

# MTAC #140: Enterprise Payment – Meeting Minutes

Monday, May 16, 2011

3:00pm-4:00pm EST

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## Agenda Items

1. Review Minutes – April 11, 2011
  2. Payment Option recommendations
  3. Review list of recommendations for requirements
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## I. Payment Option Recommendations (Excel Document)

1. Trust is a payment method and Fedwire can be included in the trust account. It is also listed as a stand alone. It was requested to remove the options ACH, Online methods of payment options under Trust account and leave it as a stand alone. It was suggested that Fedwire can also be left as a stand alone.
2. Bill me later option was bought from Pay Pal and can also be left as a stand alone in the matrix because this option has terms and conditions to provide a line of credit. The Postal Service is looking into providing terms under the Bill me later options.
3. Online check is an ACH debit which can be used to fund a trust account. The list of payment option will be rearranged to consolidate repetitive options which provide the same methods of payment.
4. Pin Debit is not widely distributed, but it is in the processing of reaching to utilize this method option.
5. It was suggested that the payment methods list should be by category instead of name.
6. Would like for OPM Online Payment and Collection (OPAC) to be listed as a payment option.

## Question/Answers

Q- Can the Global Shipment International payment options be the same for domestic mail payment options?

A - The International mail does not work the same as the domestic mail options because it currently allows delayed payment i.e. terms, billing.

## II. Requirements Recommendations

### 1. Security and User Access

- Visibility across enterprise, no contractor access allowed
  - The Permit owner should be able restrict who is authorized to submit mailing. Make acct # unique for in-person delivery via Postal Wizard. (Company has control via BSA. If the customer brings mail and postage statement to the unit against any permit, the clerk should be able to validate the person on the statement).
  - There should be a unique User ID and password to use against the mailing.
- Allow permit holders the option to limit who can submit mailings against their permit; ability to block or allow outside vendors; hi-tech security feature tiered password access
  - Provide a name to identify who is authorized to submit files.
- Mail service providers who produce commingled (or other combined) mailings need the ability to verify availability of (and perhaps "reserve") funds in a Trust Account, so that a mailing composed of multiple mail owners is not delayed due to one owner not adequately funding its Trust Account
  - Mail owners to grant mailing reports to a limited access for mail service providers to apply for mailing reports.
  - Put a reserve on account until transaction is completed across different providers. (May need an extra tier where customer is granted enough access to reserve a chunk of postage. Perhaps different levels of access, also send an email to MSP notifying them of how much money is reserved prior to mailing)
    - Process depended upon a control mechanism. For example, an estimated Mail.dat file which can be used as the control mechanism for the actual postage of the postage statement.
- Control to grant Mailing Reports access to/for specified permits (a means for mail owners to give different preparers access to review transactions and check available balances for upcoming mailings only for the work that they submit)
  - A way of Mail Service Providers to see owner transactions (certain access to certain vendors)
- No exchanging of files; strictly a review, print and/or download site; no external inputs allowed
  - Used for audit control
  - View/add notes to transaction. There would be no changing of data. Just a place to add data.

### 2. Report Document

- Limit the Report document from three reports to two reports:
  - Use the "Accounting Report" as the "Basic Report" and eliminate the current basic report. There should be only two versions of Reports: Basic and Detail Report
- Include a line for User License Code

### Next Meeting

TBD

