

Amending Account Balances

INTRODUCTION

This guide shows how to edit an existing users Pcounter balance or set a default balance for new users either manually or automatically

Balance Transactions

Available balance commands are:

Deposit: Add this amount to the current account balance (+)

Charge: Deduct this amount from the current account balance (-)

Set Balance: Set the account balance to this amount (=)

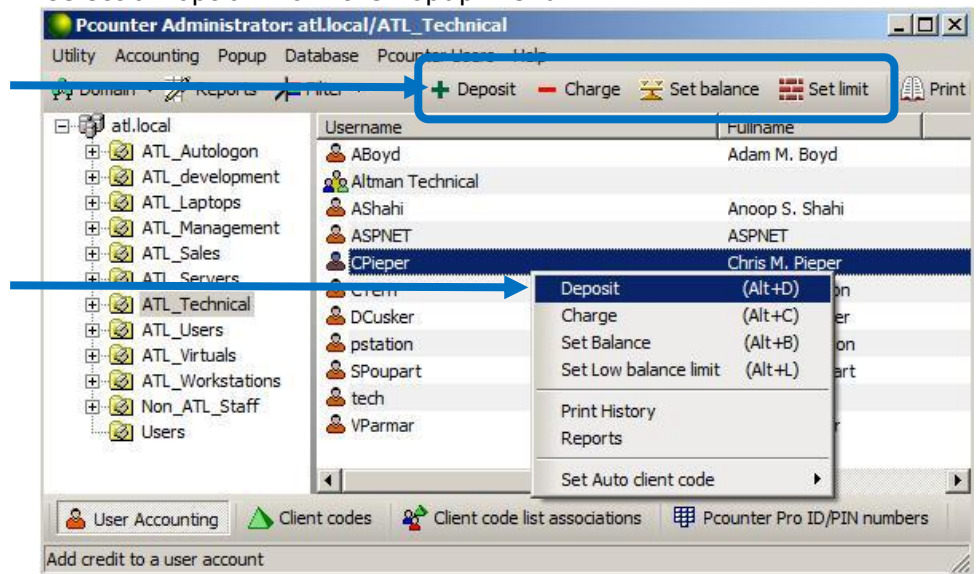
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1. Manual Balance Transactions

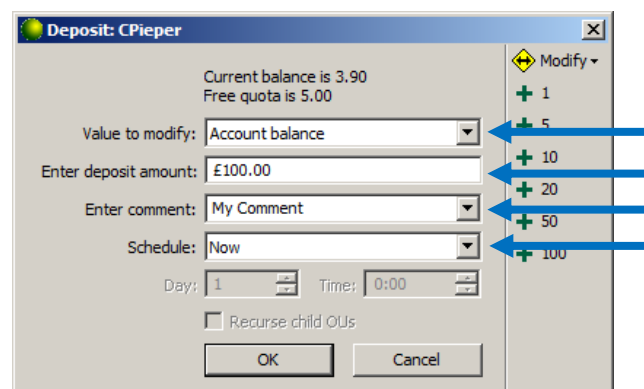
In **Pcounter Administrator** either:

Right-click a User, Organisational Unit or Security Group and select an option from the Popup menu



OR Highlight the object and click the relevant toolbar button

Step 1.1



- Select the **Value to Modify** – Account Balance or Free Quota
- Enter the transaction **Amount** or use the quick-keys to the right
- **Comment** is optional and will appear with the transaction in the PCOUNTER.log file
- Leave Schedule as **Now**
- Click **OK**

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Remember

A transaction on an OU or Security Group affects **ALL** members

Choose the 'Recurse OUs' option if the transaction should affect **ALL** OUs within the select OU

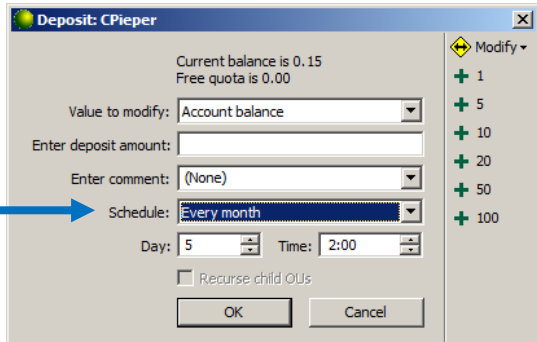
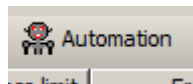
In order for automated tasks to work the **Windows Task Scheduler** **MUST** be enabled on the server

2. Automated Balance Transactions

Balance transactions can be **scheduled** to run automatically at regular repeated times.

Transactions can be scheduled for any specific weekday, every day of the week or day of month. Exact time of the day is also entirely customisable

Set all other values as in **Step 1.1**

Day	Time	Command	Error
Mon	12:00 AM	"C:\Program Files\Pcounter for NT\NT\ACCOUNT.EXE" DEPOSIT "PadminTest" 1	No
Sat	12:00 AM	"C:\Program Files\Pcounter for NT\NT\ACCOUNT.EXE" BALANCE "Evans" 1	No

Pressing the **Automation** button on the PAdmin main toolbar will reveal the full command saved to **Windows Task Scheduler**, and offer the chance to **Delete** the task

3. ACCOUNT.EXE

ACCOUNT.EXE is the user balance utility which performs all balance transactions in Pcounter.

ACCOUNT.EXE is located (by default) in **C:\Program Files\Pcounter for NT\NT**

It can be used manually via a command line. Type **account** for usage

ACCOUNT.EXE can also be run as a web application to allow balance transactions via a web interface. For more information on this see our [Pcounter Web Utilities Setup Guide](#).

Best Practice Tips...

Set a scheduled task to give your users £X of **Free Quota** once a week.

If they spend their weekly free quota, charge them for extra prints, and enter the credit into their **Balance**.

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Don't forget

We also have a web-based cashier application for Pcounter, aimed at none-administrative users. This is **Pcounter Web Cashier**

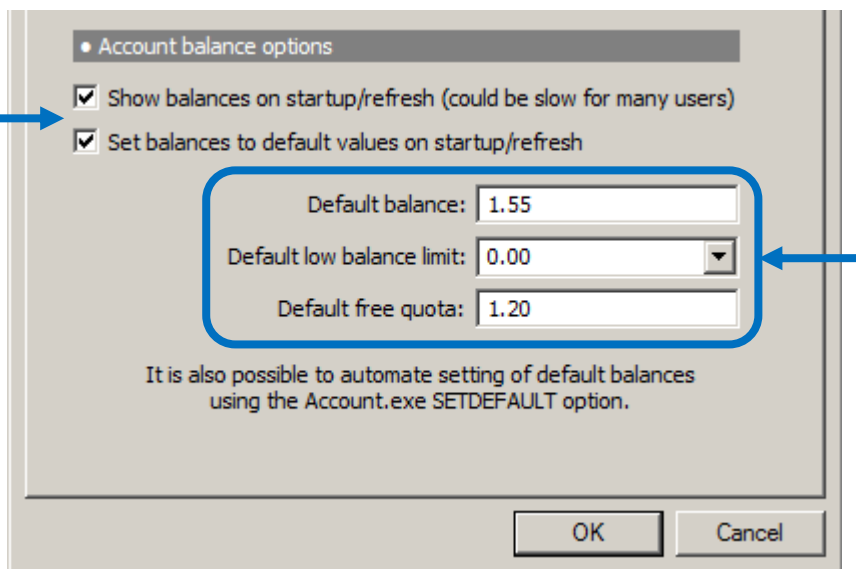
Contact our Solutions team on **0113 273 0300** for more information

4. Default User Balances

Pcounter can be configured to grant a new user account a pre-determined amount of credit using Set Default. **Note:** The 'Set Default' transaction can only occur once and once only on each AD/eDirectory object.

To utilise this feature, open **Utility > Preferences** in PAdmin.

Enter the desired values for **Balance** and **Free Quota** into the relevant text boxes



Account balance options

- Show balances on startup/refresh (could be slow for many users)
- Set balances to default values on startup/refresh

Default balance: 1.55

Default low balance limit: 0.00

Default free quota: 1.20

It is also possible to automate setting of default balances using the Account.exe SETDEFAULT option.

OK Cancel

Check the **Set Balances to default values on startup/refresh** box for PAdmin to apply these values to new user accounts every time the display is refreshed. Without this checked PAdmin will only check for new users when it is closed/re-opened.