Pitney Bowes

DM Series™ Digital Mailing System
Budget Manager

Operator Guide

Canada English Version

SV61140B

SV61140 Rev. B June 2005 ©2005 Pitney Bowes Inc.

DM Series™ Digital Mailing System Budget Manager Operating Guide

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SV61140 Rev. B

Pitney Bowes Contact Information List

Pitney Bowes Web Sites

- To place requests for service or training, go to:

  http://www.pb.com and click on **My Account**.
- To order Pitney Bowes supplies and accessories, go to:

  http://www.pitneybowes.ca and click on **Online Store**.
- To view and pay invoices online, go to:

  http://www.pb.com and click on **My Account**.
- To view inventory, go to:

  http://www.pb.com and click on **My Account**.
- To add postage to your Postage By Phone® Meter Payment System account, go to:

  http://www.pb.com and click on **Add Postage to Your Meter**.

Our Help Desk

For direct questions, call: 1.800.672.6937. Customer Service Representatives are available Monday through Friday, 8AM - 8:00PM EST.

Postage By Phone® System

To contact, call 1.800.243.7800.

Pitney Bowes Supplies

To order Pitney Bowes approved supplies, call our Pitney Bowes Supply Line™ at 1.800.672.6937.

1 Introduction

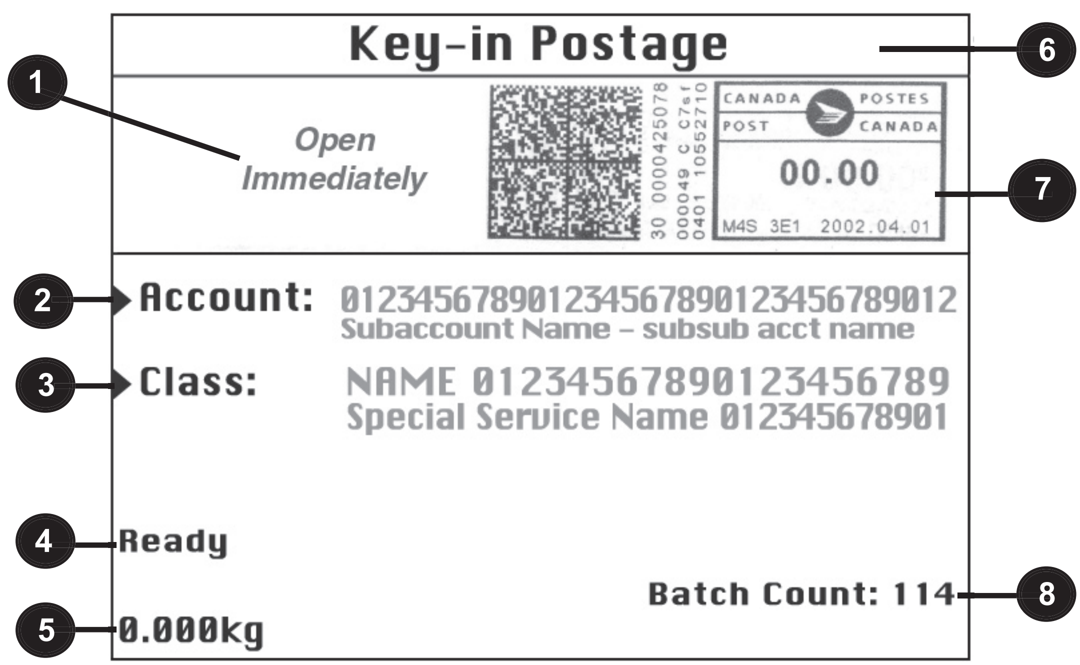
This chapter lists the key features of your mailing system, tells you what's in this book, and presents important safety information.

Budget Manager Main Screen

The following shows the Budget Manager Main screen when you first log onto your system. As indicated here, you access more options by pressing the down arrow key. The content of the main screen depends upon the current mode of the machine. Main screens are the only screens that contain a meter stamp replica area and a main status area.

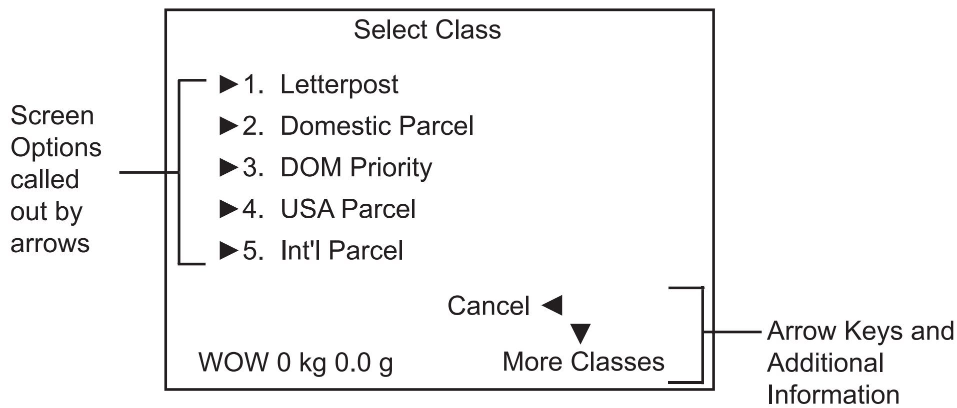
The main screen enters a sleep mode after a certain period of inactivity. Pressing any key wakes up the system and shows the last screen on the display, or the one corresponding to the Normal Preset settings.

1. **Advertisement Display -** The optional message to be printed on the envelopes or tape (if selected).
2. **Account -** The account number or name charged with postage.
3. **Class -** The class you selected for the piece of mail.
4. **Main Status Area -** Important information such as warnings or help or navigation tips. For example, if you select a class, a message appears in this area.
5. **Weight Display Area -** The weight of the piece of mail.
6. **Mode -** The mode in which the piece of mail will be processed, or what the next required action will be.
7. **Meter Stamp -** The official CPC indicia printed on the envelope or tape.
8. **Batch Count/Value -** The number of pieces of mail run and the value of a job.



Navigating Hints

- The options displayed on the Budget Manager screens are called out by arrows. To view more options, press the down arrow key.
- You can select a numbered option either by pressing the screen key next to the option, or by pressing the corresponding number on the keyboard and pressing the **Enter** key.
- To go back one screen or more, or to clear an entry, press the **Clear** key. Press the left arrow key to return to the Main screen.
- Other selection or navigation or help information appears at the bottom of the screen. Also, check for messages next to the arrow keys on the bottom right side of the screen.



Adding Postage*

Refer to the *Adding Postage* chapter in your mailing system operating guide for a complete explanation of the steps required to successfully add postage to your mailing system.

The *Adding Postage* chapter also includes specific information on the Postage By Phone® Meter Payment System, the postage meter on your mailing system, and Canada Post.

You must toggle between USB and Serial to configure the modem. See Importing and Backing Up Data Using the PC Transfer Utility in this chapter.

Adding Features*

Refer to the *Maintaining and Updating* chapter in your mailing system's operating guide for information on performing updates and adding features.

Refer to the following guides:

DM400™ digital meter

DM500™ and DM550™ digital meters, see SV60890;

DM800™ digital meter, see SV60861;

DM1000™ digital meter, see SV60951.

You must toggle between USB and Serial to configure the modem. See Importing and Backing Up Data Using the PC Transfer Utility in this chapter.

Importing and Backing Up Data Using the PC Transfer Utility

In order for Budget Manager to be able to interface with the PC Transfer Utility software installed on your PC, you must change the modem setting on the DM Series™ Digital Mailing system IntelliLink® Control Center.

On the IntelliLink® Control Center:

1. Press the **Menu** key.
2. Select **Set Up | Phone Set Up | Modem Type**.
3. Select **Serial**.
4. Press the left arrow key to return to the Main screen.
5. Reboot the system for the change to take effect.

NOTE: Once you finish using the PC Transfer Utility, you must change the modem type back to USB. To do so, follow steps 1 through 5 above. **HOWEVER**, select **USB** during step 3.

For more information about the PC Transfer Utility, please refer to the Help file located in the PC Transfer software on your PC.

What's Next

Depending on the task you want to perform, refer to the appropriate chapter in this guide:

Chapter 2 - Setting Up Your Mailing System for Budget Manager explains how to use the setup options unique to Budget Manager to change or customize you mailing system.

Chapter 3 - Setting Up Operators describes how to create, edit and delete operators.

Chapter 4 - Setting Up Accounts describes how to configure your accounting system.

Chapter 5 - Working with Accounts tells you how to set up individual Budget Manager accounts, and edit and delete existing accounts.

Chapter 6 - Running Mail describes how to run mail using the various accounting features of Budget Manager.

Chapter 7 - Manual Transactions describes how to enter manual transactions and how to view, clear or void transactions.

Chapter 8 - Running Reports describes how to run accounting reports provided with your system and how to create customized accounting reports for your organization.

Chapter 9 - Troubleshooting describes how to handle any accounting errors or warnings you may encounter on your system.

2 Setting Up Your Mailing System for Budget Manager

This chapter tells you how set up your mailing system for Budget Manager.

Introduction to Mailing System Setup

This chapter contains the basic setup instructions necessary to run Budget Manager on your mailing system.

Depending on your requirements, you may need to follow all or only some of the setup procedures listed here.

Setup Information Included in this Chapter

- Setting Up the Supervisor Password
- Setting Up Presets
- Setting the Budget Manager Owner
- Setting a Station ID

Where to Find Additional Setup Instructions

Refer to the *System Setup* chapter in your DM Series™ Digital Mailing System Operating Guide for additional setup instructions.

Setting Up the Supervisor Password

You can set the supervisor password to limit access to the following operations:

- Adding postage;
- Setting up scales/rates;
- Setting up accounts; and
- Setting up operators.

Follow the steps below to create a supervisor password:

1. Press the **Menu** key.
2. Select **Set Up | Basic Settings**.
3. Select **Supervisor Set Up**.
4. Select **Change** (or **Create**) **Supervisor Password**. The system prompts you to type in the password and then to confirm it.
5. Press the left arrow key twice to return to the Main screen.

NOTE: The supervisor password is case-sensitive and must be at least four alphanumeric characters in length.

Setting Up the Supervisor Password
continued

Password Protecting an Operation

Follow the steps below to password protect an operation:

1. Press the **Menu** key.
2. Select **Set Up | Basic Settings**.
3. Select **Supervisor Set Up**.

a. Select **Accounting** to require a password to set up accounts. If you plan to assign passwords to your accounts, you must set up a supervisor password here. Type in the supervisor password and press **Enter** to confirm.

b. Select **Refill** to require a password to add postage. Type in the supervisor password and press **Enter** to confirm.

4. Press the left arrow key twice to return to the Main screen.

Setting Up Presets

Presets are a group of custom settings you can call up instantly to run your mail job. Each preset can have a unique name, class, carrier, special service, postage value, account, etc.

- The Normal preset value can be invoked by pressing the Default Preset key.
- To select any of the custom presets, press the Job Presets key and select the preset you want to use.

For more information about setting up Job Presets see the *Mailing System Setup* chapter in your mailing system Operating Guide.

Setting the Budget Manager Owner

Follow the steps below to enter information about the owner of the Budget Manager system.

1. Press the **Menu** key.
2. Select **Set Up | Accounting Set Up**.
3. Use the down arrow key to scroll through the menu options, then select **Owner**.
4. Select **Name**. Type in the owner's name and press **Enter**.
5. Select **Address 1**. Type in the address information (e.g. the street address) and press **Enter**.
6. Select **Address 2**. Type in any additional address information and press **Enter**.
7. Press Enter to save the owner information.
8. Press the left arrow key to exit setup and return to the Main screen.

Setting a Station ID

The Station ID is printed on accounting reports to identify the mailing system where the reports were generated. This feature is useful when you have several different mailing systems that generate reports.

Station IDs are numeric and must be two characters in length.

Follow the step below to set a Station ID:

1. Press the **Menu** key.
2. Select **Set Up | Accounting Set Up**.
3. Use the down arrow key to scroll through the menu options and select **Station ID**.
4. Type in the Station ID and press **Enter**.
5. Press the left arrow key to return to the Main screen.

3 Setting Up Operators

This chapter tells you how to enable, create, view, edit, and delete operators.

Enabling Operators

Follow the steps here to set up your mailing system so that you can assign operators and require each operator to enter his or her operator ID and password.

If operators have already been enabled on your system, then you will need supervisor privileges to complete this operation.

1. Press the **Menu** key.
2. Select **Set Up | Basic Settings | Operators**.

   If operators have been enabled, the Enter Supervisor Password screen appears. At this point, you must enter a supervisor password to continue with the operation or log off the system.
3. Press the screen key for the **Operators** selection to toggle between **On** and **Off**.

This change will take effect the next time you or another operator logs onto the system. At that time, the system will require a valid operator ID and password to log on.

Enabling Operator Passwords

Follow the steps here to require each operator to enter his or her password when they log onto the system.

If operators have already been enabled on your system, then you will need supervisor privileges to complete this operation.

1. Press the **Menu** key.
2. Select **Set Up | Basic Settings | Operators**.

   If operators have already been enabled, the Enter Supervisor Password screen appears. At this point, you must enter a supervisor password to continue with the operation or log off the system.
3. Press the screen key for the **Operators Passwords** selection in this screen to toggle between **On** and **Off**.

This change will take effect the next time you or another operator logs on to the system. At that time, the system will require a valid operator ID and password to log on.

Creating Operators

Follow the steps below to create a new operator and assign a 4-digit alphanumeric password for the operator.

This operation requires that you have supervisor privileges:

- If supervisor passwords are on; **or**
- If operators have been enabled.

If you do not have supervisor privileges, you can log on to the system, but you cannot create any new operators.

1. Press the **Menu** key.
2. Select **Set Up | Basic Settings | Operators**.

   The Enter Supervisor Password screen appears if operators have been enabled or if supervisor passwords are on. At this point, you must enter a supervisor password to continue with the operation.
3. Select **Create Operators**.
4. Type in the operator name and press **Enter**.
5. Type in the operator password and press **Enter**. The Operator Information screen appears. This screen allows you to set the basic operator settings.
   - ▶ **Name:** Select this option to edit an operator's name.
   - ▶ **Status:** Select this option to toggle an operator active or inactive.
   - ▶ **Password:** Select this option to toggle between enabling and disabling the operator password. You can also use this option to edit the password, if necessary.
   - ▶ **Report Printing:** Select this option to toggle between enabling and disabling report printing. Report printing must be enabled for an operator to print reports.
   - ▶ **Access Level:** Select this option to change the access level for an operator. You can toggle between the supervisor and operator access level privileges.
6. Select **Name** to edit the operator name. Type in your changes and press **Enter**.
7. Select **Status** to toggle the operator active or inactive.
8. To assign an operator password:
   a. Select **Password**.
   b. Type in the operator password and press **Enter**.

   NOTE: You can create an operator password if operator passwords are disabled. However, the password cannot be used until you enable operator passwords. (See *Enabling Operator Passwords* in this section.)

9. Select **Report Printing** to toggle between enabling and disabling report printing capabilities for the operator.
10. Select **Access Level** to toggle between operator and supervisor access privileges.
11. Press **Enter** to save your changes.
12. Press the left arrow key to return to the Main screen.

Setting Operator Auto Log Off

You can set up your system so that operators are automatically logged out of Budget Manager after a certain period of inactivity. The period of inactivity is defined by the Display Sleep timeout value. For more information on the Display Sleep timeout refer to the *System Setup* chapter in your DM Series™ Digital Mailing System operator guide.

1. Press the **Menu** key.
2. Select **Set Up | Basic Settings | Operators**.

   The Enter Supervisor Password screen appears. At this point, you must enter a supervisor password to continue with the operation.
3. Select **Auto Log Off**. If the feature was not previously enabled, selecting **Auto Log Off** enables it and "On" appears next to the Auto Log Off selection.

   If the feature was previously enabled, selecting **Auto Log Off** disables it and "Off" appears next to the Auto Log Off selection.
4. Press the left arrow key to return to the Main screen.

Deleting Operators

If there is transaction data associated with an operator and you delete the operator, the system does not remove the operator from the system until the end of the fiscal year. Instead, the operator becomes inactive, and will not be able to log on to the system.

At the end of your fiscal year, you will receive a prompt indicating that the last reporting period has ended. At that time, you must select the inactive operator(s) you want to permanently delete and redefine the yearly fiscal period.

If there is no information connected to the operator, the system will remove the operator from the system at the time you delete it.

This operation requires that you have supervisor privileges if supervisor passwords are on or if operators have been enabled.

1. Press the **Menu** key.
2. Select **Set Up | Basic Settings | Operators**.

   The Enter Supervisor Password screen appears if operators have been enabled or if supervisor passwords are on. At this point, you must enter a supervisor password to continue with the operation.
3. Select **Delete Operator**. The Select Operator screen appears.

4. Select the operator you wish to delete, or type in the operator name and press **Enter**. The Delete Operator screen appears.
5. Select **Yes**.
6. Press the left arrow key to return to the Main screen.

Viewing and Editing Operators

The Viewing/Editing Operators screen allows you to access operator-specific information that has been entered into the Budget Manager system. You can view or edit the operator's name; lock or unlock the operator; enable, disable, or edit a password; enable or disable report printing; and edit the access level.

This operation requires that you have supervisor privileges.

1. Press the **Menu** key.
2. Select **Set Up | Basic Settings | Operators**.

   The Enter Supervisor Password screen appears if operators have been enabled or if supervisor passwords are on. At this point, you must enter a supervisor password to continue with the operation.
3. Select **View/Edit Operators**.
4. Select the operator you wish to view and/or edit. The Operator Information screen appears. This screen allows you to view and edit the basic settings for the operator you have selected.
5. Select **Name** to edit the operator name. Type in your changes to the operator name and press **Enter**.
6. Select **Status** to toggle between locking and unlocking the operator.
7. Select **Password** to edit the operator password. Type in the operator password and press **Enter**.
8. Select **Report Printing** to toggle between enabling and disabling report printing capabilities for the operator.
9. Select **Access Level** to toggle between operator and supervisor access privileges.
10. Press **Enter** to save your changes.
11. Press the left arrow key to return to the Main screen.

Any changes you make will be seen by the edited operator the next time he or she logs on to the system.

4 Setting Up Accounts

This chapter tells you how to set up Budget Manager accounts.

Navigating Hints

- The options available on the screen are called out by arrows. To view more options, press the down arrow key.
- You can select a numbered option by pressing the screen key next to the option, or by pressing the corresponding number on the keyboard and pressing the **Enter** key.
- To go back one screen or more, or to clear an entry, press the **Clear** key. Pressing the left arrow key returns you to the Main screen.
- Other selection or navigation or help information appears at the bottom of the screen. Also, check for messages next to the arrow keys on the bottom right side of the screen.

Set Up Accounting

►1. Set Up Accounts
►2. Accounting Period 1/31/04
►3. Global Surcharge
►4. Transaction Log
►5. PC Connect

Exit Set Up ◄
▼
More Options

Selecting the Accounting Type

See *Chapter 7, Accounting Setup* in your mailing system Operating Guide for information on selecting an accounting type.

Setting the Accounting Period

When you enter the start date for the fiscal year, the system automatically determines the end date. (For example, if January 1, 2005 is the beginning of your fiscal year, the system sets the end date as December 31, 2005.)

Once the fiscal year is set, you will need to select the number of accounting periods. You can select one of the standard accounting periods (none, annual, twice yearly, quarterly, and monthly) or you can define up to two custom account periods.

Follow the steps below to set your fiscal year and select the type of accounting period you will use:

1. Press the **Menu** key.
2. Select **Set Up**, **Accounting Set Up**, then **Accounting Period**. The Accounting Periods screen appears.
3. Select **Fiscal Year Start**.
   a. Type in the start date of your fiscal year.

   NOTES:

   - You can enter a start date that is within the current year. For example, if today's date is 1/20/2005, you can enter a start date back to 1/20/2004. When you enter the year, be sure to enter the full 4-digit year (eg., 2004 or 2005).
   - Once you run a transaction you cannot change the start date of the fiscal year until you clear the accounting data, or the fiscal year ends.

   b. Press **Enter** to save the date. The Accounting Periods screen reappears.
4. Select **Number of Periods**.
   a. Select the number periods for your fiscal year. Use the down arrow key to scroll through the list, if necessary.
   b. If you select one of the preset periods, press **Enter** to return to the Accounting Set Up menu, then press the left arrow key to exit the set up.
   c. If you select **Custom** period, the Custom Period screen appears. Go to step 5.
5. You can set up two custom periods. The start date for both periods is the date you activate the custom periods. You cannot change the start date.
   a. Select **End Date 1** to set the end date for the first custom period. Key in the date and press **Enter**.
   b. Select **End Date 2** and set the end date for the second custom period. The end date for the second period must always be the same as, or after the end date for the first period. Press **Enter**.

Setting the Accounting Period
continued...

6. Press the left arrow key to exit set up.

NOTES for Custom Periods:

- For custom periods only, you can extend the end dates at any time during the period. The end date for custom period 2 must always be the same as custom period 1, or after custom period 1.
- Once the end date is reached, you must clear the account data, extend the end date, or both. You will be prompted to print the data before it is cleared.
- When the period expires, you will not be allowed to run mail until you either clear the data or extend the period.

Selecting the Surcharge Method

When you select the surcharge method from the Set Up menu, you are setting a *global surcharge*, or a surcharge that applies to each transaction (or batch) processed by Budget Manager, unless a *batch surcharge* over-rides it.

You can apply a global surcharge per piece of mail, per transaction, and/or per transaction percentage.

- A per piece of mail surcharge is calculated by multiplying the number of pieces processed by the surcharge setting. The per piece surcharge can be set anywhere from -1.00 to 1.00.
- A per transaction surcharge is applied to each batch (or transaction) run on the system. The per transaction surcharge can be set anywhere from -50.00 to 50.00.
- A per transaction percentage surcharge is calculated multiplying the postage cost of the entire batch by the percent transaction setting. The per transaction percentage can be set anywhere from -100% to 100%.

If you want to apply a batch surcharge, or a surcharge that is customized for a specific transaction, see *Chapter 6, Running Mail, Entering a Surcharge* in this guide.

Follow the steps below to set a global surcharge or discount:

1. Press the **Menu** key.
2. Select **Set Up**, then **Accounting Set Up**. The Setup Accounting screen appears.
3. Select **Global Surcharge**.

4. To add a add a surcharge or discount per piece:
   a. Select **Per Piece**.
   b. Type in the surcharge or discount amount you wish to use for each individual piece of mail and press **Enter**.
5. To add a surcharge or discount per transaction:
   a. Select **Per Transaction**.
   b. Type in the surcharge or discount amount you wish to use for each transaction and press **Enter**.
6. To add a surcharge or discount per transaction percentage:
   a. Select **Per Transaction Percentage**.
   b. Type in the percentage amount you wish to use and press **Enter**.

7. Press **Enter**. The Enter Surcharge Value screen appears.
8. Select **Change to a Discount** to apply a discount.
9. Press **Enter**.

NOTE: Once you perform step 8, the dollar amount on the screen will change to either a positive or a negative. A *negative* amount indicates a discount will be applied to the postage amount for the transaction. A *positive* amount indicates a surcharge will be applied to the postage amount for a transaction.

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5 Working with Accounts

This chapter tells you how to create, edit, and view accounts. It also provides a description of how the accounts are structured.

Budget Manager Account Structure

You can use Budget Manager to track and account for postage used by departments or individuals within your organization. Your system is set up to accept a total of 74 characters for single level accounts, a total of 73 characters for an account and sub account, and a total of 72 characters for an account, subaccount, and subsubaccount.

When accounts are linked (account-subaccount, or account-subaccount-subsubaccount) they become a set and are treated as one separate account, with one account number and one password. The existing account number and password are rolled down to the subaccount when the first subaccount is created. When you create another subaccount to this account, you create another linked set of accounts with a different account number and password.

NOTE: Only the lowest level of the account hierarchy is chargeable. This means that transactions can only be posted to that account.

The following examples demonstrate some of the ways in which you can structure your accounts.

- When you create a top level account, you can charge funds and pieces to that account. This is the working (chargeable) account because at this point it does not have any subordinate accounts:

  Example: Account - Engineering

- If you create subaccounts for the original account, they become the end links in the account chain and identify the departments where you charge to:

  Examples:

  Account - Engineering, Subaccount - Software

  Account - Engineering, Subaccount - Industrial Design

  The original account now serves as an administrative account that owns and contains totals for the lower subaccounts.

- If you create subsubaccounts for subaccounts, the subsubaccounts become the end links and identify the departments that are charged for postage.

  Examples:

  Account - Engineering, Subaccount - Software, Subsubaccount - Software Testing

  Account - Engineering, Subaccount - Software, Subsubaccount - Software Design

  Account - Engineering, Subaccount - Industrial Design, Subsubaccount - Graphics and Layout

  Account - Engineering, Subaccount - Industrial Design, Subsubaccount - User Friendly Testing

Creating Accounts

Creating an Account

Follow the steps below to create an account:

1. Press the **Accounts** key.
2. Press the right arrow key to enter the Set Up Accounts screen.
3. Select **Create Account**.
4. Select **Create a New Account**. The system prompts you to enter an account name.

> **NOTE:** When naming your accounts, the total number of characters you can use for the name is 74. This means that if you intend to add sub and subsub accounts to this top level account name, the sum of the characters for all three accounts levels cannot be greater than 74.

5. Type in the name using the keyboard or numeric keypad and press **Enter**. The Account Information screen appears as shown below.

Account Information	
► Edit Name:	Manufacturing
► Change Speed Code:	9001
► Password:	None
► Create Another Account:	
► Add Subaccount to: Manufacturing	
Accounts Available: Press Enter to Save	Cancel ◄ ▼ ► Save Page Down for more

6. Select the appropriate option and follow the prompts.
   - **Edit Name:** Select this option to edit the name of an account.
   - **Change Speed Code**: A speed code is a number that uniquely identifies an account. You can use it as a short cut to identify accounts with long names. As soon as you enter the name of your account, the system automatically assigns a speed code to your account. Select this option to change the speed code number assigned by the system.

Creating Accounts
continued

- **Password**: The account password is a four digit number that you can assign to limit access to an account. As soon as you enter the name of your account, the system will request that you enter the account password if it is enabled. Select this option to assign, change or disable the password if necessary. When you are running mail, passwords must be globally enabled.
- **Create Another Account-Subaccount-Subsubaccount:** Select this option to add another account, subaccount or subsubaccount to the system.
- **Add Subaccount to:** Select this option to add a subaccount to your new account.
- **Account Owner:** This option allows you to enter specific contact information (name, address, telephone number) for each top-level account.
- **Budget:** This option controls whether or not budgeting is active for a chargeable account. It allows you to set up a budget.
- **Spending Limit:** The spending limit is set as a *percentage* of the budget setting. It prevents a chargeable account from accepting transactions when the budget has been exceeded. The default spending limit is 95%.
- **Description:** This option allows you to type in a brief description of the account.

7. When you are done, press the right arrow key to save your account information. If you press the **Clear** key or the left arrow key during this process the system will ask you if you want to save your changes.

Creating a Subaccount or Subsubaccount

NOTE: Any data charged to the existing account will be transferred to the subaccount or subsubaccount you create.

1. Press the **Accounts** key.
2. Press the right arrow key to enter the Set Up Accounts screen.
3. Select **Create Account or Subaccount**.
4. Select **Add to an Existing Account** to enter the Select Account screen. The system displays a list of all the existing accounts and prompts you to select the account you would like to add a subaccount or subsubaccount to.

   If necessary, press the down arrow to scroll through the list.
5. Select the account or subaccount.
6. Type in the name of the new subaccount or subsubaccount and press **Enter**. The Account Information screen appears.

Account Information

►	Edit Name:	Manufacturing
	Software Testing	
►	Change Speed Code:	9001
►	Add Password:	None
►	Create Another Subaccount For:	
	Manufacturing	
►	Add Subaccount to:	
	Software Testing	

Accounts Available:
Press Enter to Save

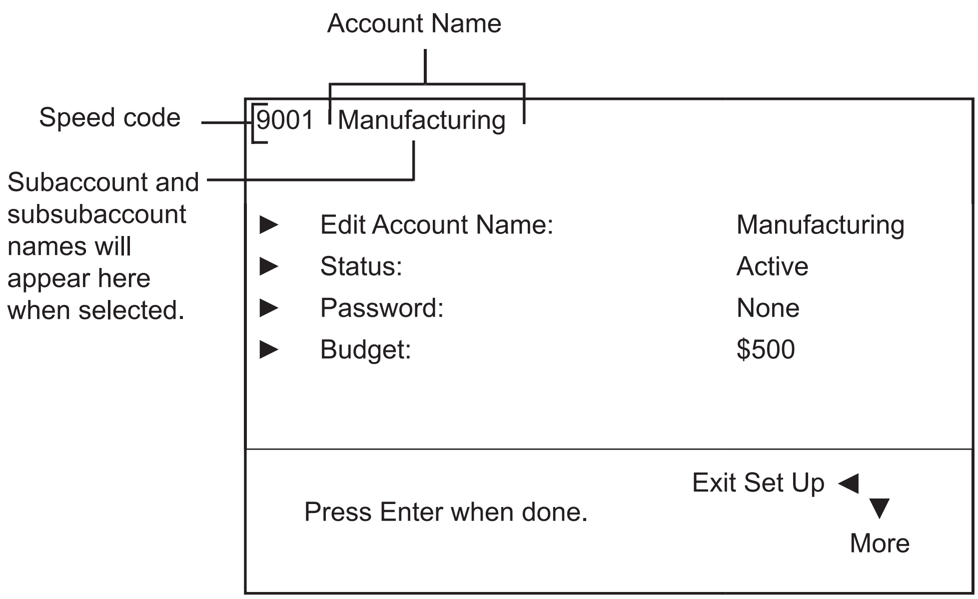
Cancel ◄ ▼ ► Save
Page Down for more

7. Select the appropriate option and follow the prompts.
8. When you are done, press **Enter** to save the account information.
9. Press the left arrow key to exit set up.

Viewing and Editing Accounts

You can view or edit the account name, status, budget amount, spending limit, owner information and description for all of the accounts entered into Budget Manager.

1. Press the **Menu** key.
2. Select **Set Up**, **Accounting Set Up**, then **Set Up Accounts**. The Set Up Accounts screen appears.
3. Select **View/Edit Accounts**.
4. Select the account you want to view and/or edit by pressing the screen key that corresponds with the account name, *or* type in the account name and press **Enter**. The View/Edit Accounts screen appears.



Viewing and Editing Accounts
continued

5. Select the appropriate option and follow the prompts.
   - **Edit Account Name:** Select this option to make changes to the name of the account you have selected.
   - **Status:** Once you have added an account to the system, you can set the account active or inactive. Active status is the default setting for all accounts. If you have an account that you no longer wish to use, you can set the status to inactive. The inactive account will remain on the system, but you will not be able to process transactions against it.
   - **Password:** The account password is a four digit number that limits access to an account.
   - **Budget:** Select this option to edit the budget setting for an account.
   - **Spending Limit:** Select this option to edit the spending limit for any account that has a set budget.
   - **Owner:** You can use this option to edit the owner name, address, and telephone number.

     Description: Select this option to edit the account description.
6. Once you have finished viewing and/or editing the account information, press **Enter** to exit the View/Edit Accounts screen.
7. Press the left arrow key to return to the Main screen.

Deleting Accounts

When deleting accounts be advised that:

- Deleting an account deletes all of the information for that account including any budget amounts. Be advised that if you do not redistribute the budget amount to another account (or subaccount), or series of accounts (or subaccounts), the total budget value will decrease by that amount.

  For example, if you have the following subaccounts with the corresponding budget amounts,

  Account - Engineering, Subaccount – Software ($500.00)

  Account - Engineering, Subaccount – Industrial Design ($500.00),

  and if you delete the Industrial Design subaccount, the total amount budgeted for the entire Engineering account will decrease from $1000.00 to $500.00.
- If there is any information connected to an account (for example, transaction data, budget data), the system does not actually remove the account until the end of the fiscal year. Instead it marks the account as inactive. The system will notify you when the last period of the fiscal year ends. At that time, you must select the inactive accounts you want to permanently delete and redefine the yearly fiscal period.

If there is no information connected to the account, the system will actually remove the account when you delete it.

Follow the steps below to delete an account:

1. Press the **Accounts** key.
2. Press the right arrow key to enter the Set Up Accounts screen.
3. Select **Delete Account**. The Delete Account screen appears with a list of all the available account, subaccount and subsubaccount combinations on the system. Use the down arrow key to scroll through the list.
4. Select the account you want to delete.
5. Select **Delete**. The Continue to Delete Account screen appears with a warning that deleting the account will permanently erase the account.
6. Select **Delete** again.
7. Press the left arrow key to exit set up.

Clearing Account Data

CAUTION: Clearing the account data will permanently erase all transaction data.

Follow the steps below to clear the account data:

1. Press the **Menu** key.
2. Select **Set Up**, then **Accounting Set Up**.
3. Use the down arrow key to scroll through the list of accounting set up options.
4. Select **Clear Account Data**.
5. Select **Clear Data**.
6. Press **Yes**.
7. Press the left arrow key to exit set up.

6 Running Mail

This chapter tells you how to run mail using Budget Manager.

Selecting an Account to Print Postage

You can select an account manually by scrolling through the entire list of accounts on your system.

If you know part of the account name or the speed code, you can use the account name search or the speed code search to locate the account you want to use.

If you know only part of the account name or the speed code, you can use the account name or speed code search to narrow down the list of accounts to those that most closely match the search criteria you entered.

NOTES:

- You can use the left arrow key to toggle between the account name and speed code search methods on the Select Account screen.
- When you select an account by name or by speed code, the search setting remains in effect even after you leave the Select Account screen. The next time you select an account, the last search method you used will be active.

Selecting an Account Manually

Follow the steps below to select an account:

1. Press the **Account** screen key. The Select Account screen appears listing all of your accounts.
2. Select the Account you want to use to charge postage. Use the down arrow key to scroll through the Account list, then press the screen key that corresponds with the account name.
3. If the Account password is enabled, the Enter Account Password screen appears. If the Account password is not enabled, go to step 4.

a. Type in the password.

b. Press **Enter**.

4. The system returns to the Main screen. The name of the account you selected appears in the Account field.

Selecting an Account to Print Postage
continued

Selecting an Account by Name

The account name search allows you to type in the account name, or part of the account name, to narrow down your search.

Follow the steps below to select an account by name:

1. Press one of the **Account** keys. The Select Account screen appears listing all of your accounts.
2. If necessary, press the left arrow key to toggle the search by account name method.
3. Type in the first few characters of the account name. The list on the screen will show all the account names that start with the characters you have entered.
4. Select the account you want to use:
   - Press **Enter** to select the account that most closely matches the characters you searched on; or
   - If a list of account names appear on the screen, press the screen key that corresponds with the account you want to use.

   The system returns to the Main screen, and the name of the account appears in the Account field.
5. If the account password is enabled, the Enter Account Password screen appears. If the account password is not enabled, go to step 4.
   a. Type in the password.
   b. Press **Enter**.

Selecting an Account by Speed Code

The speed code search allows you to type in the speed code, or part of the speed code, to narrow your search.

Follow the steps below to select an account by speed code:

1. Press one of the **Account** keys. The Select Account screen appears listing all of your accounts.
2. If necessary, press the left arrow key to toggle to the search by speed code method.
3. Type in the speed code, or the first few numbers of the speed code. The screen will show the account names that correspond with the speed code you typed.
4. Select the account you want to use:
   - Press **Enter** to select the account that most closely matches the numbers you searched on; or
   - If a list of account names appear on the screen, press the screen key that corresponds with the account you want to use.

   The system returns to the Main screen, and the name of the account appears in the Account field.

Selecting an Account to Print Postage
continued

5. If the account password is enabled, the Enter Account Password screen appears. If the account password is not enabled, go to step 4.
   a. Type in the password.
   b. Press **Enter**.

Selecting a Mode

In order to process mail, you need to select a postage mode that is appropriate for your mail job. To access modes, press the **Mode** key on the IntelliLink® Control Center.

The following list contains the available postage modes as well as a brief description of their use.

NOTE:
The postage modes you have available to you vary depending upon the DM Series™ mailing system you are using.

Key in Postage	Select this mode when you know the amount of postage required for your mail and you intend to key this amount into the system.
WOW™ weighing and Attached Scale	Select this mode when you want the system to automatically calculate the correct postage based on the weight of the piece of mail.
Seal Only	Select this mode if you do not want to apply postage but simply seal the envelope.

Refer to the *Running Mail* chapter in your mailing system Operating Guide for more information about available postage modes and directions on how to select a postage mode.

Selecting a Class or Special Service

The procedure for selecting a class or special service (fee) depends on whether you enter the weight of the mail manually or use the attached external scale to weigh the piece of mail.

Use the Manual Weight Entry mode if:

- You know the weight and class of your piece of mail.
- You want to know the price of postage.

NOTE: Manual Weight Entry mode an optional feature and may not be available on your DM Series™ Digital Mailing system.

The external scale is optional equipment that can be used with or without tapes. Use the Attached Scale mode if:

- You have a package that cannot go through the machine.
- You want to know the weight of an envelope that you want to run through the machine.

Refer to the *Running Mail* chapter in your mailing system Operating Guide for more information about Manual Weight Enter mode and Attached Scale mode.

Each carrier has its own set of classes and each class has its own set of special services (or fees). When you select a class, only those options available for that selection appear on the main screen.

Entering a Surcharge

When you select the surcharge method from the Main screen, you are setting a batch surcharge, or a surcharge that will be applied only to the current transaction being processed by the Budget Manager system.

Setting a batch surcharge will override your global surcharge settings, but only for the current transaction. Once the transaction is complete, the system will revert to the global surcharge settings for the system.

You can apply a batch surcharge per piece of mail, per transaction, and/or per transaction percentage.

If you want to set up a global surcharge, or a surcharge that will be applied to each and every transaction processed by the Budget Manager system, see *Chapter 4, Setting Up Accounting, Selecting a Surcharge Mode* in this guide.

To enter a batch surcharge:

1. At the Main screen, press the down arrow key.
2. Select **Surcharge**. The Batch Surcharge screen appears.
3. To clear the existing batch surcharge settings, select **Clear Surcharges**. The per piece, surcharge per transaction, and per transaction percentage surcharges are set to 0.
4. To add a surcharge per piece:
   a. Select **Per Piece**.
   b. Type in the surcharge amount you wish to use for each individual piece of mail and press **Enter**.
5. To add a surcharge per transaction:
   a. Select **Per Transaction**.
   b. Type in the surcharge amount you wish to use for each transaction and press **Enter**.
6. To add a surcharge per transaction percentage:
   a. Select **Per Transaction Percentage**.
   b. Type in the percentage amount you wish to use and press **Enter**.
7. Press **Enter** to save your changes.

Selecting Advertisements

You can have a variety of advertisements appear on your mail. For a list of the advertisements provided with your mailing system, refer to the Supplies and Options chapter in the Operating Guide for your mailing machine.

1. Press the **Menu** key.
2. Select **Meter Stamp Options**.
3. Select **Advertisement**.
4. Use the down arrow key to scroll through the advertisements.
5. Press the screen key that corresponds with the advertisement you want to use. The advertisement then appears next to the meter stamp.

Selecting Job IDs

A Job ID field allows you to identify specific tasks within an account. Assigning a Job ID to a transaction allows you to track the amount of money you spend on postage, as well as how frequently you process a given transaction.

Follow the steps below to add a Job ID to a transaction:

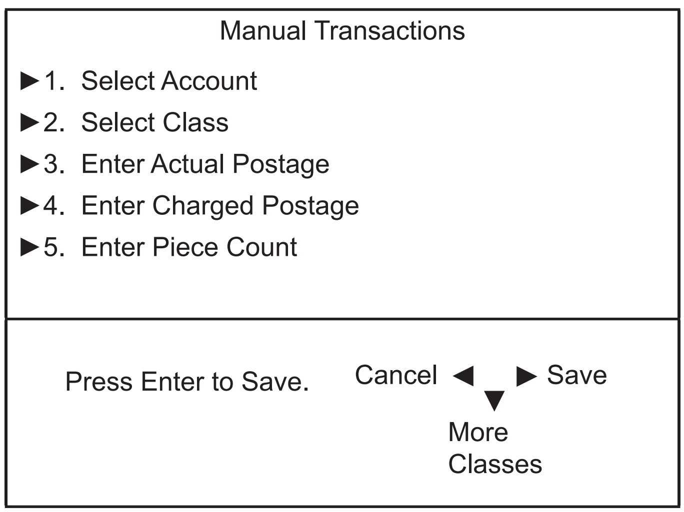
1. From the Main screen, press the down arrow key.
2. Select **Job ID**. The Job ID screen appears.
3. If you system is configured to use two Job IDs, select **Job ID 1** or J**ob ID 2**. Otherwise, skip to step 4.
4. Type in the Job ID number and press **Enter**; or select the **Most Recent Job ID** option, then select the Job ID. (You can use the down arrow key to scroll through the list.)
5. The system returns to the Main screen once you have made your Job ID selection.
6. Repeat steps 2 and 3 to change or add another Job ID.

7 Manual Transactions

This chapter tells you how to create and view manual transactions using Budget Manager.

Navigating Hints

- The options available on the screen are called out by arrows. To view more options, press the down arrow key.
- You can select a numbered option by pressing the screen key next to the option, or by pressing the corresponding number on the keyboard and pressing the **Enter** key.
- To go back one screen or more, or to clear an entry, press the **Clear** key. Pressing the left arrow key returns you to the Main screen.
- Other selection or navigation or help information appears at the bottom of the screen. Also, check for messages next to the arrow keys on the bottom right side of the screen.



Entering Manual Transactions

Follow the steps below to create a manual transaction.

1. Press the **Menu** key.
2. Select **Manual Transaction**. The Manual Transaction screen appears. The options you choose to use will vary depending upon your manual transaction needs.

Manual Transactions	
►1. Select Account ►2. Select Class ►3. Enter Actual Postage ►4. Enter Charged Postage ►5. Enter Piece Count	
Press Enter to Save.	Cancel ◄ ▼ ► Save More Classes

► **Account**: Select this option to choose an account from the available accounts on your system to run the manual transaction against.

► **Class**: Select this option to set the postage class.

► **Actual Postage**: Select this option to set the actual postage amount for a piece of mail.

► **Charged Amount**: Select this option to set the postage amount that you will be charging for each piece of mail. (This is the actual postage amount plus any surcharges you may want to add.)

► **Piece Count**: Select this option to set the number of pieces of mail you want to process.

► **Job ID 1** and **Job ID 2**: Select these options to assign Job IDs to the manual transaction. Job ID 1 is the first level Job ID, while Job ID 2 is the second level Job ID.

► **Create Another**: Select this option to create another manual transaction.

3. Press the **Account** screen key. Use one of the following methods to select an account:
   - Manually scroll through the account list, then press the screen key that corresponds with the account name; or
   - Press the left arrow key to toggle the speed code search, type in the speed code, and press **Enter**; or
   - Press the left arrow key to toggle the account name search, type in the account name, and press **Enter**.

Entering Manual Transactions
continued

4. Press the **Class** screen key.
5. Select **Actual Postage**. Type in the actual postage amount for a piece of mail and press **Enter**.
6. Select **Charged Amount**. Type in the charged postage amount for a piece of mail and press **Enter**.
7. Select **Piece Count**. Type in the number of pieces you want to mail and press **Enter**.
8. Select **Enter Weight**. Type in the weight of a piece of mail and press **Enter**.
10. Select **Job ID 1**.
    a. Type in the Job ID number and press **Enter**; or
    b. Select the **Most Recent Job ID** option, select the **Job ID**, then press **Enter**.
11. Select **Job ID 2**.
    a. Type in the Job ID number and press **Enter**; or
    b. Select the **Most Recent Job ID** option, select the Job ID, then press **Enter**.
12. Once you have finished setting up your manual transaction, press Enter to save your changes. The system will return to the Main screen.

Viewing the Transaction Log

The transaction log contains a list of summary information for each of the transactions you have processed on the system. Each log contains the:

- Account;
- Transaction number and date;
- Actual postage;
- Charged amount;
- Piece count;
- Total weight;
- Transaction type;
- Carrier, class and fee (special services) used; and
- Operator ID.

Viewing the Transaction Log
continued

Once you select to view the transaction log, you can view the transactions by date, by account, or by date and account. You also have the option of printing the transactions that meet the date and/or account criteria.

Follow the steps below to view the transaction log:

1. Press the **Menu** key.
2. Select **Set Up**, **Accounting Set Up**, then **Transaction Options**. The Transaction Options screen appears.
3. Select **View Transaction Log**. The Select Transaction By screen appears.
4. Use one of the following methods to select transactions:
   - Select **Date** to view the transactions processed on a specific date. Type in the date and press **Enter**.
   - Select **Account** to view the transactions processed against a specific account. Select an account from the list provided.
   - Select **Date and Account** to view transactions processed against a specific account on a specific date. Type in the date and press **Enter**. Select an account from the list provided.
5. Use the left and right arrow keys to sort through each of the transactions that met your date and/or account criteria.
6. When you are done viewing the transaction log on the screen, press **Enter** if you would like to print it. If you do not want to print the transaction log, press the **Clear** key twice to return to the Main screen.
7. If you printed the Transaction log, press the left arrow key to return to the Main screen.

Transferring Transaction Data

You can use the transfer transaction data option to correct transactions that have been processed against with the wrong account.

Follow the steps below to select the transaction you want to transfer:

1. Press the **Menu** key.
2. Select **Set Up**, **Accounting Set Up**, then **Transaction Options**. The Transaction Options screen appears.
3. Select **Transfer A Transaction**. The Select Transaction By screen appears.
4. Use one of the following methods to select transactions:
   - Select **Date** to view the transactions processed on a specific date. Type in the date and press **Enter**.
   - Select **Account** to view the transactions processed against a specific account. Select an account from the list provided.
   - Select **Date and Account** to view transactions processed against a specific account on a specific date. Type in the date and press Enter. Select an account from the list provided.

Transferring Transaction Data
continued

5. Use the left and right arrow keys to sort through each of the transactions that met your date and/or account criteria.
6. Press **Enter** once you have found the transaction you want to transfer. The Select Account To Transfer To screen appears.
7. Select the account you want to transfer the transaction to. The Transaction Log screen appears with the updated account information in the Account field.
8. Press **Enter**.
9. Press the left arrow key to return to the Main screen.

Clearing the Transaction Log

The transaction log can hold up to 4,000 transactions, depending upon the Budget Manager package you use. When the transaction log reaches full capacity, you can clear out the log to allow the inclusion of new transactions.

Follow the steps below to clear the transaction log:

1. Press the **Menu** key.
2. Select **Set Up**, **Accounting Set Up**, then **Transaction Log**. The Transaction Options screen appears.
3. Select **Clear Transaction Log**. The Clear Transaction Log screen appears.
4. If you want to print a report select **Yes**. If you do not want to print a report select **No**. The Continue to Clear Log screen appears.
5. Select **Yes** to clear the log. The system returns to the Transaction Options screen.
6. Press the left arrow key to return to the Main screen.

Setting the Condition for the Log Full Warning

You can set the “log full warning” to notify you when the transaction log is filled to a certain percentage. The default setting is 90%, which means that when the transaction log is 90% full, you will receive a warning. The lowest setting you can use is 80%. The highest setting you can use is 100%.

Follow the steps below to set the “log full warning”:

1. Press the **Menu** key.
2. Select **Set Up**, **Accounting Set Up**, then **Transaction Log**. The Transaction Options screen appears.
3. Select **Log Full Warning**. The Enter High Level Warning screen appears.
4. Press the **Clear** key to clear the current high level warning entry.
5. Type in the percentage you want use (from 80 to 100) and press **Enter**. The system returns to the Transaction Option menu.
6. Press the left arrow key to return to the Main screen.

Defining the Action to Take When the Log is Full

The Action When Full option allows you to select the action you want the system to take when the transaction log is full. You can choose to stop processing mail, to continue processing mail with accounting disabled, or to process mail and overwrite the transaction log.

Follow the steps below to select the action to take when the log is full:

1. Press the **Menu** key.
2. Select **Set Up**, **Accounting Set Up**, then **Transaction Log**. The Transaction Options screen appears.
3. Select **Action When Full:**. The Select Action screen appears.
4. Select the action you want the system to take. The system returns to the Transaction Options menu.
5. Press the left arrow key to return to the Main screen.

8 *Running Reports*

Accounting Reports

With Budget Manager, you have the ability to create a broader range of accounting reports than you would using the standard accounting reports on your mailing system.

The following is a list of Budget Manager accounting reports:

- Custom Reports
- Account Summary
- Transaction Log
- Quick Profile*
- Budget Performance*
- Accounting Set Up
- Account List
- Account Speed Code List
- Operator List
- Account Invoice
- Weight Break Account/Class
- Weight Break Carrier/Class
- Weight Break Job ID-1/Class
- Dimensional Rating

*You can view the Quick Profile and Budget Performance reports on the IntelliLink® Control Center before printing them.

Printing Reports

You can print accounting reports using an external (attached) printer if one is connected to your system.

NOTE: You must enable report printing for an operator in order for that operator to print a report. See *Chapter 3, Setting Up Operators, Viewing and Editing Operators* for more information.

Follow the steps below to print a report:

1. Press the **Reports** key.
2. Select the report you want to print. Follow the prompts, if any, that may appear.
3. Press **Enter** to print the report to the attached printer.
4. Press the left arrow key to return to the main screen.

Custom Reports

You can design your own report formats using the Custom Reports Report Generation feature. This tool allows you to select the report format you want (summary or detailed) as well as select the fields of information you want to appear on the report.

A summary report groups transaction information together by time period. If you select the summary report format you will be able to include any, or all, of the following data in your report:

- Account;
- Pieces;
- Postage;
- Surcharge;
- Total Charge;
- Year to Date Pieces;
- Year to Date Postage;
- Year to Date Surcharge; and
- Year to Date Total Postage.

A detailed report outputs specific information about each transaction processed by the system. If you select the detailed report format you will be able to include any, or all, of the following data in your report:

- Transaction ID;
- Date of Transaction;
- Time;
- Account;
- Carrier;
- Class/Fee;
- Job ID 1;
- Job ID 2;
- Operator;
- Total Weight;
- Pieces;
- Postage;
- Surcharge;
- Total Charge; and
- Transaction Type.

Custom Reports
continued

Custom Report Tips:

- “Available” options on the Select Custom Report screen indicate open spaces where you can create a new custom report.
- When selecting data to include in the report:
- “Selected” appears next to the data name to indicate that it will be used in the report.
- Each data selection you make will appear as a column in the report.
- The “Spaces Used” counter on the bottom of the screen indicates how much space you have left in the report. You will receive a “Not Enough Space Left” warning if you select data that exceeds the amount of space the report can take up on the printed page.

Creating a Custom Report

Follow the steps below to create a custom report.

1. Press the **Reports** key.
2. Select **Accounting Reports**, then **Custom Reports**.
3. Select the first Available option on the list.
4. Select **Create Report**.
5. Type in the report name and press **Enter**.
6. Select the **Summary** or **Detailed** report format.
7. Press the screen keys that correspond with the data you want to include in your report.
8. Press **Enter** when you are done selecting data.
9. If you selected any data that can be subtotaled, the Select Data to subtotal screen appears, otherwise go to step 9.
    a. Press the screen keys that correspond with the data you want to subtotal in your report.
    b. Press **Enter** once you are done selecting data.
    c. If you did not select accounts on the Select Data to Subtotal screen then go to step 10, otherwise the Accounts to Include screen appears.
        i. Select **Prompt for an Individual Account...** to require an operator to select an account before printing the report.
        ii. Select **Include All Accounts** to include all accounts when printing the report.
10. Press **Enter** to save the custom report.

Custom Reports
continued

Viewing and Editing a Custom Report

Follow the steps below to view and/or edit a custom report.

1. Press the **Reports** key.
2. Select **Accounting Reports**,
3. Press the right arrow key. The Set Up Custom Reports screen appears.
4. Select **View/Edit Report**.
5. Select the custom report you want to view or edit. The Edit Report Name screen appears.
6. Use the left arrow key to backspace, or press the **Clear** key to delete the exisiting name. Type in the new report name and press **Enter**.
7. The Select Data to Include screen appears.
   a. To add data to the report, press the screen key that corresponds with a column you want to include.
   b. To remove a column from the report, press the screen key that corresponds with a column you want to remove.
8. If you selected any data that can be subtotaled, the Select Data to subtotal screen appears, otherwise go to step 9.
   a. Press the screen keys that correspond with the data you want to subtotal in your report.
   b. Press **Enter** once you are done selecting data.
   c. If you did not select accounts on the Select Data to Subtotal screen then go to step 9, otherwise the Accounts to Include screen appears.
      i. Select **Prompt for an Individual Account...** to require an operator to select an account before printing the report.
      ii. Select **Include All Accounts** to include all accounts when printing the report.
9. Press **Enter** to save the custom report.

Deleting a Custom Report

Follow the steps below to delete a custom report from the system:

1. Press the **Reports** key.
2. Select **Accounting Reports**,
3. Press the right arrow key. The **Set Up Custom Reports** screen appears.
4. Select **Delete Report**.
5. Select the custom report you want to delete.
6. Select **Yes**.
7. Press the left arrow key to return to the Main screen.

Account Summary Report

The Account Summary Report lists a summary of pieces, postage and surcharges for an account or all accounts that have been charged for the time period specified for the report.

If this report is for a single account it can be viewed on the screen.

Pitney Bowes Incorporated
1 Elmcroft Road
Stamford, CT 06926

Page: 1
Date: JAN 5 2005
Time: 3:02P
Station: 2A

Account Summary - JAN 1 2005 to JAN 30 2005

Account	Pieces	Postage	Surcharge	Total
PB				
Stamford				
WHQ	28	31.030	0.00	31.030
Subtotal:	28	31.030	0.00	31.030
Grand Total:	28	31.030	0.00	31.030

Transaction Log Report

The Transaction Log report lists the transaction ID, account, pieces, postage, surcharge, and total amount charged for each transaction during the time period specified on the report.

Pitney Bowes Incorporated
1 Elmcroft Road
Stamford, CT 06926

Page: 1
Date: JAN 5 2005
Time: 3:02P
Station: 2A

Transactions for JAN 1 2005 to JAN 5 2005

Trans ID	Account	Pieces	Postage	Surcharge	Total	Trans Type
1	Shelton	9	5.400	0.00	5.400	I
2	Stamford	24	13.070	0.00	13.070	I
3	Newtown	3	11.550	0.00	11.550	I
Grand Total:		43	34.450	0.00	34.450	

Quick Profile Report

The Quick Profile report lists the summary of pieces, postage and surcharges for all of the Budget Manager accounts.

This report can be viewed on the screen.

Quick Profile Report

Period: JAN 01 2005 - JAN 08 2005

Pieces:	677
Postage:	$393.836
Surcharge:	$28.65
Total:	$422.486

Budget Performance Report

The Budget Performance report lists the summary of postage and surcharges against budget for an account. This report can be viewed on the screen.

If your accounting hierarchy includes subaccounts and subsubaccounts, you will only be able to select the top-level account when running this report. The individual subaccount or subsubaccount charges will appear on the printed report.

Budget Performance

Account	Budget	—	Actual	=	Variance
Connecticut-Bridgeport	0.000		6.576		-6.576
Newtown	0.000		13.520		-13.520
PB-Newtown-RMA	0.000		15.98		-15.98
Shelton	100.00		101.00		-1.00
==					
Grand Total:	100.00		137.076		-37.076

Accounting Setup Report

The Accounting Set Up report lists the options and settings for the Budget Manager application.

Accounting Setup

Configuration Item	**Value**
Budget Manager PCN	1FA5
Number of Accounts	13
Accounting Periods	12
Account Passwords	Enable
Default Spend Limit Basis	90%
Spend Limit	Enable
Operators	Enable
Passwords	Enable
Global Surcharge Method	0
Per Piece Surcharge	+0.000000
Per Transaction	+0.000000
Percentage Surcharge	0%
Per Piece Surcharge Limit	1.000000
Per Transaction Limit	50.000000
Transaction Warning	90%
Transaction Full Action	Alert Operator
Owner Name	Pitney Bowes
Owner Address	35 Waterview Drive, Shelton CT 06484
	Version 12x

Account List Report

The Account List report lists the accounts that have been defined in the system with speed codes. The accounts are sorted by account name, then by subaccount and subsubaccount.

Account List & Status

Account	**Account Status**	**Password Required**	**Account Description**
Connecticut	Enable	No	
Bridgeport	Enable	No	
Hartford	Enable	No	
New Haven	Enable	No	
PB	Enable	No	
Danbury	Enable	No	
DMT	Enable	No	
Newtown	Enable	No	

Account Speed Code List Report

The Account Speed Code List Report lists the accounts that have been defined in the system and the account status. The report is sorted by account speed code. Account speed codes refer to chargeable accounts.

Account Speed Code List

Speed Code	Account	Description
1	Shelton	
2	Stamford	
3	Connecticut - Hartford	
4	Connecticut - New Haven	
5	Connecticut - Bridgeport	
6	PB-Shelton-27WV	
7	PB-Shelton-35WV	
8	PB-Stamford-Main Plant	
9	PB Newtown-Distribution	
10	PB Newtown-RMA	

Operator List Report

The Operator List report lists the operators on the accounting system. This report contains the operator name, ID, status (enabled/disabled), and whether or not report printing is enabled (Y/N).

Operator List

Operator Name	Op ID	Status	Reports Enabled	Privilege
Joe	5	Active	Yes	
Lynn	4	Active	Yes	
Mark	1	Active	Yes	Supervisor
Mike	2	Active	Yes	Supervisor
Rushi	3	Active	Yes	

Account Invoice Report

The Account Invoice report shows a summary of the pieces and charges by account for a specific time period.

Jan 4 2005 to Jan 4 2005

Account	Pieces	Charges
New England Cities		
Connecticut		
Hartford	9	5.346
New Haven	15	8.91
Subtotal:	24	14.256
Maine		
Kennebunkport	25	0.000
Portand	6	3.300
Subtotal:	31	3.300
New Hampshire		
Nashua	6	6.312
Portsmouth	12	5.013
Subtotal:	18	11.325
Subtotal:		
==		
Grand Total:	73	28.881

Weight Break Account/Class Report

The Weight Break Account/Class report contains a summary of the pieces and postage for each weight break by specific account or all accounts showing the carrier/class used.

Weight Break Account/Class for Jan 4 2005 to Jan 4 2005

Account	Carrier	Class	Weight Break	Units	Pieces	Postage
NE Cities - Hartford	USPS Dom	1st Cls Regular	1.0	oz	3	1.110
			2.0	oz	3	1.800
			3.0	oz	3	2.490
		Subtotal:			9	5.400
	Subtotal:				9	5.400
Subtotal					9	5.400
NE Cities - New Haven	USPS Dom	1st Cls Presort	1.0	oz	4	1.408
			2.0	oz	4	2.308
			3.0	oz	4	3.044
		Subtotal:			12	6.760
	Subtotal:				12	6.760
Subtotal:					12	6.760
==						
Grand Total:					25	12.160

Weight Break Carrier/Class Report

The Weight Break Carrier/Class report contains a summary of the pieces and postage for each weight break by carrier and class.

Weight Break Carrier/Class for Jan 4 2005 to Jan 4 2005

Carrier	Class	Weight Break	Units	Pieces	Postage
	No Class	0.0	oz	61	104.170
	Subtotal:			61	104.170
Subtotal:				61	104.170
	Seal Only	0.0	oz	25	0.000
	Subtotal:			25	0.000
Subtotal:				25	0.000
USPS Dom	1st Cls Presort	1.0	oz	4	1.408
		2.0	oz	4	2.308
		3.0	oz	4	3.044
	Subtotal:			12	6.760
	1st Cls Regular	0.0	oz	6	3.330
		1.0	oz	30	38.520
		2.0	oz	30	44.700
		3.0	oz	30	51.600
	Subtotal:			96	138.150
Subtotal:				108	144.910
Grand Total:				194	249.080

Weight Break Job ID 1/Class Report

The Weight Break Job ID 1/Class report contains a summary of the pieces and postage for each weight break by specific Job ID, showing the carrier and class used.

Weight Break Job ID-1/Class for Jan 4 2005 to Jan 4 2005

Job ID-1	Carrier	Class	Weight Break	Units	Pieces	Postage
Black		No Class	0.0	oz	25	96.250
		Subtotal:			25	96.250
	Subtotal:				25	96.250
		Seal Only	0.0	oz	25	0.000
		Subtotal:			25	0.000
	Subtotal:				25	0.000
	USPS Dom	Ist Cls Regular	1.0	oz	1	0.370
			2.0	oz	1	0.600
			3.0	oz	1	0.830
		Subtotal:			3	1.800
	Subtotal:				3	1.800
Subtotal:					53	98.050
Green	USPS Dom	1st Cls Regular	0.0	oz	6	3.330
			1.0	oz	8	18.170
			2.0	oz	8	19.650
			3.0	oz	8	21.490
		Subtotal:			30	62.640
	Subtotal:				30	62.640
Subtotal:					30	62.640
Grand Total:					83	160.690

Dimensional Rating Report

The Dimensional Rating report lists transactions made up of multiple classes that changed as a result of dimensional processing.

This report is primarily a requirement for countries that dynamically change class as mail is processed.

Transactions/Dimensional for JAN 1 2005 to JAN 8 2005

Trans ID	Time	Account	Class/Fee	Pieces	Postage	Surcharge	Total
1	10:42A	Shelton	1st Cls Regular	9	5.400	0.00	5.400
		Subtotal:		9	5.400	0.00	5.400
2	10:51A	Connecticut-Hartford	1st Cls Presort	24	13.070	0.00	13.070
		Subtotal:		24	13.070	0.00	13.070
3	11:01A	PB-Shelton-35WV	Priority Mail	3	11.550	0.00	11.550
4	11:01A	PB-Shelton-35WV	1st Cls Regular	7	4.430	0.00	4.430
		Subtotal:		10	15.980		15.980
Grand Total:				43	34.450	0.00	34.450

9 *Troubleshooting*

How to Troubleshoot Budget Manager

This chapter contains a list of problems you may encounter while using Budget Manager.

Refer to the Troubleshooting chapter in your mailing system operating guide for information on problems you may encounter while using the mailing system (e.g. envelope sealing problems, envelope feeding problems, tape feeding problems, etc.).

Review the problems listed in both chapters. If you are unable to find a solution, refer to the *Pitney Bowes Contact Information List* at the front of this guide for the phone number of the Help Desk and the web site addresses.

Account Limit Reached	
Error Message/Warning	**Take This Action**
Account Limit Reached Cannot create anymore accounts	Press the **Select Account to Delete** screen key. The “Select Account” screen appears. Follow the prompts to select an account to delete.
Account Registers Full	
Error Message/Warning	**Take This Action**
<Account Name> <Subaccount >-<Subsubaccount> Funds and piece count registers are full. Account must be reset.	• Press the **Print Report** screen key. The “Single Account Report” screen appears. Follow the prompts to print the single account report and reset the account, or, • Press the Reset screen key. The system resets the account.

External Memory Not Responding	
Error Message/Warning	**Take This Action**
External memory not responding. Please check the USB and memory device connections. Run mail without accounting?	Check the USB and memory device to ensure they are properly connected. • Press the **No** screen key if you want to recheck the device connections. The “Please Wait” screen appears as the system tries to reestablish the connection. • Press the **Yes** screen key to run mail without accounting. This operation requires that an operator have supervisor access privileges. - If operators are enabled and the current operator has supervisor access privileges, the system disables accounting and returns to the main screen. - If operators are enabled and the current operator does not have supervisor access privileges, the “Authorization Required” screen appears. An operator with supervisor access privileges must log on to run mail without accounting. - If operators are disabled, then the “Enter Supervisor password” screen appears. The supervisor password must be entered to run mail without accounting. If the problem persists, refer to the *Pitney Bowes Contact Information List* at the front of this guide for the phone number of the Help Desk and the web site addresses.

Accounting Discrepancy	
Error Message/Warning	**Take This Action**
Accounting Discrepancy <postage amount> has been spent without being recorded to the external memory. *>Make a Manual Transaction* *>Ignore*	• Press the **Make a Manual Transaction** screen key to continue running mail. The “Manual Transaction” screen appears with the postage amount equal to the amount listed on the “Account Discrepancy” screen. Refer to *Chapter 7, Manual Transactions, Entering Manual Transactions* for more information. • Press the **Ignore** screen key to stop running mail. The system returns to the main screen.

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