

**GRAPHIC ARTS**  
**EQUITRAC**  
**QUICK**  
**REFERENCE GUIDE**



## Graphic Arts/Scan Back Overview

**Contact:** 327-9285 please use only this number.

**Hours:** 7:30 am—4:30 pm

**Location:** Same building as warehouse. May park in west Technology parking lot and come through the small gate into back area by warehouse. Our door is the first one past IT's roll up door and is labeled "Graphic Arts"

### ScanBack Next Day Delivery Parameters

**Process before 3:30 pm**

**2500 impressions or less** (ie. 20 originals X 125 copies = 2500)

**PLEASE KEEP IN MIND....** certain time periods such as the first few weeks of school, right after winter/spring break and graduation/end of school, are extremely busy time periods and jobs may be more than a day late.

**BE PREPARED... IT IS SUGGESTED THAT YOU ARE AT LEAST 3 DAYS AHEAD OF SCHEDULE.**

### FAQ'S (Frequently Asked Questions)

**Should I call IT if I have an issue with my Xerox, Follow You Print, or Scan Backs** No! For Xerox device problems call your Xerox tech. Their contact information is on a label on your Xerox device. These are the two contact phone numbers if sticker is missing. (559) 469-3189 or (559) 469-3187.

If you are being denied access to the Xerox device, you should contact the person, usually the office manager, who handles the money allocated to copies and scan backs.

For Follow You print issues, contact your Xerox technician or call Graphic Arts. They will determine if IT needs to be involved to fix the issue.

**What are the call back requirements for Xerox techs?** 6:00 am to 3:00 pm are their work hours. **Remember**, they deliver scan backs 6:00am to 9:00am. They may not return your call until after 9:00 am. Especially if you called late in the afternoon. The goal is to get back to you within 24 hours.

## FAQ'S (cont.)

**What is the repair process for my Xerox device?** Two (2) full time, Xerox first level support techs, work at Clovis Unified. They are responsible for delivering supplies like toner and making easy fixes to the devices. If the fix is more complicated or a part needs to be ordered. Our techs will send the repair up to a higher level tech who will make a trouble call to your device. That usually happens within 24 hours. If not, let Graphic Arts know about your issue.

**How do I know if a Xerox tech has visited my device?** When you call a Xerox device out, make sure you leave your name, phone number and the location of the Xerox that needs attention. Your Xerox tech will communicate with you via phone or in person when they visit the device and let you know the outcome. If you are not there, they will leave a note on the Xerox device stating what the course of action. Please remember there are 2 techs covering more than 150 Xerox devices in locations from Fancher Creek to Clovis North and Clovis East to Nelson. They have a lot of territory to cover.

**Another site's scan back was delivered to me. What do I do?** Call your Xerox tech (number on machine label). They will come pick it up and deliver to it's home site. Same thing applies to a job that is wrapped inside one of your team mates wrapped job package. **DO NOT PUT SCAN BACKS IN THE DISTRICT MAIL!! This takes longer to get to the site since it has to travel to the warehouse mail room first.**

**I want to delete my scan back job?** We do not cancel scan back jobs. Jobs move quickly through the network into one of 7 high speed production printers in the print shop. That means to delete a job, we have to stop all the machines from working to hunt down the job and delete it. With the amount of production we do this isn't feasible.

**Can I get a credit and reprint my scan back?** If there is mechanical problem with your scan back, such as the feeder jamming and not scanning all pages, you can send it back to the print shop for a credit. A user error, I forgot to ask for two sided or staple, this will not be credited.

## FAQ'S (Cont.)

**Confirmation pages are not printing out, what do I do?** First make sure you have paper in the trays and at least one tray with paper is designated as plain, white, letter sized paper. Check your Jobs button on the touch screen. It should open up a job list and show you what is needed to print jobs that are holding.

**I've added money to an account why are they still locked out ?** Check their Equitrac account to make sure money is in the users Paid account, Not Allotted. You will have to open up the properties on their account to verify the positive balance is in Paid. Check to make sure their account isn't locked. Uncheck the box if it is checked as locked. Check to make sure you haven't accidentally put money into the accounts Minimum balance field. That field should be 0.00

**What do I do if an employee has a name change ?** If they changed their name with the District, you will need to create a new account for them using their new name. Go into their current account, delete their employee ID number from the Primary pin field. Lock the account by checking the Locked box on the properties screen. Add a new user with their new name and placing their ID number in the new accounts Primary pin field.

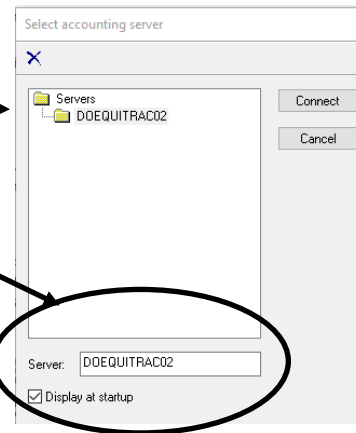
**Can I delete accounts in Equitrac? I know this person has moved.**No. It is possible that individual may at some time come back and if the account is deleted, we can not recreate the account with the same name and employee ID number.

**Why am I getting an error when I try to add a new user in Equitrac?** Most likely that user already has an account in the system. You cannot have two accounts with the same User ID or Primary Pin. Sort the database (unfiltered) by Primary PIN column to find that Employee ID number. You might find the employee with a different name and at a different site.



**Equitrac** is the software used to help budget/manage copy and scan back budgets.

- Download software at CUSD's Software Center. (Use magnifying glass on computer to search for "Software Center")
- Only for office managers and site approved office assistants.
- Installing for the first time, you will need your name added to the database as an administrator so that you can manage accounts. Call Graphic Arts manager for this.
- Refresh computer install will not need to have administrative permissions added, you should be able to download the software and be set to go.
- **DOEQUITRAC02** is the server you connect to.







The screenshot shows the Equitrac Express Manager interface. At the top is a menu bar with 'File', 'Edit', 'View', 'Tools', and 'Help'. Below the menu bar is a toolbar with 'Refresh' and 'Filter' buttons. The main area contains a table with columns: 'User ID', 'Full name', 'Balance', 'Department', 'Email address', 'Primary PIN', 'Create date', and 'Locked'. The 'User ID' and 'Full name' columns have shaded gray triangles indicating they are sortable. Arrows point from these triangles to the text: 'Top columns specify user account details and can be sorted either up or down alphabetically or numerically by clicking on the shaded gray triangle. ▲ 1-9/A-Z or ▼ 9-1/Z-A'. On the left is a sidebar with sections: 'System - DOEQUITRAC02' (Licensing, Configuration, Price lists, Devices, Rules and routing, Scheduled tasks, Messages, Software), 'Accounts - DOEQUITRAC02' (Users, Departments, Billing codes, Reporting), 'Diagnostics -' (Trace, Settings, Configuration), 'Current tasks' (Add user..., Delete, Add transaction..., Assign to department..., Set color quota..., Reset quota usage, Set default billing code, Properties...), and 'Status' (196 devices, 9396 users, 9806 accounts). Arrows point from the 'Users' link in the sidebar to the text: 'Click on "Users" to see data base user accounts'. An arrow points from the 'Add user...' option in the 'Current tasks' section to the text: 'Click on "Add User" to add a new user account'. Another arrow points from the 'Add transaction...' option to the text: 'Click on "Add Transaction" to adjust user's balance. You can adjust a balance by increasing the dollar amount or by placing a — in front of the dollar amount and the balance will decrease.'. On the right side, there is a 'Filter' button with a funnel icon. An orange-bordered box contains the text: 'You can create filters to limit the users you see. See "Creating a Filter" section.'

Top columns specify user account details and can be sorted either up or down alphabetically or numerically by clicking on the shaded gray triangle. ▲ 1-9/A-Z or ▼ 9-1/Z-A

Click on "Users" to see data base user accounts

Click on "Add User" to add a new user account

Click on "Add Transaction" to adjust user's balance. You can adjust a balance by increasing the dollar amount or by placing a — in front of the dollar amount and the balance will decrease.

You can create filters to limit the users you see. See "Creating a Filter" section.

## ADDING NEW EMPLOYEE ACCOUNTS

- Gives access to Xerox device for Follow You prints, copies, scan backs and scan to email.
- **User ID MUST be computer log in name** You can verify active directory name by calling Technology (ext. 79595)
- Primary Pin **MUST be employee ID number** issued by HR.
- Follow You print must be released for print at networked Xerox device within 8 hours of sending to print.
- **IMPORTANT**—This account stays with the employee even if they move to another site. Each site is responsible for adjusting their current employees accounts. Which includes, adjusting employee accounts that are transferring to your site, locking and removing site specific information to employee accounts that have left.

1. Open up "Department Manager". Click "Add User"  
You will see a window that looks like this:

2. **User ID** is their computer log in name (i.e. johndoe).
3. **FULL NAME:** Type users name, (ALL CAPS)  
**FN LN:SITE NAME:ROUTE NO.**  
Use a semi colon to separate between the name:site:route

4. **DEPARTMENT** Click on the drop down and choose the budget you would like printing charges for this account posted to.

**IF YOU DON'T SEE THE BUDGET,** email the Print Shop supervisor the budget string to be added to the list.

7. **PIN Information** PRIMARY PIN: FOR A PRINT ACCOUNT = Type in the user's employee ID number. This is a 6 digit number that Human Resources assigns to each user. The example shows my number as 123456.

5. **LOCATION** Click on this drop down and choose the site location that applies to this account holder. This will allow you to use the "Filter" option for viewing only those accounts with that location. (SEE PG. 5)

6. **ACCOUNT Information:** In BALANCE PAID field, put amount you want to start this users account with.  
**DO NOT PUT AN AMOUNT IN "Minimum balance" field**

8. Click OK to create the user account.

## ADDING NON-EMPLOYEE ACCOUNTS

(ie. Grade level, Activity, PTC, grants etc.)

### DOES NOT HAVE ACCESS TO FOLLOW YOU PRINT OPTION

- **First 3 digits should be your site code.**
- Last 4 digits are any four digits available.
- If you forget to add a dollar figure to the “Balance Paid” field, you will have to add money using the “Add Transaction” function.

**NOTE**—When adding any new account, either Employee or Non Employee, if you receive a message stating, **“User ID not added to data base”**, this indicates that what you entered already exists in the database. **Either the User ID or Primary PIN is a duplicate. THIS IS WHY DELETING ACCOUNTS, ESPECIALLY EMPLOYEE ACCOUNTS, IS DISCOURAGED!**

1. Open up Equitrac software. Click “Add User” on the left side bar of the screen.  
You will see a window that looks like this:

2. **USER ID**  
Type the user ID number in the “User ID” field

3. **FULL NAME** field, Type the name of the account ie. PTC;SITE NAME;ROUTE NO. in the “Full name” field. You should be able to see other users in the back ground to see route no. etc) **USE ALL CAPS PLEASE & SEMI COLONS**

4. **DEPARTMENT**  
Click on drop down, choose the budget number you want this account’s Copies & Scan Backs to be charged to in the Department field.

5. **LOCATION** Use the drop down to pick your site/department name.

6. **ACCOUNT INFORMATION**  
Balance Paid field, enter an initial dollar amount for the user. **ALLOTTED FIELD SHOULD BE 0.00**  
**DO NOT PUT AN AMOUNT IN “Minimum balance” field**

7. **Primary PIN** Re-type the user ID number from “User ID” field. NUMBER that is in the 1st field, User ID, at the top of this window will be the same.

8. Click OK to create the account

## ADDING OR ADJUSTING DOLLAR BALANCE TO AN ACCOUNT

- There are two ways to adjust an account balance. Click on “Add Transaction” on the left side bar of the screen or right click while account is highlighted and choose “Add Transaction”.
- **Click on the drop down by Allotted and change to Paid.** Place a dollar amount in the open field. (a — in front of the amount will DECREASE the balance).
- Place a comment in the “Comments” field. Use a comment that will state why you are adding or decreasing the amount available. If the account is being closed and you are taking the balance to zero, type “Account Closed” and your initials.

CHANGE DROP  
DOWN TO SAY  
**PAID**

Add Transaction

User ID  
1201958

Full name  
DELETE

Transaction details:

Paid balance: (\$7.14)  
Allotted balance: \$7.14  
Total balance: (\$0.00)

Allotted: [dropdown] \$0.00

Comments:

OK Cancel

## DELETING A NON EMPLOYEE ACCOUNT

- NON-EMPLOYEE accounts with 7 digit number may be locked by clicking on the Account locked box. **DO NOT delete any EMPLOYEE USER accounts.**
- Change Full name field to DELETED.
- Bring balance down to “0”.
- Remove Primary PIN, leaving the field blank.

Properties of ...

User information:

User ID: 1201958  
Full name: DELETE  
Email address:  
Department: 571052-120-0500-5300-1000-1  
Location:  
Additional information:

Account information:

Balances:	Allotted	Total
Paid (\$7.14)	\$7.14	(\$0.00)

Minimum balance: \$0.00  
Account locked:   
Color quota  
Total pages:  Unlimited  
Page usage: 0   
Remaining pages: unlimited

PIN information:

Primary PIN: 1201958  
Secondary PIN:  
Confirm secondary PIN:  
Alternate primary PIN:  
Home server:

Delegates:

User ID

Add Remove

OK Cancel

## CREATING A FILTER

A filter will help limit what users you see when you open the database.

- Click on the Filter button at the top of the screen. It has a thumbnail of a funnel. (image 1)  
Choose <Add Filter>
- Type in the name you want to identify your filter. Then click on <Add Filter Criteria>
- A box will open up. Use the drop down fields to choose the following options:  
(In this example I have chosen Reagan Elem.)

(image 2):

Field: Location

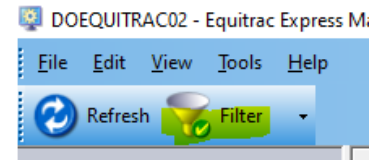
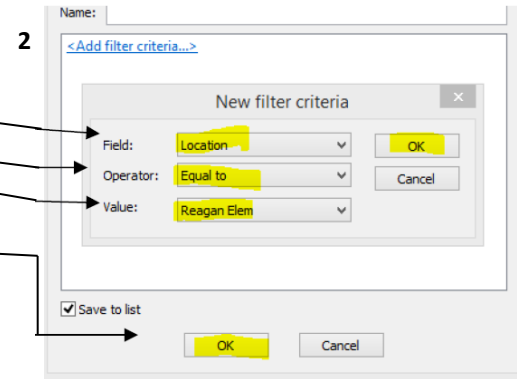
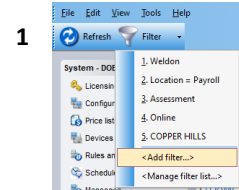
Operator: Equal to

Value: Choose your site name

Make sure there is a check in the "Save to list" box and click OK.

Now, when you go up to the "Filter" button, and choose that filter to activate it. Now you will only see accounts that have that location specified in their user account location field. You will also notice that a green check mark is placed on the "Filter" funnel image noting that you are looking at a filtered list of accounts.

You can set up different filters using the various available fields such as Departments, where you can see accounts linked to a specific budget. You can also save multiple filters to use as needed.



## SCHOOL SITES — Beginning of School Year Maintenance

**REMOVE** from your sites filtered list, employee accounts that will **NOT** be at your site.

Adjust the following in each account properties window:

1. In the Full name field, delete the **site name and route ID number**, leaving the user name.
2. Click on the Location field drop down arrow, scroll up in the list to choose the blank area.
4. Click on the Account locked box to put a check in the box. Click OK to save your changes.

**VERY IMPORTANT THAT YOU DO NOT CHANGE THE USER'S DEPARTMENT CODE**. Checking the account locked box will keep the user from being able to make copies that are charged to your account.

**ADD** employees that will be transferring to your site for the year.

1. Make sure you **do NOT have a filter activated** on the database.
2. Search the database for each employee using the Full Name column or the Primary PIN column for the employee's ID number. (**REMEMBER** you can click on the column name to sort using that column)
3. Once finding the employee's account, change the following properties:
  - Full Name: add the new site name and route number.
  - Department: choose new budget string from drop down.
  - Location: choose new location name from drop down.
  - Unlock the account, if needed, by unchecking the Account locked box.
4. Using Add Transaction, adjust the employees budget as needed.

**ADD** new to district employees following the instructions on previous page titled "**ADDING NEW EMPLOYEE ACCOUNTS**".

**CONFIRM** all employees using your budget are correct by sorting the database by the Department column, scrolling down to your budget codes and verifying accounts are yours. **This should be done several times during the year.**

## SCHOOL SITES — End of School Year Maintenance

**LOCK ALL** employee accounts that will NOT be needing access to make copies during the summer.

**SUGGESTED**, that all employees who do NOT need access to make copies during the summer have their accounts brought to zero. This allows you to easily go in and add money to a group of employees at the beginning of the next school year. This is tedious as you need to add a transaction to each user account to either bring a negative account UP to zero or bring an account with money DOWN to zero but it is beneficial for budget keeping.



**TIP** You can highlight one account line, then while holding the shift key down, click on another line farther up or down. Multiple users will then be selected and by right clicking, you can add a transaction to ALL accounts that were selected.

The screenshot shows a user management interface with a list of users. A dialog box titled "Add transaction" is open, showing "Number of selected accounts: 14" and "Transaction details: Added \$10,000".

User ID	Full name	Balance	Department	Email address
172885		134.50		
222076		112.25		
226819		\$0.00		
228248		\$0.00		
228249		\$0.00		
228250		\$0.00		
228251		\$0.00		
228252		\$0.00		
228253		\$0.00		
228254		\$0.00		
228255		\$0.00		
228256		\$0.00		
228257		\$0.00		
228258		\$0.00		
228259		\$0.00		
228260		\$0.00		
228261		\$0.00		
228262		\$0.00		
228263		\$0.00		
228264		\$0.00		
228265		\$0.00		
228266		\$0.00		
228267		\$0.00		
228268		\$0.00		
228269		\$0.00		
228270		\$0.00		
228271		\$0.00		
228272		\$0.00		
228273		\$0.00		
228274		\$0.00		
228275		\$0.00		
228276		\$0.00		
228277		\$0.00		
228278		\$0.00		
228279		\$0.00		
228280		\$0.00		
228281		\$0.00		
228282		\$0.00		
228283		\$0.00		
228284		\$0.00		
228285		\$0.00		
228286		\$0.00		
228287		\$0.00		
228288		\$0.00		
228289		\$0.00		
228290		\$0.00		
228291		\$0.00		
228292		\$0.00		
228293		\$0.00		
228294		\$0.00		
228295		\$0.00		
228296		\$0.00		
228297		\$0.00		
228298		\$0.00		
228299		\$0.00		
228300		\$0.00		
228301		\$0.00		
228302		\$0.00		
228303		\$0.00		
228304		\$0.00		
228305		\$0.00		
228306		\$0.00		
228307		\$0.00		
228308		\$0.00		
228309		\$0.00		
228310		\$0.00		
228311		\$0.00		
228312		\$0.00		
228313		\$0.00		
228314		\$0.00		
228315		\$0.00		
228316		\$0.00		
228317		\$0.00		
228318		\$0.00		
228319		\$0.00		
228320		\$0.00		
228321		\$0.00		
228322		\$0.00		
228323		\$0.00		
228324		\$0.00		
228325		\$0.00		
228326		\$0.00		
228327		\$0.00		
228328		\$0.00		
228329		\$0.00		
228330		\$0.00		
228331		\$0.00		
228332		\$0.00		
228333		\$0.00		
228334		\$0.00		
228335		\$0.00		
228336		\$0.00		
228337		\$0.00		
228338		\$0.00		
228339		\$0.00		
228340		\$0.00		
228341		\$0.00		
228342		\$0.00		
228343		\$0.00		
228344		\$0.00		
228345		\$0.00		
228346		\$0.00		
228347		\$0.00		
228348		\$0.00		
228349		\$0.00		
228350		\$0.00		
228351		\$0.00		
228352		\$0.00		
228353		\$0.00		
228354		\$0.00		
228355		\$0.00		
228356		\$0.00		
228357		\$0.00		
228358		\$0.00		
228359		\$0.00		
228360		\$0.00		
228361		\$0.00		
228362		\$0.00		
228363		\$0.00		
228364		\$0.00		
228365		\$0.00		
228366		\$0.00		
228367		\$0.00		
228368		\$0.00		
228369		\$0.00		
228370		\$0.00		
228371		\$0.00		
228372		\$0.00		
228373		\$0.00		
228374		\$0.00		
228375		\$0.00		
228376		\$0.00		
228377		\$0.00		
228378		\$0.00		
228379		\$0.00		
228380		\$0.00		
228381		\$0.00		
228382		\$0.00		
228383		\$0.00		
228384		\$0.00		
228385		\$0.00		
228386		\$0.00		
228387		\$0.00		
228388		\$0.00		
228389		\$0.00		
228390		\$0.00		
228391		\$0.00		
228392		\$0.00		
228393		\$0.00		
228394		\$0.00		
228395		\$0.00		
228396		\$0.00		
228397		\$0.00		
228398		\$0.00		
228399		\$0.00		
228400		\$0.00		

You can also highlight one account line, then while holding the Ctrl key down, click on other individual lines, to select just those accounts. Then by right clicking, you can add a transaction to those accounts selected.

The screenshot shows a user management interface with a list of users. Several rows are highlighted in blue, indicating they are selected. The list includes columns for User ID, Full name, Balance, Department, Email address, Primary ID, and Create date.

User ID	Full name	Balance	Department	Email address	Primary ID	Create date
228376	ZACHARY COVENSANWOOD, JR	175.00				12/12/2017 4:48:08 PM
228377	YVETTE BARAGAN	\$0.00				12/12/2017 4:48:08 PM
228378	YVETTE BARAGAN	\$0.00				12/12/2017 4:48:08 PM
228379	YVETTE BARAGAN	\$0.00				12/12/2017 4:48:08 PM
228380	YVETTE BARAGAN	\$0.00				12/12/2017 4:48:08 PM
228381	YVETTE BARAGAN	\$0.00				12/12/2017 4:48:08 PM
228382	YVETTE BARAGAN	\$0.00				12/12/2017 4:48:08 PM
228383	YVETTE BARAGAN	\$0.00				12/12/2017 4:48:08 PM
228384	YVETTE BARAGAN	\$0.00				12/12/2017 4:48:08 PM
228385	YVETTE BARAGAN	\$0.00				12/12/2017 4:48:08 PM
228386	YVETTE BARAGAN	\$0.00				12/12/2017 4:48:08 PM
228387	YVETTE BARAGAN	\$0.00				12/12/2017 4:48:08 PM
228388	YVETTE BARAGAN	\$0.00				12/12/2017 4:48:08 PM
228389	YVETTE BARAGAN	\$0.00				12/12/2017 4:48:08 PM
228390	YVETTE BARAGAN	\$0.00				12/12/2017 4:48:08 PM
228391	YVETTE BARAGAN	\$0.00				12/12/2017 4:48:08 PM
228392	YVETTE BARAGAN	\$0.00				12/12/2017 4:48:08 PM
228393	YVETTE BARAGAN	\$0.00				12/12/2017 4:48:08 PM
228394	YVETTE BARAGAN	\$0.00				12/12/2017 4:48:08 PM
228395	YVETTE BARAGAN	\$0.00				12/12/2017 4:48:08 PM
228396	YVETTE BARAGAN	\$0.00				12/12/2017 4:48:08 PM
228397	YVETTE BARAGAN	\$0.00				12/12/2017 4:48:08 PM
228398	YVETTE BARAGAN	\$0.00				12/12/2017 4:48:08 PM
228399	YVETTE BARAGAN	\$0.00				12/12/2017 4:48:08 PM
228400	YVETTE BARAGAN	\$0.00				12/12/2017 4:48:08 PM

**CONFIRM** all employees using your budget are correct by sorting the database by the Department column, scrolling down to your budget codes and verifying accounts are yours. Any accounts that are not yours should be locked. **This should be done several times during the year.**





## TYPE OF REPORTS THAT YOU MIGHT WANT TO PRINT

**USER ACCOUNT LIST**— Report that lists all accounts. Sort to isolate your users.

**ACCOUNT ADJUSTMENT STATEMENT**— Determine if you have deposited or how much you have deposited to user accounts.

**USER ACCOUNT BILLING STATEMENT**—See transactions for users.

**MONTHLY BILLING REPORT FOR YOUR SITE**— Anticipate costs for the month.

## REPORTING TOOLS

**Tools that allow you to manage what data is listed on the reports.**



## USER ACCOUNT LIST

This report lists all accounts in the database.

1 From the Reporting menu, click on Accounts, Account listing.

2 Keep all information as is in the report criteria box. Click OK.

3 The report will be listed numerically by User ID number. Numbers are listed first and then employee accounts with a user name, will be listed in alphabetical order. Accounts that are deleted will be marked as deleted in parenthesis next to the User ID.

This report can also be saved as a csv file and opened in Excel to be sorted as desired.

User ID	User name	Department	Date created	Paid	Allotted	Balance	Limit
081621	TRANSITION	571052-305-6300-3200-1000-1110-0-60001--01	8/23/2021	\$46.78	\$99.42	\$146.20	\$0.00
1150000	KINDERGARTEN;BORIS;25A	571052-115-0500-4360-1000-1110-0-60001--01	8/24/2017	\$0.00	\$65.37	\$65.37	\$0.00
1150120	OFFICE INFO;BORIS;25A	571052-646-1400-9646-3140-0000-0-60001--01	2/26/2020	\$0.00	\$0.00	\$0.00	\$0.00
1151111	FIRST GRADE;BORIS;25A	571052-115-0500-4360-1000-1110-0-60001--01	8/24/2017	(\$108.48)	\$0.00	(\$108.48)	\$0.00
1152222	SECOND GRADE;BORIS;25A	571052-115-0500-4360-1000-1110-0-60001--01	8/24/2017	\$0.00	\$20.00	\$20.00	\$25.00
1152400	CAFFERIA;BORIS;25A	57052-713-8310-7099-3700-0000-0-60008--13	6/1/2018	\$234.16	\$0.00	\$234.16	\$0.00
1152486 (deleted)	LEISA BINGHAM;BORIS;25A		7/20/2017	\$0.00	\$10.27	\$10.27	\$0.00
1152486 (deleted)	LEISA BINGHAM;BORIS;25A		7/20/2017	\$0.00	\$10.27	\$10.27	\$0.00

## ACCOUNT ADJUSTMENT REPORT- GLOBAL

This report lists the various account deposits or reductions made by an Account Manager.

System - DOEQUITRAC02 - Equitrac Express Manager [Reporting]

File Edit View Tools Help

Refresh Filter

System - DOEQUITRAC02

- Licenseing
- Configuration
- Price lists
- Devices
- Rules and routing
- Scheduled tasks
- Messages
- Software

Accounts - DOEQUITRAC02

- Users
- Departments
- Billing codes
- Reporting

Name

- Accounts
- Account adjustment
- Account listing
- Account statement

Select report criteria

Report: Account adjustment

Date: Last Month

12/1/2021 to 12/31/2021 (mm/dd/yyyy)

Account type: [Dropdown]

User ID: [Dropdown]

Department: [Dropdown]

Billing Code: [Dropdown]

Location: [Dropdown]

Limit: no limit

OK Cancel

1 Open the Accounts Reporting link in Equitrac.

2 Click on the Accounts link and then on the Account adjustment link.

3 In the report criteria window choose the date range you would like reported. A drop down menu will help with time periods like “Last Month” or “Today” etc.

4 The report will be divided by individual managers who have made an adjustment to accounts during that time period, listed alphabetically by their first name. Scroll down to find your name and see the list of adjustments you have made. If your name is not listed, you have not made adjustments during that time period

Account adjustment

File Edit View Tools Help

Refresh Save Send Mail Print Print Preview Find About

Client/Manager	Date	User ID	Description	Amount
<b>DianeNegrete</b>				
	12/27/2021 02:43 PM	workamitnissan	Refined on 12/31/21	(\$30.00)
	12/27/2021 02:44 PM	jannamyers	Tire to Clinac Specialist 12/20/21	(\$50.00)
				(\$80.00)
<b>CindyNorman</b>				
	12/2/2021 01:04 PM	1261569	Deposit as per C. Norman	\$75.00
	10/14/2021 08:08 AM	1262412	Deposit as per C. Norman	\$50.00
	10/14/2021 08:30 AM	1262662	Deposit as per C. Norman	\$50.00
				\$75.00

DianeNegrete	70ED175589			
Date	User ID	Description		Amount
7/19/2023 11:43 AM	nataliehovannisian	zero		(\$30.58)
7/19/2023 11:43 AM	2708351	zero		(\$9.80)
7/19/2023 11:43 AM	2708064	zero		(\$10.37)
7/19/2023 11:44 AM	2707860	zero		\$1.65
7/19/2023 11:44 AM	2707389	zero		(\$8.50)
7/19/2023 11:44 AM	2707069	zero		\$3.93
7/19/2023 12:17 PM	2706957	zero		(\$84.60)
7/19/2023 01:04 PM	2703347	zero		\$5.02
				(\$133.25)

## ACCOUNT ADJUSTMENT REPORT– BY LOCATION

This report allows you to list the various account deposits or reductions made by an Account Manager, using the LOCATION field. Make sure you have ALL your user accounts set up correctly with the correct LOCATION selected. Here is a snippet of a false account to

1.

show where you chose your location. If your location isn't listed you can type in a new one and it will be added to the drop down list. The list populates alphabetically.

To run this report follow the directions below.

- 1 Open the Accounts Reporting link in Equitrac.
- 2 Click on the Accounts link and then on the Account adjustment link.

3 In the Select report criteria, choose your date range.

4 Then in the Location field, click on the drop down arrow and choose your location and click on OK.

Your report should open up listing only those accounts with your location that you have made an adjustment to their account in the time frame you selected.

2.

## USER ACCOUNT BILLING STATEMENT

1. Click on the Reporting link found on the left side the Equitrac window in the Accounts section.
2. In the “Select Report To Open” window click on the “Account statement”.  
A “Select Report Criteria box will open.
3. Choose the time period of the usage report you want by clicking on the drop down menu. There are multiple time frames to choose from or you can choose “Custom Date Range” to open up the date fields and select your own date range. Leave “Account Type” as “User”.
4. Type the User ID Code in the User ID field. The user ID will be either the 7 digit number of the users name, ie. janedoe or 630XXXX and click OK

A report will open up showing you all activity during the time period the report covers.

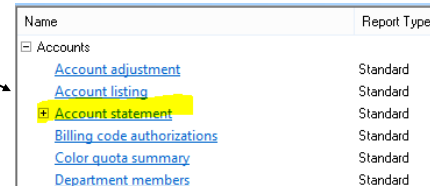
Under the Description column you will see the following notations:

**Copy**—This is a print that was run at an on-site Xerox device.

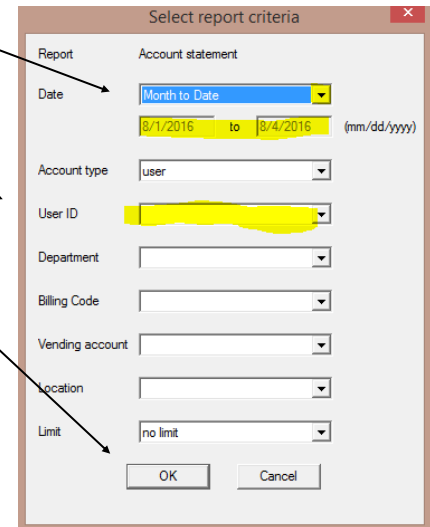
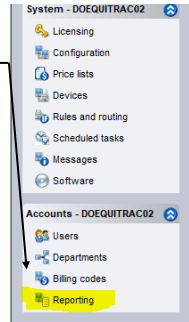
**QDScan\_Job\_Confirmation**—This is the confirmation page that prints when a scan back job is printed.

**UserID.pdf**— (janedoe.pdf/630XXXX.pdf) This is the scan back print job, printed at our shop.

For **Follow You** prints from computer to Xerox, it will be the name of the file printed. You will also see notations made for deposits or adjustments that were made to the account during that time period.



Name	Report Type
Accounts	
Account adjustment	Standard
Account listing	Standard
Account statement	Standard
Billing code authorizations	Standard
Color quota summary	Standard
Department members	Standard



Select report criteria

Report: Account statement

Date: Month to Date (8/1/2016 to 8/4/2016) (mm/dd/yyyy)

Account type: user

User ID: [Redacted]

Department: [Empty]

Billing Code: [Empty]

Vending account: [Empty]

Location: [Empty]

Limit: no limit

OK Cancel

## MONTHLY BILLING STATEMENT

Please remember that this cost may not exactly match the billing cost posted to your account. This is especially true if your site has a Xerox machine that is not networked to Equitrac.

- 1 Click on the **Reports Manager** link and then click on **“Summary Activity by Device”**.
- 2 Choose a date, typically **“Last Month”** in the drop down menu.
- 3 Click on **OK** button at the bottom. It might take a minute or two for the report to show up since the report requests data from all networked devices in the district. You want all devices included in this report so you gather charges from print shop machines that print scan backs and data from Xerox devices at other sites your teachers might have used.

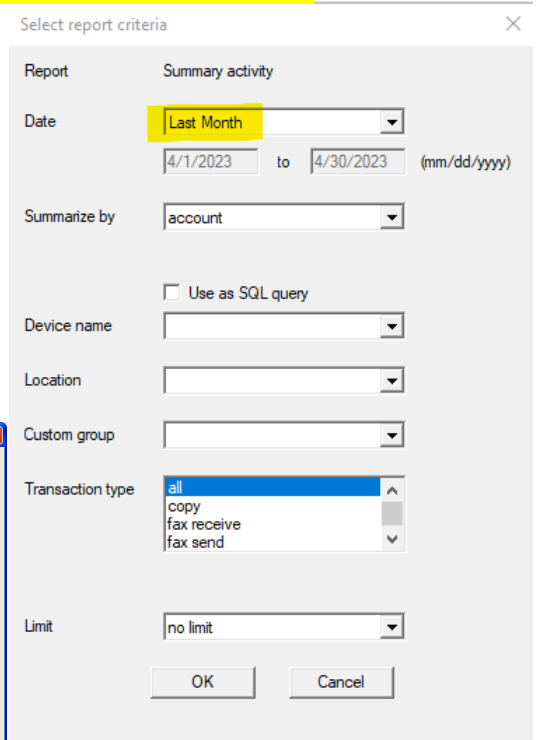
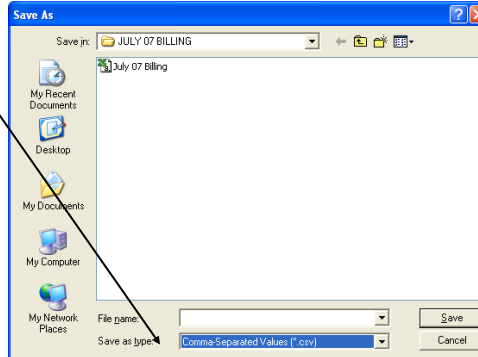
Once the report opens you will need to save it to your desktop as a CSV file.

CSV file stands for Comma Separated Value and allows the data to be opened up using Excel and places data into cells so that it can be sorted.

- 4 Go to **File Save As** When the save window opens up, make sure you save it to your desktop, change the file type in the drop down menu below the file name window to CSV. You will be given a choice of CSV-ANSI or UNICODE. Either one is fine.

- 5 Name your file and click **Save**.

- 6 Close out of Equitrac.



Select report criteria

Report: Summary activity

Date: Last Month (4/1/2023 to 4/30/2023) (mm/dd/yyyy)

Summarize by: account

Use as SQL query

Device name: [Empty]

Location: [Empty]


Custom group: [Empty]

Transaction type: all, copy, fax receive, fax send

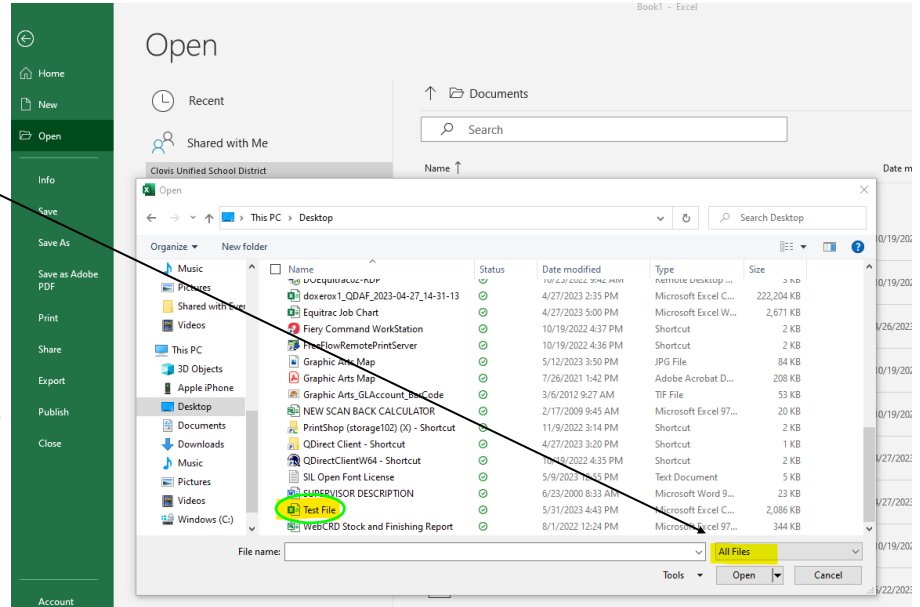
Limit: no limit

OK Cancel

## MONTHLY BILLING STATEMENT (cont.)

- 1 OPEN UP MICROSOFT EXCEL
- 2 Go to **File Open**. In the box you will need to change the file type in the drop down menu below the file name to “All Files”. Find the csv file name and click **Open**.
- 3 The CSV file icon looks like an Excel File but the letter “a”  is visible on the icon.

The file should now open up with data in each cell under the appropriate column headings. If it doesn't, it might open up a Text Import Box asking how you want to convert the data. Choose the “Delimited” bubble then click Next. In the delimiters box, the Tab Box should already be checked. Place another check in the box for “comma” which instructs Excel to place the data between commas into a individual cell. Click **Finish**.





## MONTHLY BILLING STATEMENT (cont.)

- Sort the spread sheet so that you can remove those rows that are not your sites charges. I recommend deleting a few columns before you sort the data.

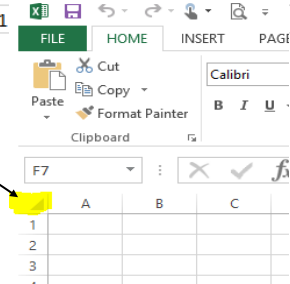
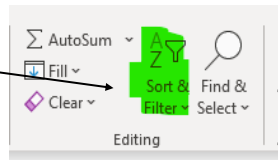
Delete the following **columns** in **ORANGE**:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	cGroupID	cGroupIDBillable	cGroupName	cGroupDescription	cRowName	cRowDescription	cRowID	cDepartm	cUnits	cBWPages	cColourPa	cAmount	cAltCost	cJobs	cDepartm	cBillable	cLocation	cCustomGroup	
2	31846	31846	CoverSheetCharge		1151111	FIRST GRADE	24250	571052-11	89	89	0	1.78	0	0	89	571052-11	billable		
3	31846	31846	CoverSheetCharge		1152486	SHERI HAWK	1442	571052-11	5	5	0	0.1	0	0	5	571052-11	billable		

- Now move full columns, by highlighting the column, right clicking and choosing Cut then moving to the area I want the column to be moved to, right clicking and choosing Insert Cut Cells. I also change the column headings by retyping so that it looks like this:

	A	B	C	D	E	F	G	H	I	J
1	User ID	User Name	Print Type	Budget	Jobs	B/W Pgs.	Color Pgs.	Cost		
2	1151111	FIRST GRADE	CoverSheetCharge	571052-115-0500-4360-1000-1110-0-60001- -01	89	89	0	1.78		
3	1152486	SHERI HAWK	CoverSheetCharge	571052-115-0500-4360-1000-1110-0-60001- -01	5	5	0	0.1		
4	1152487	TANISHA LAI	CoverSheetCharge	571052-115-0500-4360-1000-1110-0-60001- -01	1	1	0			

- Sort the data by clicking on the box to the left of the A column and above row 1. The whole spreadsheet will be highlighted. Move your cursor to the top tool bar and choose Sort & Filter, then Custom Sort



## MONTHLY BILLING STATEMENT (cont.)

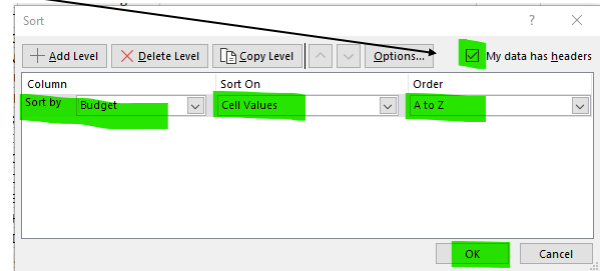
7 A sort box will open. Check the box next to “My data has headers” Now choose to sort by Budget (remember you changed the header from “cDEPARTMENT” to “BUDGET”)

8 The spreadsheet will be sorted by the Budget column, smallest to largest number.

Scroll down until you find the **first row with your budget number**. Highlight all rows **above your budget number EXCEPT ROW 1** and delete them. Now row 1 should be the header row and row 2 should be your first budget line.

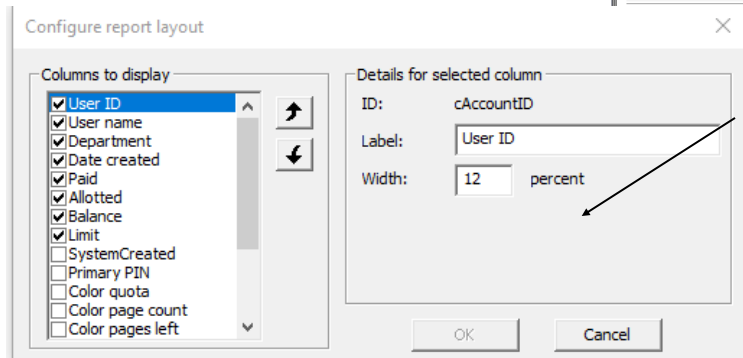
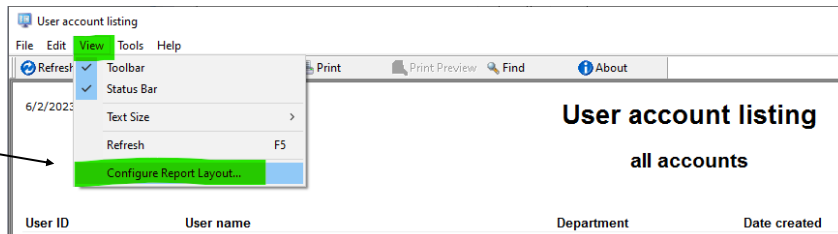
9 Scroll down until you find the last row with your budget number in the “Budget” column. Highlight all rows **below the last row of your budget number** and delete.

Your spreadsheet should now only have your sites charges for that time period. If you sort by “Print Type” (assuming you renamed the columns), Items that are “CoverSheetCharge” and “Xerox...” will be charged to the Copy Charge object code, 571050-. Items that are “PRINTER” will be charged to the Scan Back object code, 571052-.



## REPORTING TOOLS

When you have a report generated, you can go to View—Configure Report Layout and change the data that is generated.



Clicking a check in the various boxes allows you to include the information in the report or remove by un-checking the box. You also need to add the width percentage for that data column and you can't go over 100% total for each data check. Once you click on the OK button the new report with your choices will be generated.

Clicking on the Edit button will give you the option of finding data on the report page. Once you click on "Find (on this page)... a window will open allowing you to type in what you want to find.

