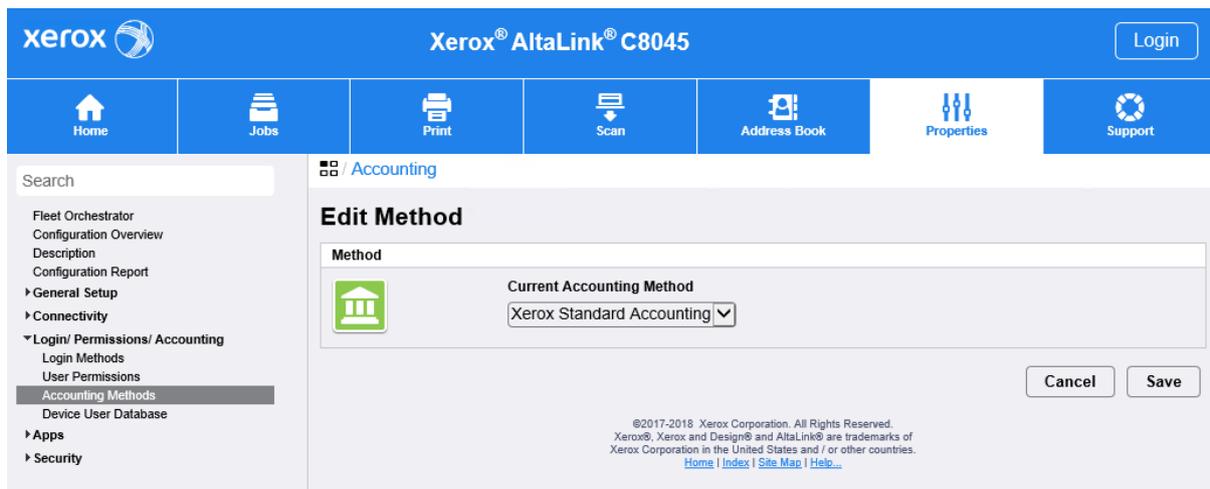# Xerox Standard Accounting

Initial Device configuration

1. Access device CentreWare using the device IP address.

2. Login as device admin

3. Navigate to **Properties** – **Login/Permissions/Accounting** – **Accounting Methods**

4. Set to **Xerox Standard Accounting**

5. In order to be able to pull reports on device usage, **Service Tracking** must be enabled for each of the services that must be tracked.

Note: If Tracking is enabled for copies then users will have to enter a code manually at the printer for each copy, enabling this for colour only will then only prompt if the output choice selected is Colour. Generally, scans would be left untracked as default

6. Any **Group or General Accounts** can now be created as required.

*Note: Each user account requires a link to at least one **Group Account**, Xerox supply a standard account as default which all new users are aligned to automatically*

***Group/General Accounts** can be used to identify groups of users or to align prints to certain accounts, for examples a solicitor might have different clients set up as group accounts for billing back prints.*

*The **Account ID** will be the number used to identify the account when sending a print.*

*The **Account Name** acts as an identifier.*

7. User Accounts can now be added within **Users & Limits**

*The **Display Name** acts as an identifier and should be the users full name.*

*The **User Name (User ID)** is the code that will be used when sending the print*

If limits are being used these can be completed here

8. Add any **Group/General Accounts** required for the user

For Xerox Standard Accounting to work, the print queue must be configured to send the Accounting Codes with the print job data for validation.

9. Navigate to **Printer Properties** – **Configuration** and ensure that **Accounting-System** is set to **Xerox Standard Accounting** (if Bi-Directional is enabled this should automatically enabled the Xerox Standard Accounting Option)

*Note: **Part Time Prompt** set to **Always Prompt** as default. This means that each time a print is sent there will be a code dialogue box pre-populated with the last used codes allowing change if required.*

*This could be set to **Do Not Prompt** at the user level if the user always uses the same account when sending prints*

***Mask IDs** enable as default*

***Remember last Entered Code** – enable as default*
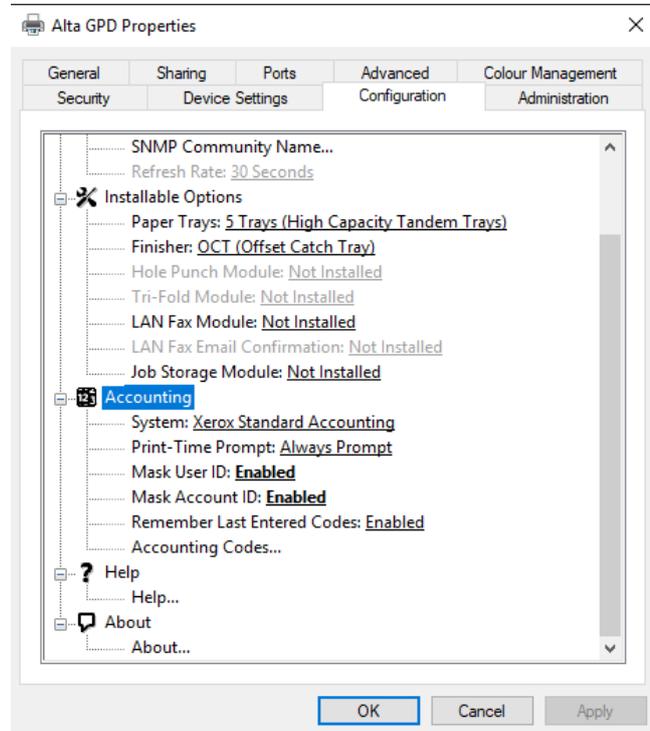
Sending a Print

Once fully configured, the below prompt will appear when sending any print job.

User ID – The ID of the user sending the print which was set in the Xerox device's user list

Account ID – The ID of the General/Group account which the print must be aligned to, this must align with an ID in the Xerox Device Group/General Account list.