

## MTAC Work Group #140 - Enterprise Payment Recommendations as of 5/16/11

### Security / User Access

- High security
- Visibility across enterprise, but with complete control on 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. Contractor access restrictions available for submission of mail and lookups for permit numbers. Each account has the equivalent to a BSA in the Business Customer Gateway, who could manage users and their access.
- Mail Service Provider and Mail Owner access can be different.
- 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 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.
- Need the ability to “reserve” funds online with visibility online for to all that have permission, instead of going through BMU. Need controls (TBD – estimated/preliminary mail.dat file?) on reserving funds. Reserve amounts vs. actual amounts submitted can be reportable, to monitor and minimize “over-reserving” of funds. Automatic notification to Mail Owner (or system administrator) of reserve funds activity. Possibly require Mail Owner to acknowledge or approve reserve request.
- 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)
- Users with view only access could not exchange files, strictly review, print and/or download with 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
  - 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
- Add text field for Mail Owner to add notes specific to each transaction that will be maintained and included on detail report.
- 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
- Automatically send an Account Balance Alert to the customer, either via e-mail or text, whenever their account balance gets to a certain dollar amount.

### 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

Mail Piece Design Professional and other certification fees

All services listed in Notice 123 – both domestic and international

## Attachment A

*Reconciliation and internal expense allocation*

*Data analysis*

### Basic Report

### Detail Report

Account Number	Account Number
Company (Mail Owner) Name	Company (Mail Owner) Name
Company Permit # / EMCA #	Company Permit # / EMCA #
Company Permit Type	Company Permit Type
Nonprofit Authorization Number	Nonprofit Authorization Number
Preparer Name	Preparer Name
Location	Location
Form Number / Class	Form Number / Class
Line Type (incl. Full Service qualified pieces and discount)	Line Type (incl. Full Service qualified pieces and discount)
Processing Category / Shape	Processing Category / Shape
User License Code	User License Code
Mailer Group ID	Mailer Group ID
Mailer Job ID	Mailer Job ID
Customer Reference ID	Customer Reference ID
Transaction Number	Transaction Number
Transaction Date	Transaction Date
Postage Statement Number	Postage Statement Number
Transaction Amount	Transaction Amount
Balance	Balance
Pieces or Copies	Pieces or Copies
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)