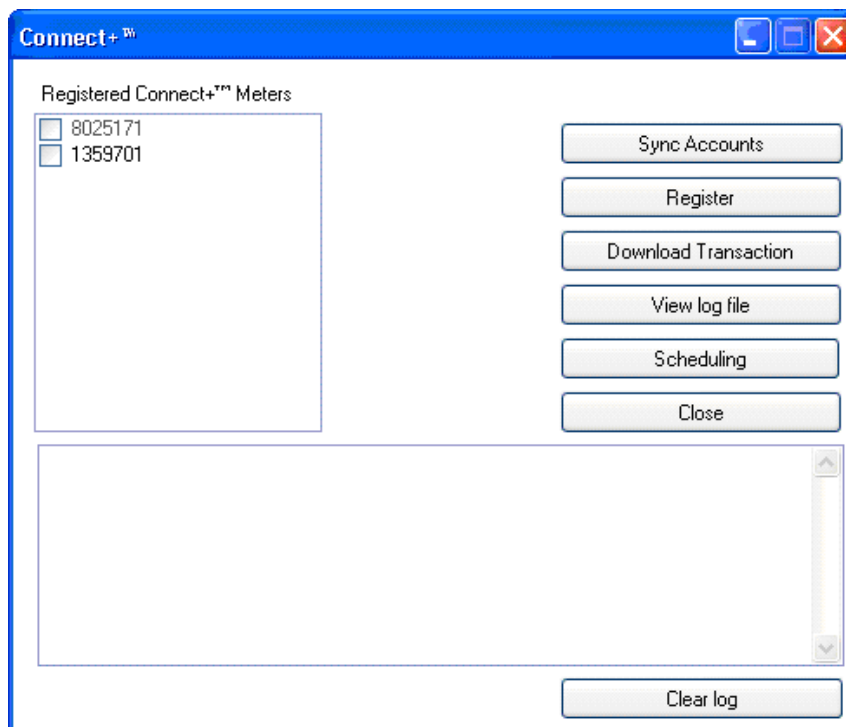
D • Interfacing with Connect+™ Series Systems

Downloading Transaction Data to the Business Manager Host PC

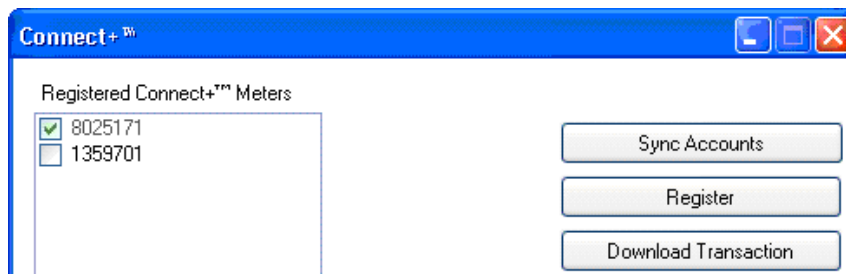
Use the Connect+™ Interface application to download Connect+ transaction data from Pitney Bowes. Transaction data can be downloaded manually, or automatically using the task scheduler.

To manually download transaction data:

1. Double-click on the **Business Manager Connect+™** icon on the desktop. The Connect+™ Interface Application appears.



2. Select the appropriate Connect+™ system from the list on the left side of the screen. A check mark appears in the check box when a system is selected.



3. Click the **Download Transaction** button.
4. Click the **Close** button to exit the application.

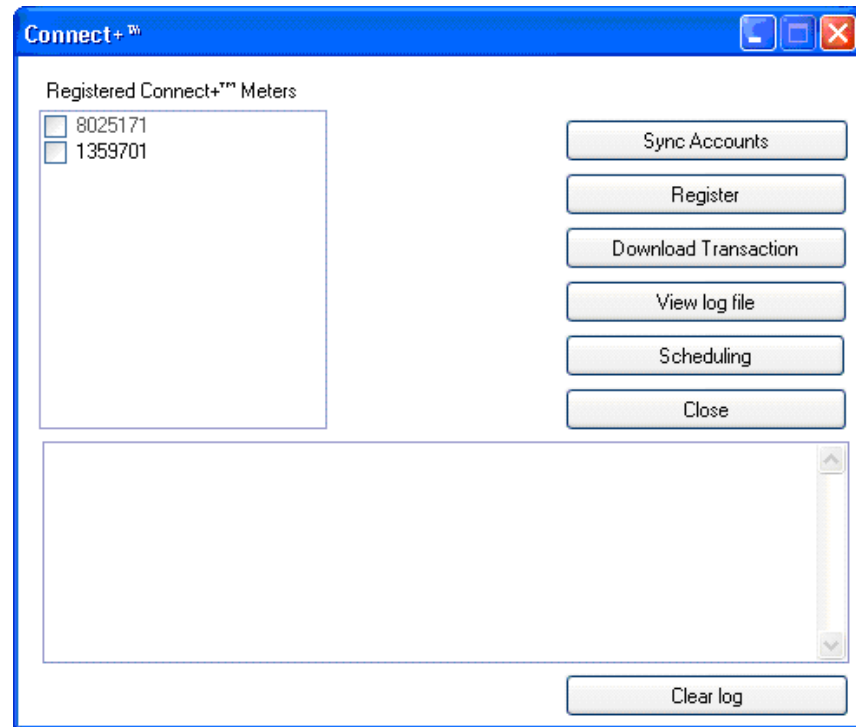
To schedule automatic transaction downloads, refer to *Scheduling Account Synchronization and Transaction Data Downloads* in this appendix.

Scheduling Account Synchronization and Transaction Downloads

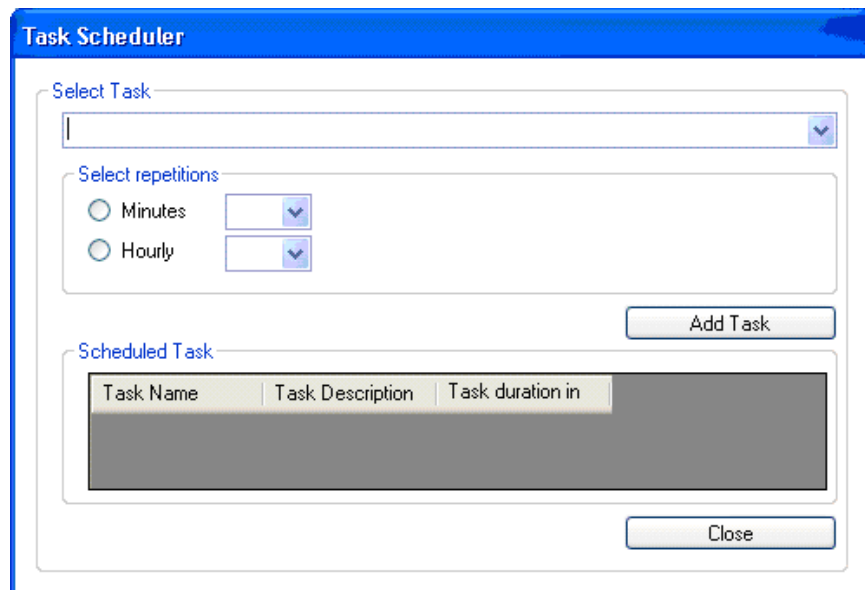
You can schedule an account synchronization task and/or a transaction download task using the Connect+™ Interface task scheduler.

Creating a Scheduled Task

1. Double-click on the **Business Manager Connect+™** icon on the desktop. The Connect+™ Interface Application appears.



2. Click the **Scheduling** button. The Task Scheduler dialog appears.



3. Select the appropriate task from the drop-down list.

The screenshot shows the 'Task Scheduler' dialog box. It has a title bar 'Task Scheduler' and a 'Select Task' section with a drop-down menu. The menu is open, showing 'Account Synchronization' and 'Transaction download'. Below the menu are two radio buttons: 'Minutes' (selected) and 'Hourly'. To the right of each radio button is a small drop-down menu. Below these is a 'Scheduled Task' section with a table. The table has three columns: 'Task Name', 'Task Description', and 'Task duration in'. The table is currently empty. At the bottom of the dialog are three buttons: 'Add Task', 'Remove Task', and 'Close'.

4. Select the desired repetition.
 - Select the **Minutes** radio button to sync or download every x number of minutes. The minimum setting is 20 minutes. The maximum setting is 59 minutes.

This screenshot shows the 'Task Scheduler' dialog box with the 'Minutes' radio button selected. The 'Select repetitions' section shows 'Minutes' selected and a drop-down menu open with values 20, 21, 22, 23, 24, 25, 26, and 27. The 'Scheduled Task' section shows a table with columns 'Task Name', 'Task Description', and 'Task duration in'.

- Select the **Hourly** radio button to sync or download every x number of hours. The minimum setting is once every 24 hours.

This screenshot shows the 'Task Scheduler' dialog box with the 'Hourly' radio button selected. The 'Select repetitions' section shows 'Hourly' selected and a drop-down menu open with values 1, 2, 3, 4, 5, 6, 7, and 8. The 'Scheduled Task' section shows a table with columns 'Task Name', 'Task Description', and 'Task duration in'.

- Click the **Add Task** button. The task will appear in the scheduled task list.

Task Scheduler

Select Task
Account Synchronization

Select repetitions
☐ Minutes
☒ Hourly 4

Scheduled Task

Task Name	Task Description	Task duration in
Account Synchron...	Account Synchron...	240

Add Task Remove Task Close

- Repeat steps 1-5 to schedule an additional task.

NOTE: You can schedule one account synchronization task and/or one transaction download task.

- Click the **Close** button to exit the task scheduler.
- Click the **Close** button to exit the application.

If you have scheduled account synchronization, be sure to periodically select the **Manage Accounts** button on the Connect+™ Home screen to ensure the latest account list is available.

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Removing a Scheduled Task

1. Double-click on the **Business Manager Connect+™** icon on the desktop. The Connect+™ Interface Application appears.
2. Click the **Scheduling** button. The Task Scheduler dialog appears.
3. Select the appropriate task from the drop-down list.

Task Scheduler

Select Task
Account Synchronization

Select repetitions
☐ Minutes
☐ Hourly

Scheduled Task

Task Name	Task Description	Task duration in
Account Synchron...	Account Synchron...	240
Transaction dow...	Transaction dow...	60

Add Task Remove Task Close

4. Click the **Remove Task** button. The task is removed from the Scheduled Task list.
5. Click the **Close** button to exit the task scheduler.
6. Click the **Close** button to exit the application.

INVIEW™ Total Meter Reporting and Connect+™ Accounting Reports

If you use Total Meter Reporting, you have the option of viewing and printing accounting reports at your Connect+™ systems once the transaction data has been uploaded to the web.

Refer to *Chapter 14, Total Meter Reporting* in this guide for more information about uploading data.

NOTE: Total Meter Reporting is required to view or print accounting reports on Connect+™ systems.

Refer to the help system supplied with your Connect+™ system for more information about viewing and printing accounting reports.

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