

# mailreport, v1.3 User Manual

## PREFACE

### Contents

<p><b>PREFACE</b></p> <ul style="list-style-type: none"><li>Contents</li><li>Introduction</li><li>Symbols used</li><li>Getting started</li><li>Initial screen</li></ul> <p><b>CAPTURING IMPRINTS</b></p> <ul style="list-style-type: none"><li>The Capture screen</li><li>Selecting accounts</li><li>Connecting multiple meters</li></ul> <p><b>SETTINGS</b></p> <ul style="list-style-type: none"><li>Settings / Application</li><li>Settings / Postage Meters</li><li>Settings / Carriers</li><li>Settings / Accounts</li><li>Settings / Preselection</li><li>Settings / Print</li><li>Settings / Address</li><li>Settings / Backup</li><li>Settings / Administrator</li><li>Settings / Internet</li></ul>	<p><b>COST ACCOUNTS</b></p> <ul style="list-style-type: none"><li>Administration</li><li>Setting up Scancodes</li><li>Searching for Accounts</li><li>Importing cost accounts</li></ul> <p><b>TRANSACTIONS</b></p> <ul style="list-style-type: none"><li>Administration</li><li>Search</li><li>Manual bookings</li><li>Editing transactions</li><li>Exporting transactions</li></ul> <p><b>REPORTING</b></p> <ul style="list-style-type: none"><li>Carrier reports<ul style="list-style-type: none"><li><i>Report: Carrier Consignment</i></li><li><i>Report: Carrier Summary</i></li><li><i>Report: Carrier Progression</i></li></ul></li><li>Account reports<ul style="list-style-type: none"><li><i>Report: Account List</i></li><li><i>Report: Account Summary</i></li><li><i>Report: Account Summary by Product</i></li><li><i>Report: Account Barcode</i></li></ul></li><li>Postal reports<ul style="list-style-type: none"><li><i>Report: Postal Postage Spent</i></li><li><i>Report: Postal Summary</i></li></ul></li><li>Transaction reports<ul style="list-style-type: none"><li><i>Report: Transactions by Detail</i></li><li><i>Report: Transactions by Product</i></li><li><i>Report: Transactions Summary</i></li></ul></li></ul>
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## Introduction

FP's **mailreport** is designed to work with your postage meters to help you keep track of your mail and postage costs.

Whilst many individual postage costs are small, because of their volume they can add up to a considerable amount over a period. In a large, busy office, this high volume of postage makes tracking these costs difficult, yet it can be important to do this. The **mailreport** program allows you to track the amounts easily, and account for the costs from different perspectives.

[mailreport](#) facilitates the use of an unlimited numbers of postage meters connected to your PC using serial lines. Depending on the national regulations it can support multiple carriers, i.e. along with your national carrier, you can profit from private carrier offerings.

By being linked to your **ultimail** or **centormail** postage meter, [mailreport](#) ensures that the postage information is caught at the most effective point – that when the mail is being sent. Here, [mailreport](#) supplements the facilities already offered by FP postage meters and ensures that you can reconcile postage costs with that shown by the meter. It allows you to categorize mail to multiple cost accounts and enables a variety of reports to be generated at the click of a button, including consignment reports for your carrier's mail collection.

## Symbols used

The following symbols are used in this document:



A tip or other good idea



A warning; failure to follow this advice could have a serious affect on the operation of the program

## Getting started

For details on the program installation, connection to your postage meter and getting started, see the separate **Getting Started** manual.

## Initial screen

When you first open [mailreport](#) you will see the initial screen. On the left-hand side of this screen are the main buttons where you can choose between the program's main functions:

- Capturing imprints – for the normal day-to-day usage with your postage meter
- Accounts – to add or maintain the cost accounts against which mailings are booked
- Transactions – examining or maintain the mail transactions captured
- Settings – changing the program settings
- Administrator (if enabled) – for an administrator to log in

# CAPTURING IMPRINTS

## The Capture screen

Each time you make a postal imprint on your postage meter a record of this will be sent to [mailreport](#). The **Capture** screen helps you to keep track of these incoming imprint records; the display shows each active postage meter in a distinct display panel, so that you can capture imprint information from several meters and where each is easy distinguishable.

In the upper part of a capture display one (or more) cost **Accounts** may be selected. The accounts will be tied to the information from the incoming imprint record and stored with it in the [mailreport](#) database.

Below the divider (which you can move up or down), you can also add a **Note** and a **Reference**; these are also stored with the information about the imprint in the database.

The lower part of the Capture display for a meter is separated into distinct tabs.

- The **Imprint tab** shows all incoming imprint records together with their details.
- The **Summary** holds a cumulative list of postage and weight information captured. The list is ordered by carrier and product.
- The **Carriers** tab allows quick access to the postal or private carrier web sites (the links shown here may be customized in the **Settings / Carriers** dialog).

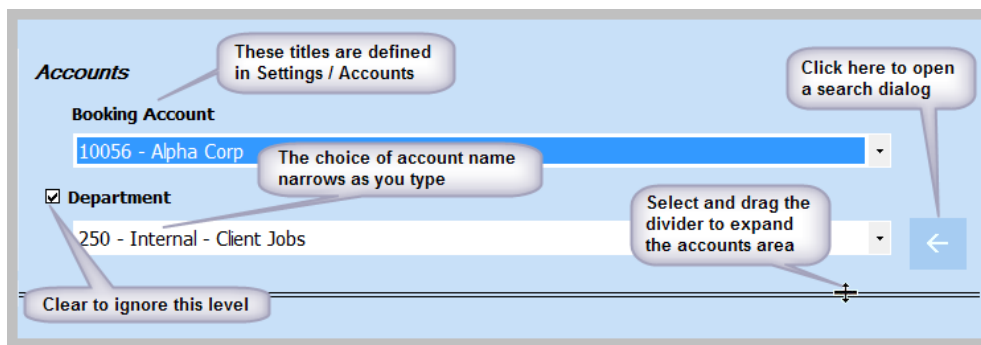
A batch **Counter** is incremented with each incoming imprint. You can reset this to zero by clicking the counter value with the mouse. The **Clear** button resets the whole display for this meter including the counter and the **Imprints** and the **Summary** displays.

Additionally there is a **Pause** button at the top of the screen, which enables you to temporarily halt all batch runs being made on the connected postage meters. You can continue the batch run later using the **Resume** button.

The screenshot shows the 'mailreport, Version 0.9.37.3' application window. The interface is divided into several sections:

- Header:** 'mailreport Multi-carrier Accounting' logo and 'Pause' and 'Resume' buttons.
- Left Sidebar:** Navigation menu with buttons for Capture, Accounts, Transactions, Reports, Settings, Help, and Exit.
- Main Display:**
  - Capture:** 'Postage Meter 1 - (66000618, COM2)'
  - Accounts:** 'Booking Account' dropdown menu showing '12113 - Fastfoods PLC'.
  - References:** 'Sept Mailout' dropdown menu showing '20'.
  - Notes:** 'Urgent' text input field with a 'Clear' button.
- Imprints Table:** A table with columns: Created, Carrier, Product, Destination, Postage, Weig..., D..., References /..., Accounts. The table contains 14 rows of data.

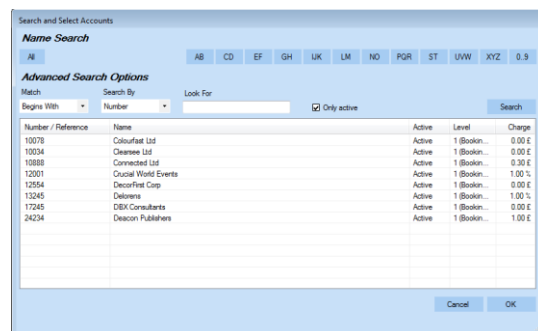
## Selecting accounts



In the **Accounts** area you can allocate up to three accounts to each mail piece. You can select the accounts by:

- Using the **drop down boxes**  
Note the program **selects as you type**, so you may be able to optimize this mode by setting whether the account number or account name is displayed first (see also Settings / Accounts).
- Clicking on the ← button, which will open the **Search and Select Accounts** dialog, as shown.

Here, you can either carry out a Quick Searching using the first letter, or an Advanced search using different criteria. This functionality is described under Cost Accounts / Search.



- Allowing the first level account to be tied to that used in the meter. This is described under Settings / Preselection
- Setting up a **barcode** associated with a particular combination of cost accounts, which, when scanned, will select those accounts. This functionality is described under Cost Accounts / Setting up Scancodes.

The first level account is always mandatory. If you define more than one level of account, then the second and third levels can be disabled for a particular mail piece by deselecting the checkbox by the name of the account level on the Capture screen.

## Connecting multiple meters

An unlimited number of postage meters can be connected to [mailreport](#). The **Capture** screen is organised according to the number of devices configured:

- A *single postage meter* will take up the full screen space (see figure above).

- When *two postage meters* are operated at once, the **Capture** screen will split evenly into two panel displays, each showing a single meter.
- For *three or more devices* the **Capture** screen will be stacked into pairs of postage meter displays, each pair of which is displayed under a separate tab.

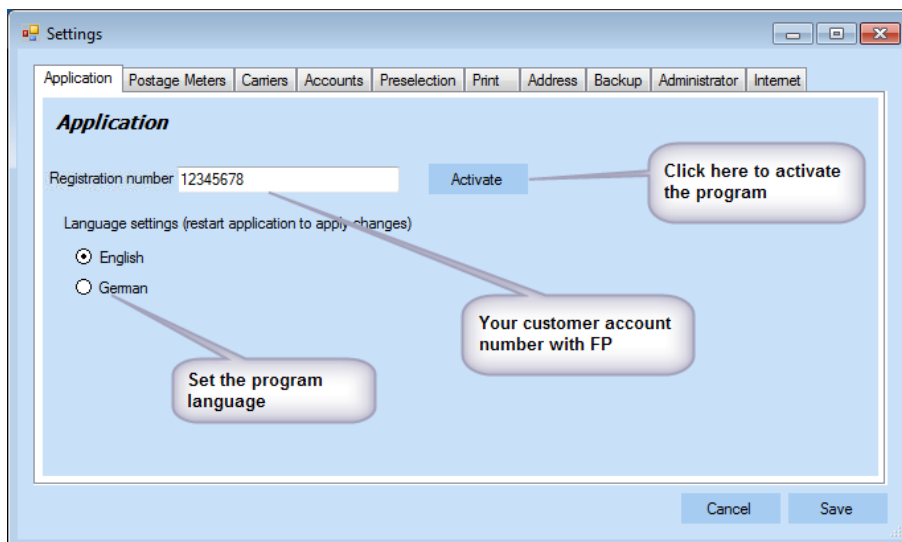
## SETTINGS

The **Settings** dialog can be used to adapt [mailreport](#) to your needs. The settings are divided into:

- Application: General settings for the program
- Postage Meters: Connections between the program and your postage meters
- Carriers: Settings for each of the carriers in use
- Accounts: Enabling/naming the different account levels
- Preselection: Association with account settings in the postage meter
- Print: Setting up your report printer
- Address: Address for use in consignment reports
- Backup: Securing the program's database
- Administrator: Enabling an administration mode for changing settings
- Internet: Settings for any Internet proxy server in your organisation

### Settings / Application

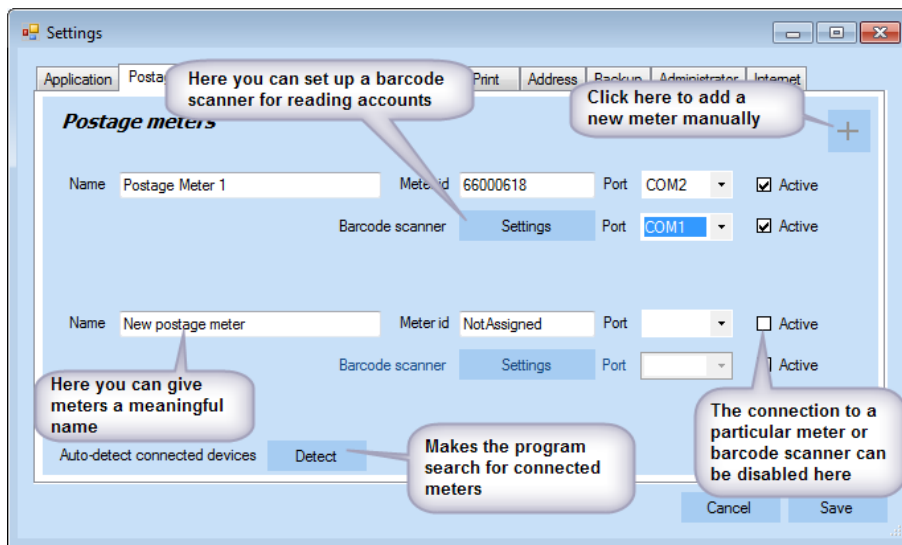
The **Application** tab sets some of the basic parameters for the program.



- You must enter your customer account number with FP in the **Registration number** field.
- The program can be run for a short period as a demonstration version. Once you have purchased it you will receive an activation number; this will allow you to run the program permanently. Pressing the **Activate** button lets you activate the program using this number. After this, the button is renamed **License**, and can be used to retrieve the license code.
- You can set the program to operate in either **English** or **German**. This setting will take effect after the program has been restarted.

## Settings / Postage Meters

The **Postage Meters** tab displays the currently configured list of meters (see figure below).



- Clicking the **Detect** button opens the device auto-detection dialog, which allows automatic completion of these settings (see the Getting Started manual).
- Any name can be freely assigned to the meter in the **Name** field; this is displayed as part of the title on the **Capture** display.
- The **Meter Id** and the **Port** are derived from the auto-detection process. The port may be altered manually to reflect any changes in the connections.
- The **Active** checkbox controls whether this postage meter will be shown on the **Capture** display (inactive meters are not shown).
- New devices entries may be created manually by clicking the **+** button in the upper right corner.



We recommend you use the **Auto-detection** dialog as the easiest way to configure the postage meter connections.

### Adding a barcode scanner

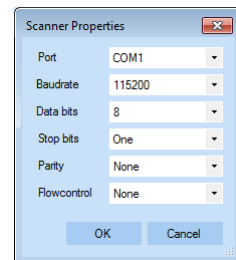
To simplify the selection of cost accounts as you capture mail data, you can set up a barcode scanner with each postage meter - the accounts are then selected by scanning the corresponding barcode (see **Capturing Imprints / Selecting Accounts** and **Cost Accounts / Scancodes**). First, however, the bar code scanner must be configured in the postage meter dialog here.

If more than one postage meter is being used, then each barcode scanner is associated with a particular postage meter. The scanners are attached to the PC through serial ports or, if it is a USB-based device, it should be configured through the driver that comes with it, so that it appears as if it is attached through a serial port.

Barcode scanners must be set up manually in [mailreport](#); they are not detected during the auto-detect function. To do this, first enter the COM (serial) port being used for the bar code scanner under the entry for the associated postage meter.

Clicking on the **Settings** button will bring up the Scanner Properties dialog. The default settings may be adequate however, if not, the details should be changed to match those entered for the scanner itself.

The barcodes used by [mailreport](#) use standard 'Code 39' format.



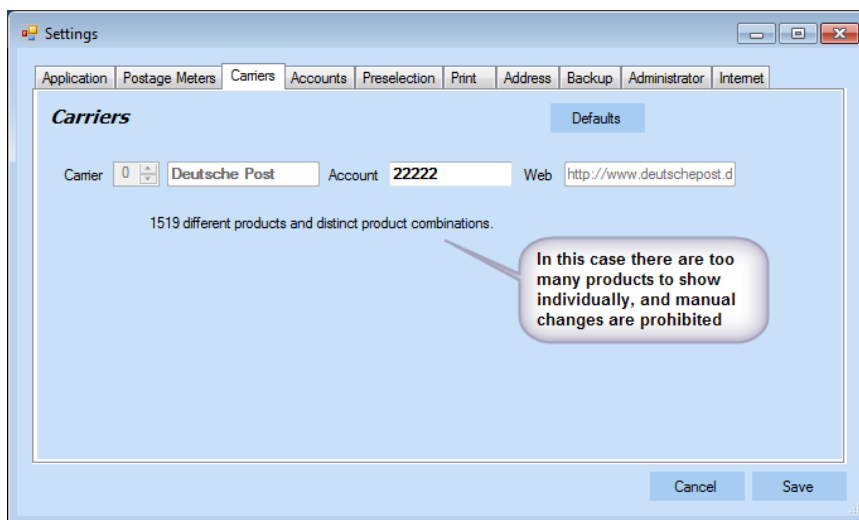


## Settings / Carriers

The **Carriers** tab holds the definitions of all carriers and products that the application will process. These entries determine what information is to be tied to the different sorts of imprint records in the database, and how imprints will be shown in the user interface and reports. The format of this tab will depend on the regulations for your country.

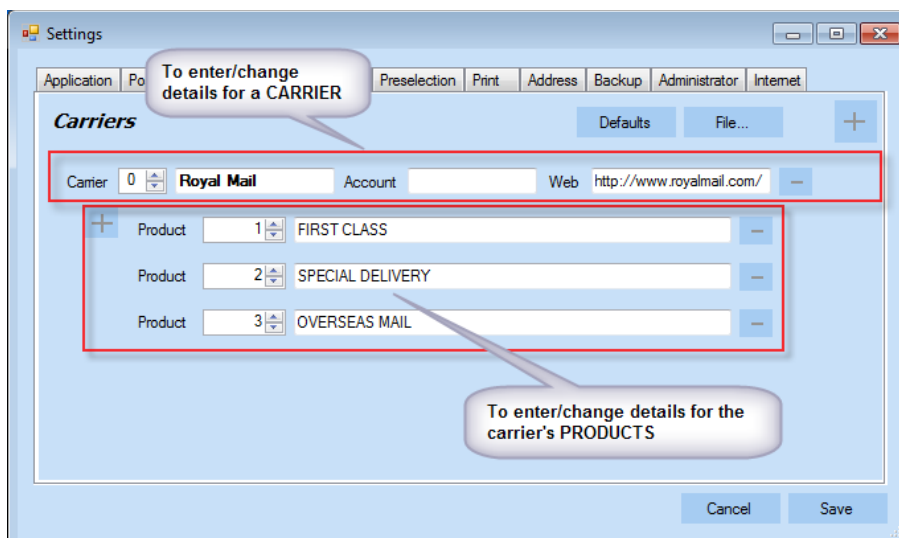
### Pre-defined Carriers & Products

mailreport comes with pre-defined set of carriers for your country. These will include the main national and, where applicable, private operators. In some countries the list of carriers is fixed; in this case you might only need to enter your **Account** number in this tab (which is needed if you wish to produce consignment reports). If the carrier has a sophisticated range of product combinations, only a summary statement will be shown, as in the illustration below.

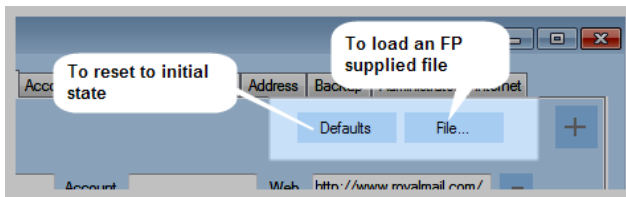


### Other Carriers & Products

Other countries may allow several national carriers or even local carriers, each with their individual suite of products. In such cases, the product details might be distributed using a special file or, in the case of local carriers, you may even have to enter the relevant details yourself. In these cases the carriers and products may be listed individually, as shown below.



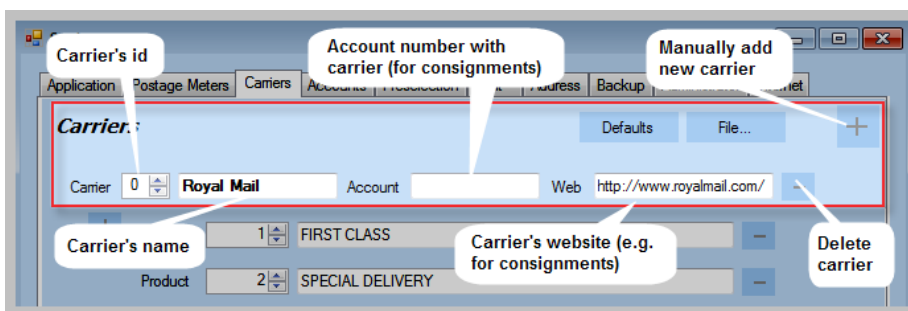
The top two buttons affect all carrier and product settings:



- The **Defaults** button resets all carriers and products entries back to the installation state. Note that any changes you have made manually will be lost.
- The **File...** button, if visible, allows you to import settings from a file that might be provided by FP in some circumstances. This would hold an updated set of carriers and products.

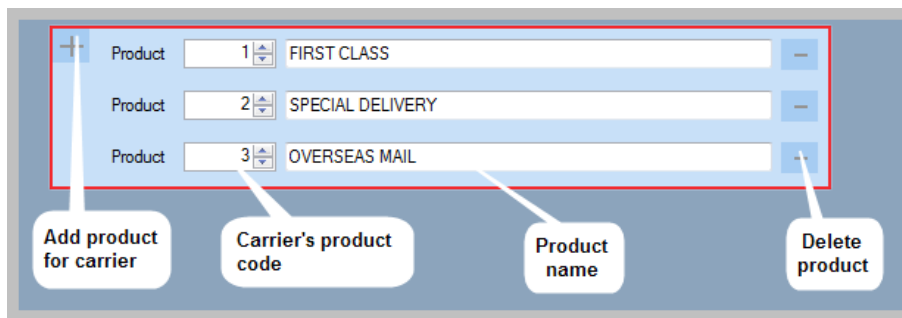
Below these each entry in the tab has two aspects: one for the overall settings defining the carrier(s) and under this the individual settings for the individual carrier's products.

The section defining the **carrier** contains the following elements:



- Click the **+** button in the *upper-right corner* to add a new carrier manually. In the same way, the indented **-** button below it can be used to remove the carrier.
- Each carrier is defined by an **id**, which must correspond to that in the postage meter's endorsement details, and a plain text **name** that is shown for the carrier in the user interface and the reports.
- The **Account** number represents your account with this carrier; it is used to fill in the consignment report automatically.
- The **Web** address allows you to easily open the carrier's web site – for example at the consignment page after a consignment report has been printed.

The section defining the **products** contains the following elements:



- Products are also identified by an **id** and a plain text **name**; these are displayed on the screens and in any reports where the product is referenced.
- You should ensure that the product name and codes that you enter match those of the carrier concerned.
- Click the **+** button to the *left of the products area* to enter a new product. Likewise, the **-** button on the right can be used to remove the respective product entry.

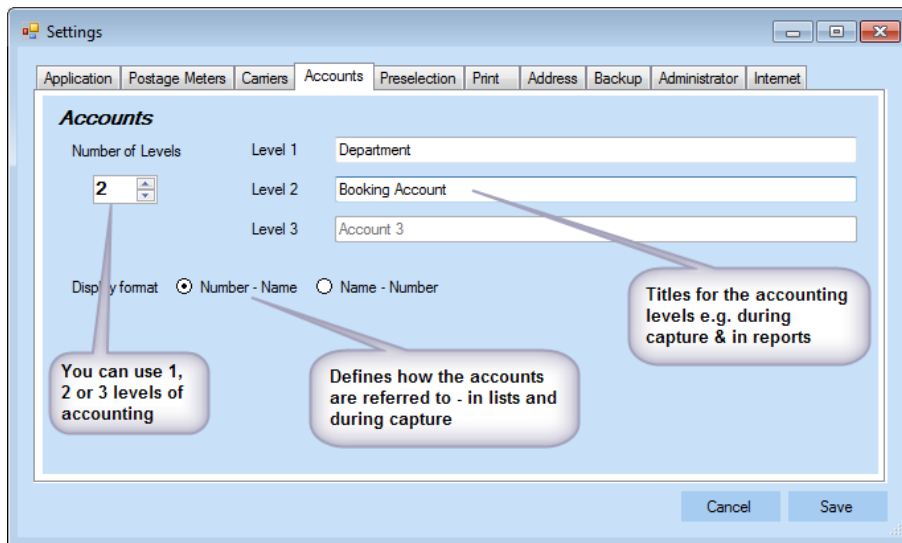
After altering the carriers and products, click the **Save** button.

## Settings / Accounts

The **Accounts** tab configures the selection of cost accounts.

**mailreport** supports up to three independent **Levels** of accounts. These may be given titles to match the needs of your business (you might give a level the title 'Booking Account', 'Job', 'Department', 'Client' etc.) . *Independent* means that accounts of out of any of these levels may be combined freely when allocating them to an imprint record.

Account management is described in detail in the **Cost Accounts** section.



The account **Display format** may be chosen to set whether the number or name part of the account is shown at the start of the listing in the capture display. Since the Capture screen uses an auto-completion function to help you choose accounts, using an optimal setting here may simplify the selecting of accounts in the Capture screen.

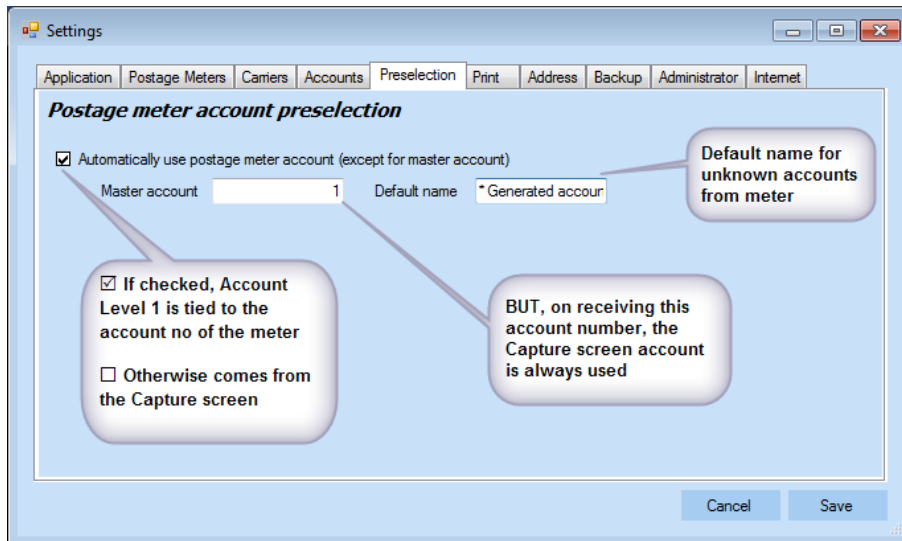


*You should consider carefully what you assign to account Level 1. An optimal choice could save you time and effort when mailing. Level 1 is at the top of the Capture screen, and so it may be helpful to assign it to the data that changes the most.*

*Additionally, if you want, you can tie level 1 to the account used in your postage meter – see **Settings / Preselection**.*

## Settings / Preselection

As your mail is processed [mailreport](#) records your chosen accounts with each imprint. For the first account (Level 1) it can be configured to use either the account defined for this level on the Capture screen or an account that mirrors the one being used in the postage meter. This is set in the **Preselection** tab.



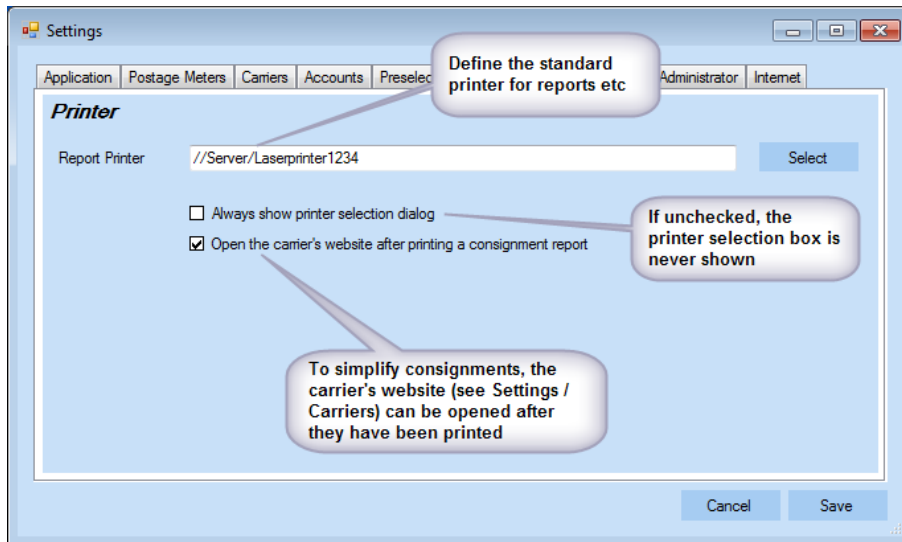
The top checkbox turns this functionality on or off:

- If the checkbox is **clear**, then [mailreport](#) operates independently of the postage meter. In this mode, the account allocated to account level 1 is allocated according to that currently set on the Capture screen; the account set in the postage meter is ignored.
- Alternatively, with the checkbox **ticked**, the account number for the account level 1 will be set to match the account number in the postage meter (the "PC Account" number). Note however, that the text associated with this account may be different for [mailreport](#).
  - If no such level 1 account is found in [mailreport](#) then a new one will be created automatically. This new account will be given the name specified in the **Default name** setting in this tab.
  - There is however an exception: when mail is franked in the meter using the account number specified in the **Master Account** field here, then the [mailreport](#) account as shown on the Capture screen will be used for level 1. That is to say, it operates as the case where the top checkbox is clear, described above.

## Settings / Print

The **Print** tab configures [mailreport](#) for printing reports.

- Use the **Select** button to open the printer selection dialog; the chosen printer is saved and will be used as the default report printer in the future.



Additional checkboxes define:

- Whether the printer dialog is shown each time a report is printed;
- If your Internet browser should be opened automatically after a consignment report has been printed - for example if you want to request a collection service for your mail items.

## Settings / Address

The **Address** tab holds your postal name and address; this information is needed if you wish to use **mailreport** to fill in consignment report forms automatically.



*The information you give on this form should match the details that have to be filled out on your consignment report.*

The screenshot shows a window titled "Settings" with several tabs: Application, Postage Meters, Carriers, Accounts, Preselection, Print, Address, Backup, Administrator, and Internet. The "Address" tab is selected. The form contains the following fields:

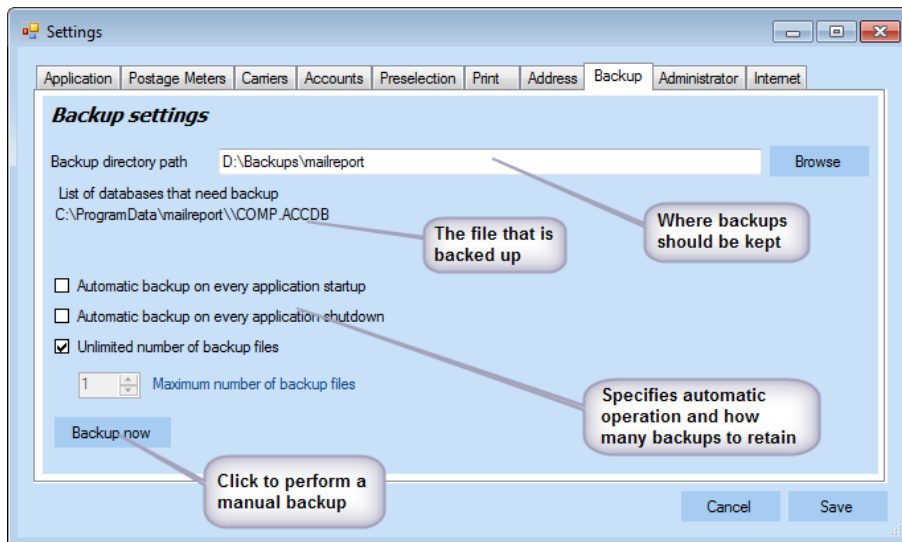
Name	Licensed Name
Organization	Organisation Name
Address	Organisation Address
Post Town	MYTOWN
Post Code	POST/ZIP CODE

A callout box points to the "Organization" and "Address" fields with the text: "Company name & address, used for consignment reports".

Buttons for "Cancel" and "Save" are located at the bottom right of the window.

## Settings / Backup

To provide extra security, [mailreport](#) can be configured to perform a backup of its data. This can either be done manually or configured to take place automatically each time the program starts. To prevent an excessive number of backup copies building up, it can also be configured to automatically purge the backup directory so that only a maximum number of backup copies are retained.



Ideally backups should be saved on a completely different computer or at least on a different disk to the one on which Windows and your user account are loaded. A mapped network drive is optimal, or a separate, external disk drive is another option. If in doubt, speak to your computer systems administrator about a suitable location.

- Specify the path to the backup directory in the **Backup directory path** setting.
- You can take a manual backup at any time by pressing the **Backup now** button.
- If the backup directory is always present, and you want [mailreport](#) to perform the backup automatically, then either tick the box **Automatic backup on every application startup** or **Automatic backup on every application shutdown** depending on how you want this to operate.
- If you clear the checkbox **Unlimited number of backup files**, [mailreport](#) will purge the backup directory each time, so that it only keeps a certain number of past versions. This will ensure that the backup directory does not grow too large.

Equally though, you should not set the value too low, since in the event of a problem you might find you need to revert to a backup from yesterday or a few days ago; this will depend on how frequently you start [mailreport](#).

Each time a backup is made then a new database file is saved in the backup directory. This will have a name in the format: COMP\_DD.MM.YYYY-129188296431468750.ACCDB, where DD.MM.YYYY is the date on which the backup was taken (the format of this date may vary from land to land, conforming to local date conventions). The last string of digits (here '129188296431468750') is a timestamp corresponding to the time of the backup.



## Restoring a backup

If, for any reason, you have to restore a backup of the database, then proceed as follows:



*Before you start, it is advisable to turn off purging of the backup directory (i.e. tick **Unlimited number of backup files**, until [mailreport](#) is working successfully again.*

1. From the backup settings form, under the entry **List of databases that need backup**, you will find the location of the database that [mailreport](#) is currently using. In the following steps you will replace this file with a previously backed up version.
2. Select the version of the database you wish to restore from the backup directory.
3. Open the folder where the current [mailreport](#) database is located.



*Note that this is a 'hidden' folder and to find it you will need to be able to show hidden files and folders in the Windows Explorer settings. If in doubt, to find out how to do this for your version of Windows, open Windows Help and Support and enter "hidden folder" as the search term.*

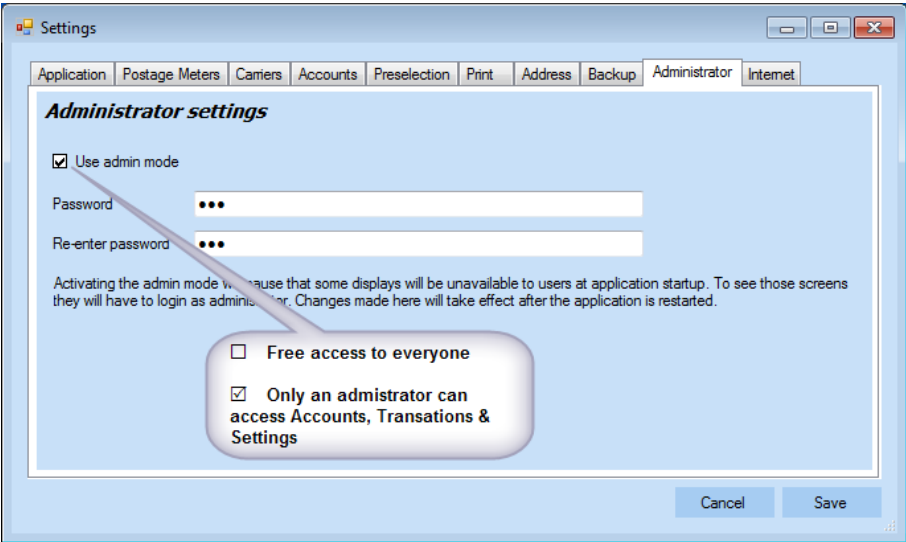
4. Copy the database that you wish to restore from the backup directory into the directory holding the current [mailreport](#) database.
5. Exit [mailreport](#)
6. Rename the current [mailreport](#) database you wish to replace (e.g. 'COMP.ACCDB') to another name (e.g. 'COMP\_DEFECTIVE.ACCDB').
7. Rename the backup version of the database that you have just copied into this directory (e.g. COMP\_31.12.2010-129188296431468750.ACCDB) to that for the current [mailreport](#) database (e.g. 'COMP.ACCDB').
8. Restart [mailreport](#) and it will start using the previous backup.



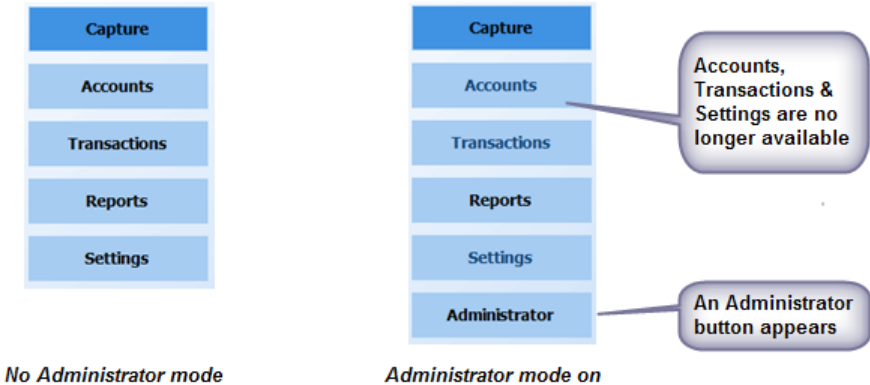
*You will lose any data associated with imprints made after the time of this backup.*

# Settings / Administrator

This tab enables you to configure **mailreport** so that only certain authorised users can change the program settings. To set this restriction, tick the box "Use admin mode". You must then enter the administrator's password in the input box. You must re-enter it in the second box as a check. You should then exit from the program and restart it.

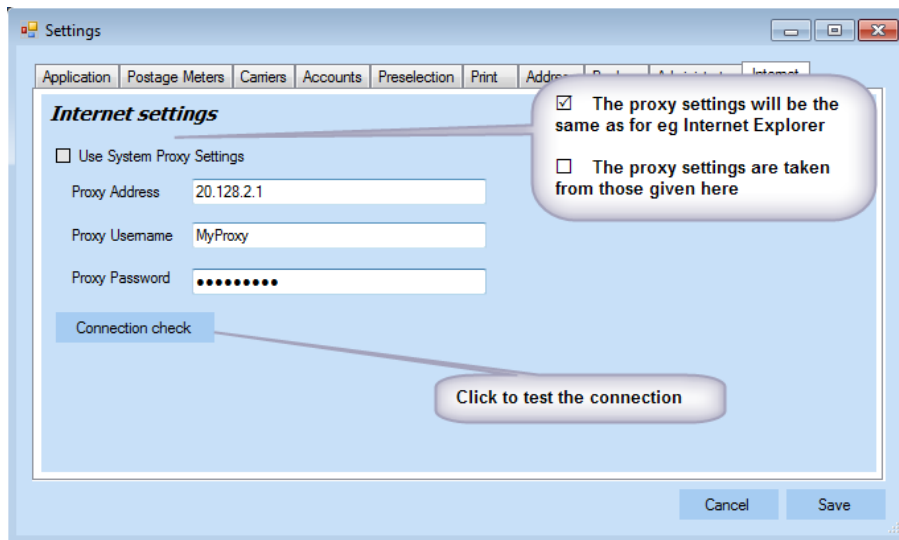


On restarting the program the main Accounts, Transactions and Settings buttons will have been disabled (greyed-out). In addition there will be a new button, Administrator, which when pressed will prompt for the administrator password. If given and verified, then the disabled buttons will be re-enabled.



## Settings / Internet

To enable the automatic reception of program updates the program should have a connection to the **Internet**. This tab allows you to configure this connection.



If you have a direct connection to the Internet, then you should tick this box. However in most large organizations traffic to the Internet is routed through a proxy server. Usually this causes no problems and the standard settings for Windows can be used (these are the ones that, for example, your copy of Internet Explorer uses).

However, some organizations use more restrictive firewalls. In this case you may need to specifically define the IP Address of the proxy server, together with a username and password for accessing the external Internet. In this case, you should enter these details on this tab.



*You may need to contact your system administrator to get these details.*

# COST ACCOUNTS

## Administration

All changes to the accounts and their account parameters can be carried out in the Account Administration screen.

mailreport, Version 1.2.44.1

Here you can enter or change data

Click to add a new account

Click to save your entry or changes

Click to read account details from a file

Click to set up scancodes for your bar code reader

Click on a title to sort the table by that column

The selector for which accounts to display

**Account Administration**

Number: 10056  
Name: Alpha Corp  
Charge: -2.00 %  
 Percentage charge  
 Booking Account  
 Department  
 Account active

**Quick Search by first letter**

All
AB CD EF
GH IJK LM
NO PQR ST
UVW XYZ 0-9

**Advanced Search Options**

Match: Begins With  
Search By: Name  
Look For:  
 Only active Search

Number / Reference	Name	Active	Level	Charge
* 0000 *	* Unassigned imports *	Active	1 (Bookin...	0.00 £
205	Internal - Market	Active	2 (Depart...	0.00 £
208		Active	2 (Depart...	0.00 £
250		Active	2 (Depart...	0.00 £
10056		Active	1 (Bookin...	-2.00 %
11777		Active	1 (Bookin...	0.00 £
10078		Active	1 (Bookin...	0.00 £
12113	Fastfoods PLC	Active	1 (Bookin...	-2.00 %
10505	Readyflow Ltd	Active	1 (Bookin...	0.00 £
13212	Smith Bros	Active	1 (Bookin...	0.30 £
12244	Peeps Ltd	Active	1 (Bookin...	0.30 £
10034	Clearsee Ltd	Active	1 (Bookin...	0.00 £
12987	Prets Ltd	Active	1 (Bookin...	0.00 £
13333	Newslines	Active	1 (Bookin...	-1.50 %
14122	Enterprise X Group	Active	1 (Bookin...	0.00 £
11111	Pickways PLC	Active	1 (Bookin...	0.00 £
10467	Pipers Ltd	Active	1 (Bookin...	0.00 £
10888	Connected Ltd	Active	1 (Bookin...	0.30 £
12001	Crucial World Events	Active	1 (Bookin...	1.00 %
12554	DecorFirst Corp	Active	1 (Bookin...	0.00 £
13245	Delorens	Active	1 (Bookin...	1.00 %
17245	DBX Consultants	Active	1 (Bookin...	0.00 £
24234	Deacon Publishers	Active	1 (Bookin...	1.00 £

Select All Clear Delete

The **New** command clears the current account parameters and allows you to fill in a new account entry.



*Always press New before entering a new record, otherwise you may overwrite any previous entry you have created or edited.*

- The **Save** command stores the account parameters to the database; in addition the account is displayed in the lower summary list.
- The **Import** command provides a multi-step file import dialog to let you import account details from another source (a detailed description is given below).

To **edit** an existing account, you must first find it in the database using the Search function described below. After this, once it is displayed in the Account administration screen, you can simply select it and edit the data in the data entry area. When you have finished, press **Save**.

## Account data entry area

**Account Administration**

Number: 250 (Number can be any text)

Name: Internal - Client Jobs

Charge: 0.00 (Charges can be +/- and absolute or %.)

Percentage charge

The account Level:  Booking Account,  Department

Account active (Only Active accounts can be used for mailing)

- There are a number of parameters associated with each accounts. Of these, **Number** and **Name** are mandatory.
- If you assign a **Charge** to an account, this fee will be charged to each transaction (in addition to the postage) made for this account. Some of the reports show these fees together with the postage.
- The charge may be either an absolute, fixed value or a **percentage** of the postage value. Percentage charges are calculated automatically as the mail is franked. You can also assign a negative charge – i.e. a rebate.
- Accounts are allocated to one of three **Levels**, so that you can assign or categorize them according to your business needs. Mail is recorded using one account from each level. The titles for the three account levels can be changed under **Settings / Accounts**.
- Each account may be set **active** or **inactive**. Inactive accounts cannot be selected any more in the Capture display.



*Making an account inactive may be preferable to deleting it, since you can restore an inactive account; you can't restore an account once it has been deleted.*

Number / Reference	Name	Active	Level	Charge
12001	Crucial World Events	Active	1 (Booking Account)	0.00 %
12113	Fastfoods PLC	Active	1 (Booking Account)	0.00 %
12244	Peeps Ltd	Active	1 (Booking Account)	0.00 %
12987	Prets Ltd	Active	1 (Booking Account)	0.00 %
13212	Smith Bros	Active	1 (Booking Account)	30 £
13333	Newsline	Active	1 (Booking Account)	-1.00 %
14122	Enterprise X Group		(Booking Account)	0.00 £
205	Internal - Marketing		(Department)	0.00 £
208	Internal - Corporate		(Department)	0.00 £

Select All (Selects all in table) | Clear (Clears whole table) | Delete (Deletes selected account(s))

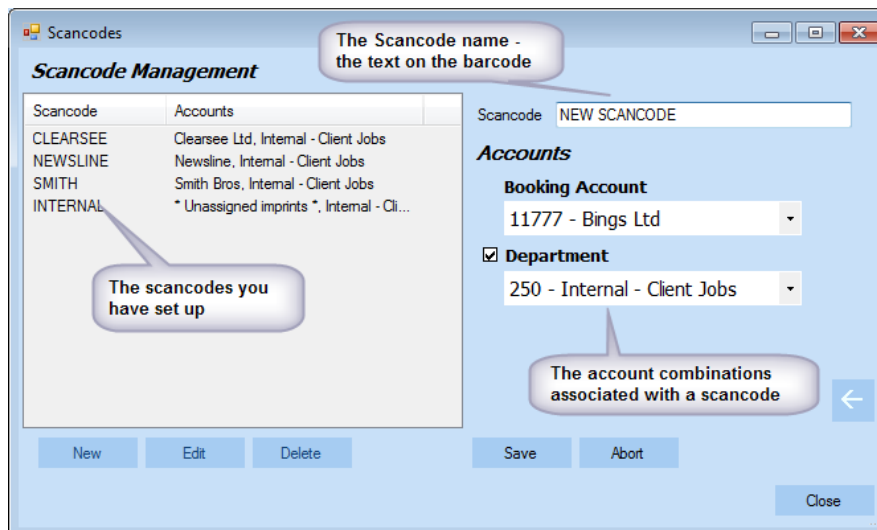
- The **Select All** and **Clear** buttons act on the account list and respectively select or clear the accounts displayed in the list.
- The **Delete** button removes all selected accounts in the list from the database. However, it is recommended that you set accounts inactive instead of deleting them.

- Clicking on a **column title** will sort the table according to that title. Note that a textual (not numeric) sort is used for all columns.
- The **widths** of the columns can also be changed by dragging the borders.

## Setting up Scancodes

You can use scancodes to simplify the entry of account details whilst mailing. A scancode is a barcode that is associated with a combination of level1, 2 and 3 accounts as needed. Once set up, simply scanning the barcode results in the corresponding accounts being selected in the Capture screen.

To set up a scancode, click the **Scancodes** button at the top right of the Account Administration screen and the Scancodes dialog will appear.

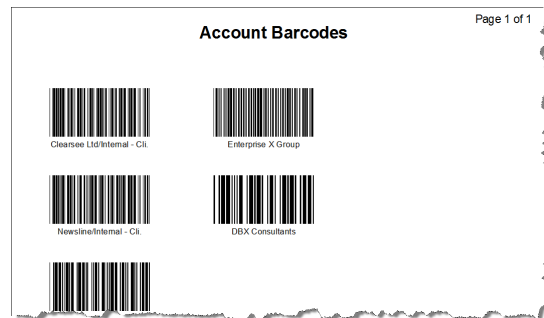


- Click the **New** button to create a new scancode.
- You must give the scancode a name in the **Scancode** box. The name must be in capitals – this is the text that will be written in the barcode. There is no limit to the number of characters, but it is advisable to use a medium length name (e.g between 5 and 15 characters) to avoid scanning problems.
- In the **Accounts** section of the dialog enter the accounts you wish to associate with the scancode. You must enter at least a level 1 account (upper box). If you have configured level 2 and 3 accounts, then these may also be associated with the scancode. When entering the accounts, use the drop down boxes or you can use the ← button to search for an account.
- Finally press **Save** to save the details. **Abort** cancels the operation.
- The Scancodes you have already created are shown in the list on the left. You can **Edit** the accounts associated with any particular scan code, or **Delete** a scancode by selecting it from the list and using the corresponding buttons.



*If you have set up a barcode scanner for your postage meter and scan a barcode whose contents aren't recognised by the system, then the Scancode Management dialog will automatically appear. This allows you to define the unknown code and set up accounts corresponding to it.*

Once you have set up the scancodes, use the **Reports / Account Reports / Account Barcodes** report to produce a printout with the barcodes on them. Then, when using the Capture screen, the barcodes on the report can then be simply scanned using a standard barcode scanner (make sure though that you have configured the scanner – see **Settings / Postage Meters**).



*Note that the barcode simply consists of the text you entered in the Scancode field reproduced as standard a "Code 39" barcode. Such barcodes can also be produced using other programs, or by using special fonts. You could therefore produce the scancodes yourself outside of mailreport.*

### Effect of deleting accounts



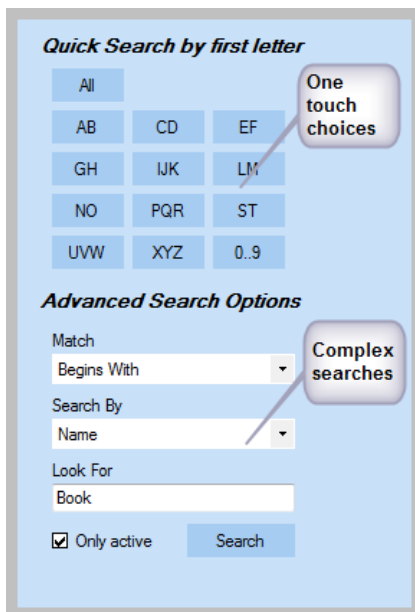
*If you delete the level 1 account that is associated with one or more scancodes, then the corresponding scancode will be deleted too (since a level 1 account is mandatory for each mailing).*

*However, in the case of a level 2 or 3 account, then any affected scancodes will be retained but the association with the deleted account will be removed from them.*

## Searching for Accounts

The **Search** panel is to the left of the results table, and allows both quick and detailed searches of the account details.

The **Quick Search by first letter** function allows direct display of either **All** the accounts or all accounts that begin with the respective letters or digits (example: clicking the **CD** button loads all accounts beginning 'C' or 'D').



The screenshot shows a search panel with two main sections. The top section, titled "Quick Search by first letter", contains a grid of buttons for selecting search criteria: "All", "AB", "CD", "EF", "GH", "IJK", "LM", "NO", "PQR", "ST", "UVW", "XYZ", and "0..9". A callout box labeled "One touch choices" points to the "CD" button. The bottom section, titled "Advanced Search Options", includes a "Match" dropdown menu set to "Begins With", a "Search By" dropdown menu set to "Name", a "Look For" text input field containing "Book", a checked checkbox for "Only active", and a "Search" button. A callout box labeled "Complex searches" points to the "Search By" dropdown menu.

The **Advanced Search Options** enable you to fine grain your search:

- In the **Search By** selector box you can choose whether the account **Name** or **Number** is matched against a given expression in the **Look For** textbox.
- In the **Match** selector box you can extend the criteria to match any account that **Begins With**, **Contains** (in any place) or exactly **Matches** the expression.
- Enter the text you wish to search for in the **Look For** textbox.
- The default setting narrows the search to **Only active** accounts.

Press **Search** to find the corresponding accounts.



## Importing cost accounts

Account data may be imported from a file that has a .CSV (**C**omma **S**eparated **V**alues) format (described in more detail below). The import process happens in three stages:

### Step 1: File and format selection

Import from CSV Files

**File Selection**

File: Z:\AccountsLevel1.csv File..

Delimiter:  Comma  Tab  Semicolon  Blank  Other

Ignore first line  Trim quotes off values

Number	Name	Active	Level	Charge	Charge Type
205	Internal - Marketing	Active	1	-5	%
208	Internal - Corporate	Active	1	-5	%
250	Internal - Projects	Active	1	-5	%
10056	Alpha Corp	Active	1	0	\$
11777	Bings Ltd	Active	1	0	\$

Number of columns: 6

If data values are quoted i.e. as "<DATA>"

To ignore a first heading line (as here)

Previous Next Cancel Save

Start by selecting the file that holds your account data by clicking the **File** button.

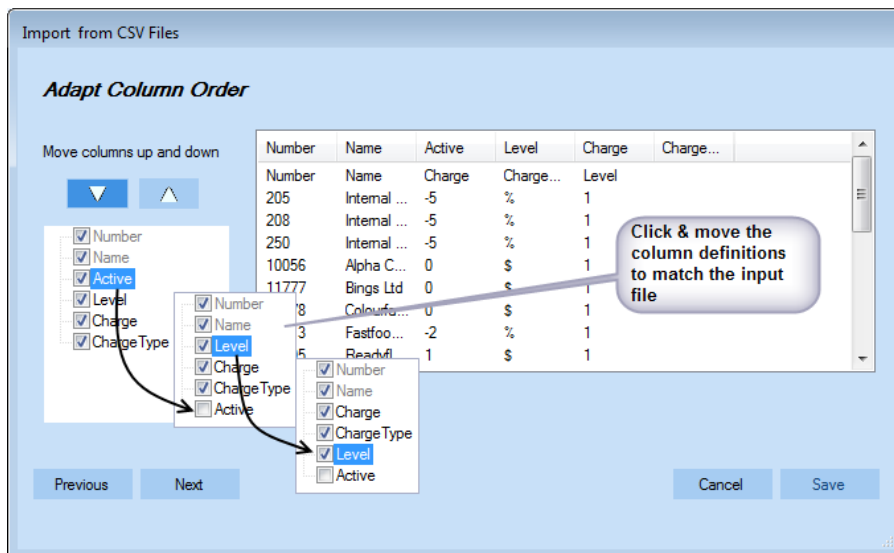
The records from the file are displayed in the preview area of the dialog. The appearance will depend on the given delimiter and the other options.

- The **Delimiter** determines the character (or symbol) that has been used to separate the columns of data in the csv-formatted file; you can choose any of the predefined delimiters, or give an arbitrary, other string value.
- Sometimes .CSV files include a header line that indicates the meaning of the various columns in the file. To avoid this line being imported as a spurious account, its import can be prevented by checking the **Ignore first line** option.
- The data in a column might be enclosed within single or double quotes. These may be trimmed off automatically by checking the **Trim quotes off values** box.

Each change in the options will update the preview display immediately. So first adjust the delimiters and options until the preview looks right, and then go to the next step.

### Step 2: Column order

The second step of the import procedure allows you to select the columns of data available and rearrange their order according to the data in file. Check the columns that you have in your records and verify that the preview area looks correct, with the column headings reflecting the values of the row data in your file.



Note that the **Number** and **Name** fields are mandatory.

### Step 3: Confirmation

The last step validates the parameters from the previous steps and displays the total number of accounts found. In order to store the records to the database, click the **Save** button.

### CSV file format

The records in the accounts data file should be stored in a 'Comma Separated Value' format. You can store data from many programs in this format including, for example, common spreadsheet programs.

In a CSV file each row of the file represents a single account definition. The first row can be a header row, which indicates the order of the data fields in the following rows. (If present, this row should be skipped during data input or else a spurious account will be created from the header row).

The individual values within the fields are then separated by a delimiter character that could be, for example, a comma, or semi-colon, or tab (it is best to use a character that is unlikely to appear in any of the values). Since text values often contain spaces, it may be clearer to enclose such fields within quotation marks (these can be stripped during input).

The possible fields for [mailreport](#) are:

Field	Possible Data
Account number	Any text
Account name	Any text
Active	The values 'True'/'False' or 'Active'/'Inactive'
Level	The values 1, 2 or 3
Charge	A number in normal format, for example 1, 2.75. The amounts can also be negative, which case they should be prefixed with a minus sign.
Charge type	Either: 0, 1, 2 (0 = No Charge; 1 = Percentage; 2 = Monetary Amount) Or: Nothing (no character), '%' or '\$', '£', '€', 'kr' (as appropriate).

Example:

The following list shows how a few records in a CSV file for [mailreport](#) might appear:

```
Number;Name;Active;Level;Charge;ChargeType
205;Internal - Marketing;Active;1;-5;%
208;"Internal - Corporate";Inactive;2;-5;1
10056;"Alpha Corp";True;3;0;0
11777;"Bings Ltd";False;1;0.5;$
1888,"White PLC";Active;1;1;%
```

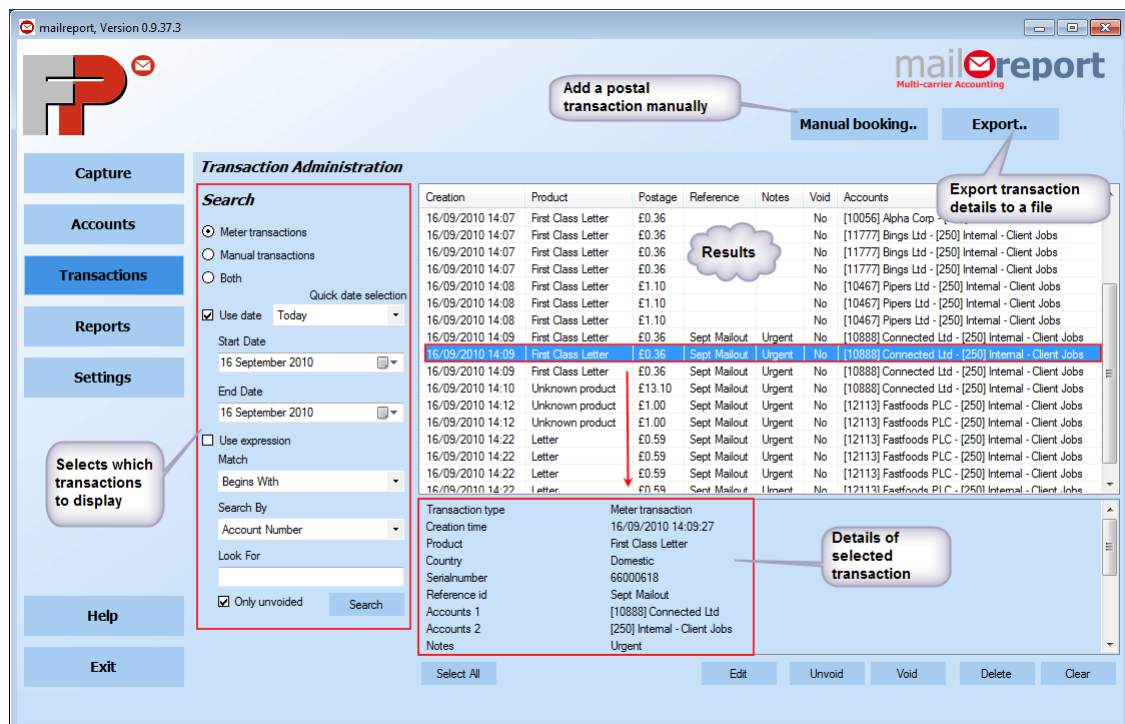
*Header row*

*Note use of quotes*

# TRANSACTIONS

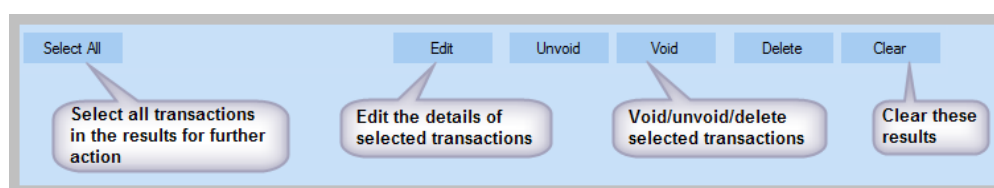
## Administration

Transaction administration allows you to access all the imprint records the program has received, along with the associated account details and notes.



- The **Search** area allows quick as well as a fine grained picking of transactions for examination.
- The **Results** area shows you the transactions that match your search criteria.
- The **Export** command enables you to generate transaction files which you can import or analyse in third-party applications.
- Through the **Manual booking** command you can enter postal transactions that have not been made through one of the tracked postage meters.

Once the desired set of transactions has been found, various operations are possible on them using the lower group of buttons:



Selected transactions in the list view may be set to be **voided**, i.e. taken out of the normal views and records, or **unvoided** (which reverses the process).

Transactions may also be **deleted**; however deletion is irreversible and so voiding transactions - which is a reversible process – is preferable.

Transaction Details	
Transaction type	Meter transaction
Creation time	16/09/2010 14:08:27
Product	First Class Letter
Country	Domestic
Serialnumber	66000618
Reference id	
Accounts 1	[10467] Pipers Ltd
Accounts 2	[250] Internal - Client Jobs
Notes	
Void	No
Base rate	£1.100
Extra services	
- Recorded Delivery	£0.000
Total extra services	£0.000
Handling charge	£0.000
Total account charge	£0.000
Weight	8.0 g

When you click on the row for a transaction, the details of the transaction are shown in the area below the transactions list.

Alternatively by double-clicking on a row, a **Transaction Details** dialog is opened, which displays a lists of all information that has been stored for that transaction.

## Search

The **Search** dialog facilitates both a quick and detailed search operations on the transactions in the program database.

**Search**

Meter transactions  
 Manual transactions  
 Both

Use date Quick date selection Set date criteria  
Today

Start Date  
16 September 2010

End Date  
16 September 2010

Use expression Criteria in other fields  
Match  
Begins With

Search By  
Account Number

Look For  
[Empty field]

Only unvoided Search

This allows you to confine results to a particular **date range**, or define other, **specific match criteria**, for example to find transactions by account or product. Or you can combine both of these.

If you use specific match criteria, specify the transaction field you wish to search in **Search By**, give the text you wish to search for in **Look For** and the specify in **Match** whether the field should **Begin With**, **Contain** (in any place) or exactly **Match** the text you have given.

You can also select whether you want to confine the search to meter transactions or other postal transactions that you have entered manually.

After searching, the result is shown in the results area of screen.

## Manual bookings

In addition to the postal transactions you record through your postage meters you can also record transactions manually, e.g. for post that has been sent through other channels. For this, click on the **Manual booking** button.

**Manual booking**

This will be shown as the Product in reports

**Description**  
Retrospective booking

**References**  
September Mailout

**Notes**  
Urgent!

**Amount per booking** £ 1.10

**Number of bookings** 5

**Accounts**

**Booking Account**  
11777 - Bings Ltd

**Department**  
250 - Internal - Client Jobs

Click to search for an account

Cancel Ok

Here, the **Description** you enter will appear as the product in reports.

The **Accounts**, **Reference** and **Notes** act in the same way as for entries coming from a meter. The **Amount per booking** specifies the postage amount.

Several (identical) postal transactions can be created using these settings by changing the setting for **Number of bookings**.

## Editing transactions

Should you wish to change the data tied to the transactions you have stored, you can select the particular transactions in the reports areas of the main transaction screen and then press **Edit**.

Edit Transactions

**Edit transaction details**

Creation	Product	Postage	Reference	Notes	Void	Accounts
16/09/2010 14:08	First Class Letter	£1.10			No	[10467] Pipers Ltd - (250) Internal - Client Jobs
16/09/2010 14:08	First Class Letter	£1.10			No	[10467] Pipers Ltd - (250) Internal - Client Jobs
16/09/2010 14:08	First Class Letter	£1.10			No	[10467] Pipers Ltd - (250) Internal - Client Jobs

**Accounts**

**Booking Account**  
10467 - Pipers Ltd

**Department**  
250 - Internal - Client Jobs

Include accounts into updated transactions

Include changes in accounts  
 No change to accounts booking

**Options**

**Notes**  
 Correct booking to wrong account

**Reference**

Click for account selector

Cancel All Selected

An **Edit transaction details** dialogue will appear, showing the transactions you wish to change in its upper half.

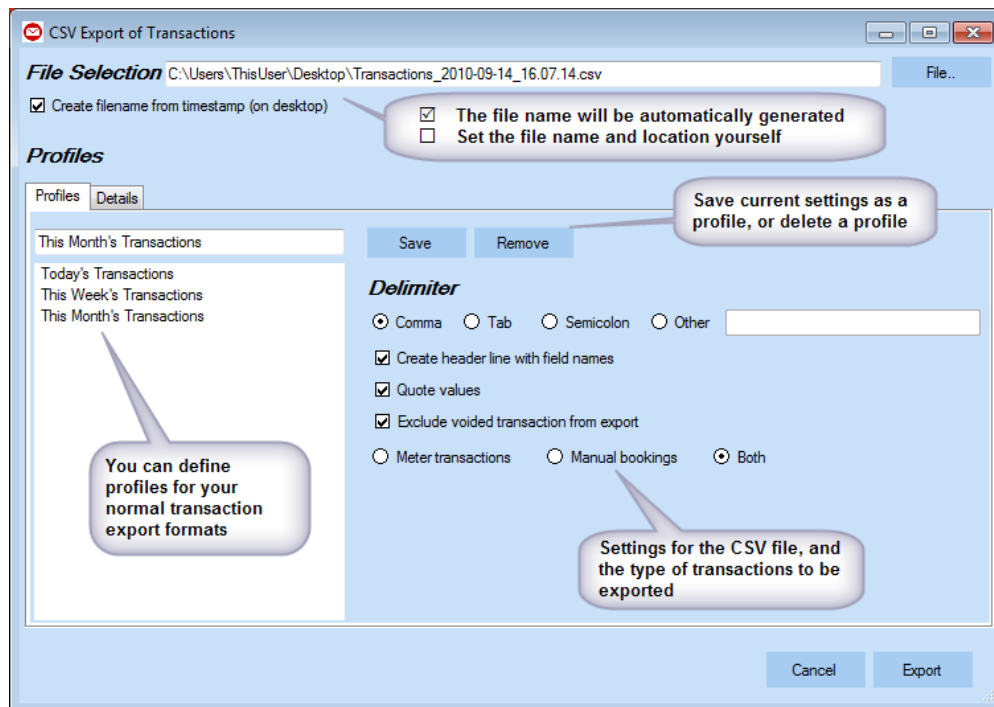
Below this is an area where new details can be given for the **Accounts**, **Notes** or **Reference** data associated with the transaction (you cannot change the product or the amount).

Next to each field there is a checkbox where you can select whether you want to change that field in the data or not. For the Accounts fields, there is a general inclusion checkbox, and then individual checkboxes for the second and third account levels.

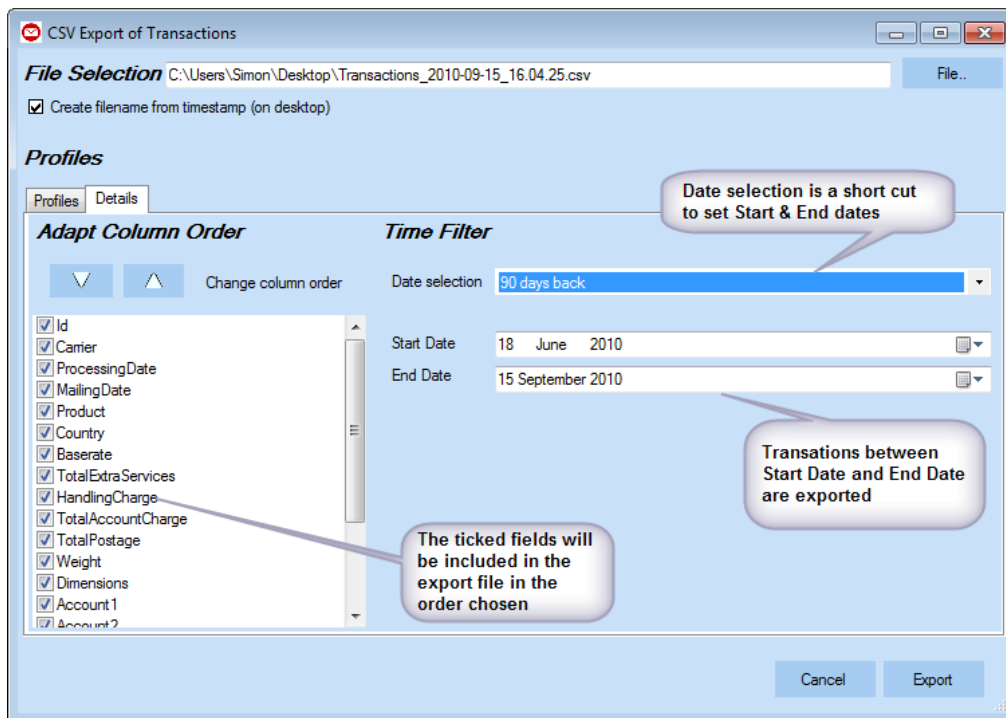
When you have finished, you can choose whether to apply the changes to **All** of the listed transactions, or you can select just some of them and use the **Selected** button.

## Exporting transactions

Transaction export allows you to transfer the data for particular transactions into a file that could then be read by a third-party application. Should you have to do this frequently, it is recommended that you create one or more export *profiles* that fit your needs. You can define a profile (or export template) according to the following criteria:



- The name of the export **file** and its path (directory) may be set manually or it may be defined automatically each time an export is undertaken, according to the date and time of the corresponding export process.
- The export **format** may be adapted to define the delimiter character to be used to define the data columns, and to choose whether the values should be enclosed in quotes. In addition a header row, giving the names of the data field names may be added, and you can also choose whether to include voided transactions in the export.



- The export **content** may be chosen from a large list of data fields; the **order** of the data fields defines the column order in the resulting export file.
- Exports may be filtered by time, to export data for a constant period relative to the export creation time.

After adjusting the file, format and content settings **Save** the profile using a meaningful *name* for later re-use.



## REPORTING

You can use [mailreport](#) to produce a number of different summary reports covering usual needs (these will vary from country to country). These are produced through the Reports screen. This screen is split into two halves, with the list of available reports on the *left side* and the report-specific options on the *right*.

After selecting the report and customizing it to your needs, you can choose to either **Print** it to paper directly or **Preview** it first. The available options vary depending on the report in use.

The screenshot displays the 'mailreport, Version 1.2.44.1' application window. On the left is a navigation menu with 'Reports' selected. The main area is divided into 'Reports' (a tree view) and 'Details' (configuration for the 'Consignment Report'). The 'Options' section includes 'Quick Date Selection' (set to 'Today'), 'Start Date' and 'End Date' (both '02 November 2010'), 'Purchase Order Number', 'All Accounts' (checked), 'Account Number', 'All Carriers' (unchecked), 'Carrier' (set to 'Royal Mail'), and 'Unvoided Only' (unchecked). Buttons for 'Print' and 'Preview' are at the top right.

Details on each of the reports available are given in the following sections.



*The exact reports available will depend on your locality.*

## Carrier reports

### Report: Carrier Consignment

The **Consignment report** lists transactions, products and weights ordered by product over a given period of time. It is designed to facilitate the collection or handover of your (daily) mail items to the respective carrier's pickup service.

The report sheet will include your *address* and *account* information as specified in the Settings / Address dialog.

Voided transactions can be excluded from the report by checking the **Only Unvoided** checkbox.

Consignment Report			
Account: All	Only Unvoided: no	From: 01/01/2010 To: 08/02/2010	Page 1 of 1
<b>Carrier:</b>	Royal Mail		
<b>Carrier account number:</b>	12345678		
Mr. Willie Gingrich Gingrich, Gingrich & Gingrich 3 High Street Hedle End SOUTHAMPTON SO31 4NG			
Product	Transactions	Weight	Postage
FIRST CLASS	7	7005,166 g	£7,07
OVERSEAS MAIL	5	5003,690 g	£5,05
SPECIAL DELIVERY	10	10007,380 g	£10,10
<b>Total Royal Mail</b>		<b>22,016 kg</b>	<b>£22,22</b>

After printing the report you will be asked whether you want to open a web browser showing the carrier's web site in order to, for example, make an appointment for the pickup service.

This option may be switched off in the **Settings / Print** tab.

### Report: Carrier Summary

The **Carrier Summary** report holds the product weight and postage totals by carrier.

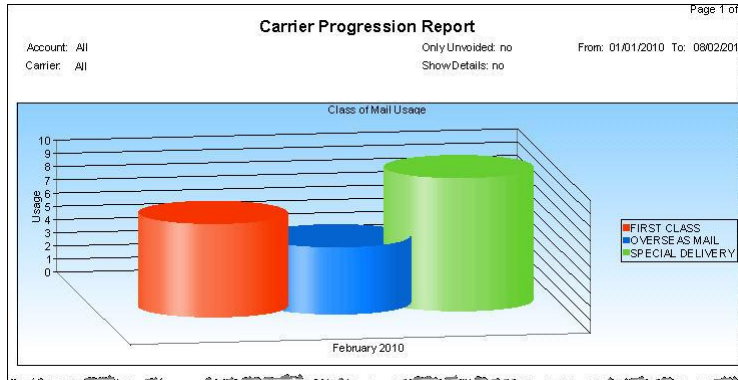
Voided transactions can be excluded from the report by checking the **Only Unvoided** option.

Carrier Summary		
Account: All	Only Unvoided: no	From: 08/02/2010 To: 08/02/2010
Carrier: All		
Product	Weight	Postage
Royal Mail		
FIRST CLASS	7005,166 g	£7,07
OVERSEAS MAIL	5003,690 g	£5,05
SPECIAL DELIVERY	10007,380 g	£10,10
Total Royal Mail	22,016 kg	£22,22
<b>Total All Carriers</b>	<b>22,016 kg</b>	<b>£22,22</b>

## Report: Carrier Progression

The **Carrier Progression** report shows a chart that displays the number of items sent over a period according to carrier and product. The report may be confined to single carriers.

The **Show Details** option adds a tabular overview to the report. This contains detailed information about each transaction sorted by date; monthly subtotals are added.



## Account reports

### Report: Account List

The **Account List** report shows a snapshot of the complete contents of the program's account database ordered by account level; the account number and name are complemented with fields showing the assigned charge and status.

Dormant (inactive) accounts may be included by clearing the **Active Only** option.

Account List				Page 1 of 1
Only Active: yes				
Level: Account 1				
Account #	Name	Charge	Status	
001	Harry Hinkle		Active	
002	Willie Gingrich	£ 0,10	Active	
003	Boom Boom Jackson	£ 0,10	Active	

### Report: Account Summary

The **Account Summary** report lists the number of transactions, weights and postage spent for one or all accounts.

Account Summary Report				Page 1 of 1
Account: All	Only Unvoided: no	From: 08/02/2010	To: 08/02/2010	
Carrier: All				
Carrier	Transactions	Weight	Postage	
<b>Account: Harry Hinkle - 001</b>				
Royal Mail	8	8,006 kg	£ 8,08	
Total for account: Harry Hinkle - 001	8	8,006 kg	8,08	
<b>Account: Willie Gingrich - 002</b>				
Royal Mail	7	7,005 kg	£ 7,07	
Total for account: Willie Gingrich - 002	7	7,005 kg	7,07	
<b>Account: Boom Boom Jackson - 003</b>				
Royal Mail	7	7,005 kg	£ 7,07	
Total for account: Boom Boom Jackson - 003	7	7,005 kg	7,07	

The report may be confined to a range of dates and includes a subtotal for each carrier used.

Voided transactions may be excluded from the report by checking the **Only Unvoided** option.

### Report: Account Summary by Product

The **Account Summary by Product** is similar to the Account Summary report, but splits the data according to products used. It lists the total postage spent, sorted by account and product. It calculates subtotals for products and carriers.

Options are available to specify the date range, account number and specific carrier.

To add detailed information about each transaction to the report, simply check the **Show Details** option.

Voided transactions can be excluded from the report by checking the **Only Unvoided** option.

Page 1 of 1

**Account Summary By Product Report**

Account: All      Only Unvoided: no      From: 08/02/2010 To: 08/02/2010  
 Carrier: All      ShowDetails: no


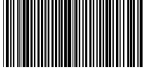



Carrier	Product	Weight	Postage
<b>Account: Harry Hinkle - 001</b>			
Royal Mail			
	Total FIRST CLASS (2 transactions)	2001,476 g	£ 2,02
	Total OVERSEAS MAIL (2 transactions)	2001,476 g	£ 2,02
	Total SPECIAL DELIVERY (4 transactions)	4002,952 g	£ 4,04
	Total Royal Mail (8 transactions)	8,006 kg	£ 8,08
	<b>Total for account: Harry Hinkle - 001 (8 transactions)</b>	<b>8,006 kg</b>	<b>£ 8,08</b>
<b>Account: Willie Gingrich - 002</b>			
Royal Mail			
	Total FIRST CLASS (3 transactions)	3002,214 g	£ 3,03
	Total OVERSEAS MAIL (1 transaction)	1000,738 g	£ 1,01
	Total SPECIAL DELIVERY (3 transactions)	3002,214 g	£ 3,03
	Total Royal Mail (7 transactions)	7,005 kg	£ 7,07
	<b>Total for account: Willie Gingrich - 002 (7 transactions)</b>	<b>7,005 kg</b>	<b>£ 7,07</b>
<b>Account: Boom Boom Jackson - 003</b>			
Royal Mail			

### Report: Account Barcode

The **Account Barcode** report produces a series of barcodes that can be used to scan-in accounts or combinations of accounts during mail capture. See **Cost Accounts / Setting up Scancodes** for details

Page 1 of 1

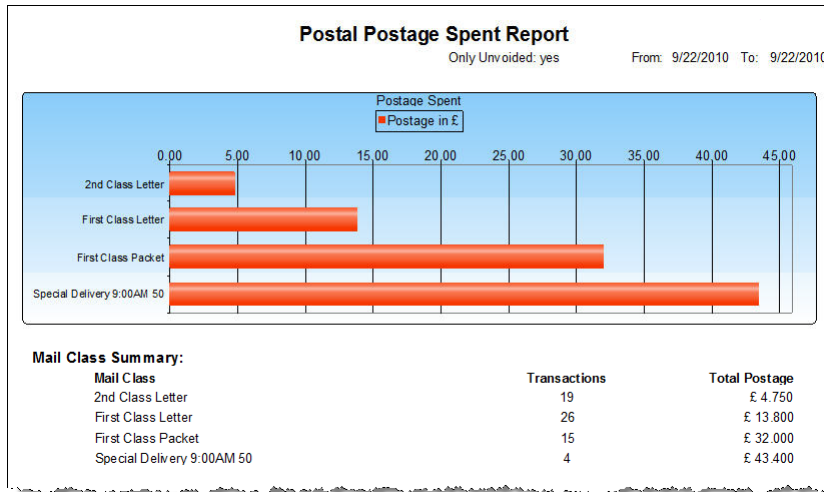
**Account Barcodes**

	
Clearsee Ltd/Internal - Clt.	Enterprise X Group
	
Newslines/Internal - Clt.	DBX Consultants
	

## Postal reports

### Report: Postal Postage Spent

The Postage Spent report shows you on what postal products your postage costs have been spent over a given period. The information is presented in both chart and tabular formats. Voided transactions can be excluded by checking the **Only Unvoided** option.



### Report: Postal Summary

The Postal Summary report gives you a tabular breakdown of how postage has been spent across the various products over a given time. Voided transactions can be excluded by checking the **Only Unvoided** option.

**Postal Summary Report**  
Only Unvoided: yes      From: 9/22/2010 To: 9/22/2010

Mail Class	Transactions	Total Postage
2nd Class Letter	19	£ 4.750
First Class Large Letter	5	£ 2.500
First Class Letter	26	£ 13.800
First Class Packet	15	£ 32.000
Letter	6	£ 32.940
Special Delivery 9:00AM 50	4	£ 43.400
<b>Grand Total Postage</b>	<b>75</b>	<b>£ 129.390</b>

## Transaction reports

### Report: Transactions by Detail

The **Transaction Details** report gives you full details on a transaction-by-transaction basis of the mail sent either for a specific cost account (which can be at any of levels 1, 2 or 3), or for all cost accounts under that level.

Apart from the time frame, you can choose whether you want to:

- Show all details, including any account charges and the resulting total charge, by checking the **Show details** option;
- Include voided transactions as well, by clearing the **Only Unvoided** option;
- Include all accounts for the particular account level – by checking the **All Accounts** box or restricting the report to just a particular account by removing the check and entering the particular account number;
- Allow the report to cover just transactions input from your meters or also just manually entered transactions or both, by selecting the corresponding **Transaction Type** button.

Transactions of Account Level 1 Details					
Account: 13333		Only Unvoided: yes		From: 9/22/2010 To: 9/22/2010	
Date/Time	Reference	Mail Class	Postage	Account Charge	Total
Account 1: Newline - 13333					
2010/09/22 11:53:47 AM		First Class Packet Extra Services Recorded Delivery	£ 2.230	£- 0.033	£ 2.197
	Account 2: Account 3:	Internal - Client Jobs UNASSIGNED			
2010/09/22 11:54:21 AM		First Class Letter Internal - Client Jobs	£ 0.360	£- 0.005	£ 0.355
	Account 2: Account 3:	UNASSIGNED			
2010/09/22 11:55:19 AM		2nd Class Letter Internal - Client Jobs	£ 0.250	£- 0.004	£ 0.246
	Account 2: Account 3:	UNASSIGNED			
2010/09/22 11:56:03 AM		Small Packets Extra Services Signed for	£ 5.540	£- 0.083	£ 5.457
	Account 2: Account 3:	Internal - Client Jobs UNASSIGNED			
<b>Total for account Newline - 13333</b>		<b>4 Transactions</b>	<b>£ 8.380</b>	<b>£- 0.125</b>	<b>£ 8.255</b>
<b>Grand Account Level 1 Total:</b>		<b>4 Transactions</b>	<b>£ 8.380</b>	<b>£- 0.125</b>	<b>£ 8.255</b>

### Report: Transactions by Product

The **Transaction Products** report gives you details on a transaction-by-transaction basis of the mail sent, listed by postal product for the level chosen (1, 2 or 3).

Apart from the time frame, you can choose whether you want to:

- Show all details, including any account charges and the resulting total charge, by checking the **Show details** option;
- Include voided transactions as well, by clearing the **Only Unvoided** option;
- Allow the report to cover just transactions input from your meters or also just manually entered transactions or both, by selecting the corresponding **Transaction Type** button.

Transactions of Account Level 1 by Product		
Only Unvoided: yes		From: 9/22/2010 To: 9/22/
Date & Time	Total Postage	
<b>Letter</b>		
Account 1: Pipers Ltd - 10467		
2010/09/22, 10:47:14 AM	£ 5.490	
2010/09/22, 10:47:18 AM	£ 5.490	
2010/09/22, 10:47:20 AM	£ 5.490	
2010/09/22, 10:47:23 AM	£ 5.490	
2010/09/22, 10:47:27 AM	£ 5.490	
2010/09/22, 10:47:29 AM	£ 5.490	
<b>Total Letter</b>	<b>6 Transactions</b>	<b>£ 32.940</b>
<b>Parcel</b>		
Account 1: Deacon Publishers - 24234		
2010/09/22, 12:43:18 PM	£ 4.410	
2010/09/22, 12:43:29 PM	£ 4.410	
2010/09/22, 12:45:23 PM	£ 4.410	
2010/09/22, 12:45:58 PM	£ 4.410	
2010/09/22, 12:46:32 PM	£ 4.410	
<b>Total Parcel</b>	<b>5 Transactions</b>	<b>£ 22.050</b>

### Report: Transactions Summary

The **Transaction Summary** report gives you a summary of the postage costs listed by cost accounts for the level chosen (1, 2 or 3).

Apart from the time frame, you can choose whether you want to:

- Show all details, including any account charges and the resulting total charge, by checking the **Show details** option;
- Include voided transactions as well, by clearing the **Only Unvoided** option;
- Include all accounts for the particular account level – by checking the **All Accounts** box or restricting the report to just a particular account by removing the check and entering the particular account number;

Allow the report to cover just transactions input from your meters or also just manually entered transactions or both, by selecting the corresponding **Transaction Type** button.

Transactions of Account Level 1 Summary				
Account: All	Only Unvoided: yes	From: 9/22/2010	To: 9/22/2010	
Account	Transactions	Total Postage	Account Charge	Total
Total for account Clearsee Ltd (10034)	9 Transactions	£ 53.100	£ 0.000	£ 53.100
Total for account Alpha Corp (10056)	34 Transactions	£ 15.140	£- 0.300	£ 14.840
Total for account Colourfast Ltd (10078)	6 Transactions	£ 2.160	£ 0.000	£ 2.160
Total for account Pipers Ltd (10467)	16 Transactions	£ 36.690	£ 0.000	£ 36.690
Total for account Newsline (13333)	4 Transactions	£ 8.380	£- 0.125	£ 8.255
Total for account DBX Consultants (17245)	10 Transactions	£ 22.300	£ 0.000	£ 22.300
Total for account Deacon Publishers (24234)	5 Transactions	£ 22.050	£ 5.000	£ 27.050
<b>Grand Account Level 1 Total:</b>	<b>84 Transactions</b>	<b>£ 159.820</b>	<b>£ 4.575</b>	<b>£ 164.395</b>