

November 2011

PostalOne! External Mailer Enhancements

- ❑ ***PostalOne!* will automatically purge all incomplete Mailer statements (INM status) older than 14 days (last activity date) from the database.**
- ❑ **The system will display the CAPS transaction number (when available) in reports including Mailing reports and Mailer Dashboard.**
- ❑ **In Reports, View Transactions we added a column for Job ID. The Job ID will be displayed when available.**

- In Postage Statement Wizard we are adding a “Cancel” button to every screen excluding the permit entry page and after Submit for all postage statements.**
- Managed Permit screen will have an additional column for the Nonprofit authorization number if available.**
- Update mailer PDF download forms with:**
 - **Add CRID**
 - **Add “This postage statement was verified and accepted under the PostalOne! program. No postal signature or round stamp is required.”**

- The ‘Receive Fee Notice’ and ‘Set Low Balance Alert’ buttons will be moved to the top of the Manage Permits screen for better visibility.**
- Receive Fee Notice and Set Low Balance Alert will be added to the Balance and Fees screen.**

- ❑ **The BSA can un-check all names for the Low Balance Alert thereby removing the alert.**
 - **The system will supply a warning message.**
 - **WARNING: No users have been selected.**
Would you like to continue?
 - ◆ **If No is selected the system will return the user back to the same page.**
 - ◆ **If Yes is selected the system will save the form and return the user back to the first screen.**
- ❑ **BSAs can set the alert by location.**

Home > Postal Wizard > Incomplete Forms

Incomplete Mailer Forms

To complete a postage statement, select the Postage Statement ID below.

Delete?	Postage Statement ID	Permit / Pub	CRID	Location	Submit Date	Transaction Type	Pieces/Copies	Weight	Transact Amount
<input type="checkbox"/>	1519591	PI 40	2088900	SARATOGA SPGS, NY	05/02/2011	3600-R First-Class Mail	1,600	160.0	-\$ 332.80
<input type="checkbox"/>	1514324	PI 169	2088900	SARATOGA SPGS, NY	04/22/2011	3602-R Standard Mail	1,000	200.0	-\$ 346.00
<input type="checkbox"/>	1512312	PI 65	2088900	SARATOGA SPGS, NY	04/11/2011	3600-R First-Class Mail	1,000	78.0	-\$ 465.00
<input type="checkbox"/>	1511526	PI 3	2088900	SARATOGA SPGS, NY	04/05/2011	3602-R Standard Mail	258	35.8	N/A
<input type="checkbox"/>	1511167	PI 169	2088900	SARATOGA SPGS, NY	03/30/2011	3602-R Standard Mail	1,000	812.5	N/A
<input checked="" type="checkbox"/>	1511161	PI 169	2088900	SARATOGA SPGS, NY	03/30/2011	3602-R Standard Mail	1,000	812.5	-\$ 429.99
<input type="checkbox"/>	1511160	PI 169	2088900	SARATOGA SPGS, NY	03/30/2011	3602-R Standard Mail	1,000	812.5	N/A
<input type="checkbox"/>	1504235	FE 42	2088900	SARATOGA SPGS, NY		Periodicals (Combined)	0	0.0	N/A
<input type="checkbox"/>	1504234	FE 40	2088900	SARATOGA SPGS, NY		Periodicals (Combined)	0	0.0	N/A
<input type="checkbox"/>	1504233	FE 41	2088900	SARATOGA SPGS, NY		Periodicals (Combined)	0	0.0	N/A
<input type="checkbox"/>	1491856	FE 18162	3100571	SUSSEX, WI	02/08/2011	3541 Periodicals	10,000	1,875.0	N/A
<input type="checkbox"/>	1491811	PI 180	3100571	SUSSEX, WI	02/08/2011	3605-B Bound Printed Matter	1,000	1,000.0	-\$ 9,332
<input type="checkbox"/>	1485619	PI 81	2088900	SARATOGA SPGS, NY	01/19/2011	3602-R Standard Mail	1,000	200.0	-\$ 343.20
<input type="checkbox"/>	1465119	PI 3	2088900	SARATOGA SPGS, NY	01/14/2011	3602-R Standard Mail	1,000	500.0	N/A
<input type="checkbox"/>	1481592	PI 113	2088900	SARATOGA SPGS, NY	12/21/2010	3605-B Bound Printed Matter	1,000	300.0	N/A
<input type="checkbox"/>	1478748	MT 82	2088900	SARATOGA SPGS, NY	12/14/2010	3602-R Standard Mail	1,000	200.0	-\$ 346.00
<input type="checkbox"/>	1476173	PI 116	2088900	SARATOGA SPGS, NY	11/29/2010	3602-R Standard Mail	1,000	200.0	N/A
<input type="checkbox"/>	1476043	FE 1234	4429993	HARTFORD, WI	11/27/2010	3541 Periodicals	10,000	800.0	N/A
<input type="checkbox"/>	1476042	FE 42	2088900	SARATOGA SPGS, NY	11/27/2010	3541 Periodicals	10,000	800.0	-\$ 95.16
<input type="checkbox"/>	1475243	FE 511	2088900	SARATOGA SPGS, NY	11/22/2010	3541 Periodicals	0	0.0	N/A
<input type="checkbox"/>	1474825	FE 2837	4429993	HARTFORD, WI	11/26/2010	3541-M Periodicals	2,000	120.0	N/A
<input type="checkbox"/>	1474820	FE 1234	4429993	HARTFORD, WI	11/26/2010	3541 Periodicals	1,000	90.0	N/A
<input type="checkbox"/>	1471781	PI 169	2088900	SARATOGA SPGS, NY	11/11/2010	3602-R Standard Mail	1,000	200.0	N/A
<input type="checkbox"/>	1471529	PI 169	2088900	SARATOGA SPGS, NY	11/10/2010	3602-R Standard Mail	1,000	200.0	N/A
<input type="checkbox"/>	1471298	PI 149	2088900	SARATOGA SPGS, NY	11/09/2010	3602-R Standard Mail	1,000	200.0	-\$ 214.50
<input type="checkbox"/>	1471296	PI 160	2088900	SARATOGA SPGS, NY	11/09/2010	3602-R Standard Mail	1,000	200.0	-\$ 193.50
<input type="checkbox"/>	1471285	PI 115	2088900	SARATOGA SPGS, NY	11/09/2010	3602-R Standard Mail	1,000	200.0	-\$ 346.00
<input type="checkbox"/>	1470682	PI 160	2088900	SARATOGA SPGS, NY	11/05/2010	3602-R Standard Mail	1,000	200.0	-\$ 339.50
<input type="checkbox"/>	1469929	PI 160	2088900	SARATOGA SPGS, NY	11/02/2010	3602-R Standard Mail	1,000	999.9	N/A

Provide the 'Delete' option for 'View Forms I have Started'



Mailer Delete confirmation

NOVEMBER 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3 PI 423 NEW YORK, NY Standard Mail *	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21 PI 169 NEW YORK, NY Parcel Select *	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

- The calendar will show a paid fee in green and any unpaid fees in red.
- The following are changes to the Balance & Fee listing:
 - Change 'Office where Permit is Held' to 'PO of Mailing'
 - Alternate between light gray and white rows for the dates
 - Add a column titled 'Paid' at the end of the table where the system will display yes for paid fees and no for unpaid fees
- If a user has more than 50 permits they can search Balance & Fees by Permit type, Permit number, City, and State/Province.
- In the listing below the calendar the column "Office where Permit is Held" will be changed to "PO of Mailing".

Reports > BRM Invoice Revenue Detail Report (example) > BRM Invoice Revenue Detail Report

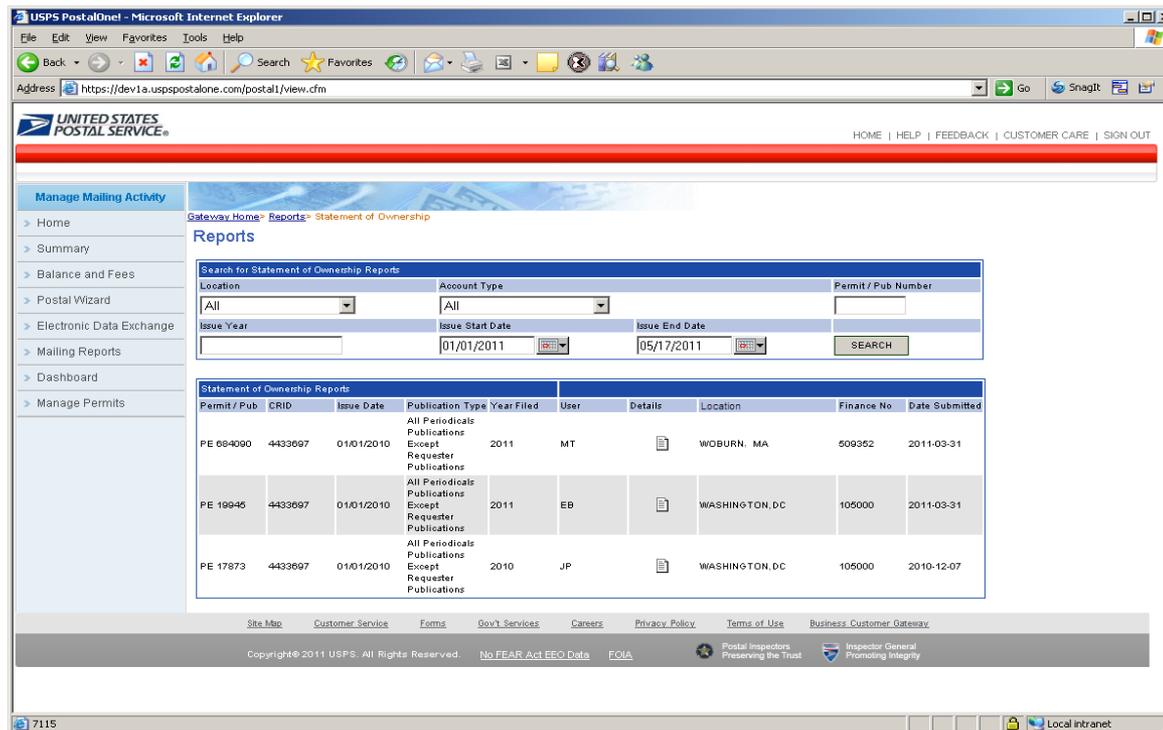
Reporting Date: 03/21/2011
 Internal Number: 91845
 Cost Center: 83 Cost Center
 Invoice Range: 03/01/2011 to 03/21/2011
 Permit Type: All Permit Types
 Internal Number: All Permit Numbers
 Sort By: Company Name

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PERMIT TYPE	PERMIT NUMBER	COMPANY NAME	COST CENTER	TRANSACTION NUMBER	DATE TRANSACTION PLACED IN PERMIT STATUS	INVOICE DATE	TRANSACTION TYPE	DESCRIPTION	TOTAL PIECE COUNT	TOTAL WEIGHT (pounds)	REVENUE
SR	9158-001	ALARA	91845-0241	2011089132752208H		02/28/2011	FC B-SIC QBRH	Card	1	0.00	\$ 0.3220
SR	9158-001	ALARA	91845-0241	2011089132752208H		02/28/2011	FC B-SIC QBRH	1 cc Letter	1	0.06	\$ 0.4720
SR	9158-001	ALARA	91845-0241	2011089132752208H		02/28/2011	FC B-SIC QBRH	2 cc Letter	1	0.12	\$ 0.8720
SR	9158-001	ALARA	91845-0241	2011089132752208H		02/28/2011	FC B-SIC QBRH	Postage Due	2500	N/A	\$ 2,500.0000
SR	9158-001	ALARA	91845-0241	2011089132623008H		02/28/2011	FC HIGH VOL QBRH	Card	1	0.00	\$ 0.2640
SR	9158-001	ALARA	91845-0241	2011089132623008H		02/28/2011	FC HIGH VOL QBRH	1 cc High-Volume Quarter BRH	1	0.06	\$ 0.4240
SR	9158-001	ALARA	91845-0241	2011089132623008H		02/28/2011	FC HIGH VOL QBRH	2 cc High-Volume Quarter BRH	1	0.12	\$ 0.8940
SR	9158-001	ALARA	91845-0241	2011089132623008H		02/28/2011	FC HIGH VOL QBRH	Postage Due	2500	N/A	\$ 2,500.0000
SR	9158-001	ALARA	91845-0241	2011082101421185H		03/03/2011	BRRS	BRRS	1	0.00	\$ 2.0000
SR	9158-001	ALARA	91845-0241	2011082101421185H		03/03/2011	BRRS	Postage Due	2500	N/A	\$ 2,500.0000
OB	12815-001	ADMINISTRATIVE OFFICE OF THE U.S. COURTS	91845-0241	2011082101607178H		03/03/2011	BRRS	BRRS	1	0.00	\$ 2.0000
OB	12815-001	ADMINISTRATIVE OFFICE OF THE U.S. COURTS	91845-0241	2011082101607178H		03/03/2011	BRRS	Postage Due	2500	N/A	\$ 2,500.0000
OB	12815-001	ADMINISTRATIVE OFFICE OF THE U.S. COURTS	91845-0241	2011082101607178H		03/03/2011	FC B-SIC QBRH	Card	1	0.00	\$ 0.3220
OB	12815-001	ADMINISTRATIVE OFFICE OF THE U.S. COURTS	91845-0241	2011082101607178H		03/03/2011	FC B-SIC QBRH	1 cc Letter	1	0.06	\$ 0.4720
OB	12815-001	ADMINISTRATIVE OFFICE OF THE U.S. COURTS	91845-0241	2011082101607178H		03/03/2011	FC B-SIC QBRH	2 cc Letter	1	0.12	\$ 0.8720

- ❑ The BRM/MRS report will look similar to this report (example above) that is in the internal view.
- ❑ The first column will have the invoice date starting with the older date first.
- ❑ Users can search by Permit type, Permit number, invoice begin date and end date.
- ❑ The date range for this report is 125 days.
- ❑ The report is available for downloads in Excel, csv and PDF.

- ❑ **There was a problem with the date search range for the statement of ownership report. This will be fixed in November where the search will return data within the specified dates entered.**
- ❑ **City and State will be merged into a “Location” column.**
- ❑ **The report will alternate grey/white to resemble other mailer view reports and tables.**



The screenshot shows the USPS PostalOne! web application interface. The main content area is titled "Reports" and contains a search form for "Statement of Ownership Reports". The search form includes fields for Location, Account Type, Permit / Pub Number, Issue Year, Issue Start Date, and Issue End Date. Below the search form is a table of reports.

Permit / Pub	CRID	Issue Date	Publication Type	Year Filed	User	Details	Location	Finance No	Date Submitted
PE 684090	4433697	01/01/2010	All Periodicals Publications Except Requester Publications	2011	MT		WOBURN, MA	509362	2011-03-31
PE 19946	4433697	01/01/2010	All Periodicals Publications Except Requester Publications	2011	EB		WASHINGTON, DC	105000	2011-03-31
PE 17873	4433697	01/01/2010	All Periodicals Publications Except Requester Publications	2010	JP		WASHINGTON, DC	105000	2010-12-07

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