

Smart Accounting

User Tracking, Reporting
and Billing Software

Smart Accounting



SOLUTION

User Manual

SMART Accounting

TABLE OF CONTENTS

Configuring Supported Devices for Monitoring	1
Step 1	1
Step 2	1
Step 3	1
Step 4	1
Restricting Access to Supported Devices	3
Step 1	3
Step 2	4
Creating User or Account Codes	6
Step 1	6
Step 2	6
Step 3	7
Step 4	8
Using User or Account Codes	9
Printing	9
Copying/Faxing/Document Server	9
Scanning	10
Manually Exporting User Statistics Information	11
Step 1	11
Step 2	11
Step 3	11
Exporting Group File Information for Automated Import	13
Step 1	13
Step 2	13
Step 3	14
Importing User Statistics Information	15
Managing and Assigning Pricing Tiers	17
Managing Reports and Output Files	20
Using Department Codes	24

This guide is intended for the use and information of Ricoh Americas Corporation, its designated agents and their employees. The information in this guide was obtained from several different sources that are deemed reliable by all industry standards. However, neither Ricoh Americas Corporation nor any of its agents or employees shall be responsible for any inaccuracies contained herein.

© 2007, Ricoh Americas Corporation. All other trademarks are property of their respective owners.

All rights reserved. No part of this book may be reproduced or transmitted in any form or by any means electronic or mechanical, including photocopying, recording, or any information storage and retrieval system, without permission in writing from the Publisher.

SMART Accounting

CONFIGURING SUPPORTED DEVICES FOR MONITORING

SMART Accounting works in conjunction with SmartDeviceMonitor for Admin to provide user or account code based accounting. Prior to using the User Code Accounting Program, the device must first be configured for monitoring.

The following step-by-step instructions will demonstrate configuring a device for monitoring within SmartDeviceMonitor for Admin. Please note the IP address in the example is for reference only.

Step 1

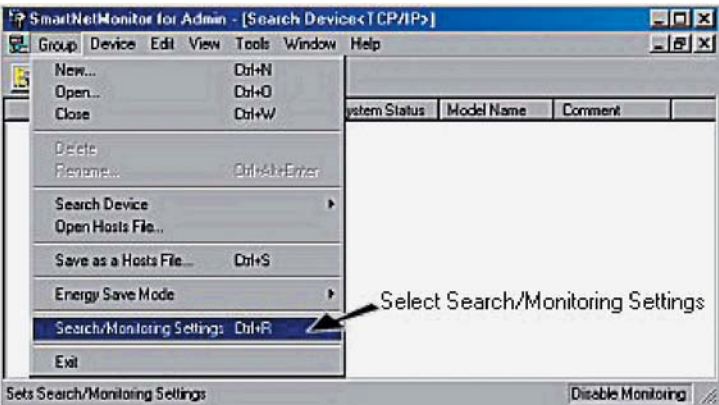
Open SmartDeviceMonitor for Admin.

Step 2

Select Search Device - > TCP/IP

Step 3

Open Group -> Search/Monitor Settings.



Step 4

Uncheck the Broadcast checkbox and check the Specify Address checkbox. Enter the IP address in the From and To fields. Click the Add button to add the IP Address to the table of monitored devices. Click OK to close the window. The main SmartDeviceMonitor window should now search for the device as the example shown below.

The Broadcast -> Local network or Specific Subnet options can be used to search for the device. This will allow a user to search for a device without knowing the IP address of the device. However, please note that these options will cause extra network traffic on the LAN.

SMART Accounting

RESTRICTING ACCESS TO SUPPORTED DEVICES

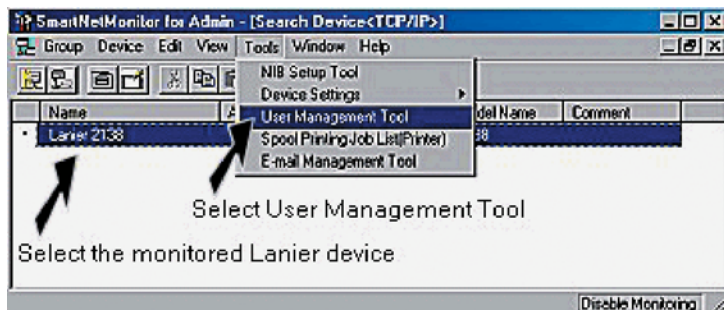
Restricting access to a supported device provides user or account code validation before allowing a specific operation to be performed. SmartDeviceMonitor for Admin - User Management Tool is used to restrict access to supported devices.

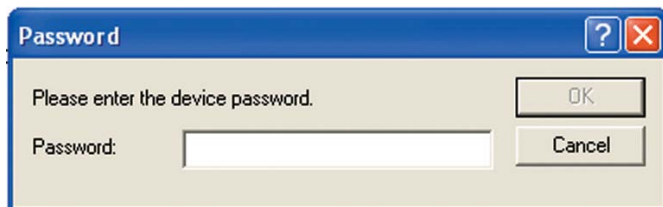
The cost administrator has the capability of monitoring all or specific device operations. Further restrictions can be implemented on a per user basis as required. It is recommended to restrict access to the device prior to creating user or account codes since these permissions will be inherited as codes are created.

Step 1

Open SmartDeviceMonitor for Admin - User Management Tool. To do so, open SmartDeviceMonitor for Admin and click on the device being monitored. Select Tools -> User Management Tool. An alternate method is available by right clicking the device and selecting User Management Tool. Enter authentication information when prompted as shown below.

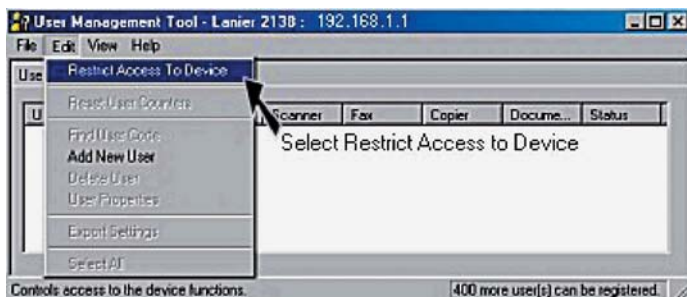
Note: The default authentication is based on the device. For devices that just prompt for a password, the default is "password". For models that prompt for a User Name and Password the default User Name is "Admin" and the default password is left blank. It is recommended to change this password for security but be sure that all devices share the same password. Change the device password with the SmartDeviceMonitor for Admin "Device -> Open in Browser" option. Click on Configuration Tab and then the Password Link.



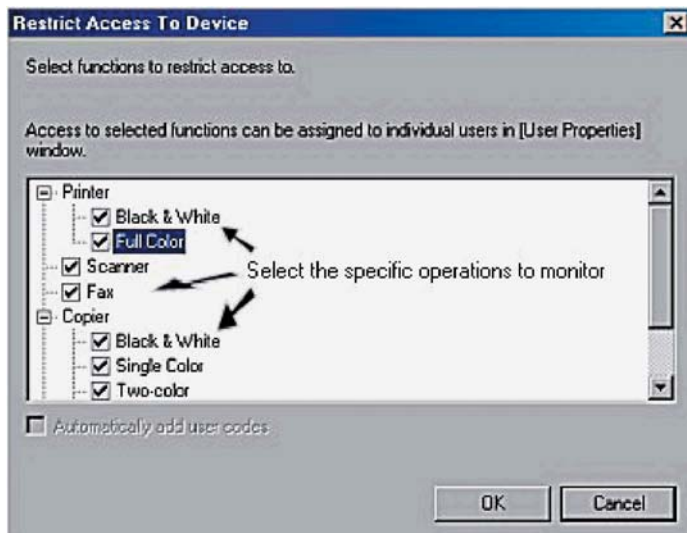


Step 2

With the User Management Tool open, select Edit -> Restrict Access to Device. Set desired access restrictions to specific operations. To restrict and monitor all operations, ensure that all checkboxes have been checked. Click OK to confirm the selected access restrictions to apply to the device and all newly created user or account codes. Select Yes to approve changing settings.



SMART Accounting



The device has now been configured to restrict access. The next step is to create user and account codes.

CREATING USER OR ACCOUNT CODES

In order to properly use the SMART Accounting program, User or Account codes must first be setup within the SmartDeviceMonitor for Admin application. These codes will be used for accounting purposes and will represent the individual users or accounts to track per device.

The following is step-by-step instructions to create user or account codes within SmartDeviceMonitor for Admin. Repeat these steps to add additional user or account codes.

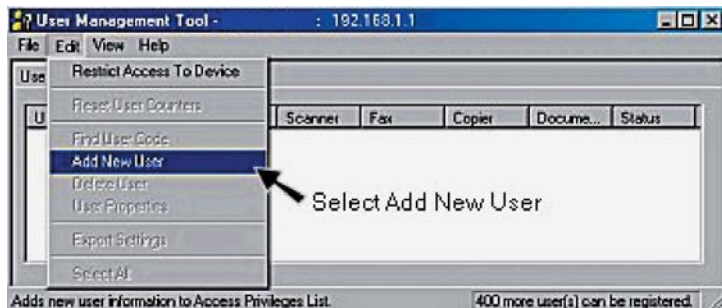
Step 1

Open SmartDeviceMonitor for Admin - User Management Tool. Select the Access Control List tab. This will allow for User Management functions.



Step 2

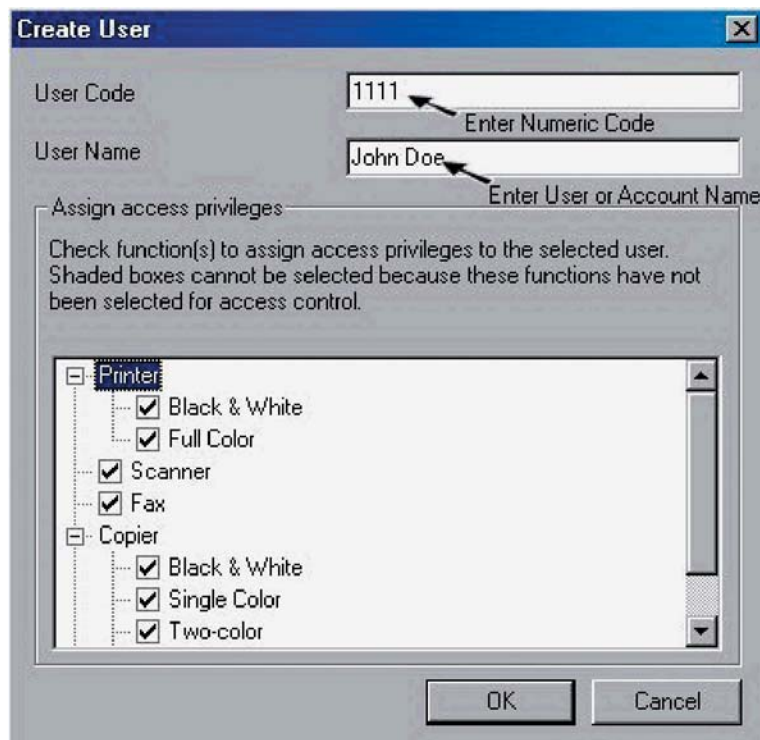
Select Edit -> Add New User.



SMART Accounting

Step 3

Enter the user or account code information in the User Code field (Numeric Only). Enter the user or account name information in the User Name field (No Commas). Click OK to add the new user or account information. Repeat steps 2 - 3 to create additional users or accounts.



The image shows a 'Create User' dialog box with a blue title bar and a close button (X) in the top right corner. It contains two text input fields: 'User Code' with the value '1111' and 'User Name' with the value 'John Doe'. Arrows point from the text 'Enter Numeric Code' to the User Code field and from 'Enter User or Account Name' to the User Name field. Below these fields is a section titled 'Assign access privileges' with a descriptive text: 'Check function(s) to assign access privileges to the selected user. Shaded boxes cannot be selected because these functions have not been selected for access control.' This section contains a list of functions with checkboxes. The 'Printer' category is expanded, showing 'Black & White', 'Full Color', 'Scanner', and 'Fax', all of which are checked. The 'Copier' category is also expanded, showing 'Black & White', 'Single Color', and 'Two-color', all of which are checked. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Create User

User Code: 1111 (Enter Numeric Code)

User Name: John Doe (Enter User or Account Name)

Assign access privileges

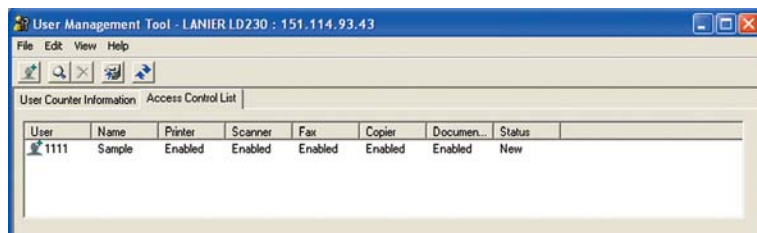
Check function(s) to assign access privileges to the selected user. Shaded boxes cannot be selected because these functions have not been selected for access control.

- ☒ Printer
 - ☒ Black & White
 - ☒ Full Color
- ☒ Scanner
- ☒ Fax
- ☒ Copier
 - ☒ Black & White
 - ☒ Single Color
 - ☒ Two-color

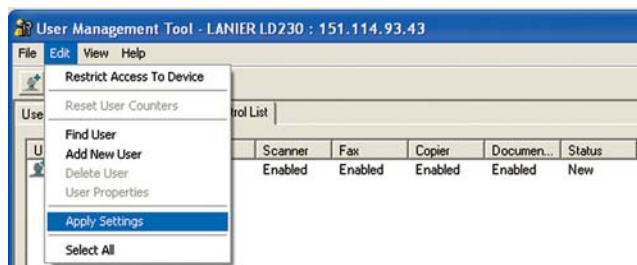
OK Cancel

Step 4

A plus mark next to the User information field signifies a new record has been added. Also, note the Status is set to "New".



For these changes to take effect, the settings must be "Applied". To apply settings, select Edit -> Apply Settings. SmartDeviceMonitor for Admin will prompt for updating when closing the User Management Tool if settings are not exported. Once the settings are exported, the red arrow and the "New" status will be removed.



The device should now be configured properly for monitoring and access restrictions. Next, the specific restricted operations must be configured for use with the User or Account codes.

SMART Accounting

USING USER OR ACCOUNT CODES

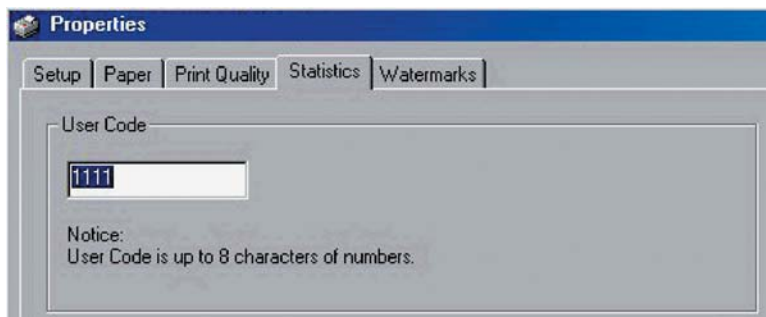
The device's new access restrictions now prevent unauthorized access. In order to utilize the device, a user must have a particular User or Account code granting access to the specific restricted functions. The following provides general information on utilizing the User or Account codes based on the device functions.

Note: Without a user or account code, functions can still seem to process but will be denied at the device.

Printing

Current Printer Drivers have the capability of entering User or Account codes. This can be accomplished in two fashions. The image below demonstrates the Statistics Tab (Note: for some models the Statistics Tab has been renamed to Valid Access).

1. Make a user or account code enter by default by opening the Print Driver's properties or printing preferences from the printer's folder and enter the code in the Statistics or Valid Access tab, depending on model.
2. Enter the user or account code each time in the Print Driver's properties when the print window is displayed.



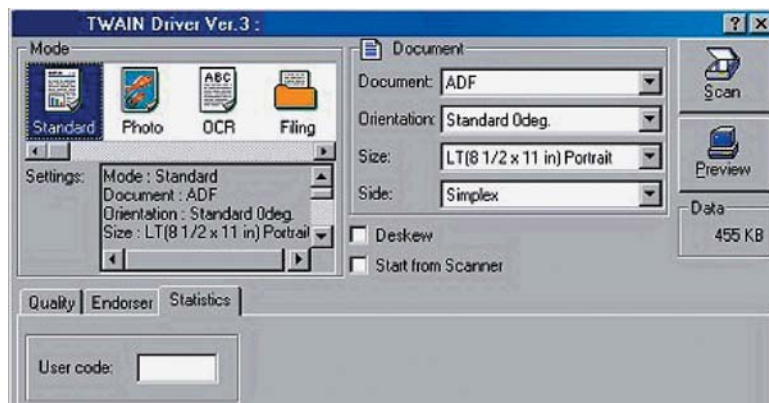
Copying/Faxing/Document Server

When the Copier, Facsimile, or Document Server has been configured to restrict access, the LCD control panel will prompt for a code when someone attempts to use these functions on the device. The user simply inputs the numeric user or account code provided to them by the administrator to gain access.

Scanning

The use of user or account codes vary dependent on the scanning application. Many of the supported devices have built in or optional scanning applications. Examples of different scanning applications are ScanRouter, GlobalScan, DocumentMall, and TWAIN scanning.

To utilize most scanning applications, the user must enter the user or account code at the LCD control panel of the supported device. However, for TWAIN scanning applications, the code must be entered into the TWAIN driver to complete the scanning operation. See the sample image below.



The device should now be configured to track usage information and export the data at the administrators determined time intervals. Next, the administrator will export the data from SmartDeviceMonitor for Admin into the proper directory for use within SMART Accounting.

SMART Accounting

MANUALLY EXPORTING USER STATISTICS INFORMATION

To utilize SMART Accounting's manual import feature, the administrator must first export the User Statistics Information from SmartDeviceMonitor for Admin into a particular file name and directory. The data is exported into a comma-delimited file (CSV) by SmartDeviceMonitor for Admin.

The following instructions will demonstrate exporting the User Statistics Information from SmartDeviceMonitor for Admin.

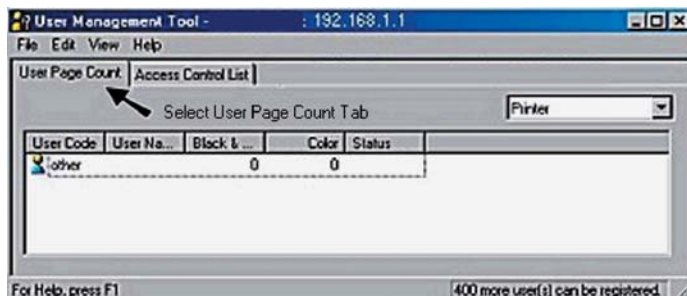
Note: It is the administrator's responsibility to determine the time frame for exporting the user statistics. This can be done on any time schedule the administrator desires.

Step 1

Open SmartDeviceMonitor for Admin. Select Tools -> User Management Tool. Enter Password when prompted. See instructions for Restricting Access to the Device for more information.

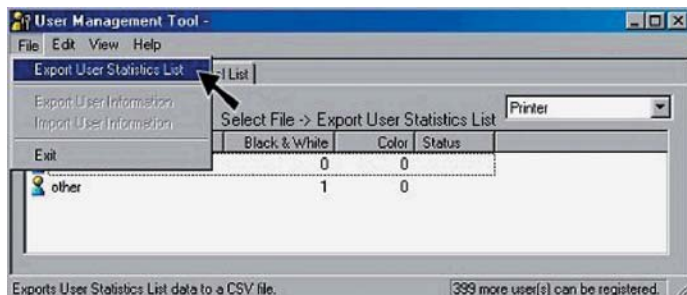
Step 2

Select the User Page Count tab to switch to user statistics/counter mode.



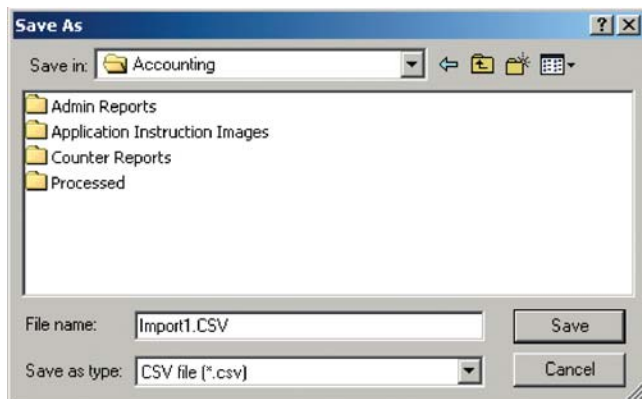
Step 3

Select File -> Export User Statistics List.



IMPORTANT: When prompted with the Save As dialog box, choose the directory and filename below:

- Default Directory: C:\Program Files\RMAdmin\Accounting
- Default Filename: ImportX.csv (where x is a number from 1- number of devices that will be saved for import).



Note: The SMART Accounting program requires the above file to be in this directory to perform the import process.

DO NOT RESET THE COUNTERS AFTER EXPORT.

The reporting tool calculates the difference in usage from last import to current import to generate its reports.

SMART Accounting is now ready to process the exported data from SmartDeviceMonitor for Admin. Review the User Code Accounting Program Operating Instructions for Manually Importing User Statistics Information.

SMART Accounting

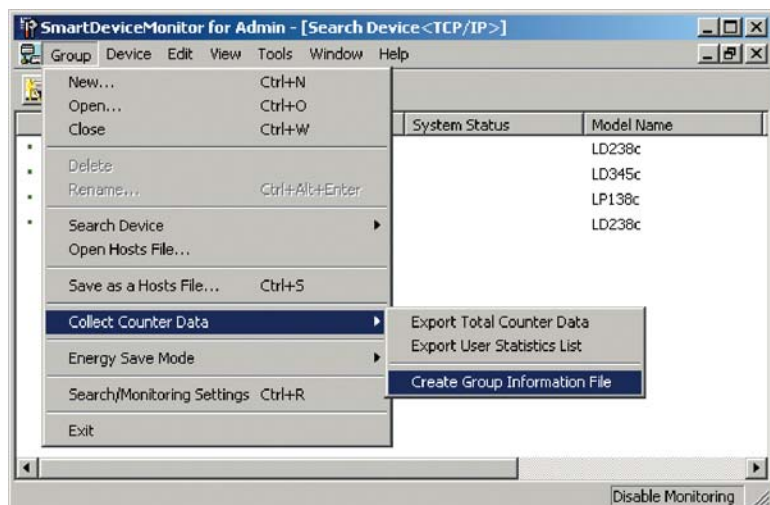
EXPORTING GROUP FILE INFORMATION FOR AUTOMATED IMPORT

Step 1

Open SmartDeviceMonitor for Admin.

Step 2

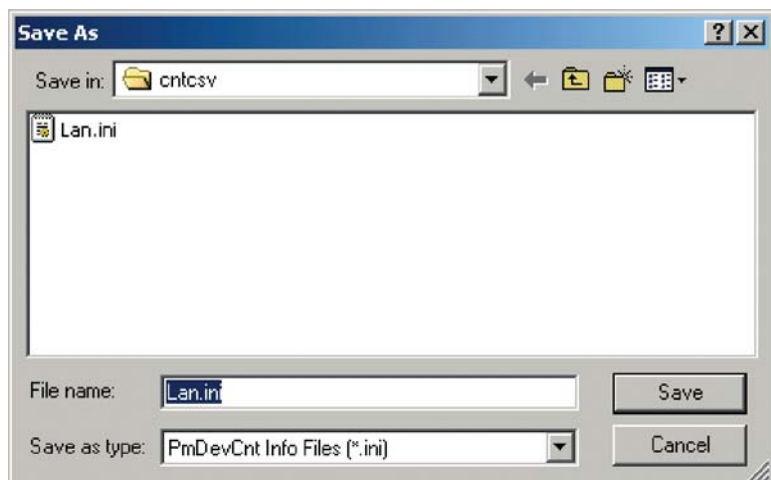
After devices have refreshed, Open Group ->Collect Counter Data -> Create Group Information File.



Note: The "Collect Counter Data" option is only available if the Smart Accounting software is installed.

Step 3

Save the file as **Lan.ini** in the C:\Program Files\RMAdmin\CntCsv folder



SMART Accounting is now configured to support automated import of User Statistics Information.

Note: Each device must have a unique name in order to work with automation. If more than one device has the same exact name the *lan.ini* file will not be created correctly.

SMART Accounting

IMPORTING USER STATISTICS INFORMATION

SMART Accounting was designed to aid administrators in determining and leveraging costs for their devices. Used in conjunction with SmartDeviceMonitor for Admin, this program can perform user and account code billing as well as administrator overview of all costs.

The first step in working with the SMART Accounting program is to import the User Statistics Information into the application. This is done with a simple click of a button from the SMART Accounting's main menu.

SMART Accounting



Step 1 - Import Usage Data From SmartDeviceMonitor



Step 2 - Manage Pricing Tiers and Assignments



Step 3 - Manage Reports



Application Instructions



Exit Application

If the program has been properly configured for Automated File Import, the Device List will be populated with the name and IP address of all devices that will be imported.

Import User Code Files from Devices (Automated file collection requires configuration)

☒ Automated File Import

Note: If the default passwords have been changed, enter password here: (If devices are not using defaults set at the factory, an "Admin" login must be setup with the following password on all devices regardless of model)

Password

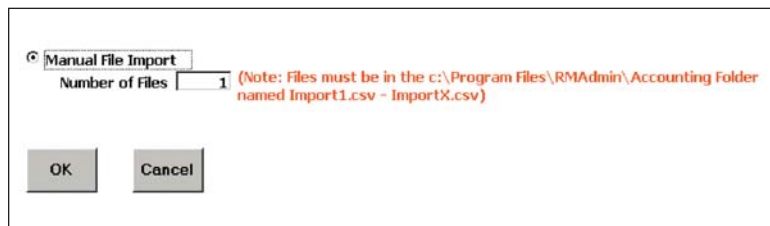
Device List

Device Name	IP Address
LANIER LD238c	151.114.41.29
LANIER LD345c	151.114.93.164
RNP7FC469	151.114.41.31

Record: 14 of 1 1 of 3

☐ Manual File Import

If manual File Import is selected and properly named file (s) exists, the number of files that will be imported will be displayed.



A dialog box titled "Manual File Import" with a radio button icon. It contains a text field labeled "Number of Files" with the value "1" entered. To the right of the text field is a red note: "(Note: Files must be in the c:\Program Files\RMAdmin\Accounting Folder named Import1.csv - ImportX.csv)". At the bottom are two buttons: "OK" and "Cancel".

Select OK to button to initiate import or select Cancel to return to the main menu.



If the import was successful, the above message will be displayed.

After importing the User Statistics Information, user or account pricing tiers should be setup for assignment.

SMART Accounting

MANAGING AND ASSIGNING PRICING TIERS

SMART Accounting is capable of creating multiple pricing tiers or levels. These levels can then be assigned to particular users or accounts dependent on the administrator's criteria.

Managing pricing tiers can be accomplished in Edit or Add Mode. Edit mode will edit current existing pricing levels, while the add mode will allow for creating new pricing tiers. The default pricing structure has sample values for first use but can be changed to reflect the costs determined by the administrator.

To access managing pricing tiers and assignments, click on the second step option listed on the main menu. This will launch the Manage Pricing Tiers and Assignments menu.

Note: The default pricing structure cannot be deleted and is automatically assigned to all users when the User Statistics Information is imported.

SMART Accounting



Step 1 - Import Usage Data From SmartDeviceMonitor



Step 2 - Manage Pricing Tiers and Assignments



Step 3 - Manage Reports



Application Instructions



Exit Application

SMART Accounting



Edit Pricing Tiers - (Must edit "Default" pricing tier prices on first use)



Add New Pricing Tiers



User Pricing Assignment



Assign Department Names



Return to Main Menu

Select Edit Pricing Tiers to edit the default pricing structure for the first time. Select Add to create additional pricing tiers. The Add and Edit Mode share the same interface. See the pricing tier form shown below.

Pricing Tier Name		Default	
(Must be unique name)			
Copier / Document Server		Printer	
Black and White	Cost per Page	Black and White	Cost per Page
Sub-Ledger	0.05	Sub-Ledger	0.05
Ledger	0.1	Ledger	0.1
Single Color		Single Color	
Sub-Ledger	0.05	Sub-Ledger	0.05
Ledger	0.1	Ledger	0.1
Two Color		Two Color	
Sub-Ledger	0.1	Sub-Ledger	0.1
Ledger	0.2	Ledger	0.2
Full Color		Full Color	
Sub-Ledger	0.2	Sub-Ledger	0.2
Ledger	0.4	Ledger	0.4

Next

Previous

Default

Delete

Exit Pricing Form

Note: Sub-Ledger refers to all sizes smaller than Ledger (11"x17").

After inputting the costs in for each function, select the Add or Next button to save the data. Exit the Pricing Form and proceed to User Pricing Assignments. Select the User Pricing Assignment as shown above in the Manage Pricing Tiers and Assignment menu.

Use the Pricing Tier Name to select the appropriate Pricing Tier to assign to the displayed User or Account Code. Non-assigned users automatically are assigned the default pricing tier. To change user assignments, select the user and change pricing tier name. The new pricing tier can also be stored for future reports. Select the Select Exit User Pricing Assignment to close the form.

SMART Accounting

Non Stored Pricing Assignment

User Code	User Name	Pricing Tier Name
[0430]	[Toshi Yoshioka]	Default
[0908]	[Carla Morgan]	Default
[0928]	[Mark Yokoyama]	Default
[0975]	[Scott Bookweg]	Default
[1111]	[Bill - Trif]	Default
[1176]	[Dawn Shaw]	Default
[1182]	[Donna Vick]	Default

Record: 1 of 31

View Non Stored Pricing Assignment

Set Pricing Assignment

User Code
[0430]

User Name
[Toshi Yoshioka]

Current Pricing Tier
Default

New Pricing Tier
Final

Store Assigned Value

Stored Pricing Assignment

UserCode	UserName	PricingTierName
[0680]	[Guest]	Final

Record: 1 of 1

View Stored Pricing Assignment

Select user and change pricing tier - Select "Store User Pricing Assignment" to save value for future reports. To delete Stored Pricing Assignment, select user and then select the Delete icon.






When the user pricing assignments are complete, the administrator can then create and view the available reports.

MANAGING REPORTS AND OUTPUT FILES




SMART Accounting has the ability to generate accounting reports or output files for device usage. SMART Accounting creates two different types of reports, User Billing and Admin Summary Reports.

The user billing report provides detailed usage that can be output to a printer for distribution or viewed on the screen for review. The admin summary report provides total cost summary information only per user. This information can be viewed on the screen, output to a printer, or exported to a file.

SMART Accounting

-  Step 1 - Import Usage Data From SmartDeviceMonitor
-  Step 2 - Manage Pricing Tiers and Assignments
-  Step 3 - Manage Reports
-  Application Instructions
-  Exit Application

SMART Accounting

-  User Billing Report
-  Admin Summary Report
-  Return to Main Menu

SMART Accounting

User Billing Report Options

SMART Accounting



View User Billing Reports (By Device)



Print User Billing Reports (By Device)



View User Billing Reports (Combined)



Print User Billing Reports (Combined)



Return to Reports Menu

Sample User Billing Report

User Reports

User Code	[1111]	B/W Total Images	135
User Name	[John Doe]	Color Total Images	284
Pricing Level	Default	Total Images	420
		Total Charge	\$64.20

Copier/Document Server Usage Type	Image Qty.	Image Cost	Extended Cost
<i>B/W Sub-Ledger Images</i>	1	\$0.05	\$0.05
<i>B/W Ledger</i>	0	\$0.10	\$0.00
<i>Single Color Sub-Ledger</i>	0	\$0.05	\$0.00
<i>Single Color Ledger</i>	0	\$0.10	\$0.00
<i>Two Color Sub-Ledger</i>	0	\$0.10	\$0.00
<i>Two Color Ledger</i>	0	\$0.20	\$0.00
<i>Full Color Sub-Ledger</i>	30	\$0.20	\$6.00
<i>Full Color Ledger</i>	3	\$0.40	\$1.20
Total Copier/Document Server Cost			\$7.25

Printer Output Usage Type	Image Qty.	Image Cost	Extended Cost
<i>B/W Sub-Ledger</i>	135	\$0.05	\$6.75
<i>B/W Ledger</i>	0	\$0.10	\$0.00
<i>Single Color Sub-Ledger</i>	0	\$0.05	\$0.00
<i>Single Color Ledger</i>	0	\$0.10	\$0.00
<i>Color Sub-Ledger</i>	251	\$0.20	\$50.20
<i>Color Ledger</i>	0	\$0.40	\$0.00
Total Printer Cost			\$56.95

SMART Accounting

Admin Summary Report Options

SMART Accounting

- ☐ View Admin Summary Report
- ☐ View Departmental Summary Report (Up to first 4 usercode digits)
- ☐ Export Admin Summary Report - XLS Format
- ☐ Export Departmental Summary Report - XLS Format
- ☐ Return to Reports Menu

Sample Admin Summary Report

Admin Summary Report

01/01/2000 12:00:00 AM - 04/05/2006 1:10:52

<i>User Name</i>	<i>BW Qty</i>	<i>BW Costs</i>	<i>Color Qty</i>	<i>Color Costs</i>	<i>Total Costs</i>
[]	16	\$7.15	43	\$26.25	\$33.40
[Adam Lafayette]	0	\$0.00	146	\$29.20	\$29.20
[Becky Guillory]	77	\$3.90	439	\$87.80	\$91.70

USING DEPARTMENT CODES

The first 4 digits of the 8-digit usercode can be allocated as Department Codes. You can use 1, 2, 3 or all 4 digits depending on your need. To use Department Codes for reporting, you must assign user codes in the following format: XXXXYYY, where X is the Department Code and Y is the User Code.

Example: If you wanted a user, with usercode 1234 to be assigned to the English Department, you would assign the English Department a Department Code (in this example we will use 1) and add that to the front of the users existing user code. Their complete usercode would be 11234.

Note: Usercodes are loaded into each MFP through the SmartDeviceMonitor for Admin tool. The complete usercode, including Department Code must be used to enable Departmental reporting.

To associate a Department Code to a Department Name for reports, use the "Assign Department Names" form located under "Manage Pricing Tiers and Assignments" on the main screen.

Department Code:	<input type="text"/>	Current Assignments	
Department Name:	<input type="text" value="Unassigned"/>	1	English
		2	Math
		3	Science
	<input type="button" value="Previous Record"/>		
	<input type="button" value="Next Record"/>		
	<input type="button" value="Add Record"/>		
	<input type="button" value="Delete Record"/>		

Note: Changes to the Department Name in User Code Accounting Program has no change on the assigned usercodes, just how it is presented in your reports. To change a user's department, you must assign a new usercode with the updated department code and make the change on each MFP using SmartDeviceMonitor for Admin.



Ricoh Americas Corporation, Five Dedrick Place, West Caldwell, NJ 07006

Ricoh® and the Ricoh Logo are registered trademarks of Ricoh Company, Ltd. All other trademarks are the property of their respective owners. Specifications and external appearances are subject to change without notice. Ability to deliver described services is, in some part, dependent on the service provider.