AccuZIP Mail Concierge Service
the strength of our collective network™
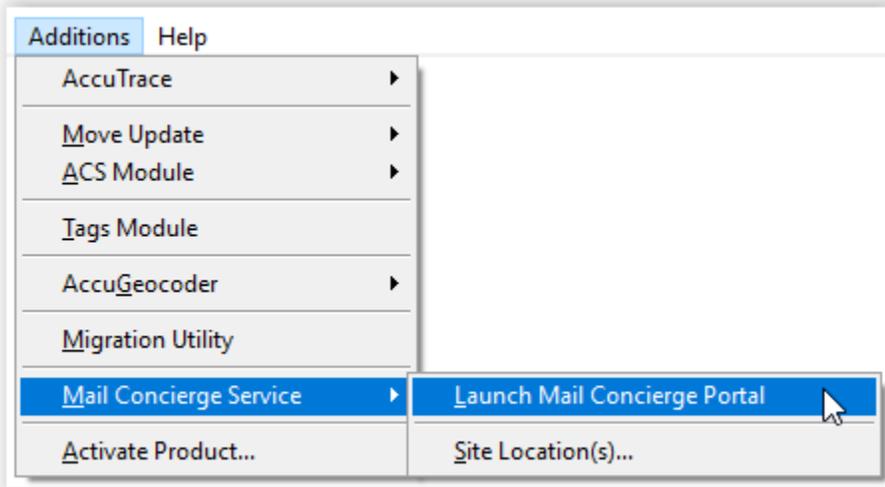
User Manual

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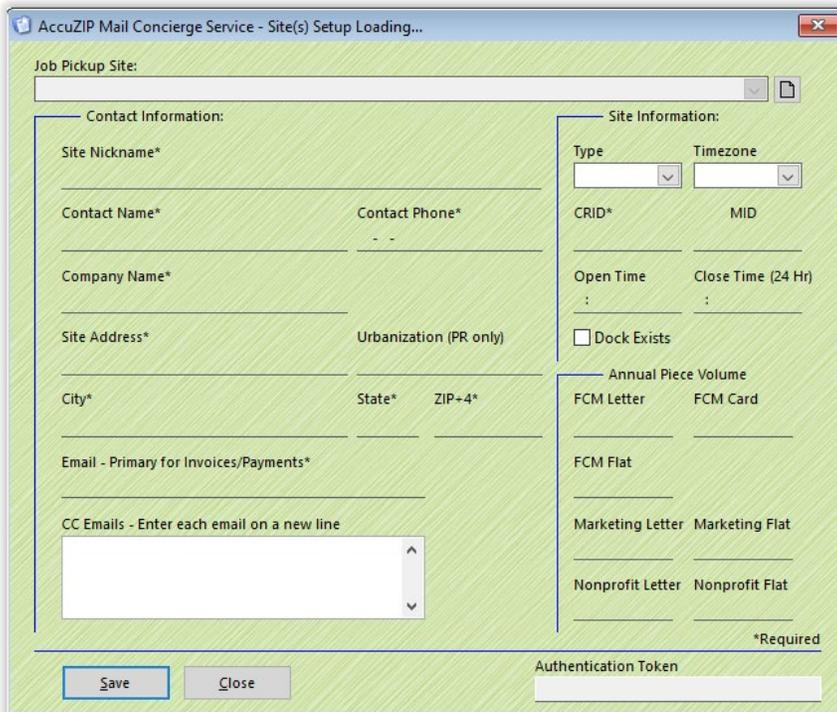**Configuring the AccuZIP Mail Concierge Service in AccuZIP6**

1) Contact support@accuzip.com to **enable AccuZIP Mail Concierge Services**
(Include 10-digit AccuZIP Account Number in email request)

2) Complete: **Required AccuZIP Mail Concierge Services Payment Setup Instructions**

3) In AccuZIP6, pull the **Additions** Menu down to **Mail Concierge Services -> Site Location(s)...**

Additions	Help
AccuTrace	▶
Move Update	▶
ACS Module	▶
Tags Module	
AccuGeocoder	▶
Migration Utility	
Mail Concierge Service	▶ Launch Mail Concierge Portal
Activate Product...	Site Location(s)...

4) Complete **ACCUZIP MAIL CONCIERGE SERVICE SITE LOCATION SETUP** Screen

AccuZIP Mail Concierge Service - Site(s) Setup Loading...

Job Pickup Site:

Contact Information:

Site Nickname*

Contact Name*   Contact Phone*

Company Name*

Site Address*   Urbanization (PR only)

City*   State*   ZIP+4*

Email - Primary for Invoices/Payments*

CC Emails - Enter each email on a new line

Site Information:

Type   Timezone

CRID*   MID

Open Time   Close Time (24 Hr)
:   :

☐ Dock Exists

Annual Piece Volume

FCM Letter   FCM Card

FCM Flat

Marketing Letter Marketing Flat

Nonprofit Letter Nonprofit Flat

*Required

Save   Close   Authentication Token

AccuZIP Mail Concierge Service support for multiple sites

➢ You can choose your default site by selecting it from the "Job Pickup Site" drop down. You can click the "Add Site" button to create a new pickup site.

If this is the first time the list has been presorted and/or uploaded to the AccuZIP Commingle Site, the "Job Pickup Site" location match the item selected in the "AccuZIP Commingle Service – Site(s) Setup" window. When the MAIL.dat files are uploaded to the AccuZIP Commingle Mail Service site, the [COMMINGLE SERVICES] section (below) is written to the Presort.ini file.
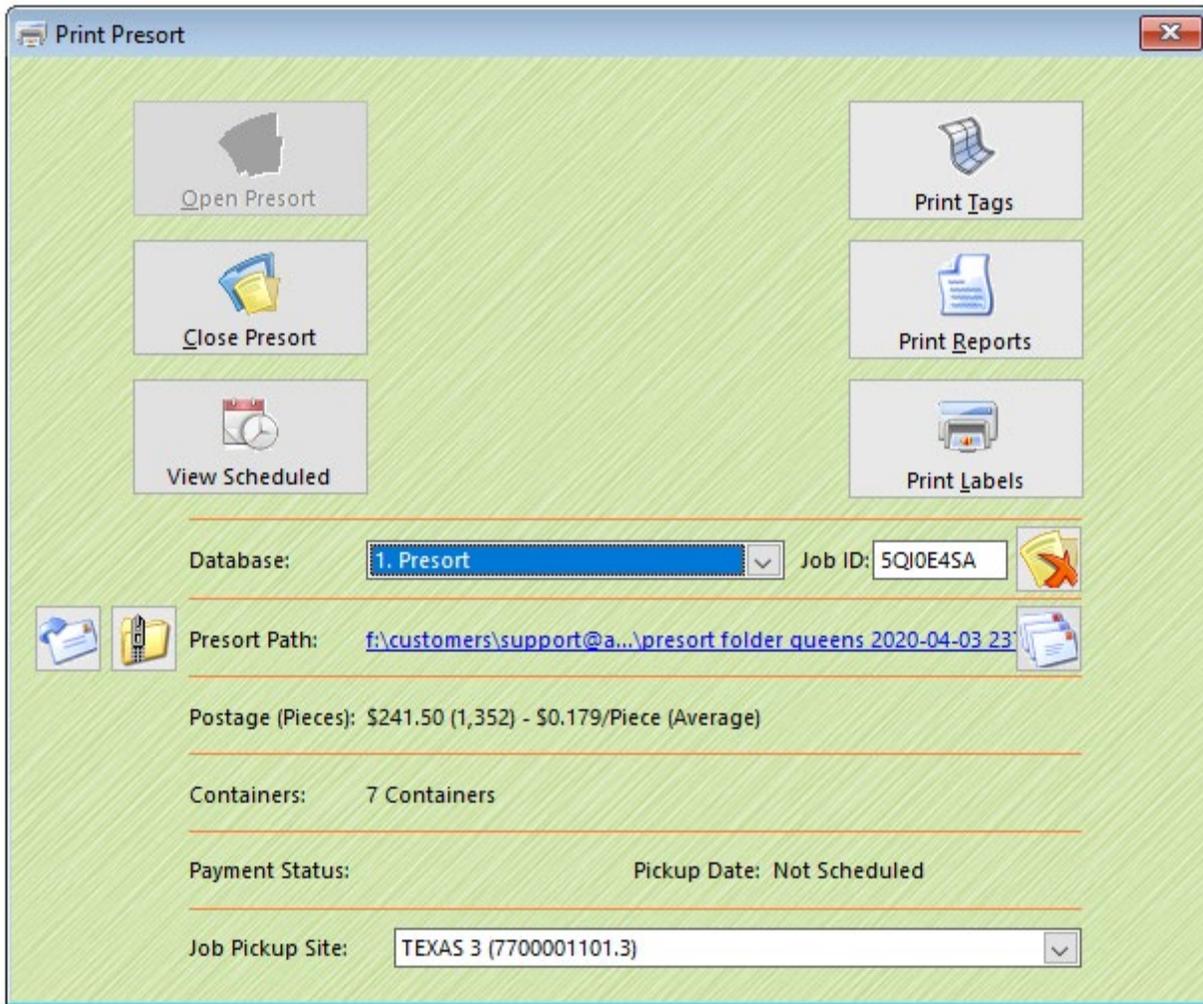
The "SITE ID" that appears in the Presort.ini takes presentence if it exists in the Presort.ini. This way when the user clicks "View Scheduled" it will open the correct SITE ID - AccuZIP Commingle Portal where the MAIL.dat was originally uploaded.

[COMMINGLE SERVICES]
CREATED_DATETIME_UTC=2020-04-03T15:38:13.592Z
MAILDAT=5QI0E4SA.ZIP
TOKEN=a7805f9d485543b3919f1a276856bcc0
SITE ID=7700001101.3
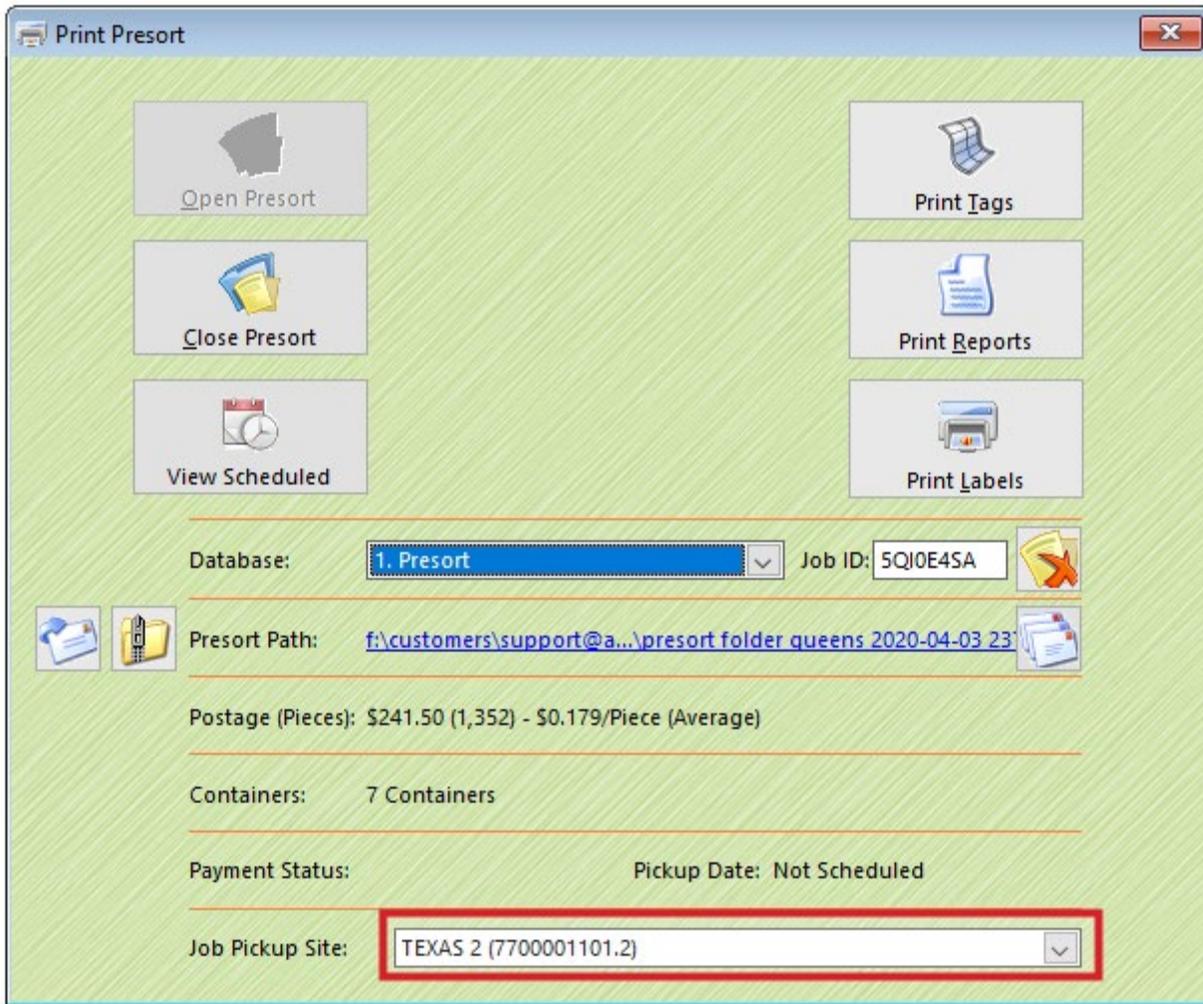
[COMMINGLE SERVICES]
CREATED_DATETIME_UTC=2020-04-03T15:38:13.592Z
MAILDAT=5QI0E4SA.ZIP
TOKEN=a7805f9d485543b3919f1a276856bcc0
SITE ID=7700001101.2

Note: Because it is cloud based, either site can setup the multiple sites under the Company and both will see all of the sites. You can presort and upload a job for pickup at the other site and the other site could login to the portal and see that job.

So each location that has AccuZIP selects their own Job Pickup Site as the default in the AccuZIP Commingle Service – Site(s) Setup window.

PREPARE AND PRESORT JOB AS NORMAL

5) PRINT TAGS AND REPORTS

IMPORTANT: YOU MUST FIRST PRINT THE TAGS AND REPORTS TO PRINTER OR PDF BEFORE SCHEDULING PICKUP

Note:

CONTAINER TAGS will contain **ZONE** and **PALLET #** indicating which Pallet(s) the Container(s) should be placed on.
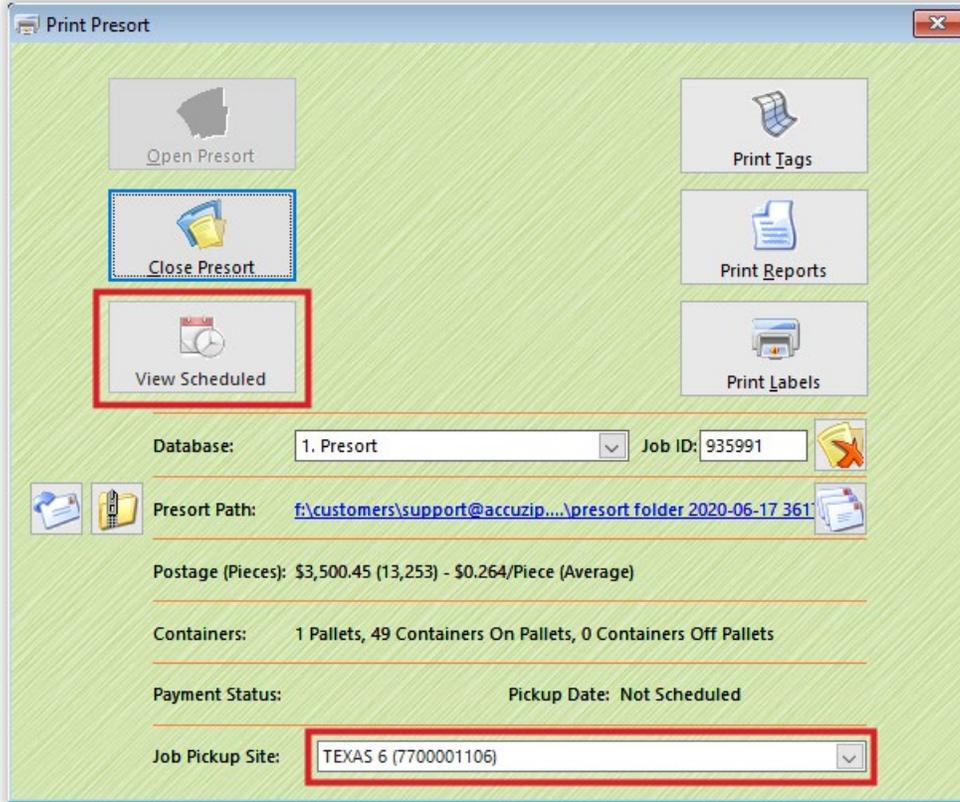

6) SCHEDULE PICKUP AND PRINT PALLET PLACARDS

1. In the Print Presort screen, click **Schedule Pickup**. This step uploads the list to the AccuZIP Commingle Mail Service
2. Schedule the Shipment in the AccuZIP Comingle Mail Service
3. Once the Scheduled Shipment is accepted, the Print Presort window will automatically generate the new Hub Placard PDF
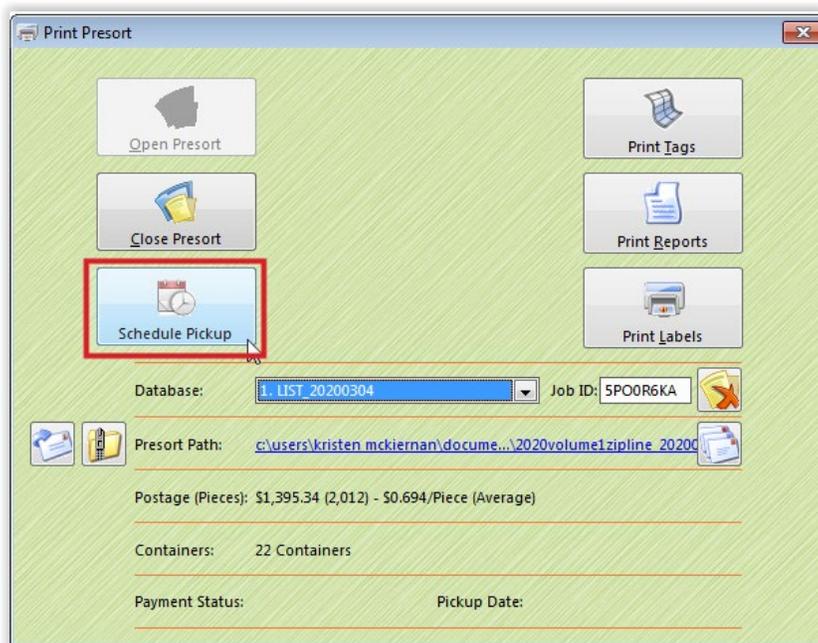
❖ **STEPS TO REUPLOAD A JOB TO A NEW SITE**

Below are screen shots of an AccuZIP Mail Concierge Job previously uploaded. Notice the button states **View Scheduled**. Then when you change the Job Pickup Site: it **changes to Schedule Pickup** so you can RE-UPLOAD the job to the new site.

Select New Job Pickup Site

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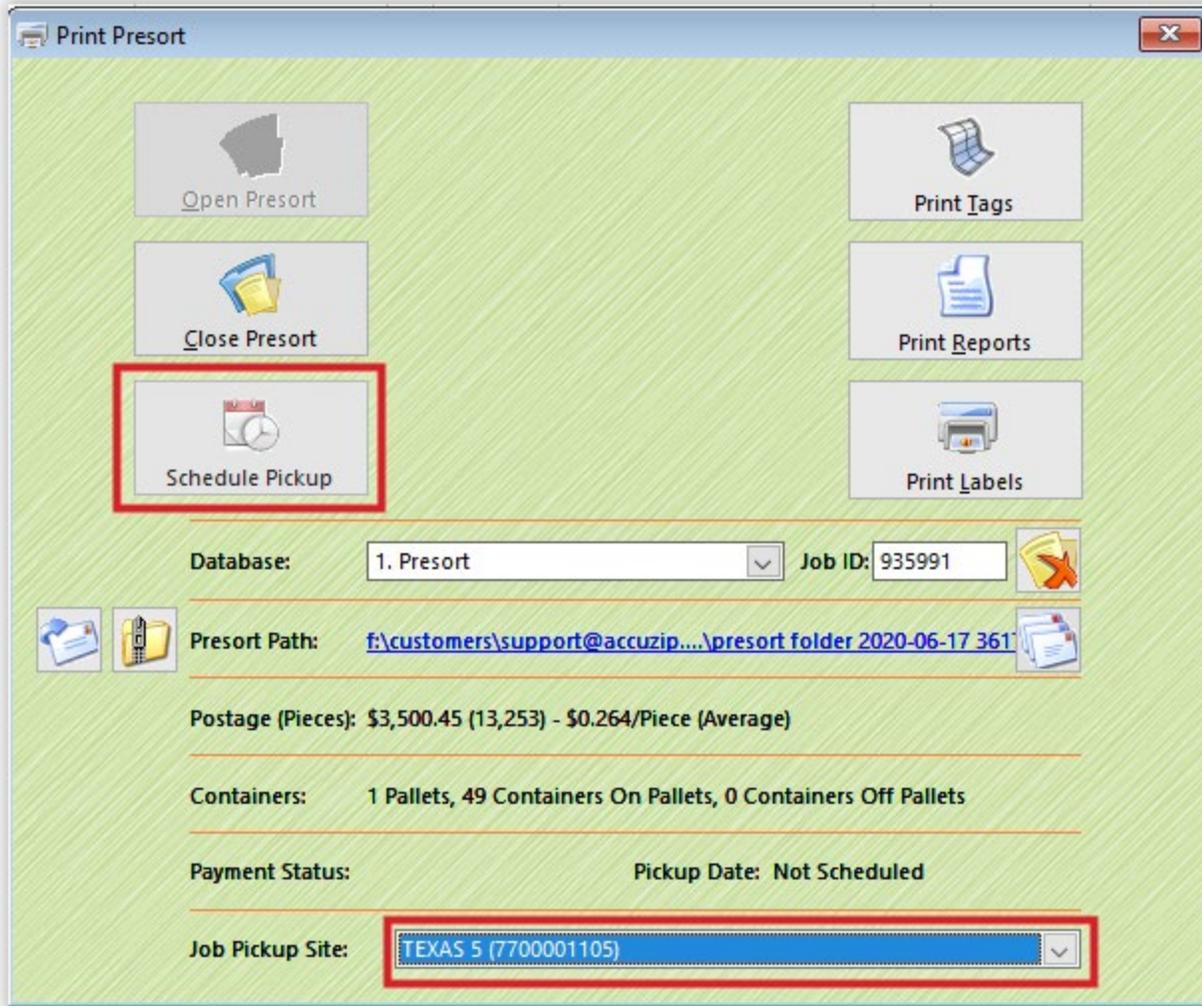
Click **Schedule Pickup** to **Reupload** to the New Job Pickup Site Selected

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The Mail Queue will auto-launch in your default browser. From the Mail Queue Portal, Check the Box for the job to schedule and choose Schedule Mailing. Enter Pickup Date, Pickup Time, Skid Count and Click CONFIRM.

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PALLET:1

Customer Name: **MARKITPLACE**
File Name: **I240012M-7749142301**
Mail Type: **MARKETING**
Mail Size: **LETTER**
Volume: **36,408**
Weight (lbs): **455.11**
Zone: **JACKPOT**

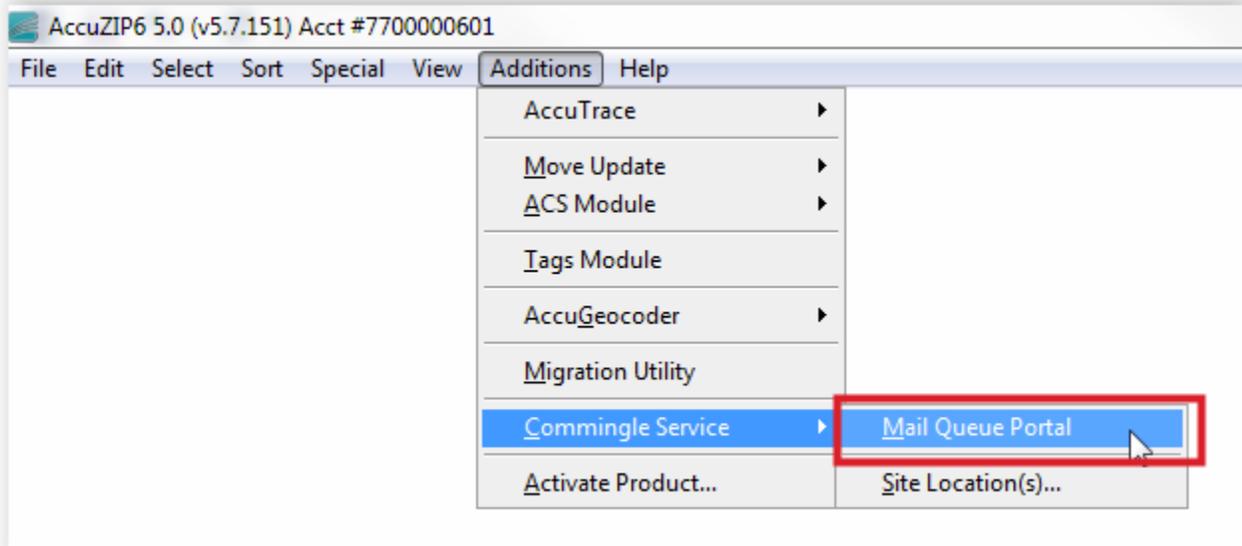| ZONE	TRAYS
999	57

PALLET:1

PALLET:2

Customer Name: **MARKITPLACE**
File Name: **I240012M-7749142301**
Mail Type: **MARKETING**
Mail Size: **LETTER**
Volume: **69,283**
Weight (lbs): **866.06**
Zone: **JACKPOT**

ZONE	TRAYS
1	7
10	22
11	13
12	27
13	6
14	5
15	4
16	1

PALLET:2

Mail Queue

Mail Queue is a project management view of all jobs. Mail Queue views are broken out by Mail Class (First-Class and Marketing Mail). Each Mail Class has three tabs designated for job status. A job can be in a Pending, Scheduled or Finalized status.

PORTAL VIEW AND JOB MANAGEMENT

Pending Tab – A view of all jobs in the Mail Queue available to submit for mailing
Scheduled Tab – Jobs listed here are ready for pickup, in transit to the receiving facility or in commingle processing
Finalized Tab – A job that has been processed and submitted to USPS by the receiving facility

	File Status	Job Id	Actions	Uploaded On	Mail Class	Type	Volume	Postage C...
	Ready	5FI0XR94		03/06/2019 03:48:43 PM	First Class	Letter	274,560	$140,025.60
	Ready	5FI0XI9S		03/06/2019 03:43:58 PM	First Class	Letter	128,532	$65,551.32
	Ready	5FI0XDFB		03/06/2019 03:37:50 PM	First Class	Letter	318,378	$162,372.78
	Ready	00210423		03/05/2019 12:04:41 PM	First Class	Letter	29,432	$11,969.65
	Ready	5FB0U7VC		03/01/2019 02:20:26 PM	First Class	Letter	25,000	$9,581.12
	Ready	5FB0U9YQ		03/01/2019 02:18:42 PM	First Class	Letter	100,000	$38,722.14
	Ready	5FB0UBKU		03/01/2019 10:50:04 AM	First Class	Letter	50,000	$18,909.33
	Processing	PFC11702		02/19/2019 02:09:08 PM	First Class	Letter	144,242	$57,762.37

1 - 8 of 8 items

Pending Tab

The Pending tab is divided into two tables, First-Class and Marketing. Each Mail Class table displays a bubble showing the Ready status count.

Once the data for a job is loaded in the Mail Queue, users will find the following information specific to each job:

- A. File Status
    - a. Processing
    - b. Error - Upload error out
    - c. Ready - All files have uploaded correctly and are available to perform an action on
- B. Job ID
    - a. File ID from Mail.dat
- C. Uploaded On
    - a. Date and time the file was uploaded
- D. Mail Class
    - a. Mail Class in Mail.dat
- E. Type
    - a. Mail shape in Mail.dat
- F. Volume
    - a. Total volume of barcodes from .pdr or .pbc from the Mail.dat
- G. Postage Cost
    - a. Current cost of postage as standalone mailing

The **Actions** column gives the user options to view detailed information about the data for the project.

- A. Delete
    - a. If data is added to the Mail Queue in error, users may select the Trash Can icon under the Actions column
- B. Download
    - a. Select the download icon to download data for detailed review
- C. Attachments
    - a. Allows users to attach other Associated Files to a project for artifact retention by either drag and drop or browsing for a file

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Associated Files

Other files associated with this Job Id:

File Name	Type
5FI0XR94.ZIP_original.zip	Items from Mail.DAT

Add Files:

Upload New Files
Drag and drop files here
Or
Browse

Done

D. Mail Profiles – Summary of all individual jobs included within the Mail.dat. Data contained in the Mail Profiles table is exportable to Excel.

Mail Profiles

Postage: **Standard Mail**   Job Ref: **3004694**   Job Date: **09/24/2020 02:50:30 AM CDT**

Scheduled

Export to Excel   Barcode Search   Search

Actions	Customer	Description	CRID	MID	STID	Type	Rate Affixed	Reg/NP	Mail Type	Weight	Volume	Caps	Promo
	MPU FILE	MAILDAT	2715390	901493431	271	Permit	0.000	regular	Letter	0.0192	7,587	N/A	N/A

1   100 ▼ items per page   1 - 1 of 1 items

a. Actions
   i. 36** Reports based on each individual profile
b. Customer
   i. Populated from profile inside maildat.mpu
c. Description
   i. Populated from profile inside maildat.mpu
d. CRID
   i. By/For of Mail Owner from maildat.cpt
e. MID
   i. By/For of Mail Owner from maildat.cpt
f. STID
   i. Service Type Identifier from barcodes listed in maildat.pdr or maildat.pbc
g. Type
   i. Postage Type from maildat.mpu
h. Rate Affixed
   i. Postage Rate from maildat.mpu
i. Reg/NP
   i. Regular or Nonprofit indicator from maildat.mpu
j. Mail Type
   i. Description of mailpiece: Letter, Flat, Postcard

  k. Weight
    i. Mailpiece weight from maildat.mpu
  l. Volume
    i. Total barcodes by customer profile
  m. CAPS
    i. Populates as Yes when maildat.mpa contains T for CAPS designation
  n. Promo
    i. Populates as Yes when maildat.ccr contains applicable USPS promotional codes
  o. Barcode Search
    i. Search by barcode to identify associated profile
    ii. Returns back table of search results

E. Reports – Pending tab
  a. Initial 36** Report – Based on Mail Class
  b. Zip Codes/Volume
  c. Duplicate Barcodes

Reports

Initial 3602N Report

Initial 3602R Report

Zip Codes/Volume

Duplicate Barcodes

F. Reports – Scheduled and Finalized tab
  a. Bill of Lading
  b. Zip Codes/Volume
  c. Duplicate Barcodes
  d. Missing Mail Pieces
  e. Initial 36** Reports – Based on Mail Class
  f. Merged 36** Reports – Based on Mail Class

Reports

Bill of Lading

Zip Codes/Volume

Duplicate Barcodes

Missing Mail Pieces

Initial 3602N Report

Initial 3602R Report

Merged 3602N Report

Merged 3602R Report

E. Archived Jobs
  a. Jobs selected will move from Pending tab to Archived Job table and will no longer be displayed on Pending tab table.

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How to Submit a Mailing

The file must be in Ready status in order to select the job. Users can select one or multiple check boxes to the left of **File Status** to **Schedule Mailing.**

Once the jobs have been selected, the screen will drop down where the **Scheduling Summary** details are visible.

The **Scheduling Summary** is compiling an aggregated view of all jobs scheduled for shipment.

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Select **Schedule Mailing** and select the **Pickup Date, Pickup Time** and enter the **Skid Count** then **Confirm**.

If there is more than one lane created, this will display all of the available receiving facilities based on Mail Class and Mail Shape.

If the pickup date, time or the number of skids needs to be adjusted, select **Edit Scheduling** located in the Schedule Summary to return to the **Schedule Mailing** screen to make the adjustment.

Scheduled Job Tab – Next Steps

The job(s) scheduled for pickup are now viewable on the **Scheduled** tab.

	Shipment Status	Job Id	Actions	Scheduled Date	Mail Class	Mail Shape	Volume	Total Job Cost
	Scheduled	I24001JU **3**		12/09/2019 03:49:00 PM CST	Standard Mail	Letter	174,174	$41,801.98
	37657-AW-T2D1	00010191		12/09/2019 03:47:29 PM CST	Standard Mail	Letter	122,721	$31,124.42
	37657-AW-T3D1	00010192		12/09/2019 03:41:30 PM CST	Standard Mail	Letter	25,578	$6,722.58
	37657-AW-T4D1	00010194		12/09/2019 03:41:54 PM CST	Standard Mail	Letter	25,875	$6,799.46

A new Job Ref / Parent File ID based on input field from scheduling modal from pending tab, the original Mail.dats is grouping child files and rolling up to create a new parent / shipment. The new Job Ref is visible with all Child (original) Job IDs visible by selecting the orange count bubble.

If the maildat.mpu has a single profile, it will display with the naming convention of that mpu description. If the maildat.mpu has multiple profiles, it displays with the naming convention of **Multiple Profiles.** The Job IDs from each child Mail.dat file is displayed under the Parent Job ID.

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In the **Scheduled** tab, you may see this tab divided into two tables.

The top table will be for shipments in **Awaiting Payment** status or **Future Shipment**.

All files in **Awaiting Payment** status indicate the invoice has been sent but payment has not cleared.

All files in **Future Shipment** status indicate payment has cleared and the job is ready to release for the scheduled pickup.

The bottom table will be for all jobs in **Scheduled** status.

All files in **Scheduled** status have either reached their scheduled pickup date, are in transit or in commingle processing.

The following information is available from the Scheduled tab:

A. Shipment Status
   a. Awaiting Payment or Future Shipment
B. Job ID
   a. New Parent Job ID
C. Download
   a. Downloads Mail.dat
D. Attachments
   a. Opens Attachment Modal (Ability to browse files to upload or drag and drop files)
E. Shipment Information
   a. Origination
      i. Location of origin pickup
   b. Destination
      i. Location of receiving facility
      ii. Receiving facility contact information
   c. Logistics Company
      i. Name and location of Logistics Company
      ii. Logistics contact information
   d. Mailing Information
      i. References Scheduled Job ID
      ii. Volume (Aggregated volume when more than one job was selected at Schedule Mailing)
   e. Shipping Information
      i. Pickup date and time
      ii. Estimated delivery date
      iii. Service level
         1. Local Pickup
         2. LTL
         3. FTL
      iv. Date and time delivered to receiving facility
      v. Skid count

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vi. Trucks – Number of trucks to carry total volume, when FTL is required

vii. Weight – Total volume of all jobs included in the Scheduled Mailing

F. Mail Profiles - Redirects to Mail Profiles landing page

G. Reports

    a. Bill of Lading

    b. Zip Code/Volume

Print Bill of Lading

From the **Scheduled** tab, under **Actions,** select the **Reports** icon.
Select the **Bill of Lading** link to export the .pdf document. The **Bill of Lading** is required with each mailing.

Monday, December 9, 2019	**BILL OF LADING**	**JOB ID:I24001JU**

SHIP FROM	LOAD INFORMATION
ACCUZIP GPP TO GPP SITE 8600 FREEPORT PARKWAY IRVING, TX 75063 FRANK 2143334444	

SHIP TO	CARRIER INFORMATION
TESTING HUB SITE TESTING HUB SITE IRVING, TX 12345 RA219 - CONTACT NAME 2143334444	New Site#$ 1234 NEW STREET NEW CITY, TN 75605 RA129 - CONTACT NAME 8217667272

THIRD PARTY FREIGHT CHARGES BILL TO	DRIVER INSTRUCTIONS:
ROYAL ALLIANCES 8600 FREEPORT PARKWAY, #200 IRVING TX 75063	

Freight Charge Terms (Freight charges are prepaid unless marked otherwise):
Prepaid   Collect   3rd Party X

SHIPMENT INFORMATION

Handling Unit		Package				Commodity Description	LTL Only	
Qty	Type	Qty	Type	Weight	HM (X)	Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 2(e) of NMFC item 360	NMFC No.	Class
1	Pallet(s)					PRINTED MATERIAL		
	Tray(s)					PRINTED MATERIAL		

Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows: "The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____.	COD Amount: $ _____ Fee terms: Collect Prepaid Customer check acceptable

Note: Liability limitation for loss or damage in this shipment may be applicable. See 49 USC § 14706(c)(1)(A) and (B).

Received, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications, and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.	The carrier shall not make delivery of this shipment without payment of charges and all other lawful fees.
	Shipper Signature _____

SHIPPER SIGNATURE / DATE	CARRIER SIGNATURE / PICK UP DATE	CONSIGNEE SIGNATURE / DELIVERY DATE
This is to certify that the above named materials are properly classified, packaged, marked, and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.	Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle.	Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle. Property described above is received in good order, except as noted.
	Property described above is received in good order, except as noted.	
Signature _____ Date	Signature _____ Date	Signature _____ Date

Scheduled Job Tab – Cancel Jobs

Customers have the ability to cancel jobs 6hrs prior to the pick-up date/time with no additional cost

	Shipment Status	Job Ref	Actions	Scheduled Date	Mail Class	Mail Shape	Volume	Total Job Cost
	Future Shipment	❗3005236	✕ ☁ 🔗 ⓘ ✉ 📄	12/18/2020 07:00:00 AM CST	First Class	Letter	1,581	$695.72
	Awaiting Payment	❗AccuZIP_test2	✕ ☁ 🔗 ⓘ ✉ 📄	10/01/2020 07:00:00 AM CDT	First Class	Post Card	202	$78.10
	Awaiting Payment	❷I24001KI-SSS	✕ ☁ 🔗 ⓘ ✉ 📄	12/16/2019 12:15:00 PM CST	First Class	Letter	148,492	$22,893.59

1 - 3 of 3 items

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Cancel a job select the "X" next to the job you're wanting to cancel
Confirm the job you're wanting to cancel to kick off cancelation process
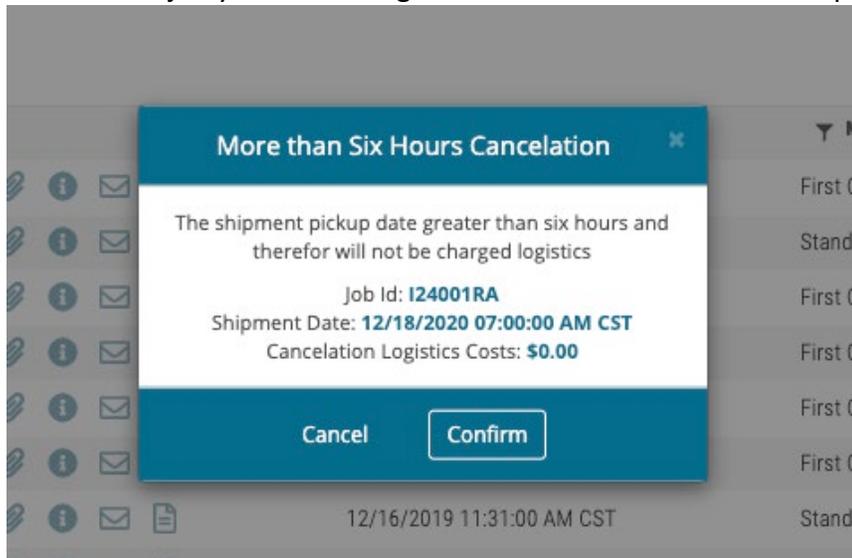
Canceled jobs will move to the Finalized tab as "Canceled" status

Canceled jobs will also show in posted accounting section as "Canceled" with a $0 transaction if the job was canceled 6hrs prior to the pick-up date/time.
If the job is needing the be canceled within the 6hr window of the pick-up date/time, a cost can be associated to the cancelation.

08/04/2020 11:10:02 AM CDT	❶	I24005H9-7742379801	Canceled	Standard Mail	Letter	Freedom Graphic-GP	❶ ✉ 🔗 📄	$0.00
08/04/2020 10:57:43 AM CDT	❶	I24005FN-7742379801	Canceled	Standard Mail	Letter	Freedom Graphic-GP	❶ ✉ 🔗 📄	$0.00

Finalized Job Tab

Files that have been finalized from the shipping information page will move from the Scheduled tab to the Finalized tab. All jobs listed here will have the USPS Submitted status.

Actions and Information from this tab are the same as those seen in the Scheduled tab.
   A.   Job ID
        a.   New Parent Job ID

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B. Download
   a. Downloads Mail.dat
C. Attachments
   a. Opens Attachment Modal (Ability to browse files to upload or drag and drop files)
D. Shipping Information
   a. Opens and lands on shipping information page
E. Mail Profiles
   a. Redirects to Mail Profiles landing page
F. Reports
   a. Bill of Lading
   b. Zip Codes/Volume
   c. Duplicate Barcodes
G. Shipment Date
   a. Date and time the job was shipped (Awaiting Payment will need to show Date/Time that was selected from the Schedule Modal on the pending tab)
H. Mail Class
   a. Mail.dat Mail Class
I. Type
   a. Mail Shape Mail.dat
J. Volume
   a. Total volume of the Merge file
K. Postage Cost
   a. Amount Due from "Scheduling Summary" of the Pending Tab

Accounting

The Accounting details page is a view of all pending and posted transactions. The page is divided into two tables—Pending and Posted Transactions.

Pending Transactions

A. Pending Account Balance
   a. Located in the top right-hand corner
   b. Amount of current account balance minus total amount of jobs in pending status
B. Date
   a. Date of shipment, with the most recent shipments at the top
C. Activity
   a. Job ID
   b. Manual Credit - manual credit to the customer performed by admin user
   c. Manual Debit - manual debit to the customer performed by admin user
D. Hub Reference
   a. Reference entered by receiving facility when accepting job(s)
E. Partner
   a. Receiving facility name
B. Actions
   a. Shipping Information
      i. Opens and lands on shipping information page
   b. Mail Profile
      i. Redirects to Mail Profiles landing page

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        c.   Reports
               i.   Bill of Lading
               ii.   Zip Codes/Volume
               iii.   Duplicate Barcodes
               iv.   Missing Pieces Report

C. Pending Transaction Amount
    a. Displays the preliminary total amount of Job
        i. CAPS and Promo are not calculated until finalization

Posted Transactions

Accounting Details Posted Transactions						Posted Account Balance: $3,439,571.53
	Start Date: 11/11/2019	End Date: 12/11/2019	Last 30 Days	Export to Excel	Barcode Search	Search
Date	Activity	Hub Reference	Partner	Actions	Transaction Amount	Rolling Balance
12/09/2019 05:05:14 PM CST	Fill Royal Account				$7,649.84	$3,439,571.53
12/09/2019 03:54:53 PM CST	Fill Royal Account				$41,801.98	$3,431,921.69

1 100 items per page 1 - 2 of 2 items

A. Posted Account Balance
    a. Located in the top right-hand corner of the Posted Transactions table
B. Start Date – End Date Calendar Selection
    a. Filtering available by dates
C. Predetermined Reporting Ranges
    a. Last 30 Days - Display last 30 Days of Posted Transactions
    b. Last 90 Days - Display last 90 Days of Posted Transactions
    c. Last 120 Days - Display last 120 Days of Posted Transactions
    d. Last Year - Display last 365 Days of Posted Transactions
D. Export to Excel - download excel workbook based on selected date range
E. Date
    a. Date of shipment, with the most recent shipments at the top
F. Activity
    a. Job ID
    b. Manual Credit - manual credit to the customer performed by admin user
    c. Manual Debit - manual debit to the customer performed by admin user
G. Hub Reference
    a. Reference entered by receiving facility when accepting job(s)
H. Partner
    a. Receiving facility name
I. Actions
    a. Shipping Information
        i. Opens and lands on shipping information page
    b. Mail Profile
        i. Redirects to Mail Profiles landing page
    c. Attachments
    d. Reports

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i. Accounting PDF Reports
ii. Accounting Excel Reports
iii. Duplicate Barcodes
iv. Missing Mail Pieces

J. Transaction Amount
  a. Total amount of Job
K. Rolling Balance
  a. Balance minus Transaction Amount

Mailing Cost Report

Selecting the **Transaction Amount** link will launch the **Mailing Cost Report.** This report is printable and downloadable.

A. Job ID
  a. Parent Job ID
B. Hub Ref
  a. Reference ID entered by the receiving facility to associate which pool the mailing went into
C. Volume
  a. Total volume of the job

D. Mail Pickup Date
  a. Date that was selected on the schedule mailing modal from the pending tab
E. Mailing Cost Summary
  a. Postage Cost
    i. Total Postage of the job
  b. Service Charges
    i. Any service charges applied to the shipment. Ex. Pickup fee $50
  c. Total Job Cost
    i. Sum of "Postage Cost" + "Service Charges"
  d. Customer Postage Credits
    i. Includes (Meter Affixed, CAPS, Stamped Affixed, and PROMO)
  e. Transaction Total
    i. Sum of "Total Job Cost" less "Customer Postage Credits"
F. Show More – unfolds to show details for calculations
  a. Divided into two sections: Postage and Service Charges

∧ Show Less

Postage		Service Charges	
Automation Postage Costs:		Charges:	
Letter Postage Cost	$0.4010		
Letter Volume	103,954		
Letter Cost	$41,685.55		
Customer Postage Credits:			
Metered Affixed	$18,581.38		
Total Customer Postage Credits:	**$18,581.38**		
Total Postage Cost	**$23,104.18**	**Total Service Charges**	**$0.00**

G. Postage
  a. Automation – GPP (Guaranteed Per Piece Cost) * Volume – Based on Mail Class and Mail Type
  b. Non-Automation
    i. First Class
      1. Presort Rate – Included in GPP
      2. Single Piece – Full rate – Feeder is charged based on initial postage cost
    ii. Marketing – All nonautomation is charged based on initial postage cost
  c. Customer Postage Credits
    i. Meter Affixed – Looks at maildat.mpu for meter profile rates and sums up total
    ii. CAPS – Finalized CAPS postage
    iii. Stamped Affixed – Looks at maildat.mpu for stamped profiles and sums up total
    iv. PROMO – is a debit, as it's discounted from USPS
H. Service Charges
  a. Credit Adjustment – Any manual credit applied
  b. Debit Adjustment - Any manual debits applied
  c. Service Fee – Ex. Pickup fee, metering fee, rejects, storage of physical mail