



**Shipping & Mailing**  
Postage and Carrier Accounting

**Business Manager**

# Consolidate information to make more informed decisions.





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The system simplifies the data collection process with outstanding integrity so that you can improve how you manage mailing activities.

Business Manager is a PC-based information management system that consolidates transaction data from one or more mailing systems to help you manage and report on postage expenses. The system simplifies the data collection process with outstanding integrity so that you can improve how you manage mailing activities.

- Reduce human error by removing manual reconciliation of costs.
- Track large numbers of accounts, postal classes and cost centers.
- Use data management tools to analyze expenditures and find potential cost savings.
- Export data to back office financial systems for greater control and analytics.

#### **Increase productivity by knowing the details.**

Business Manager makes it easy to manage your mailing and shipping operation to a higher level of productivity. Now, you can control internal budgets, report expenses for external clients and run your operation as a profit center.

- Capture and document costs for accurate charge backs for an unlimited number of accounts.
- Track actual expenses versus budgets and spending limits.
- Apply surcharges to recover costs or provide discounts (with a negative surcharge).
- Track results and monitor performance by operator, workstation or location.
- Validate account transactions in real-time and report on meter discrepancies.

# Control your costs.

Managing expenses is more than simply adding up numbers. Business Manager application gives you the information you need to control the use of high cost services and special fees. Plus, take advantage of maximum postal and carrier discounts.

- Track expenses by carrier, class and fees.
- Monitor total usage by carrier to help you control costs and negotiate rates.
- Consolidate non-metered transactions such as courier mail, shipping transactions or jobs that are outsourced to mail-houses. Report, analyze and charge back the same way as metered mail.
- Achieve best use of headcount through postal workflow analysis to determine staffing levels and working hours for each section based on factual data.

## Reporting made flexible.

With a wide range of standard and customizable reports, Business Manager supports your needs for flexible reporting and data exports on a daily, weekly and monthly basis.

The system displays information in a graphical format for easy analysis and inclusion for management reports or budgets. Data, reports and graphics can be exported at the touch of a button into standard software packages such as CSV files, Excel and PDFs. Plus, once the data is exported, it can be used to create PowerPoint financial reports.

- Account summary and transaction reports by department and job
- Weight break reports broken down by account, carrier and class spread
- **Performance versus budget analysis:** Track and manage the performance of each cost center against budget each month.
- **Operator and mail center performance:** Analyze productivity by operators or machines over time.
- **Carrier, class and fee summary by account:** Utilize study trends that support your recommendations on how to reduce costs and bargain with carriers.
- **Account class charge profile report:** Track and manage excessive use of high-cost services with detailed charges by class of mail for each account.

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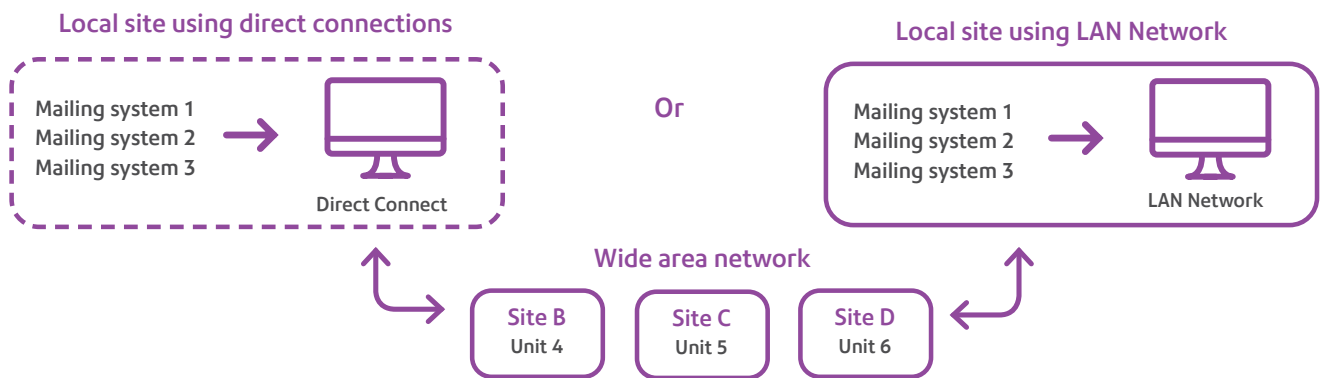
With a wide range of standard and customizable reports, Business Manager supports your needs for flexible reporting and data exports on a daily, weekly and monthly basis.



# Link your mailing systems with ease.

Configure Business Manager to collect information from multiple systems in one or more operating sites. It's simple to form your own network with one of these three networking options:

- 01. Connect each mailing system to the Business Manager host PC in a local network that does not change or impact your organization's infrastructure.
- 02. Connect each mailing system to the Business Manager host PC using your organization's LAN (Local Area Network).
- 03. Configure Business Manager as an 'enterprise network' that connects local and remote sites into a wide-area network.



## Key network components

### Host workstation

A PC-based software solution that consolidates data and supports centralized information management and reporting.

### Mailing system interface

The interface provides the communications link between each mailing system and the Host Workstation. Business Manager is compatible to the Pitney Bowes Connect+® mailing systems and DM Series (DM500™ - DM100™ DM Infinity™) mailing systems.

### Remote site workstation

This is a special version of the Host Workstation used to consolidate data from multiple systems before transferring to the Host Workstation.

### Administrative or reporting workstation

These networked PCs provide managers additional access to the reports and data without interrupting the Host workstation.

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## We're here to help.


Pitney Bowes is committed to the success of your operations. Our experts are available to evaluate your specific application and provide complete details with any recommendation.

Get the latest PC specifications, compatibility and software version information from your Pitney Bowes account representative.





Collect information  
from multiple systems  
in one or more  
operating sites.





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