

MTAC Work Group #140 - Enterprise Payment Recommendations as of 5/11/11

Security / User Access

- High security
- Visibility across enterprise, **no contractor access allowed**
- Complete control to establish user access, transaction limits and appropriate contacts for viewing within each company. Some users to have transactional authority for their facility (CRID), others to have view-only access. Each account has the equivalent to a BSA in the Business Customer Gateway, who could manage users and their access
- User ID and password recovery features
- 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**
- Define who is accountable for revenue and lost information in the case of a security breach
- **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**
- **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)**
- **No exchanging of files; strictly a review, print and/or download site; no external inputs allowed**

Data Reconciliation and Reporting

- All payment transaction reports in one system
- Provide adequate detail and tools for reconciliation
- "Pull" reporting capabilities to retrieve specified content, sort and download (similar to Microstrategy reports, where customers are able to select from the drop down windows, filter and sort what they need); Or the following report versions (see Attachment A):
 - Basic
 - Customer Accounting
 - Detail
- Mail.xml – Ensure data is consistent with other reporting
- Auto-send or scheduled report distribution (email weekly/monthly transactions)
- Capability to download to excel or CSV for internal data sorting, reporting; Capability to use the file to direct bill internal departments and not have to re-enter information again in other systems
- Report Query
 - Should be available for 31 days (same rules as *PostalOne!*)
 - Should be able to query reports for at least 4 years (same rules as *PostalOne!*)
 - Link all relevant reports to Centralized Payment System

Site Functionality

- Ability to access and view all activity by hierarchy, product, payment type and transaction history online
- Allow multiple Internet Browser Windows to be opened at the same time
- Keep search query by Permit/EMCA
- Increase available query date range >31 days
- Separate lines for fines charged, refunds with detail, reversals, and a separate line for daily postage; Reversals are probably the most important, credits are a close second

- Require “comments” when a past transaction is entered; Force original date and reason
- Add an optional, permission-based, free form text field for a user or Mail Owner to enter notes with individual transactions; this field would be included in query output.
- Something customers can use to check for various weights if postage is metered
- Align multiple locations under one corporate National Permit Account; Improve flexibility in mailing from alternate locations; Centralize ability to open permits; Site multiple payment opportunities for various caller services locations—in other words, if a company has 500 caller “boxes,” then a company can pay for all 500 at one time
- Maintain Trust (funded b\via ACH Credit or Online Bill Pay) and ACH Debit payment system options, in addition to PayPal and Credit
- Infrastructure to support Electronic Data Interchange (EDI) invoicing compatibility
- Educate users on system capabilities

Products/Services Included in Centralized Payment Process

Business Mail Permits (#1 priority)

Business Reply Mail Permits

Address Element Correction (AEC)

Address Correction Service (ACS)

Licensing

Express Mail Corporate Accounts

Express Mail Parcels

Mailing Services Parcels

Postage Meters

Parcel Return Service

Electronic Verification Service (eVS)

Post Office Boxes (opening and renewal)

Pre-Cancelled Stamps

Caller Service Boxes (opening and renewal)

Confirm subscription

Postage Due

Periodicals

Product and Fulfillment out of Memphis (Licensing Fee)

Global Mail International

Retail Products (POS)

The Postal Store

Click-N-Ship

MDP and other certification fees

All services listed in Notice 123 – both domestic and international

Attachment A

Proposed Report Versions and Content

<i>Basic account management</i>	<i>Reconciliation and internal expense allocation</i>	<i>Data analysis</i>
<u>Basic Report</u>	<u>Accounting Report</u>	<u>Detail Report</u>
Account Number	Account Number	Account Number
Company (Mail Owner) Name	Company (Mail Owner) Name	Company (Mail Owner) Name
Company Permit # / EMCA #	Company Permit # / EMCA #	Company Permit # / EMCA #
Company Permit Type	Company Permit Type	Company Permit Type
	Nonprofit Authorization	Nonprofit Authorization
Nonprofit Authorization Number	Number	Number
Preparer Name	Preparer Name	Preparer Name
Location	Location	Location
Form Number / Class	Form Number / Class	Form Number / Class
Line Type (include Full Service qualified pieces and discount)	Line Type (include Full Service qualified pieces and discount)	Line Type (include Full Service qualified pieces and discount)
Processing Category / Shape	Processing Category / Shape	Processing Category / Shape
Mailer Group ID	Mailer Group ID	Mailer Group ID
Mailer Job ID	Mailer Job ID	Mailer Job ID
Customer Reference ID	Customer Reference ID	Customer Reference ID
Transaction Number	Transaction Number	Transaction Number
Transaction Date	Transaction Date	Transaction Date
Postage Statement Number	Postage Statement Number	Postage Statement Number
Transaction Amount	Transaction Amount	Transaction Amount
Balance	Balance	Balance
Pieces or Copies	Pieces or Copies	Pieces or Copies
Spoil / Damage	Spoil / Damage	Spoil / Damage
	Average Cost per Piece	Line Price
		Line Postage
		Item Weight
		Statement Line Number
		Number of Containers
		Company Address
		Company Contact Name
		Company Phone Number
		Company CRID
		Preparer Permit Number
		Preparer Permit Type
		Preparer CRID
		Preparer Address
		Preparer Contact Name
		Preparer Phone Number
		Mailer Provided Mailing Date
		Statement Certification Date
		Clerk Initials
		PO Box Number (BRM or postage due)