

Project Accounting Codes



Project Account Codes allow you to enter a numeric client number or cost center when starting your Reservationless-Plus® calls using your telephone keypad. The numeric, non-validated code (1-19 digits) that is entered is associated with your call and appears on your invoice in the PAC column, making it easy to bill back conferences to clients, offices or departments.

Using One Project Accounting Code

If one Project Account Code is needed, follow these instructions.

When prompted for numeric-only Project Accounting Code:

- 1 Enter the set of numbers.
- 2 Enter the pound or hash sign (#).

Using Two Project Accounting Codes

If two Project Accounting Codes are needed, follow these instructions.

When prompted for numeric-only Project Accounting Code:

- 1 Enter the first set of numbers.
- 2 Immediately enter the second set of numbers.
- 3 Enter the pound or hash sign (#).

NOTE: Each code should be a fixed length of numbers to later split the PAC column in the invoice.

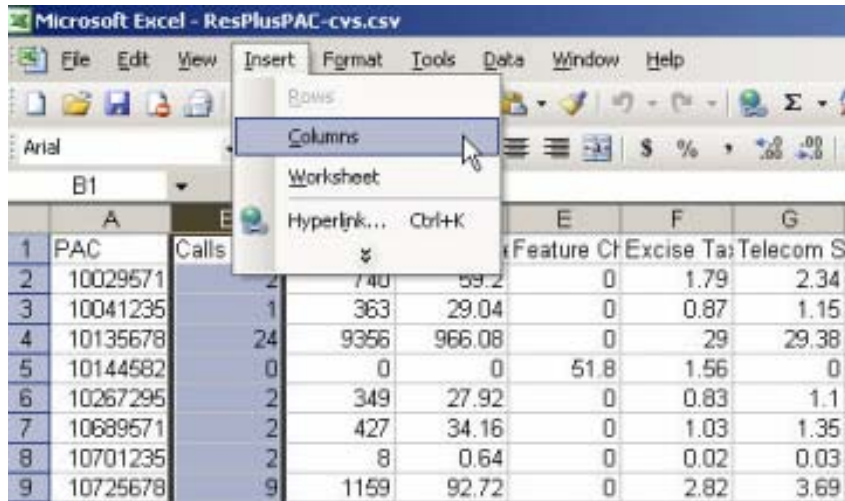
Example 1: If the first number is 3150 and the second number is 7732, you would enter 31507732.

Example 2: If first number is 5279 and the second is 42, you would enter 52790042.

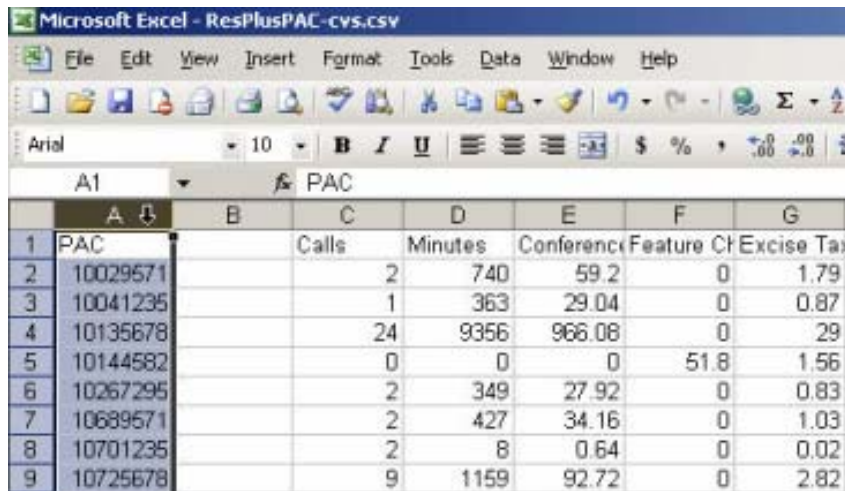
Viewing Your Invoice

Once the invoice is received, the PAC field can be separated into two columns.

- 1 Open the document
- 2 Insert a new column to the right of the PAC column

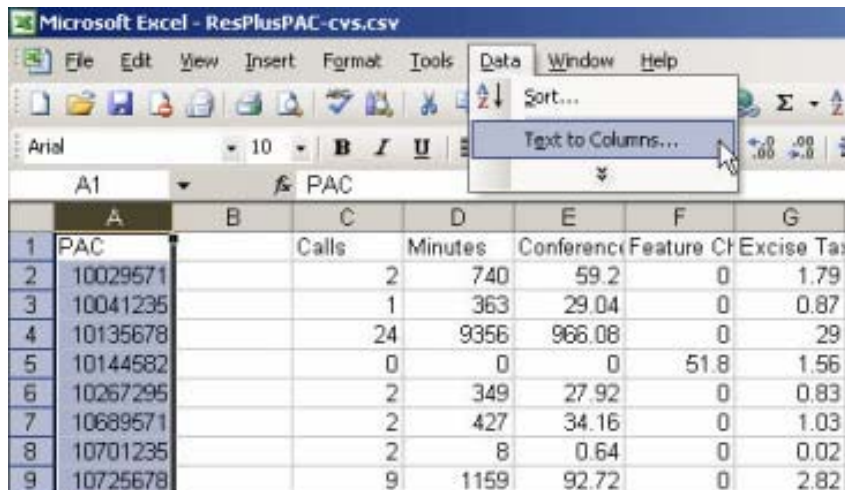


3 Highlight/select the PAC column.



4 From the tool bar, select **Data**, then **Text to Columns**.

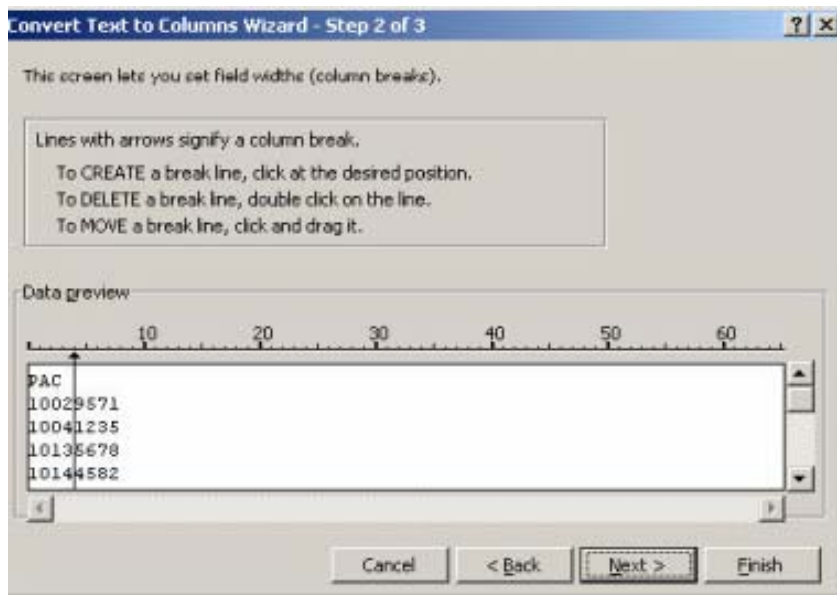
5 The Convert Text to Columns Wizard box will appear.



- 6 Select **Fixed width** and click **Next**.



- 7 Click in between the two sets of PACs to **CREATE** a break line.



- 8 Click **Next >**.
- 9 Click **Finish**.
- 10 The two PACs are now in separate columns.

Before:

	A	B	C	D	E	F	G	H	I
1	PAC	Calls	Minutes	Conferenc	Feature Ch	Excise Tax	Telecom S	Other Tax	Total Ch
2	10029571	2	740	59.2	0	1.79	2.34	0	63.33
3	10041235	1	363	29.04	0	0.87	1.15	0	31.06
4	10135678	24	9356	966.08	0	29	29.38	0	1024.46
5	10144582	0	0	0	51.8	1.56	0	0	53.36
6	10267295	2	349	27.92	0	0.83	1.1	0	29.85
7	10689571	2	427	34.16	0	1.03	1.35	0	36.54
8	10701235	2	8	0.64	0	0.02	0.03	0	0.69
9	10725678	9	1159	92.72	0	2.82	3.69	0	99.23
10	11054582	7	877	70.16	0	2.13	2.78	3.05	78.12
11	20347295	3	264	21.04	0	0.64	0.82	1.45	23.95

After:

	A	B	C	D	E	F	G	H	I
1	PAC	Calls	Minutes	Conferenc	Feature Ch	Excise Tax	Telecom S	Other Tax	Total Ch
2	1002	9571	2	740	59.2	0	1.79	2.34	0
3	1004	1235	1	363	29.04	0	0.87	1.15	0
4	1013	5678	24	9356	966.08	0	29	29.38	0
5	1014	4582	0	0	0	51.8	1.56	0	0
6	1026	7295	2	349	27.92	0	0.83	1.1	0
7	1068	9571	2	427	34.16	0	1.03	1.35	0
8	1070	1235	2	8	0.64	0	0.02	0.03	0
9	1072	5678	9	1159	92.72	0	2.82	3.69	0
10	1105	4582	7	877	70.16	0	2.13	2.78	3.05
11	2034	7295	3	264	21.04	0	0.64	0.82	1.45