Carolina Managed Print Solutions
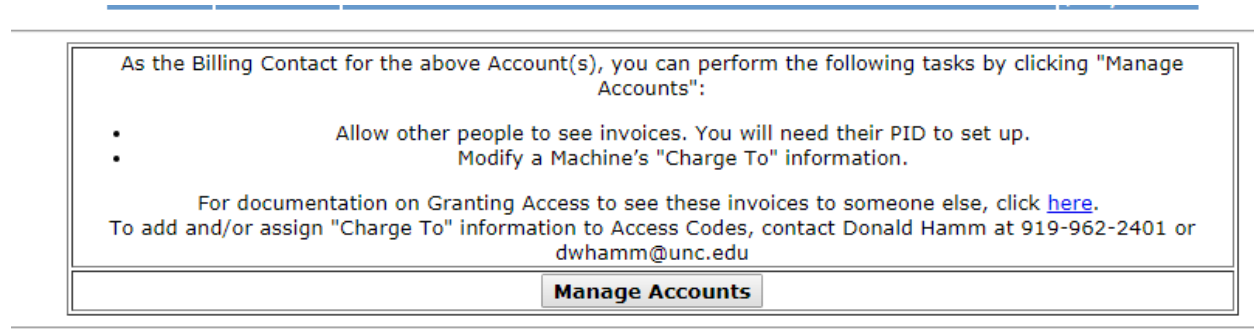
Chart Field String Assignment

The CCInvoice application allows Primary Billing Contacts (PBCs) to view invoices for their copiers and printers. It also allows the PBCs to assign chart field strings, as used by the PeopleSoft accounting system, as their default, assigned to individual machines, or to specific access codes.

This document provides a number of screen shots of the process. It also provides some directions on what to click, as well as how to carry out the process.

First log into the application and select some month range. If you are a PBC, you will see selections much like the following image. If you are NOT a PBC, this option will not display.

As the Billing Contact for the above Account(s), you can perform the following tasks by clicking "Manage Accounts":

- Allow other people to see invoices. You will need their PID to set up.
- Modify a Machine's "Charge To" information.

For documentation on Granting Access to see these invoices to someone else, click here.
To add and/or assign "Charge To" information to Access Codes, contact Donald Hamm at 919-962-2401 or dwhamm@unc.edu

Manage Accounts

Click the "Manage Accounts" button.

One then sees a page that has quit a bit of information. The top has three sections. The "left most section" allows one to authorize other persons to see invoices, it also allows for the Account CFS to be set. This "left most section" looks like:
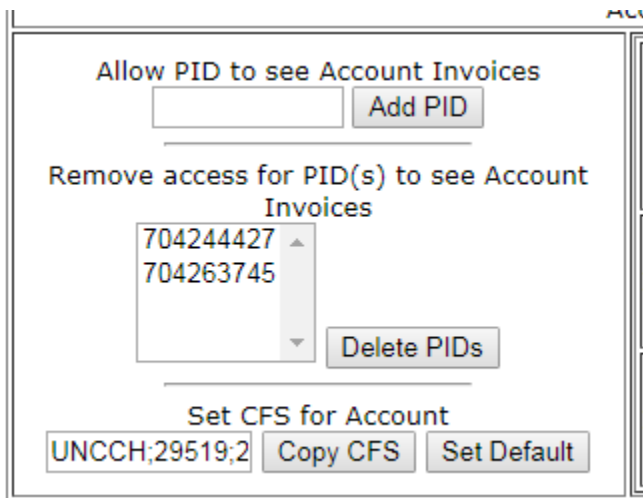
The "middle section" allows one to authorize others to see invoices *for a particular machine*. This contrasts with the assignment described above which is for any machine of the account. One may also

assign a different chart field string to a specific machine. There is no reason to assign the same chart field string (CFS) used for the Account to any specific machine. The Account CFS is used should nothing be assigned to the machine. It looks like:

Machine	Allow PID to see machine invoices	Remove access to allow PID to see machine invoices	Charge To Information
XKP070863	+	▲ ▼ -	Copy CFS Set Override
XKK025855	+	▲ ▼ -	Copy CFS Set Override

The "right most section" allows for the assignment of CFS to Access Codes. Access Codes may be used on the device to indicate the purpose for which the activity was performed. Usually, the PBC can obtain reports directly from the machine concerning usage. They can then allocate costs according the the usage indicated. However, some few areas need to use this section. It looks like:

Assign Accounting Overrides for Access Codes
_____

Add/Update Access Code Override
AC: [   ]
CFS: [   ]   Copy CFS   +AC
_____

Remove Access Code Override
[▲

  ▼] -AC

At the bottom of the page is a mechanism to use the CBM Favorites tool to construct chart field strings. It looks like:

To place a Chart Field String into any of the top three sections, one must first select the appropriate information in the bottom section. Usually, one can use an existing favorite from the dropdown list. This looks like:

Simply select the one you want. Then the various fields are transferred to the displayed work area.

Of course, the CFS you want may not be one of your favorites. If that's the case, click the green plus symbol ( ) to reach the Favorites management function. Once done click the refresh ( ) so that any new favorites appear in your list.

In the example below, the first choice has been selected:

Note! It is important that one complete the full chart field string by selecting one of the three available GL Account values.

Then, one may copy the constructed CFS into one of the fields above. In this example, we will assign a value to one of the machines. Click the "Copy CFS" button associated with the desired machine. It begins as empty:

After the button is clicked, the CFS is copied. Do not be upset if only a few characters are displayed.
They really are all there. One may actually review the full CFS as desired.

The value has not yet been saved! To save this CFS, one must click the "Set Override" button. This two-step process allows one to review one's work before making it permanent.

One may remove an assignment by manually erasing the CFS and clicking the "Set Override" button.

If the Access Code "11112222" is important and needs to be assigned to a different CFS, use the "right most section". It initially looks like:

Type "11112222" into the "AC:" field and click the "Copy CFS" button. It will look like:

Assign Accounting Overrides for Access Codes

Add/Update Access Code Override
AC: 11112222
CFS: UNCCH;20180;3   Copy CFS   +AC

Remove Access Code Override

-AC

This has not yet been saved! Click the "+AC" button to make the assignment permanent. It will then look like:

Assign Accounting Overrides for Access Codes

Add/Update Access Code Override
AC:
CFS: Copy CFS   +AC

Remove Access Code Override
11112222 - UNCCH;20180;318600;12001;;;;;10000;;;;531110

-AC

Notice that the assignment has been saved and now appears in a list. As needed, one may remove previous assignments by selecting the assignment and clicking the "-AC" button.

Remove Access Code Override
11112222 - UNCCH;20180;318600;12001;;;;;10000;;;;531110

-AC

Then, one goes back to an empty list.

That's it! Please provide any suggestions to the Staff a Carolina Managed Print Solutions!