pitney bowes

Shipping & Mailing
Postage Expense Management Solutions

Business Manager
(Z6SW, Z6SX)
2018 Business Manager USPS Rate Change Instructions

What's in this package

This package (Version 068) contains the Carrier Class Fee (CCF) files to update your Pitney Bowes Business Manager system with USPS rates and classes effective January 21, 2018.

IMPORTANT

- Backup the databases before the installation of the class fee update to ensure no data is at risk during the update.

- Update the CCF files to ensure Business Manager correctly reflects the new class structure in the reports.

- The CCF files must be updated on the Business Manager Host PC and Client Host PCs. If the CCF files are not updated, reports, exports and Business Manager screens will not reflect the new class structure. There is no need to load the CCF files on Data Collector PCs or Administrative/Reporting workstations.

- Review Job, Surcharge or Preset settings to see if they are affected by the new rate structure. If you have configured class surcharges, you will have to reconfigure if you are using Business Manager version 7.x or earlier. If you are using version 8.x or later, surcharges will be copied over automatically for existing surcharges. If there is a new class you will have to configure it. Refer to the Business Manager User Guide for more information.

- Business Manager reports reflect the weight of the mail piece and weight breaks, but not the thickness, height, and width. The Weight Break Reports remain the same.

- CCF files are no longer shipped out on DVD. They are available for download from pb.com. If you have Business Manager version 8.x they are optionally available through the Intellilink Desktop application on your PC.

Help links

For rate and software information related to your Pitney Bowes equipment, visit *pb.com/ratesandupdates*.

For details on USPS services, visit *USPS.com* or contact your local Post Office.

Download the rate change files from Pitney Bowes Support

Update the Carrier Class Fee (CCF) Files

Follow the steps appropriate for your configuration.

Version 7.x or earlier

1. Download your new rates files using the link in **Help links**.

2. In the Business Manager Admin Module, select **Parameters > Configuration > Carriers, Classes, and Fees > Import CCF Files**. The Carriers / Class / Fee Import screen displays.

3. In the **CCF File extension** field, type **068**.
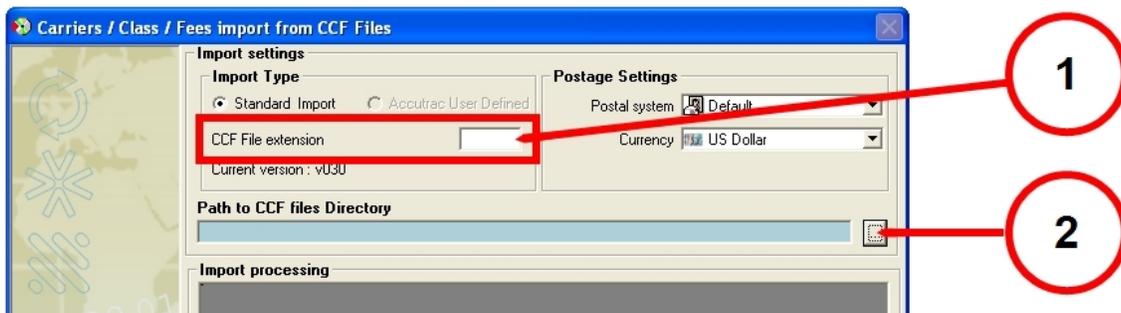
Item	Description
1	CCF File extension field
2	Browse button

4. Click the **Browse** button next to the **Path to CCF files Directory** field.

   a. Navigate to the drive where the Pitney Bowes Carrier Class Fee files are located. Note: The individual files do not display, just the directory.

   b. Click **OK**.

5. Click the **Confirm** button at the bottom of the screen. The system imports the CCF files displayed in the Import processing box.

6. When the import is complete, the Data Import Succeeded message appears in the Import Processing section of the window. Click **Close** at the bottom of the screen.

7. The Carrier Class Fee update procedure is complete for the Business Manager Host PC.

8. Repeat steps 1-7 at each additional Host PC. If you have a Connect+ meter, repeat steps 1 - 6 in the Important Steps for Connect+ Meter Clients section for each additional Host PC.

   - You may repeat the steps in the Important Steps for Connect+ Meter Clients section or the Update the Carrier Class Fee (CCF) Files for Business Manager. The order does not matter.

Important Steps for Connect+ Meter Clients

(Applies if you are running Business Manager version 7.x or earlier.)

If you have a Connect+ meter, follow the steps in this section. If you do not have a Connect+ meter, skip to Update the Carrier Class Fee (CCF) Files for Business Manager.

1. Open Windows Explorer to view the files from your downloaded location..
2. Double-click the **RateChange.bat** file.
3. Navigate to C:\ and open the log file **RateChange.txt**.
   - The log displays several lines confirming the database updates and batch file ran successfully.
   - Skip to Update the Carrier Class Fee (CCF) Files for Business Manager below.

Note:

If there is no **RateChange.txt** file or it contains an error (for example, Login failed for user 'sa') continue to step 5.

4. Copy **RateChange.bat** and **RateChange.sql** from your download location to the root of the **C:** drive.
5. If the SQL login used by Business Manager is not set to the default, edit **RateChange.bat** with the correct username and password. For assistance with this step, contact PB support or your IT department.
6. Double-click **RateChange.bat** on **C:** and check the **RateChange.txt** log again. If there is no **RateChange.txt** file or it contains an error, contact PB support or your IT department for assistance.
7. Continue to Update the Carrier Class Fee (CCF) Files for Business Manager below.

Version 8.x and later

Option 1: using IntelliLink Desktop

1. Exit the Business Manager application

2. If you have chosen to receive updates automatically, you will see a prompt at the bottom of your screen.
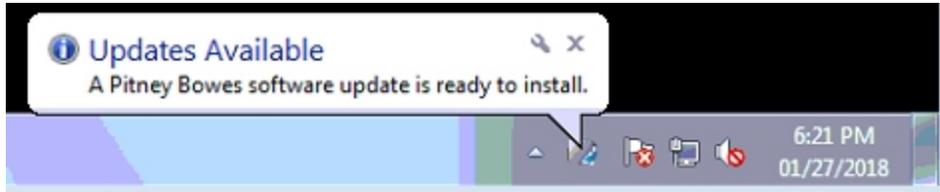
3. Click on the icon, or open the Intellilink Desktop app on desktop.

4. You will see CCF 068. Click **Install**.
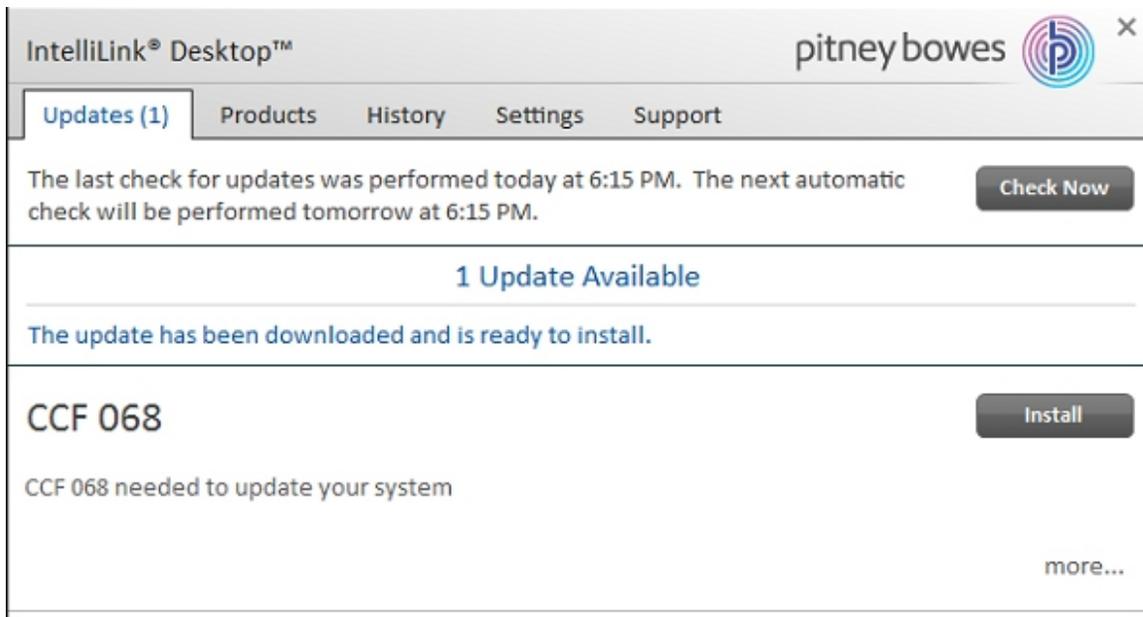
5. The Business Manager will open the CCF import screen automatically and import the files.

6. When the import is complete, click **Close**.
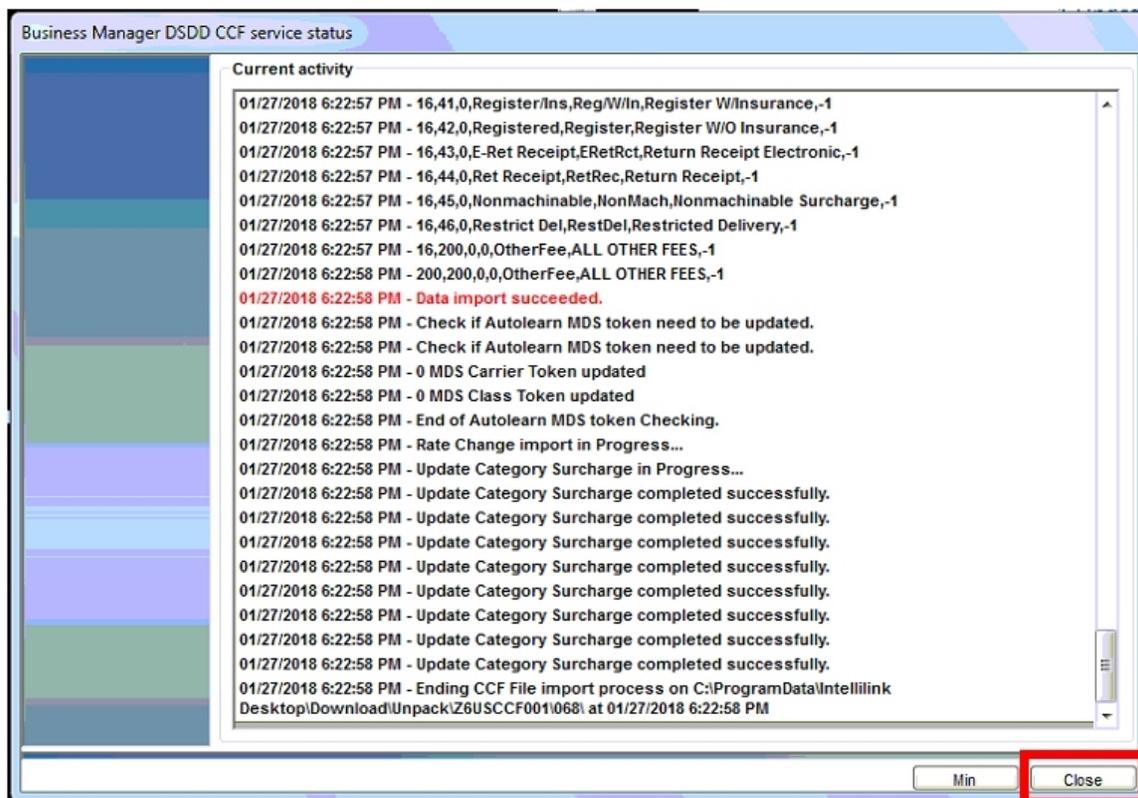
7. Intellilink will indicate a successful installation.

Option 2: without IntelliLink Desktop

1. Exit the Business Manager application.

2. Download your new rates files using the link in **Help links**.

3. Open Windows Explorer and navigate to the Carrier Class Files you have downloaded.

4. Double-click on **LaunchImportCCF_068_US.bat**.

5. The Business Manager will open the CCF import screen automatically and import the files.

6. When the import is complete, click **Close**.