



Postage Meters

Budget Manager Accounting

For Digital Mailing Systems

DM300c, DM400c, DM475

Operator Guide

US/Canada English Version

SV62079 Rev. E

November 2023

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Contact Information List

United States

Machine Identification

Product Name: DM300c Digital Mailing System

Model Number: 3C00

OR

Product Name: DM400c Digital Mailing System

Model Number: 4C00

OR

Product Name: DM475 Digital Mailing System

Model Number: 6C00

Resources

For support information, go to **www.pitneybowes.com/us** and click **Support**. Click **Postage Meters**, then click the appropriate product name link.

To order PB supplies and accessories, go to:
www.pitneybowes.com/us and click **Buy Supplies**

To view a list of your equipment, pay invoices online, or you have questions about your PB Postage account go to:
www.pitneybowes.com/us and click **Sign In**

To contact the United States Postal Service® (USPS), visit:
www.USPS.com

Contact Information List

Canada

Machine Identification

Product Name: DM300c Digital Mailing System

Model Number: 3C10

OR

Product Name: DM400c Digital Mailing System

Model Number: 4C10

OR

Product Name: DM475 Digital Mailing System

Model Number: 6C10

Resources

For direct questions or support visit

<https://www.pitneybowes.com/ca/en>

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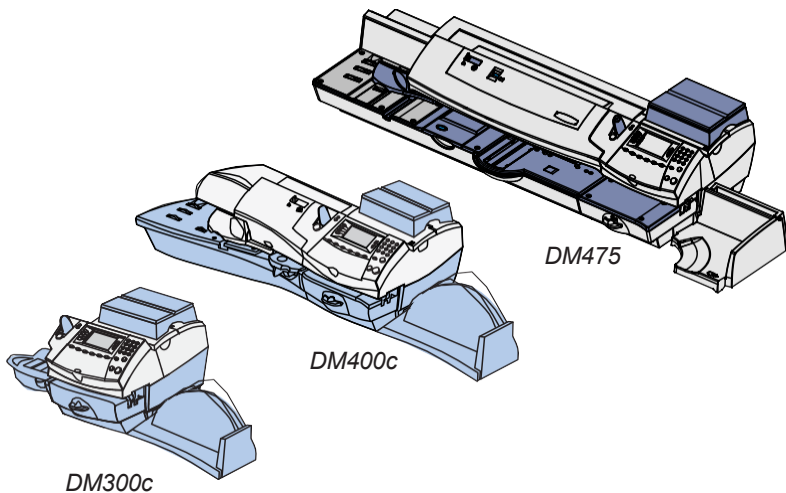
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This chapter explains how to take advantage of the accounting feature of the system.

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1 • Read this First

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 green down arrow key. The content of the main screen depends upon the current mode of the machine.

Key In Postage	\$0.00
	NOV 10 2010
◀ Account	: 1234567890123456
◀ Class	: xxxxxxxx
◀ Ad	: Recycle
◀ Inscript.	: xxxxxxxx



NOTE: If the account name or account code is more than 16 characters long it will be truncated on the screen:
1234567...012345.

Key In Postage	\$0.00
	NOV 10 2010
◀ Txt Msg	: <xxxxxxxxxxxx>
◀ Job ID	: <JobID1/JobID2>
◀ Srchrg	: <value>
Batch	: <value>



Key In Postage	\$0.00
	NOV 10 2010
Batch Ct	: <value>



Adding Postage

Refer to the *Adding Postage/Connecting to the Data Center* chapter in your mailing system operating guide for:

- a complete explanation of the steps required to successfully add postage to your mailing system.
- information on performing updates and adding features.

The *Adding Postage/Connecting to the Data Center* chapter also includes specific information on the PB Postage® Meter Payment System, the postage meter on your mailing system, postal meter inspections, and postal key requirements.

Adding Features

Refer to the Introduction and System Options chapters in your mailing system's operating guide for information on performing updates and adding features.

1 • Read this First

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 your 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.

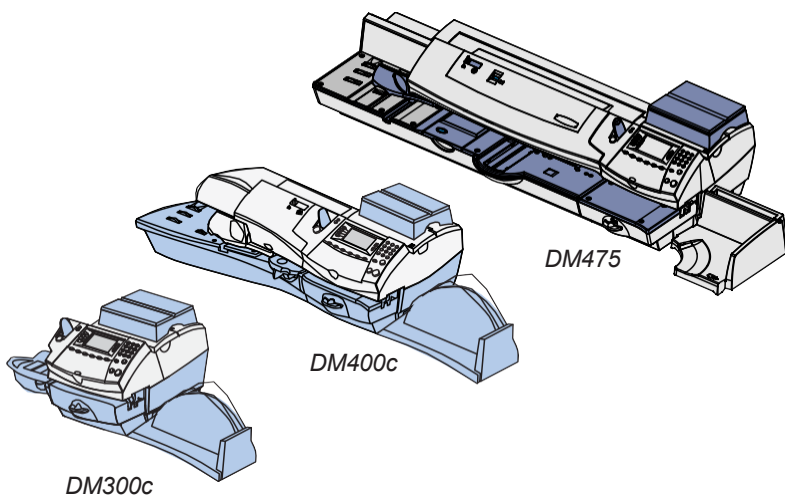
Chapter 6 - Running Mail describes how to run mail using the various accounting features of Budget Manager.

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 • System Setup for Budget Manager



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

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2 • System Setup 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.

Refer to *Chapter 7, System Options* in your 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 options: setting up accounts and setting up operators.

Refer to *Chapter 7, System Setup* in your mailing system operating guide for instructions on setting up supervisor passwords.

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.

- To select the Normal preset value, press the Normal Preset key.
- To select any of the custom presets, press the Custom Presets key and select the preset you want to use.

Refer *Chapter 5, Normal and Custom Presets* in your mailing system operating guide for instructions on setting up presets.

2 • System Setup for Budget Manager

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 "Accounts."
3. Select "Owner."

Owner	
◀ Name	:
◀ Address 1	:
◀ Address 2	:
◀ Done	

4. Select "Name." Type in the owner name and select "Accept." The owner name can include up to 32 characters.
5. Select "Address 1." Type in the address information (e.g. the street address) and select "Accept." The address can include up to 64 characters.
6. Select "Address 2." Type in any additional address information and select "Accept." The address can include up to 64 characters.
7. Select "Done" to save the owner information.

2 • System Setup for Budget Manager

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.

1. Press the **Menu** key.
2. Select "Accounts."
3. Press the green down arrow key twice and select "Station ID."

Station ID (Prints on Acct Reports)
Enter ID: <input type="text"/> (1-99)

4. Type in the Station ID.
-

NOTE: Station IDs must be between 1 and 99.

5. Select "Accept" when done.

Configuring the Optional Barcode Scanner

Setting the Default Scan Type


If you are using an accounting system on your mailing system you can set up the scanner so that it knows what field is scanning without using a prefix code. You can then scan the account code or name directly from the Home screen.

To set the default value:

1. Press the **Menu** key.
2. Select "Setup."
3. Press the green down arrow key and select "Configure USB Scanner." The USB Barcode Scanner Settings screen displays.

USB Barcode Scanner Settings	
◀ Home Default	: Acct Name
◀ Auto Enter	: OFF
◀ Concatenate Char	: +
◀ Prefix Setup	
Done [Enter]	

4. Select "Home Default." The Home Default screen displays.

Home Default	
✓ None	
◀ Acct Name	
◀ Acct Code	
◀ Preset	

5. Select the appropriate option from the list. If necessary, press the green down arrow key to scroll through the menu screens.
 - If you do not want any default account name, code or preset, or if you will be scanning multiple fields select "None."
 - If the barcode will always contain an account name, select "Account Name."

2 • System Setup for Budget Manager

- If the barcode contains an account code, select "Account Code."
- If the barcode contains a preset, select "Preset."
- If the barcode contains a Job ID1, select "Job ID1."
- If the barcode contains a Job ID2, select "Job ID2."

The system returns to the USB Barcode Scanner settings screen.

6. Press **Enter** if you have finished making your changes to the scanner settings.

Setting Auto Enter

You can set up your system so that after it scans in a barcode value and displays it on the screen, it requires you to press the **Enter** key to accept that value. You can do this if you want to be sure that an operator verifies that the correct barcode has been scanned. By default, the system will automatically enter the value as soon as it scans in the barcode.

1. Press the **Menu** key.
2. Select "Setup."
3. Press the green down arrow key and select "Configure USB Scanner." The USB Barcode Scanner Settings screen displays.

USB Barcode Scanner Settings	
◀ Home Default	: Acct Name
◀ Auto Enter	: OFF
◀ Concatenate Char	: +
◀ Prefix Setup	
Done [Enter]	

4. Select "Auto Enter" to toggle on and off.
5. Press **Enter** if you have finished making your changes to the scanner settings.

2 • System Setup for Budget Manager

Combining Barcodes

If you need to combine multiple barcode scans into a single barcode, use this setup option. For example, the typical barcode scanner can only accept a maximum of 30 characters. If you want to scan an account name that contains more than 30 characters, say 50 characters, you add a "join character" at the end of the first 30 characters. These first 30 characters, with the join character at the end, would be on the first line and the second 20 characters would be on the second line. When you scan these two barcode lines, the system will combine them into a single barcode account value.

1. Press the **Menu** key.
2. Select "Setup."
3. Press the green down arrow key and select "Configure USB Scanner." The USB Barcode Scanner Settings screen displays.
4. Select "Concatenate Char." The Concatenate Character screen displays.

Concatenate Character	
✓ +	
◀ %	
◀ .	
◀ /	

5. Select the character you use to combine the barcode values. The system returns to the USB Barcode Scanner settings screen.
6. Press **Enter** if you have finished making your changes to the scanner settings.

2 • System Setup for Budget Manager

The following is an example using a + symbol as a join character.



When you scan in these three barcodes, the system will combine them into a single barcode value (e.g. SCANNERTESTBARCODEVALUE).

NOTE: When creating your own barcodes, create them in uppercase. If you create them in lowercase, the length of the barcode will be twice that of the same barcode created using uppercase text.

2 • System Setup for Budget Manager

Adding Barcode Prefixes

If you are going to scan multiple fields, you will need to create barcodes that contain a 1 or 2 digit prefix. This prefix identifies the field you are scanning. You may use this if you are transferring accounts from a different accounting system, or from a set of pre-printed barcode labels that have a prefix as part of the barcode. You can then scan these barcodes when the Home screen displays.

1. Press the **Menu** key.
2. Select "Setup."
3. Press the green down arrow key and select "Configure USB Scanner." The USB Barcode Scanner Settings screen displays.
4. Select "Prefix Setup." The Barcode Prefix Settings screen displays.

Barcode Prefix Settings	
◀ Prefix Size	1
◀ Acct Name	: A
◀ Acct Code	: C
◀ Preset	: P
Done [Enter]	



5. Select "Prefix Size" to set the size of the prefix. You can select either "One character" or "Two character."

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6. Select the appropriate barcode prefix option. If necessary, press the green down arrow key to scroll through the menu screens.
 - If the barcode contains a prefix and account name, select "Acct Name."
 - If the barcode contains a prefix and account code select "Acct Code."
 - If the barcode contains a prefix and preset, select "Preset."
 - If the barcode contains a prefix and Job ID1, select "Job ID1."
 - If the barcode contains a prefix and Job ID2, select "Job ID2."

7. When you select the barcode prefix, the default value for that option appears on the screen. To enter a new value, press the **Back/C** key to remove the default, then type in the prefix character(s). Select "Accept" when done.

SAMPLE BARCODE

A1234567890

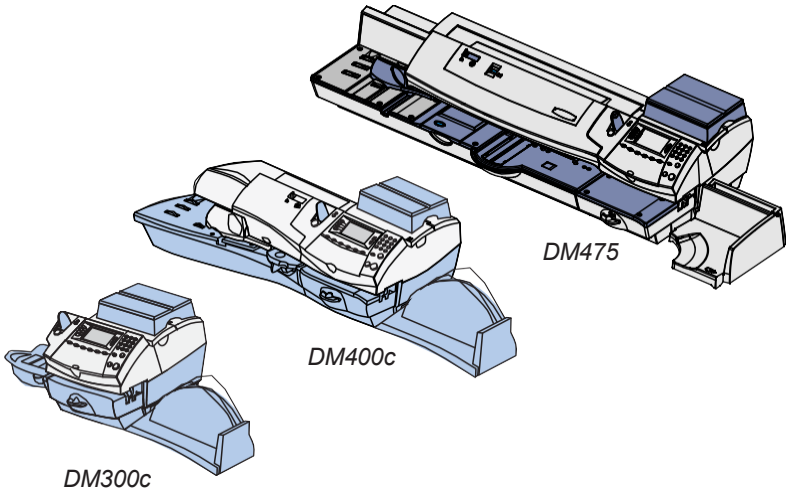


"A" is the Default Account Name Prefix

NOTE: Barcode prefixes are case-sensitive.

8. The "Barcode Scanner Setup" menu reappears. You can make other selections or press **Enter** to save your changes.

3 • Setting Up Operators



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

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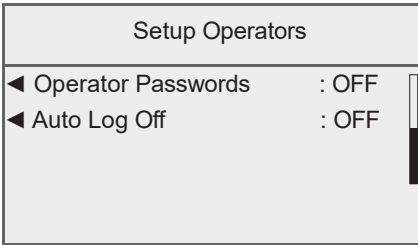
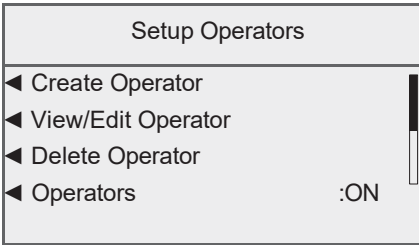
3 • Setting Up Operators

Operator Options

Operator options allow you to set up and manage operators on your mailing system.

The operator options are accessed by pressing **Menu**, selecting "Setup", pressing the green down arrow key and then selecting "Operator Setup." You can then select your choice from the menu as shown below.

NOTE: The Supervisor password must be enabled to access the Operator options. If the Supervisor password has not been enabled, you will be prompted to create one here.



Creating Operators

NOTE: You must enable the Operator feature before you can create new operators. Refer to *Enabling and Disabling Operators* in this section for more information.

Follow the steps below to create a new operator and assign a 4-digit alphanumeric password for the operator. Operator names cannot exceed 32 characters.

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 "Setup."
3. Press the green down arrow key and select "Operator Setup."

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. If the Supervisor password has not been enabled, you will be prompted to create one here.

4. Select "Create Operator." The Edit Name screen displays.
5. Type in the operator name and select "Accept." The Operator Password screen appears. You can:

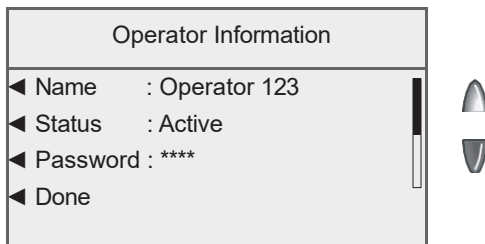
Operator Password
Enter Password [REDACTED]
◀ Turn Password Off
◀ Accept

- Turn the operator password off for this operator by selecting "Turn Password Off."
- Type in the operator password and select "Accept." You are prompted to re-enter the operator password. Type the operator password again and select "Accept."

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.)

3 • Setting Up Operators

The Operator Information screen displays.



6. Select "Status" to toggle an operator active or inactive.
7. Press the green down arrow key and select "Level" to toggle between the supervisor and operator access level privileges.
8. If necessary, press the green down arrow key and select "Report Printing" to toggle between enabling and disabling report printing capabilities for the operator.

NOTE: Report printing must be enabled for an operator to print reports.

9. Select "Done" to save your changes.

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.

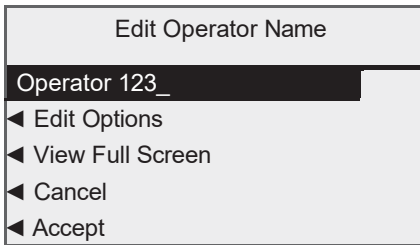
This operation requires that you have supervisor privileges.

NOTE: If you log in as an operator with supervisor privileges, you do not have to enter a password to edit operators.

1. Press the **Menu** key.
2. Select "Setup."
3. Press the green down arrow key and select "Operator Setup."
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 • Setting Up Operators

4. Select "View/Edit Operators." The Select Operator screen displays.
5. 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.
6. Select "Name." The Enter Operator Name screen displays.



- Press the Backspace (back arrow) key on the keypad to delete the existing text entry, then type in new text. Select "Accept" to return the Operator Information screen.

OR

- Select "Edit Options" to move the cursor within the text entry. You can select "Move Cursor left" or "Move Cursor right" to position the cursor, then use the keypad to enter characters to replace the existing text. Select "OK" when done. Select "Accept" to return to the Operator Information screen.
7. Select "Status" to toggle an operator active or inactive.
 8. Select "Password." The Operator Password screen appears.
 - Turn the operator password off for this operator by selecting "Turn Password Off."
 - Type in the operator password and select "Accept." You are prompted to re-enter the operator password. Type the operator password again and select "Accept."
 9. Press the green down arrow key and select "Level" to toggle between the supervisor and operator access level privileges.

3 • Setting Up Operators

10. If necessary, press the green down arrow key and select "Report Printing" to toggle between enabling and disabling report printing capabilities for the operator.

NOTE: Report printing must be enabled for an operator to print reports.

11. Select "Done" to save your changes.

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

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 "Setup."
3. Press the green down arrow key and select "Operator Setup."
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.
4. Select "Delete Operator." The Select Operator screen appears.
5. Select the operator you wish to delete. The Confirm Delete screen appears.
6. Select "Yes" to delete the operator.

Enabling and Disabling 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 "Setup."
3. Press the green down arrow key and select "Operator Setup."
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.
4. Select "Operators" 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 "Setup."
3. Press the green down arrow key and select "Operator Setup."
If operators have been enabled, the Enter Supervisor Password screen may appear. At this point, you must enter a supervisor password to continue with the operation or log off the system.
4. Press the green down arrow key and the select "Operator Passwords" 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.

3 • Setting Up Operators

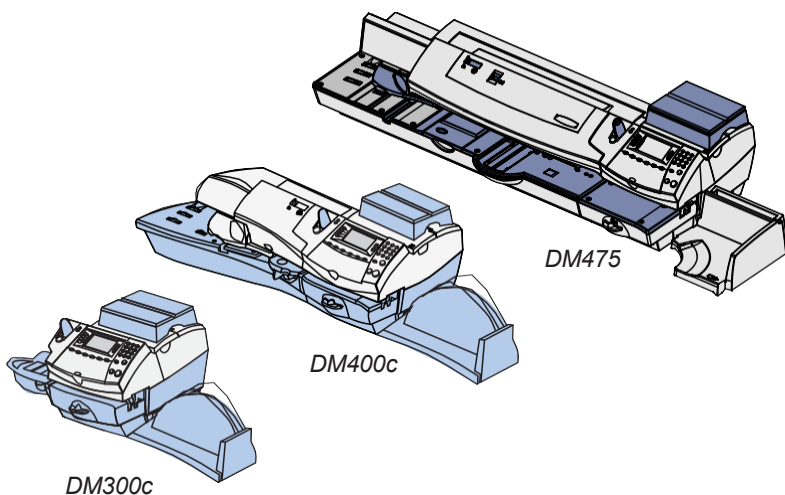
Logging Off Automatically

Follow the steps here to set up your mailing system to log off an operator automatically after running mail.

1. Press the **Menu** key.
2. Select "Setup."
3. Press the green down arrow key and select "Operator Setup."
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.
4. Press the green down arrow key and the select "Auto Log Off" 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.

4 • Setting Up and Working With Accounts



This chapter tells you how to set up Budget Manager account options and how to create, view, edit and delete accounts.

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4 • Setting Up and Working With Accounts

Account Options

Account options allow you to set up accounting features and customize account settings on your mailing system.

The account options are accessed by pressing **Menu** and selecting "Accounts." You can then select your choice from the menu as shown below.

Accounts	
Acct in Use: 123/1500	
◀ Acct Type	: Budget Mgr
◀ Create New Account	
◀ Add Sub Account	
◀ Delete Accounts	






Accounts	
Acct in Use: 123/1500	
◀ View/Edit Accounts	
◀ Transaction Options	
◀ Setup PC Transfer Utility	
◀ Connect PC Transfer Util*	






Accounts	
Acct in Use: 123/1500	
◀ Clear Account Data	
◀ Acct Period	: JAN 31 2007
◀ Surcharge	: OFF
◀ Owner	: None



4 • Setting Up and Working With Accounts

Accounts	
Acct in Use: 123/1500	
◀ Station ID : 0	  
◀ Spending Limits : OFF	
◀ Job ID 1 Required : OFF	
◀ Job ID 1 Auto Clear : OFF	

Accounts	
Acct in Use: 123/1500	
◀ Job ID 2 Required : OFF	  
◀ Job ID 2 Auto Clear : OFF	
◀ Accounting Password ON/OFF	

NOTES:

- The Connect PC Transfer Util menu option displays only when PC Transfer has been set up on the mailing system.
 - The Owner and Station ID menu options are covered in *Chapter 2, System Setup* in this guide.
 - The Transaction Options menu option is covered in *Chapter 6, Transaction Options* in this guide.
-

4 • Setting Up and Working With Accounts

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, sub account, and subsub account.

When accounts are linked (account-sub account, or account-sub account-subsub account) 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 sub account when the first sub account is created. When you create another sub account 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 sub accounts for the original account, they become the end links in the account chain and identify the departments where you charge to:

Examples:

Account - Engineering, Sub account - Software

Account - Engineering, Sub account - Industrial Design

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

4 • Setting Up and Working With Accounts

- If you create subsub accounts for sub accounts, the subsub accounts become the end links and identify the departments that are charged for postage.

Examples:

Account - Engineering, Sub account - Software, Subsub account - Software Testing

Account - Engineering, Sub account - Software, Subsub account - Software Design

Account - Engineering, Sub account - Industrial Design, Subsub account- Graphics and Layout

Account - Engineering, Sub account - Industrial Design, Subsub account- User Friendly Testing

4 • Setting Up and Working With Accounts

Selecting the Accounting Type

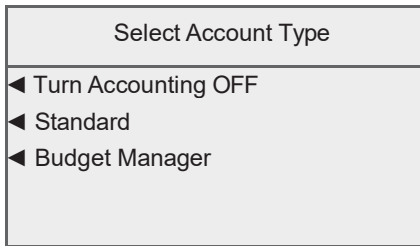
To select an accounting type, or to disable the accounting feature on your mailing system, follow the procedure here.

1. Press the **Menu** key.
2. Select "Accounts". The Accounts screen displays.

NOTES:

- If the supervisor password is enabled, you may need to enter it to gain access to all of the accounting functions.
- The type of accounting currently set for your system is displayed next to the Accounting selection.

3. Select "Acct Type." The "Select Accounting Type" screen displays



4. Select the appropriate option:
 - To disable the current accounting, select "Turn Accounting OFF."
 - To enable the Budget Manager accounting select "Budget Manager."

IMPORTANT:

- Turning off accounting is not recommended as it may affect data integrity.
- If accounting is enabled, whenever you run mail you **MUST** select an account.



CAUTION: If you switch from one accounting system to another, you will lose all of the data in the original accounting system.

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Creating a New Account

Follow the steps below to create a new account.

1. Press the **Menu** key.
2. Select "Accounts". The Accounts screen displays.

NOTES:

- If the supervisor password is enabled, you may need to enter it to gain access to all of the accounting functions.
- The type of accounting currently set for your system is displayed next to the Accounting selection.

3. Select "Create New Account." The Edit Name screen displays.
4. Type in the account name and select "Accept." The Account Information screen displays.

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.

Account Information

◀ Name : Account 123

◀ Password : ****

◀ Spd Code : 2

◀ Done

5. Select "Password" to assign the account password. You can:
 - Turn the password off for this account by selecting "Turn Password Off." The system returns to the Account Information menu.
 - Type in the account password and select "Accept." You are prompted to re-enter the password. Type the password again and select "Accept."

4 • Setting Up and Working With Accounts

6. Select "Spd Code" to change the speed code number assigned by the system. Select the appropriate speed code from the list provided. If necessary, use the green down arrow key to scroll through the list.

NOTE: 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.

7. Press the green down arrow key and select "Owner" to enter specific contact information (name, address, telephone number) for each top-level account. The Owner screen displays.
 - a. Select "Name." Type in the owner name and select "Accept." The owner name can include up to 32 characters.
 - b. Select "Address 1." Type in the address information (e.g. the street address) and select "Accept." The address can include up to 64 characters.
 - c. Select "Address 2." Type in any additional address information and select "Accept." The address can include up to 64 characters.
 - d. Press the green down arrow key and select "Telephone." Enter the telephone number (including area code) and select "Accept."
 - e. Select "Done" to save the owner information.
8. Press the green down arrow key and select "Description." Type in a brief description of the account and select "Accept."
9. Press the green down arrow key and select "Spending Limit." The Spending Limit Default screen displays. Type in the spending limit (the percentage of the budget you want to spend) and select "Accept."

NOTES:

- This option is available only when the Spending Limit is turned on. Refer to *Turning the Spending Limit On and Setting the Default Limit* in this chapter for more information.
 - The Spending Limit can be set at 50 to 200 percent of the budget.
-

4 • Setting Up and Working With Accounts

10. Press the green down arrow key and select "Budget." The Budget Amt screen displays. Type in the amount of the budget for the account and select "Accept."

NOTE: This option is available only when the Spending Limit is turned on. Refer to *Turning the Spending Limit On and Setting the Default Limit* in this chapter for more information.

11. Press the green down arrow key and select "Manage Sub Acct", then select "Add New Sub" to add a sub account to the account. Refer to *Creating a Sub Account or SubSub Account* in this chapter for more information.
12. Select "Done" once you have finished entering the account information.

Creating a Sub Account or SubSub Account

1. Press the **Menu** key.
2. Select "Accounts". The Accounts screen displays.

NOTE: If the supervisor password is enabled, you may need to enter it to gain access to all of the accounting functions.

3. Select "Add Sub Account."
4. Select the appropriate account from the list.
 - If this the first sub account you are adding to the account, the Edit Name screen displays.
 - If sub accounts and subsub accounts already exist for the account, the Add Sub or SubSub to Account screen displays. Select the appropriate accounting level to continue.
5. Type in the account name and select "Accept." The sub account information screen displays.
6. Select "Password" to assign the sub or subsub account password. You can:
 - Turn the password off for this sub or subsub account by selecting "Turn Password Off." The system returns to the Account Information menu.
 - Type in the sub or subsub account password and select "Accept." You are prompted to re-enter the password. Type the password again and select "Accept."

4 • Setting Up and Working With Accounts

7. Select "Spd Code" to change the speed code number assigned by the system. Select the appropriate speed code from the list provided. If necessary, use the green down arrow key to scroll through the list.
8. Press the green down arrow key and select "Description." Type in a brief description of the sub or subsub account and select "Accept."
9. Press the green down arrow key and select "Spending Limit." The Spending Limit Default screen displays. Type in the spending limit (the percentage of the budget you want to spend) and select "Accept."

NOTES:

- This option is available only when the Spending Limit is turned on. Refer to *Turning the Spending Limit On and Setting the Default Limit* in this chapter for more information.
- The Spending Limit can be set at 50 to 200 percent of the budget.

-
10. Press the green down arrow key and select "Budget." The Budget Amt screen displays. Type in the amount of the budget for the account and select "Accept."

NOTE: This option is available only when the Spending Limit is turned on. Refer to *Turning the Spending Limit On and Setting the Default Limit* in this chapter for more information.

-
11. Press the green down arrow key and select "Add SubSub Acct" to add a subsub account to the sub account.
 12. Select "Done" once you have finished entering the account information.

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Deleting an Account

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 sub account), or series of accounts (or sub accounts), the total budget value will decrease by that amount.

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

Account - Engineering, Sub account – Software (\$500.00)

Account - Engineering, Sub account – Industrial Design (\$500.00),

and if you delete the Industrial Design sub account, 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 will not allow you to delete the account until the end of the fiscal year. Instead it allows you to mark 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 **Menu** key.
2. Select "Accounts". The Accounts screen displays.

NOTE: If the supervisor password is enabled, you may need to enter it to gain access to all of the accounting functions.

3. Select "Delete Account." The Select Account screen displays with a list of all the available account, sub account and subsub account combinations on the system.
4. If necessary, use the green down arrow key to scroll through the list. Select the account you want to delete. The Confirm Delete screen displays.

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5. Select "Yes, Delete." The Account Deleted screen displays.
6. Select "Yes" to delete additional accounts. Repeat steps 4 and 5 in this section to delete the account.
Select "No" if you are done deleting accounts. The system returns to the Accounts menu.

Viewing and Editing Accounts

You can view or edit the account name, password, speed code, owner information, description, spending limit, budget, and add or manage subsub accounts and/or sub accounts for all of the accounts entered into Budget Manager.

The menu options vary, depending upon the accounting level.

1. Press the **Menu** key.
2. Select "Accounts". The Accounts screen displays.

NOTE: If the supervisor password is enabled, you may need to enter it to gain access to all of the accounting functions.

3. Press the green down arrow key and select "View/Edit Accounts." The Select Account screen displays.
4. Select an account from the list. The Account Information screen displays.
 - a. If you want to edit a sub account, press the green down arrow key and select "Manage Sub Acct." Select "View/Edit Sub" and select the sub account from the list.
 - b. If you want to edit a subsub account, press the green down arrow key and select "Manage SubSub Acct." Select "View/Edit SubSub" and select the subsub account from the list.
5. Select the option you want to edit and follow the prompts. If necessary, use the green down arrow key to scroll through the menu.
6. Select "Done" to save your changes.

4 • Setting Up and Working With Accounts

Setting Up the PC Transfer Utility

If you are using the PC Transfer Utility, you may need to enter the Host IP address and TCP Port for the PC.

1. Press the **Menu** key.
2. Select "Accounts". The Accounts screen displays.

NOTE: If the supervisor password is enabled, you will need to enter it to gain access to all of the accounting functions.

3. Press the green down arrow key and select "Setup PC Transfer Utility." The PC Utility Setup screen displays.

PC Utility Setup	
◀ Host IP :	
◀ TCP Port :	0
◀ Done	

4. Select "Host IP." Enter the IP address and select "Accept."
5. Select "TCP Port." Enter the four-digit port number and select "Accept."
6. Select "Done" to save your changes.

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Clearing Account Data

You should clear data only at the end of a period or when the transaction log is full. While you do not need to clear data after each period, it is recommended that you print reports or transfer data to PC Transfer.



CAUTION: Clearing the account data will permanently erase all transaction details. Once data is cleared, only summary information will be available on the system.

1. Press the **Menu** key.
 2. Select "Accounts". The Accounts screen displays.
-

NOTE: If the supervisor password is enabled, you will need to enter it to gain access to all of the accounting functions.

3. Press the green down arrow key and select "Clear Account Data." The Confirm Clear Account Data screen displays.

Confirm Clear Account Data
Permanently delete all accounting records?
◀ Print Report
◀ Delete Data

4. If necessary, select "Print Report." The Select Accounting Report screen displays. Select the appropriate report and follow the prompts to print the report.
5. Select "Delete Data" to delete the accounting records.

4 • Setting Up and Working With Accounts

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, 2007 is the beginning of your fiscal year, the system sets the end date as December 31, 2007.)

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 custom account periods.

1. Press the **Menu** key.
2. Select "Accounts". The Accounts screen displays.

NOTE: If the supervisor password is enabled, you will need to enter it to gain access to all of the accounting functions.

3. Press the green down arrow key and select "Acct Period." The Accounting Period screen displays.

Accounting Period	
Current: 01/01/07 - 12/31/07	
◀	Edit Start of Fiscal Year
◀	# Periods: 12 (Monthly)
	Next End Date: 12/31/07
◀	Done

4. Select "Edit Start of Fiscal Year" to change the start date. Enter the date in MMDDYY format and select "Accept."

NOTES:

- You can enter a start date that is within the current year. For example, if today's date is 1/20/2023, you can enter a start date back to 1/20/2022.
 - Once you run a transaction you cannot change the start date of the fiscal year until you clear the accounting data, which is normally cleared when the fiscal year ends.
-

4 • Setting Up and Working With Accounts

5. Select "# Periods" to change the number of accounting periods during your fiscal year.
 - a. Select the number periods for your fiscal year from the list (Annual, Twice a year, Quarterly, Monthly, Custom). If necessary, use the green down arrow key to scroll through the list.
 - b. If you select "Custom", the Custom Period screen displays. Go to step 6. Otherwise, go to step 7.
6. 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. Type in the date in MMDDYY format and select "Accept."
 - b. Select "End Date 2" to set the end date for the second custom period. Type in the date in MMDDYY format and select "Accept."
 - c. Select "Done."

NOTES:

- The end date for the second period must always be the same as, or after the end for, the first custom period.
 - For custom periods only, you can extend the end dates at any time. The end date for custom period 2 must always be the same as or after the end date for custom period 1.
 - Once the end date of the custom period 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.
-
7. Select "Done" to save your changes.

4 • Setting Up and Working With Accounts

Ending Accounting Periods

When a standard (monthly, quarterly, twice yearly, annual) accounting period ends, we recommend you print reports and/or transfer your data using PC Transfer.

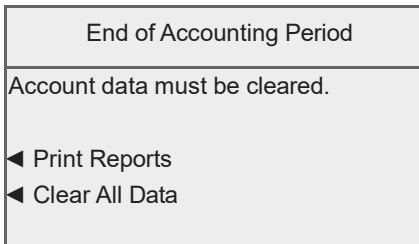
NOTES:

- The system does not display a message at the end of the period.
 - Before sure to print reports and/or transfer data to PC Transfer before clearing any data.
-

Standard Accounting Periods

At the end of the fiscal year, the following message will appear on the bottom of the Home screen: "*Acct Period Ended*". Accounting data must be cleared and the period must be reset before you can continue processing mail.

1. Select "Account." The End of Accounting Period screen displays.



2. Select "Print Reports." Follow the prompts to print a copy of each report. Alternately, or in addition to printing reports, transfer all data using PC Transfer.
-

NOTE: It is important to print out and/or transfer data because all data will be permanently deleted in the next step.

3. Once you have finished printing reports and/or transferring data, return to the Home screen and select "Account." The End of Accounting Period screen displays.
4. Select "Clear All Data." The Confirm Clear Account Data screen displays.
5. Select "Yes" to clear the data. Once the account data is cleared, the Accounts Setup menu displays.

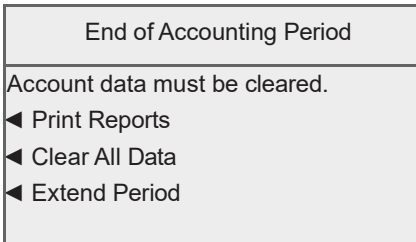
4 • Setting Up and Working With Accounts

6. Press the green down arrow key and select "Acct Period."
The Accounting Period screen displays. Refer to *Setting the Accounting Period* in this section to set up the accounting period for the new fiscal year.

Custom Accounting Periods

At the end of each custom accounting period, the following message will appear on the bottom of the Home screen: "Acct Period Ended". You must clear the account data, extend the end date, or both before you can continue processing mail.

1. Select "Account." The End of Accounting Period screen displays.



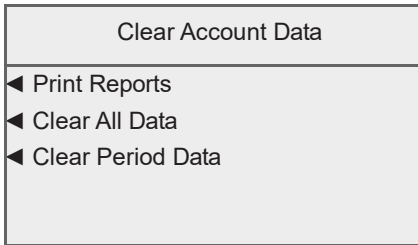
2. Select "Print Reports." Follow the prompts to print a copy of each report. Alternately, or in addition to printing reports, transfer all data using PC Transfer.

NOTE: If you are at the end of the second custom period, it is important to print out and/or transfer data. All data will be permanently deleted in the next step.

3. Once you have finished printing reports and/or transferring data, return to the Home screen and select "Account." The End of Accounting screen displays.
4. If you want to extend the end date, select "Extend Period."
 - a. Select "End Date 1" to set the end date for the first custom period. If necessary, press the **C\Back** key to clear the existing date. Type in the date in MMDDYY format and select "Accept."
 - b. Select "End Date 2" to set the end date for the second custom period. If necessary, press the **C\Back** key to clear the existing date. Type in the date in MMDDYY format and select "Accept."

4 • Setting Up and Working With Accounts

- c. Select "Done." The Accounting Period screen displays.
- d. Press **Enter** to save your changes.
- e. Press **Home** to return to the Home screen.
6. Select "Account." The End of Accounting Period screen displays.
7. If you want to clear account data, select "Clear All Data." The Confirm Clear Account Data screen displays.



8. Select "Clear All Data" to remove all account data from the system, or select "Clear Period Data" to remove the account data for the current custom period.
9. Select "Yes" to clear the data. Once the account data is cleared, the Accounts Setup menu displays.

4 • Setting Up and Working With Accounts

Selecting the Surcharge Method

When you select the surcharge method from the Set Up menu, you are setting a global surcharge. A global surcharge is a permanent surcharge that applies to each transaction (or piece) processed by Budget Manager, unless a batch (temporary) surcharge overrides 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 -0.001 to +0.99.
- 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 (a temporary surcharge that is customized for a specific transaction) see *Chapter 5, Running Mail, Entering a Surcharge* in this guide.

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

NOTE: You must turn the Surcharge feature on before selecting a surcharge method. Refer to *Turning Surcharges On and Off* in this chapter for more information.

1. Press the **Menu** key.
2. Select "Accounts." The Accounts screen displays.
3. Select "Surcharge." The Workstation Surcharges screen displays.

Global Surcharges	
◀ Per Piece	: None
◀ Per Trans	: None
◀ Per Trans %	: None
◀ Done	



4 • Setting Up and Working With Accounts

4. To 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.
 - c. If this will be a discount, select "Change to Discount Value."

NOTE: If you select "Change to Discount Value", the dollar amount on the screen will change to 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.

- d. Select "Accept."
5. To add a surcharge or discount per transaction:
 - a. Select "Per Trans."
 - b. Type in the surcharge or discount amount you wish to use for each transaction.
 - c. If this will be a discount, select "Change to Discount Value."
 - d. Select "Accept."
6. To add a surcharge or discount per transaction percentage:
 - a. Select "Per Trans%."
 - b. Type in the percentage amount you wish to use.
 - c. If this will be a discount, select "Change to Discount Value."
 - d. Select "Accept."
7. Select "Done" to save your changes.

4 • Setting Up and Working With Accounts

Clearing All Surcharges

1. Press the **Menu** key.
2. Select "Accounts." The Accounts screen displays.
3. Select "Surcharge." The Workstation Surcharges screen displays.
4. Press the green down arrow key to scroll through the menu screens. Select "Clear All Surchrgr." The Confirm Clear All Surcharges screen displays.

Confirm Clear All Surcharges
Permanently delete all surcharges?
◀ Yes, Delete
◀ No

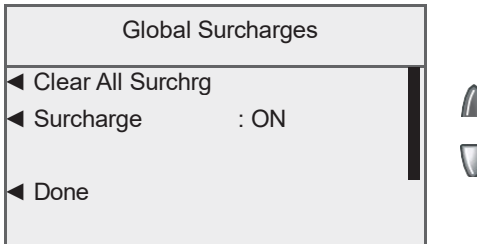
5. Select "Yes, Delete" to permanently delete all workstation surcharges.
6. Select "Done" to save you changes.

4 • Setting Up and Working With Accounts

Turning Surcharges On and Off

Follow the steps below to turn the surcharge feature on and off. Turning the surcharge feature on allows you to apply the workstation surcharge to transactions.

1. Press the **Menu** key.
2. Select "Accounts." The Accounts screen displays.
3. Select "Surcharge." The Workstation Surcharges screen displays.



4. Press the green down arrow key to scroll through the menu screens. Select "Surcharge" to toggle on and off.
5. Select "Done" to save your changes.

4 • Setting Up and Working With Accounts

Turning the Spending Limit On and Setting the Default Limit

The spending limit is set as a percentage of the budget setting. It prevents a chargeable account from accepting transactions when the set percentage of the budget has been exceeded. The default spending limit is 95%.

1. Press the **Menu** key.
2. Select "Accounts."
3. Press the green down arrow key and select "Spending Limit."
The Spending Limit screen displays.

Spending Limit	
◀ Spending Limit	: OFF
◀ Default Limit	: 95%
◀ Done	

4. Select "Spending Limit" to toggle On and Off.
5. Select "Default Limit" to set the percentage of the budget that can be spent. You can set the limit at 50 to 200% of the budget. Select "Accept" when done.
6. Select "Done" to save you changes.

4 • Setting Up and Working With Accounts

Selecting Job ID Requirements

Job ID tracking is commonly used for tracking expenses of projects accessed by multiple departments within the organization like client jobs or grants.

These entries can be scanned or entered manually by the operator before processing a mail run.

Requiring Job IDs

You can set up the system to require Job IDs in order to process mail.

- Setting the *Job ID 1 Required* option to “on” means you must select a Job ID 1 to process mail.
- Setting the *Job ID 2 Required* option to “on” means you must select a Job ID 2 to process mail.
- Job ID 1 and Job ID 2 options must be set separately (i.e. requiring Job ID 1 does not automatically require Job ID 2.)

NOTE: Job ID 2 is an optional feature.

To require Job IDs:

1. Press the **Menu** key.
2. Select "Accounts." The Accounts screen displays.
3. Press the green down arrow key to scroll through the menu screens.
 - Select "Job ID 1 Required" to toggle this option on and off.
 - Select "Job ID 2 Required" to toggle this option on and off.

4 • Setting Up and Working With Accounts

Auto Clearing Job IDs

You can set up the system to automatically clear Job IDs at the end of each transaction.

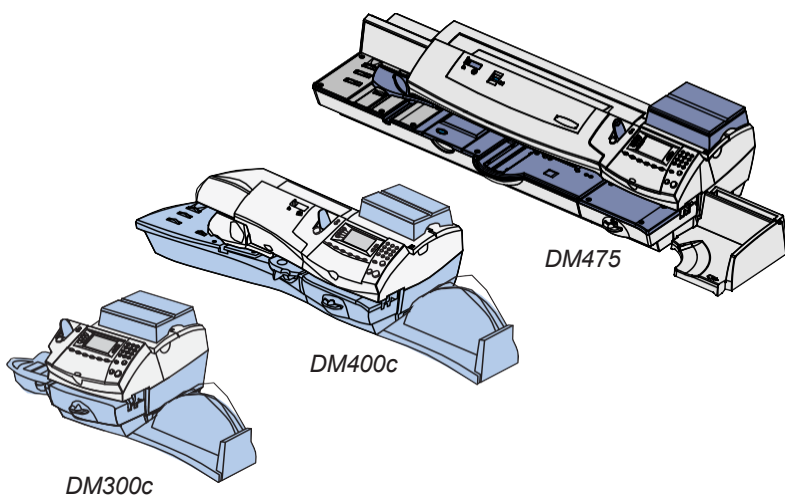
- Setting the *Job ID 1 Auto Clear* option to “on” means the system will clear the Job ID 1 at the end of each transaction.
- Setting the *Job ID 2 Auto Clear* option to “on” means the system will clear the Job ID 2 at the end of each transaction.
- Requirements must be set individually for Job ID 1 and Job ID 2. (Auto Clearing Job ID 1 does not automatically do the same for Job ID 2.)

NOTE: Job ID 2 is an optional feature.

To auto clear Job IDs:

1. Press the **Menu** key.
2. Select "Accounts." The Accounts screen displays.
3. Press the green down arrow key to scroll through the menu screens.
 - Select "Job ID 1 Auto Clear" to toggle this option on and off.
 - Select "Job ID 2 Auto Clear" to toggle this option on and off.

5 • Running Mail



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

Selecting an Account to Track Postage	5-2
Applying Postage.....	5-4
Selecting a Class or Special Service.....	5-4
Entering a Batch Surcharge or Discount	5-4
Selecting Job IDs.....	5-6

5 • Running Mail

Selecting an Account to Track Postage

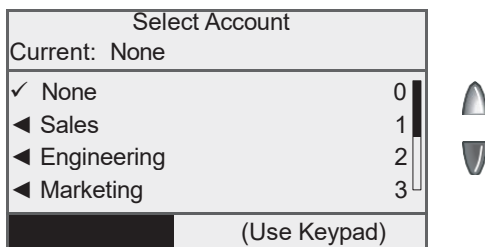
You can select an account manually by scrolling through the entire list of accounts on your system.

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

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

Follow the steps below to select an account

1. From Home screen, press the selection key next to Account. The "Select Account" screen displays.



2. Select the appropriate account.
 - **To select an account manually:** press the green down arrow key to see more choices (if lit). Press the selection key that corresponds with the account you want to use.
 - **To select an account by name:** 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. Press the selection key that corresponds with the account you want to use.
 - **To select an account by account code:** type in the account code, or the first few numbers of the account code. The screen will display the account codes that correspond with the account code you typed. Press the selection key that corresponds with the account you want to use.

3. 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**.
4. You return to the Home screen with the name of the account listed (the example below shows "Sales" as the account chosen).

NOTE: You may also select an account name or account code using an optional handheld barcode scanner. Refer to *Chapter 2, System Setup* in this guide for more information.

Applying Postage

There are several ways you can apply postage using your mailing system:

- Key in the postage directly from the keyboard when you already know the amount (*not applicable on Canadian machines*)
- Enter the weight of the mail piece manually and have the system calculate the postage amount using the system's internal rating feature
- Place the mail piece on the integrated weighing platform (if purchased) and have the system calculate the weight and then postage amount using the system's internal rating feature

Refer to the *Running Mail* chapter in your mailing system Operator Guide for more information about applying postage.

Selecting a Class or Special Service

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 Home screen.

Refer to the *Running Mail* chapter in your mailing system Operator Guide for more information about selecting a class or special service.

5 • Running Mail

Entering a Batch Surcharge or Discount

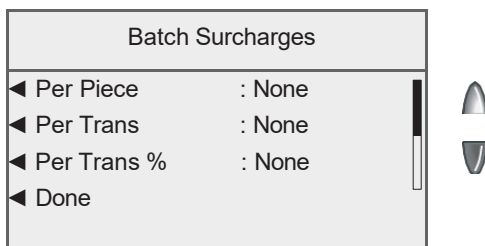
When you select the surcharge method from the Home screen, you are setting a batch surcharge, or a *temporary* surcharge that will be applied only to the current transaction being processed by the Budget Manager system.

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 3, Setting Up Accounting, Selecting a Surcharge Mode* in this guide.

To enter a temporary, batch surcharge:

1. At the Home screen, press the green down arrow key.
2. Select "Surcharge." The Batch Surcharges screen displays.



3. To clear the existing batch surcharge settings, press the green down arrow key and select "Clear All Surcharges." The per piece, surcharge per transaction, and per transaction percentage surcharges are set to none.

4. To 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. The minimum amount you can enter is -\$1. The maximum amount you can enter is \$1.
 - c. If this will be a discount, select "Change to Discount Value."

NOTE: If you select "Change to Discount Value", the dollar amount on the screen will change to 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.

 - d. Select "Accept."
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. The minimum amount you can enter is -\$50. The maximum amount you can enter is \$50.
 - c. If this will be a discount, select "Change to Discount Value."
 - d. Select "Accept."
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. The minimum amount you can enter is -\$100. The maximum amount you can enter is \$100.
 - c. If this will be a discount, select "Change to Discount Value."
 - d. Select "Accept."
7. Select "Done" to return the previous screen.

5 • Running Mail

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:

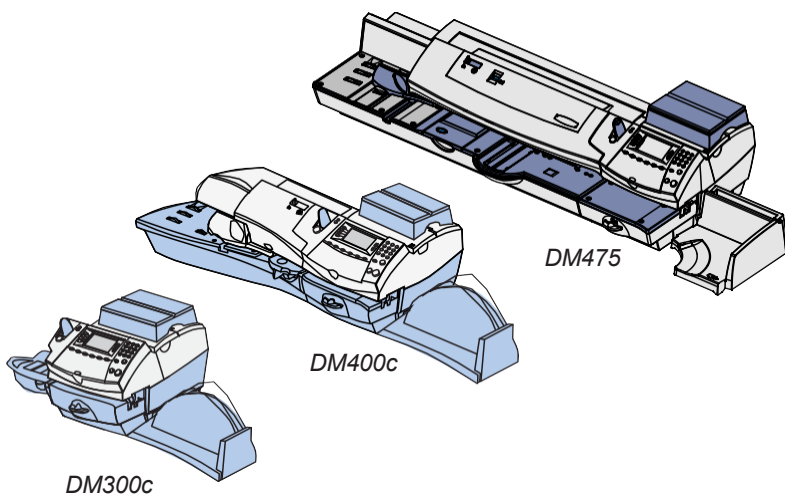
1. From the Home screen, press the green down arrow key.
2. Select "Job ID." The Job ID screen displays.

Job ID	
◀ Job ID 1	:
◀ Job ID 2	:
◀ Done	

3. Select "Job ID 1" or "Job ID 2." The Job ID screen displays.
4. 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.)
5. The system returns to the Home screen once you have made your Job ID selection.
6. Repeat steps 2 through 4 to change or add another Job ID.

NOTE: Job ID 2 is an optional feature.

6 • Transaction Options



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

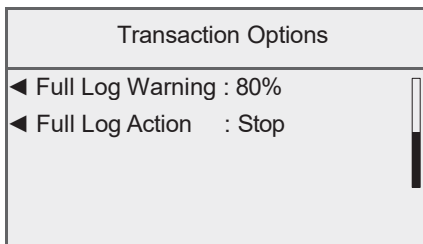
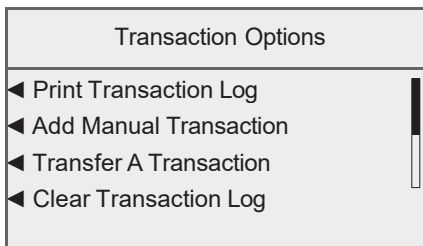
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6 • Transaction Options

Transaction Options

Transaction options allow you to create manual transactions and view transaction data on your mailing system.

The transaction options are accessed by pressing "Menu", selecting "Accounts", pressing the green down arrow key and then selecting "Transaction Options." You can then select your choice from the menu as shown below.



Printing the Transaction Log

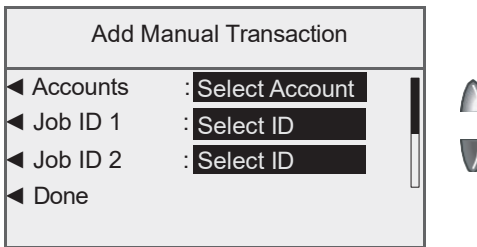
When you select the "Print Transaction Log" option on the Transaction Options menu the system directs you to the Transaction Log report.

Refer to the *Transaction Log Report* section in Chapter 7 for more information.

Adding a Manual Transaction

Follow the steps below to add a manual transaction.

1. Press the **Menu** key.
2. Select "Accounts."
3. Press the green down arrow key and select "Transaction Options." The Transaction Options screen displays.
4. Select "Add Manual Transaction." The Add Manual Transaction screen displays. The options you choose to use will vary depending upon your manual transaction needs.



5. Select "Account" to choose an account from the available accounts on your system to run the manual transaction against. Use one of the following methods to select an account:
 - **To select an account manually:** press the green down arrow key to see more choices (if lit). Press the selection key that corresponds with the account you want to use.
 - **To select an account by name:** 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. Press the selection key that corresponds with the account you want to use.

6 • Transaction Options

- **To select an account by account code:** type in the account code, or the first few numbers of the account code. The screen will display the account names that correspond with the account code you typed. Press the selection key that corresponds with the account you want to use.
6. Select "Job ID 1" or "Job ID 2" 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.
 - If you are assigning a Job ID 1, select the Job ID 1. (If necessary, use the green down arrow key to scroll through the menu screens.)
 - If you are assigning a Job ID 2, type in the Job ID number and select "Accept", or select the "Select from Recent List" option, then select the Job ID 2. (If necessary, use the green down arrow key to scroll through the menu screens.)
-

NOTE: Job ID 2 is a purchasable option.

7. If necessary, press the green down arrow key and select "Class" to set the postage class. Follow the prompts to select the appropriate postage class.
 8. If necessary, press the green down arrow key and select "Postage" to set the actual postage amount for a piece of mail.
 - A. Type in the actual postage amount for a piece of mail.
 - B. Select "Accept."
 9. Press the green down arrow key and select "Chrg Amt" to set the postage amount that you will be charging for each piece of mail.
-

NOTE: This is the actual postage amount plus any surcharges you may want to add. The minimum amount you can enter is \$0. The maximum amount you can enter is \$50 greater than the actual postage amount.

- A. Type in the charged postage amount for a piece of mail.
 - B. Select "Accept."
10. Press the green down arrow key and select "Piece Count" to set the number of pieces of mail you want to process.
 - A. Type in the number of pieces of mail.
 - B. Select "Accept."

6 • Transaction Options

11. Press the green down arrow key and select "Weight" to enter the weight for a piece of mail.
 - A. Type in the number of pounds a piece of mail weighs. If a piece of mail weighs less than one pound, skip to step B.
 - B. Select "Edit Ounces" and type in the number of ounces a piece of mail weighs.
 - C. Select "Accept."
 12. Once you have finished setting up your manual transaction, select "Done" to save your changes. The system will return to the Home screen
-

NOTE: When you run reports, an "M" in the Transaction Type column denotes a manual transaction.

Transferring Transaction Data

You can use the Transfer A Transaction option to correct transactions that have been processed against with the wrong account.

1. Press the **Menu** key.
2. Select "Accounts."
3. Press the green down arrow key and select "Transaction Options." The Transaction Options screen displays.
4. Select "Transfer A Transaction." The Select Account screen appears.
5. Select the account you want to transfer the transaction data from. The "Select Transactions" screen displays.
6. Select the appropriate transaction from the list. If necessary, use the green down arrow key to scroll through the list. The Transaction Details screen displays.
7. Press **Enter**. The Select Account screen displays.
8. Select the account you want to transfer the transaction to. The Confirm Transfer screen displays.
9. Select "Yes, Transfer."

6 • Transaction Options

Clearing the Transaction Log

You can manually clear transaction data if you are receiving warnings that the transaction log is full, or near full.

Refer to *Setting the Condition for the Full Log Warning* in this section for more information about transaction log warnings.

Follow the steps below to clear transaction data:

1. Press the **Menu** key.
2. Select "Accounts."
3. Press the green down arrow key and select "Transaction Options." The Transaction Options screen displays.
4. Select "Clear Transaction Log." The Confirm Clear Transaction Log screen displays.
5. Select "Yes, Delete" to clear the log. The system returns to the Transaction Options screen.

Setting the Condition for the Full Log Warning

You can set the full log warning to notify you when the transaction log is filled to a certain percentage. The default setting is 80%, which means that when the transaction log is 80% 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 full log warning:

1. Press the **Menu** key.
2. Select "Accounts."
3. Press the green down arrow key and select "Transaction Options." The Transaction Options screen displays.
4. Select "Full Log Warning." The Full Log Percentage to Display Warning Message screen displays.

Full Log Percentage to Display Warning Message
Enter Percentage: <input type="text"/> % (80% to 100%)

5. Enter the percentage (between 80 and 100).
6. Select "Accept."

6 • *Transaction Options*

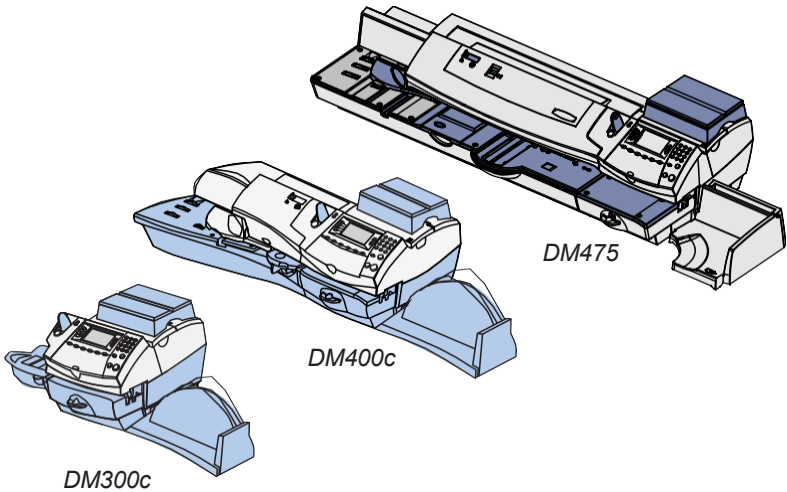
Defining the Action to Take When the Log is Full

The Full Log Action 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 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 "Accounts."
3. Press the green down arrow key and select "Transaction Options." The Transaction Options screen displays.
4. Press the green down arrow key and select "Full Log Action." The Action When Transaction Log is full screen displays.
5. Select the appropriate option.

7 • Running Reports



This chapter tells you how to view, print and create Budget Manager reports.

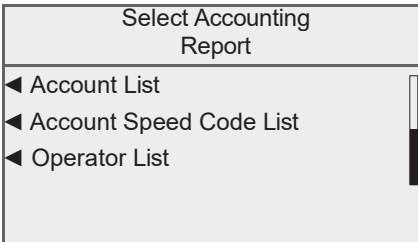
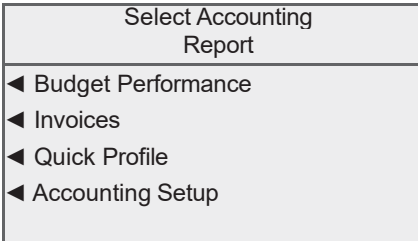
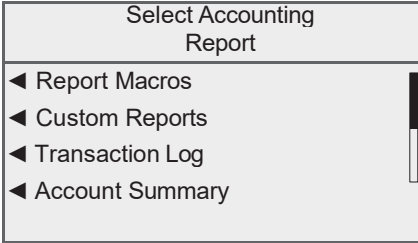
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7 • Reporting

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 Budget Manager accounting reports are accessed by pressing **Menu** and selecting “Reports”, and then “Accounts.”



Custom Reports

You can design your own report formats using the Custom Reports 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 Global Surcharge.

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 choose from the following data:

- 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.

7 • Reporting

Custom Report Tips:

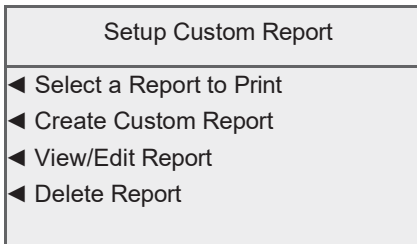
When selecting data to include in the report:

- “OK” displays 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 “Available Spaces” counter on the top of the screen indicates how much space you have left in the report. You will receive a “No More Space” 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 **Menu** key
2. Select “Reports”.
3. Select “Accounts”. The Select Accounting Reports screen displays.
4. Select “Custom Reports”. The Setup Custom Report screen displays.





5. Select “Create Custom Report”.

NOTE: If this is the first time you are creating a custom report, “Create Custom Report” is the only available option.

6. Type in the report name and select “Accept”.

7. Select the appropriate report format:
 - “Detailed - Transaction level data” or
 - “Summary - Consolidated data”.
8. Select the data you want to include in your report from the list. If necessary, press the green down arrow key to scroll through the menu screens. Press **Enter** once you are done selecting data.

Select Data to Include	
Available Space:	0/168
◀ Transaction ID	
◀ Date of Transaction	
◀ Time	
◀ Account	
Enter [Done]	



9. If you selected any data that can be grouped, the Select Data to Group By screen displays. Press the screen keys that correspond with the data you want to group in your report. Press **Enter** once you are done selecting data.
10. The Accounts to Include in the Report screen displays.
 - Select “Prompt Individual Account before printing” to require an operator to select an account before printing the report.
 - Select “Include all accounts” to include all accounts when printing the report.
11. The Report Information screen displays. Select “Done” to save the custom report.

Selecting a Custom Report to Print


Follow the steps below to view select a custom report to print.

1. Press the **Menu** key
2. Select “Reports”.
3. Select “Accounts”. The Select Accounting Reports screen displays.
4. Select “Custom Reports”. The Setup Custom Report screen displays.

7 • Reporting

5. Select “Select a Report to Print.” The Select Custom Report screen displays.

Select Custom Report	
◀ Custom Report A	1
◀ Custom Report B	2
◀ Custom Report C	3
◀ Custom Report D	4
(Use Keypad)	



6. Select the appropriate custom report.
- **To select an report manually:** press the green down arrow key to see more choices (if lit). Press the selection key that corresponds with the report you want to print.
 - **To select an report by name:** type in the first few characters of the report name. The list on the screen will show all the reports that start with the characters you have entered. Press the selection key that corresponds with the report you want to use.
 - **To select an report by number:** type in the report number. The screen will display the reports that correspond with the number you typed. Press the selection key that corresponds with the report you want to use.
7. Depending upon the report criteria, you may be prompted to select an account. If necessary, select the appropriate account.
8. If you have selected a detail report, the Date Range to Print screen displays.
- a. Select “Start Date”.
 - If necessary, press the **C/Back** key to clear the existing date. Use the numeric keys to enter the start date for your report in MMDDYY format.
 - Select “Accept” when done.
 - b. Select “End Date”.
 - If necessary, press the **C/Back** key to clear the existing date. Use the numeric keys to enter the end date for your report in MMDDYY format.
 - Select “Accept” when done.

9. If you have selected a summary report, the Period Range to Print screen displays.
 - a. Select “Start Date” and then select the appropriate period start date from the list.
 - b. Select “End Date” and then select the appropriate period end date from the list.
10. Select “Print to Attached Printer” to print the report.

Viewing and Editing a Custom Report

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

1. Press the **Menu** key
2. Select “Reports”.
3. Select “Accounts”. The Select Accounting Reports screen displays.
4. Select “Custom Reports”. The Setup Custom Report screen displays.
5. Select “View/Edit Report”.
6. Select the custom report you want to view or edit.
7. If you want to use the current report name, select “Accept.” If you want to edit the report name, press the **C/Back** key, type in the new report name and select “Accept”.
8. If necessary, edit the data fields you want to include in your report. Press **Enter** once you are done.
9. If you selected any data that can be grouped, the Select Data to Group By screen displays. Press the screen keys that correspond with the data you want to group in your report. Press **Enter** once you are done selecting data.
10. The Accounts to Include in the Report screen displays.
 - Select “Prompt Individual Account before printing” to require an operator to select an account before printing the report.
 - Select “Include all accounts” to include all accounts when printing the report.
11. The Report Information screen displays. Select “Done” to save the custom report.

7 • Reporting

Deleting a Custom Report

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

1. Press the **Menu** key
2. Select “Reports”.
3. Select “Accounts”.
4. Select “Custom Reports”.
5. Select “Delete Report”.
6. Select the custom report you want to delete. The Delete Custom Report screen displays.
7. Select “Yes” to delete the report.

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.

1. Press the **Menu** key
2. Select "Reports".
3. Select "Accounts".
4. Select "Transaction Log". The Select Account to Print screen displays.
5. Select the appropriate account. The Date Range to print screen displays.
6. Select "Start Date".
 - a. If necessary, press the **C/Back** key to clear the existing date. Use the numeric keys to enter the start date for your report in MMDDYY format.
 - b. Select "Accept" when done.
7. Select "End Date".
 - a. If necessary, press the **C/Back** key to clear the existing date. Use the numeric keys to enter the end date for your report in MMDDYY format.
 - b. Select "Accept" when done. The report is sent to the printer.

Pitney Bowes Incorporated		Page: 1				
1 Elmcroft Road		Date: JAN 5 2008				
Stamford, CT 06926		Time: 3:02P				
		Station: 2A				
Transactions for JAN 1 2008 to JAN 5 2008						
<u>Trans ID</u>	<u>Account</u>	<u>Pieces</u>	<u>Postage</u>	<u>Surcharge</u>	<u>Total</u>	<u>Trans Type</u>
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	

7 • Reporting

Account Summary

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.

1. Press the **Menu** key
2. Select “Reports”.
3. Select “Accounts”.
4. Select “Account Summary”. The Select Account to Print screen displays.
5. Select the appropriate account. The Select Period to print screen displays.
 - Select “Current Period” to print the account summary of the current accounting period.
 - Select “Year to Date” to print the account summary from the beginning of the fiscal year to the current date.
 - Select “Pervious Periods” to print the account summary for an accounting period that has already ended. The “Previous Period to Print” screen displays. Select the appropriate date range from the list. If necessary, press the green down arrow key to scroll through the menu screens.

The report is sent to the printer.

Pitney Bowes Incorporated 1 Elmcroft Road Stamford, CT 06926	Page: 1 Date: JAN 5 2008 Time: 3:02P Station: 2A			
Account Summary - JAN 1 2008 to JAN 30 2008				
<u>Account</u>	<u>Pieces</u>	<u>Postage</u>	<u>Surcharge</u>	<u>Total</u>
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

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 sub accounts and subsub accounts, you will only be able to select the top-level account when running this report. The individual sub account or subsub account charges will appear on the printed report.

1. Press the **Menu** key
2. Select "Reports".
3. Select "Accounts".
4. Select "Budget Performance". The Select Account to Print screen displays.
5. Select the appropriate account. The report is sent to the printer.

Budget Performance					
<u>Account</u>	<u>Budget</u>	—	<u>Actual</u>	=	<u>Variance</u>
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

7 • Reporting

Account Invoice Report

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

1. Press the **Menu** key
2. Select “Reports”.
3. Select “Accounts”.
4. Press the green down arrow key.
5. Select “Invoices”. The Select Account to Print screen displays.
6. Select the appropriate account. The Period Range to Print screen displays.
 - a. Select “Start Date” and then select the appropriate period start date from the list.
 - b. Select “End Date” and then select the appropriate period end date from the list.
7. Select “Print to Attached Printer” to print the report.

Jan 4 2008 to Jan 4 2008		
<u>Account</u>	<u>Pieces</u>	<u>Charges</u>
New England Cities		
Connecticut		
Hartford	9	5.346
New Haven	15	8.91
Subtotal:	24	14.256
Maine		
Kennebunkport	25	0.000
Portland	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

Quick Profile Report

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

1. Press the **Menu** key
2. Select "Reports".
3. Select "Accounts".
4. Press the green down arrow key.
5. Select "Quick Profile". The report is sent to the printer.

				Page:	1
				Date:	JAN 30 2008
				Time:	3:02P
				Station:	2A
Quick View for - JAN 08 2008 to JAN 30 2008					
<u>Serial No</u>	<u>Pieces</u>	<u>Postage</u>	<u>Surcharge</u>	<u>Discrepancy</u>	<u>Total</u>
8030403	122	344.780	0.050	0.000	344.830
=====					
Grand Total:	122	344.780	0.050	0.000	344.830

7 • Reporting

Accounting Setup Report

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

1. Press the **Menu** key
2. Select "Reports".
3. Select "Accounts".
4. Press the green down arrow key.
5. Select "Accounting Setup". The report is sent to the printer.

Accounting Setup	
<u>Configuration Item</u>	<u>Value</u>
Business Manager PCN	xxxx
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 15x

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 sub account and subsub account.

1. Press the **Menu** key
2. Select “Reports”.
3. Select “Accounts”.
4. Press the green down arrow key.
5. Select “Account List”. The report is sent to the printer.

Account List & Status			
<u>Account</u>	<u>Account Status</u>	<u>Password Required</u>	<u>Account Description</u>
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	

7 • Reporting

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.

1. Press the **Menu** key
2. Select “Reports”.
3. Select “Accounts”.
4. Press the green down arrow key.
5. Select “Account Speed Code List”. The report is sent to the printer.

Account Speed Code List		
<u>Speed Code</u>	<u>Account</u>	<u>Description</u>
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

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).

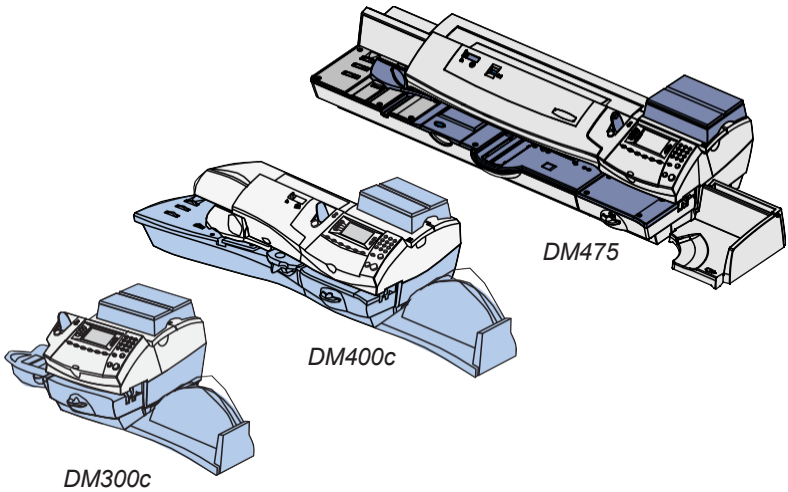
1. Press the **Menu** key
2. Select “Reports”.
3. Select “Accounts”.
4. Press the green down arrow key.
5. Select “Operator List”. The report is sent to the printer.

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

7 • Reporting

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8 • Troubleshooting



This chapter contains troubleshooting tips for Budget Manager accounting on your mailing system.

Troubleshooting Budget Manager 8-2

8 • Troubleshooting

Troubleshooting 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 Operator 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 website addresses.

Error Message/Warning	Take This Action
Cannot Create New Account No space available for new accounts.	Select "Delete Existing Account." Follow the prompts to delete an account from the system.
Cannot Delete Account First delete sub accounts.	You must delete all sub and sub sub accounts, starting at the lowest chargeable level, before deleting a first level account.
Cannot Save Manual Transaction Missing information.	Select "Return to Adding Trans." Ensure that, at a minimum, the following selections are made: Account, Pieces, Postage and Weight.
Accounting Discrepancy <postage amount> Has been spent without being recorded.	<ul style="list-style-type: none">• Select "Make a Manual Transaction" to continue running mail. The Manual Transaction screen displays with the postage amount equal to the amount listed on the Account Discrepancy screen. Refer to <i>Chapter 5, Transaction Options, Adding Manual Transactions</i> for more information.• Select "Ignore" to stop running mail. The system returns to the Home screen.

Error Message/Warning	Take This Action
<p>External memory not responding. Please check the USB and memory device connections.</p> <p>Run mail without accounting?</p> <p>NOTE: We do not recommend running mail without accounting.</p>	<p>Check the USB and memory device to ensure they are properly connected.</p> <ul style="list-style-type: none">• Select "Try to Reconnect" if you want to recheck the device connections. The "Please Wait" screen displays as the system tries to reestablish the connection.• Select "Turn Accounting OFF" to run mail without accounting. This operation requires that an operator have supervisor access privileges.<ul style="list-style-type: none">- If operators are enabled and the current operator has supervisor access privileges, the system disables accounting and returns to the Home screen.- If operators are enabled and the current operator does not have supervisor access privileges, the Authorization Required screen displays. An operator with supervisor access privileges must log on to run mail without accounting.- If operators are disabled, then the Enter Supervisor password screen displays. The supervisor password must be entered to run mail without accounting. <p>If the problem persists, refer to the <i>Pitney Bowes Contact Information List</i> at the front of this guide for the website addresses.</p>

8 • Troubleshooting

Error Message/Warning	Take This Action
Accounting Register Full	<ul style="list-style-type: none"><li data-bbox="429 215 894 305">• Select "Print Report" to print a report with the Accounting Register information.<li data-bbox="429 318 785 376">• Select "Reset" to reset the accounting register.

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