Online Manual

Accounting Manager Guide

English

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Warning

Instructions that, if ignored, could result in death, serious personal injury, or property damage caused by incorrect operation of the equipment. These must be observed for safe operation.

Caution

Instructions that, if ignored, could result in personal injury or property damage caused by incorrect operation of the equipment. These must be observed for safe operation.

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LuneScript

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- Job Properties Dialog Box
- Unit Costs Dialog Box
- Resident Service Settings Dialog Box
- Printer Management Dialog Box
- Check Operation Status Dialog Box
- Preferences Dialog Box
- Job Log Management Dialog Box

Important

- Depending on your model or software version, you cannot use some function.

General Notes (Accounting Manager)

When using Accounting Manager, the following restrictions apply. Please familiarize yourself with them before using it.

- See the Canon website for products that are compatible with Accounting Manager.
- When uninstalling Accounting Manager, stop the resident service first.

Connecting to a Printer

- Connecting to a Target Printer

  We recommend using a network connection for printer connection.

  A USB connection is also possible, but job logs cannot be acquired during printing.

- Connecting via SSL Encrypted Communication

  Connecting via SSL Encrypted Communication is available with Accounting Manager V1.2.0 or later.

  In order to use SSL Encrypted Communication, you must first install a certificate on a computer with Accounting Manager installed.

  The process for installing the certificate may differ depending on your setup. For more information, search for "Registering Printer's Root Certificate to Local Computer for SSL Communication" on your device's online manual homepage.

Power Status of a Target Printer

- The printer information cannot be acquired when the printer has auto powered off or has been turned off with the Power button.

  In addition, job logs or information cannot be acquired from the software when the printer auto power off state or the printer button off state is canceled.

Installing Updates

Important

- When updating from V1.1.x or V1.0.x, the printer list and job logs will not be retained.

- To retain the printer list and job logs, export the printer list and job logs before updating.

  After the update has been completed, import the exported printer list and job logs.

  ### Note

  - For details on exporting and importing the printer list, see "Printer Management Dialog Box".
  - For details on exporting and importing job logs, "Exporting/Importing Job Logs as File" and see "Job Log Management Dialog Box".

The Features of Accounting Manager

Accounting Manager is a software program that constantly communicates with managed printers to collect job logs. The collected job logs are saved to the hard disk of your computer.

You can use Accounting Manager to do the following actions.

- Print Job Log Collection

  This allows you to check which documents were printed from each printer, who printed them and when.

- Calculation of the Total Pages Used and the Total Cost

  This allows you to use the collected print job logs to calculate totals for items such as the number of pages printed, the amount of paper used and the printing costs incurred.

- Regular Data Acquisition for Print Jobs

  Acquires job logs regularly.

- Exporting Job Logs

  You can export the collected job logs to a file.

Note

- If the computer on which Accounting Manager is installed is not turned on or is in Sleep mode and the user is not logged in, the job logs cannot be collected.
- To acquire job logs without omitting any job logs, it is recommended that you install Accounting Manager on the computer used for management and always log in with the same user name.

  The acquired job log is saved for the user who is logged in.

Important

- Accounting Manager displays estimates for the amount of ink consumed per print and paper consumed. The actual consumption may be different.

  The average error for estimates based on the Canon ink cost measurement conditions is ±15%. Canon cannot guarantee the accuracy of these estimates. These estimates will also vary depending on the conditions of printer use.

  Note also that these estimates do not include ink consumed in procedures such as forced nozzle discharges by the cleaning mechanism.

Starting Accounting Manager

Follow the procedure below to start the Accounting Manager.

Execute any of the following:

- Click the **Accounting Manager** button on the **Management Tool** sheet in the Quick Utility Toolbox.
- Start from Application Icon
  1. Open the **Canon Accounting Manager** folder.

     Open the folders in the following order: **Applications** > Canon Utilities > **Canon Accounting Manager**.
  2. Double-click the **Canon Accounting Manager** icon.

     Accounting Manager starts.
- Start from **Launchpad**
  - Click the **Canon Accounting Manager** icon from Canon Utilities in **Launchpad**.

Note

- Quick Utility Toolbox is a Canon software application.
- When Accounting Manager is started, job logs are not acquired.

  When started, the acquired information appears, starting with the most recently saved job log.

  You can acquire job logs at scheduled intervals using **Scheduled Acquisition Settings** in **Advanced Printer Settings** and, as needed, by utilizing **Refresh** and **Cost Tabulation**.
- If **Resident Service Settings** is set to **Start** and you register the managed printer, job log acquisition starts.

Exiting Accounting Manager

The procedure for exiting Accounting Manager is shown below.

- Selecting **Quit Canon Accounting Manager** from the **Canon Accounting Manager** menu.

Note

- If the printer is being accessed when exiting, a message indicating that exiting is in progress appears.

  After exiting is completed, Accounting Manager exits.
- If **Start** is set in **Resident Service Settings**, job logs are acquired regularly in the background even after exiting.

Accounting Manager Basic Procedures

- Accounting Manager Basic Procedures
- Registering Printer
- Configure unit costs, including the costs of ink and paper
- Setting Units Displayed
- Setting List Display
- Resident Service Settings
- Unregistering Managed Printer

Accounting Manager Basic Procedures

The first time you use the Accounting Manager, use the following procedures to configure the settings.

1. Registering Printer

   For details on how to add a managed printer, see "Registering Printer."

2. Configure unit costs, including the costs of ink and paper

   For details on the unit cost settings, see "Configure unit costs, including the costs of ink and paper."

3. Setting Options Such as Units Displayed

   For details on the units setting, see "Setting Units Displayed."

4. Setting List Display

   For details of how to set the list display, see "Setting List Display."

5. Resident Service Settings

   For details on the Resident Service Settings, see "Resident Service Settings."

This displays the required print job logs and lists the details.

Note

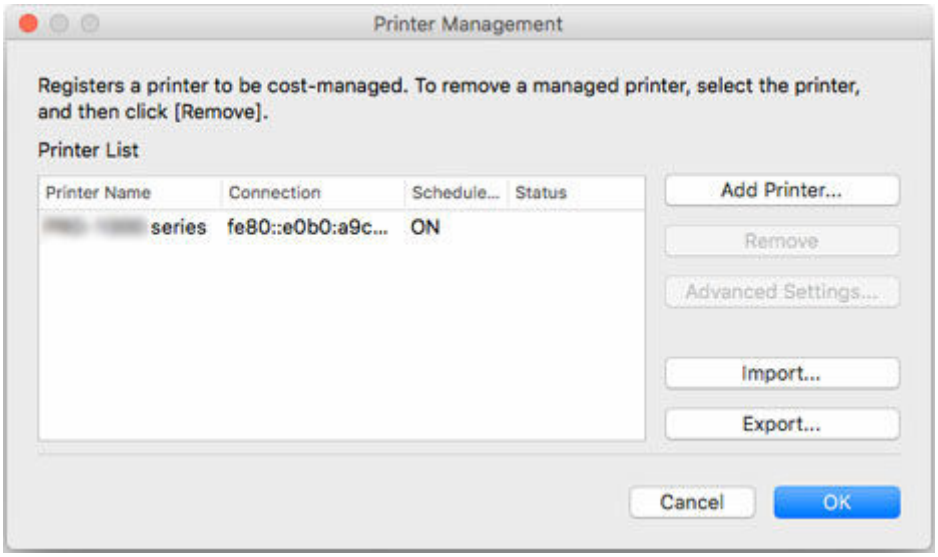
- You can save collected job logs to a file.

  For details, see "Exporting/Importing Job Logs as File."

Registering Printer

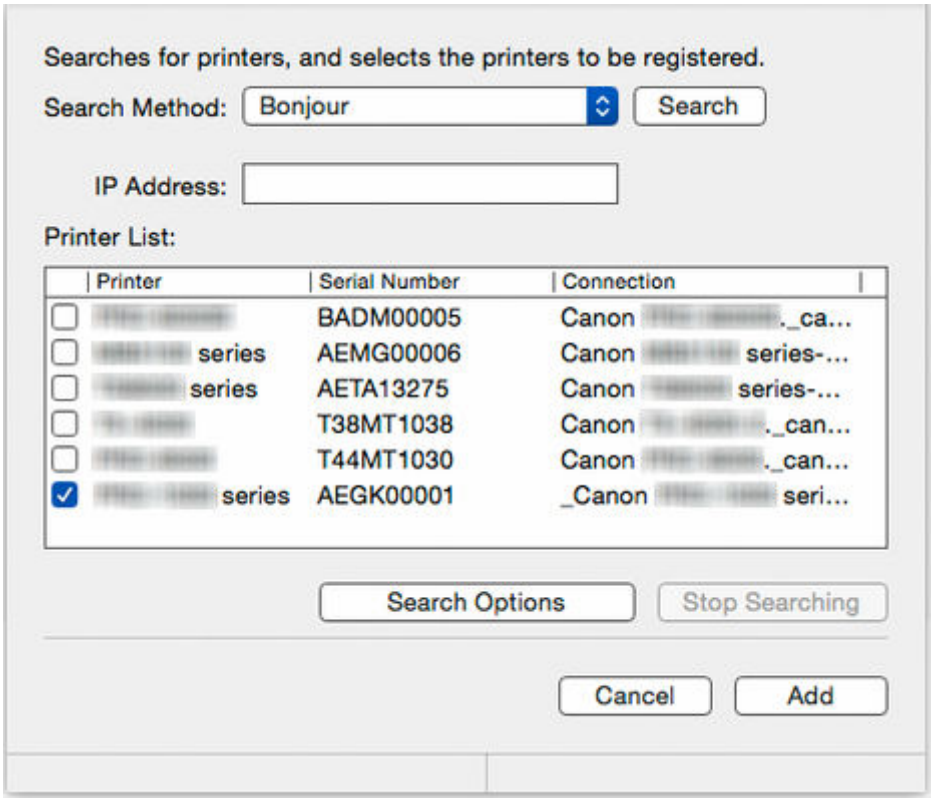
Register printers to be managed.

1. Click **Printer Management** button or select **Manage Printer** from **Printer** of **File** menu.



The **Printer Management** dialog box appears.

2. Click **Add Printer** button.



The **Add Printer** dialog box appears.

Note

- For details on the **Add Printer** dialog box, see "Printer Management Dialog Box."

3. Select **Bonjour** in **Search Method**, and then click the **Search** button.

The -printers found appear in **Printer List**.

Note

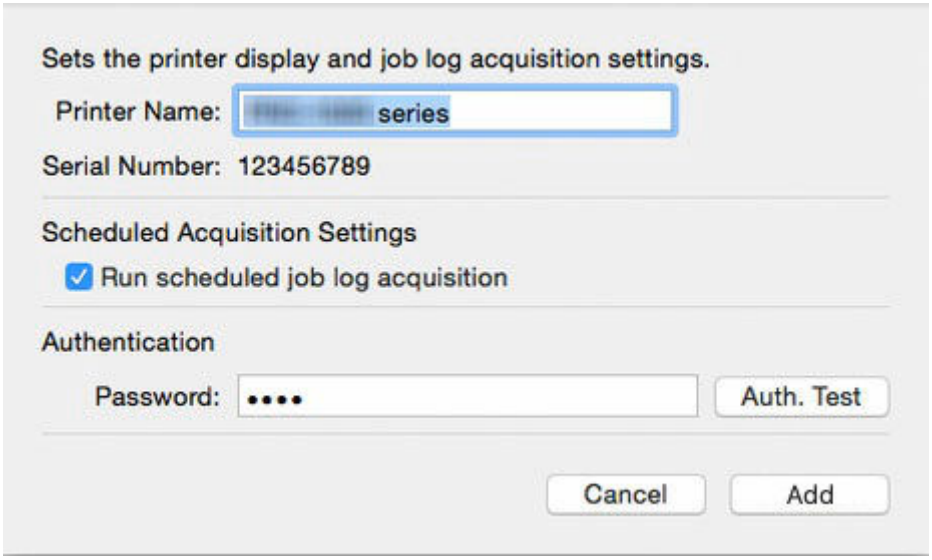
- The Bonjour name for any printer with Bonjour enabled that is connected to the network will appear in **Connection**.
- If the printer you want to register does not appear, check that the printer power is turned on and check the network status, and then search again.
- If the printer still does not appear, change the **Search Method** to **Auto (IPv4/IPv6)**, **IPv4**, **IPv6**, or **USB**, and then search.

  If you select **IPv4** or **IPv6**, enter the IP address in **IP Address**.
- To search by **SNMP Community**, click **Search Options**, and then specify a **Specify community name**.
- When **Search Method** is set to **USB**, a search for local printers is performed.

4. Select printer to be registered from printers found and click **Add** button.

The added printers appear in **Printer List** in the **Printer Management** dialog box.

5. Click **Advanced Settings** with printer selected in **Printer List**.



The **Advanced Printer Settings** dialog box opens.

6. Check **Scheduled Acquisition Settings**.

Check that **Run scheduled job log acquisition** in **Scheduled Acquisition Settings** is selected.

7. Set **Password** in **Authentication**.

   Set a **Password** in **Authentication** if necessary.

   Note

   - If the job history is set to hide on the printer control panel, authentication information is required when acquiring job logs.
   - For details, search for and refer to the "Administrator Password" page from the home page of the Online Manual for your model.

   After setting **Password**, click **Auth. Test** button to check authentication.

8. Click the **Add** button.

   Settings are applied and the **Advanced Printer Settings** dialog box closes.

9. Click the **OK** button.

   Information is acquired, and the printer is registered.

When the printer registration is completed, job log acquisition starts.

The acquired job logs are saved to your computer.

Note

- Before acquiring job logs, Accounting Manager refers to the **MAC Address** to check whether the communication destination printer is the registered printer.

  If the MAC address is different than the one for the registered printer, job logs are not acquired.
- For details on how to unregister a managed printer, see "Unregistering Managed Printer."

Configure unit costs, including the costs of ink and paper

Configure unit costs, including the costs of ink and paper.

Note

- Unit costs are set for each printer being managed.

Opening Unit Costs Dialog Box

The **Unit Costs** dialog box opens.

1. Select printer you want to register unit costs for from printer list.
2. Click the **Unit Costs** button or select **Unit Costs** from **Job Cost** in the **File** menu.

   The **Unit Costs** dialog box appears.

The **Unit Costs** dialog box consists of the following sheets.

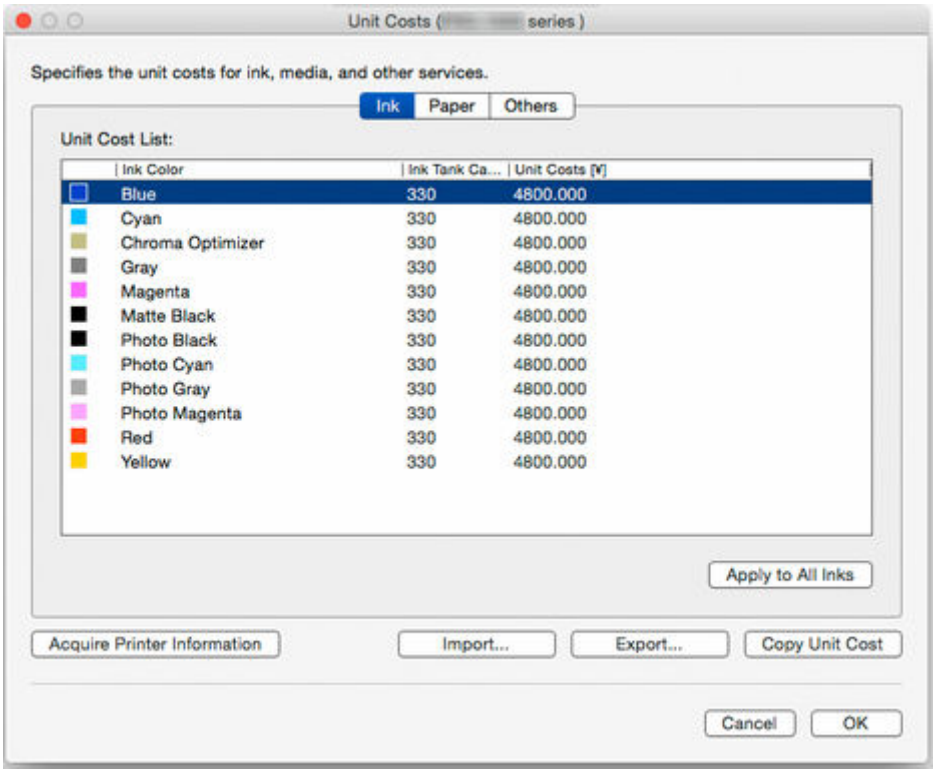
Ink sheet : **Setting the Unit Cost for Ink**
Paper sheet : **Setting the Unit Cost for Paper**
Others sheet : **Setting the Unit Cost for Items Other Than Ink and Paper**

You can copy unit costs set on a printer to another printer using "Copying Unit Costs".

Setting the Unit Cost for Ink

Set the ink unit costs using the **Ink** sheet.

Click **Ink** tab to display it.



To set different unit costs for each ink color

1. Select ink to be changed.
2. Edit **Unit Costs** and **Ink Tank Capacity** directly in list.

   To enable editing, double-click the item to be edited.
3. Click the **OK** button.

To set the same unit cost for all the inks

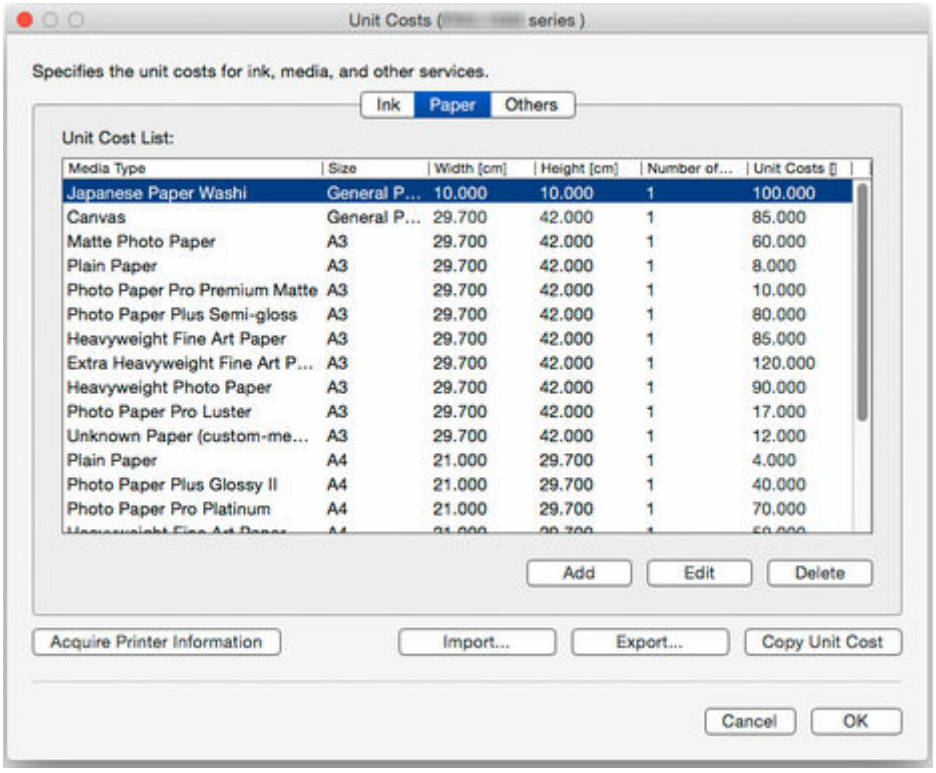
1. Select ink color to be copied.
2. Click **Apply to All Inks** button.

   The selected ink unit cost and tank capacity are applied to all ink colors.
3. Click the **OK** button.

Setting the Unit Cost for Paper

Set paper unit costs using **Paper** sheet.

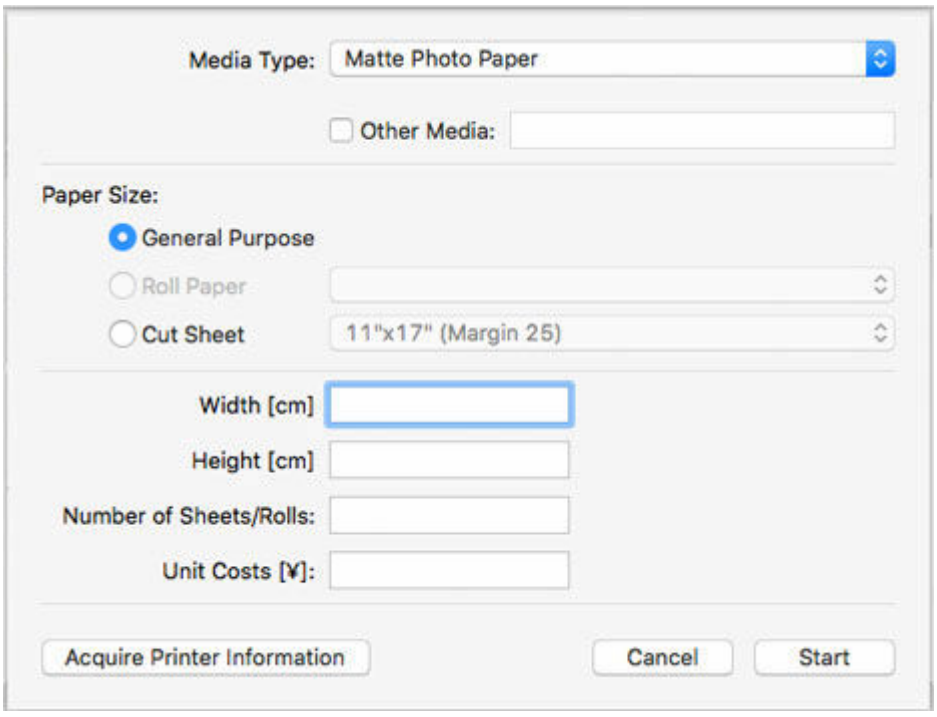
Click **Paper** tab to display it.



Adding Paper Unit Costs

1. Click the **Add** button.

   The **Add Paper Unit Cost** dialog box appears.



2. Set **Media Type**, **Paper Size**, and **Unit Costs**.

   Set **Width**, **Height**, and **Number of Sheets/Rolls** as necessary.

   Note

   - For **Roll Paper**, specify the number of rolls in **Number of Sheets/Rolls**.

3. Click **Start** button.

The unit cost settings you added are added to the **Unit Cost List**.

Editing Paper Unit Costs

The procedure for editing paper unit costs is shown below.

Editing the Unit Cost List in the List

1. Edit **Width**, **Height**, **Number of Sheets/Rolls**, and **Unit Costs** directly in **Unit Cost List**.

   To enable editing, double-click the item to be edited.

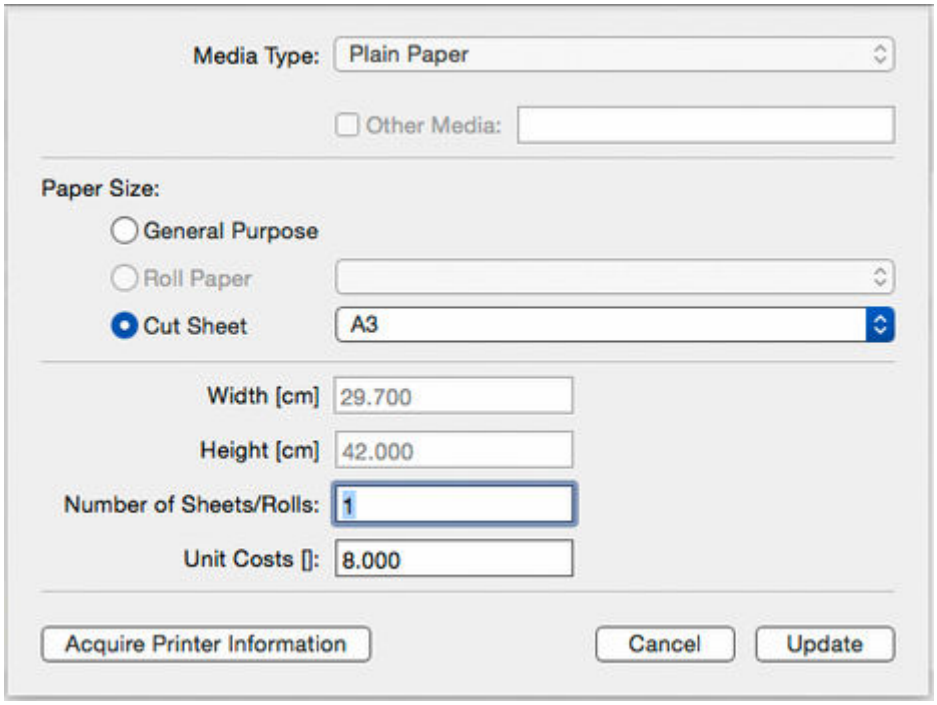
2. Click the **OK** button.

   When you finish editing, click **OK** button.

Editing with Edit Paper Unit Cost Dialog Box

1. Click **Edit** button.

   The **Edit Paper Unit Cost** dialog box appears.



2. Edit item to be changed.
3. Click the **Update** button.

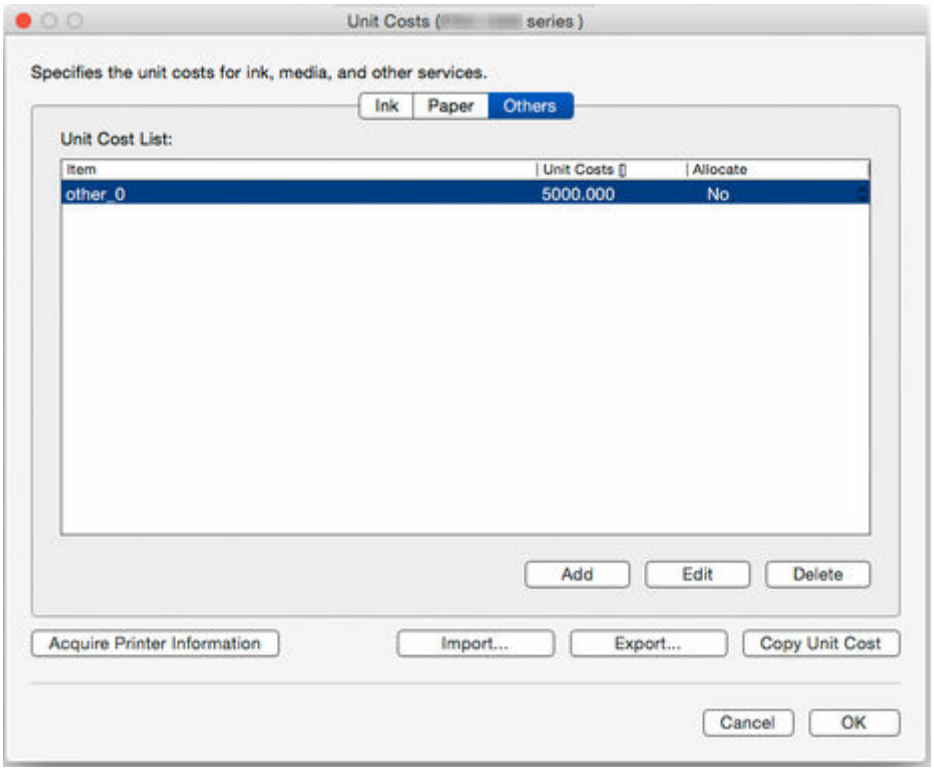
   When you finish editing, click **Update** button and close Edit screen.

4. Click the **OK** button.

Setting the Unit Cost for Items Other Than Ink and Paper

Set the costs other than ink and paper costs on the **Others** sheet.

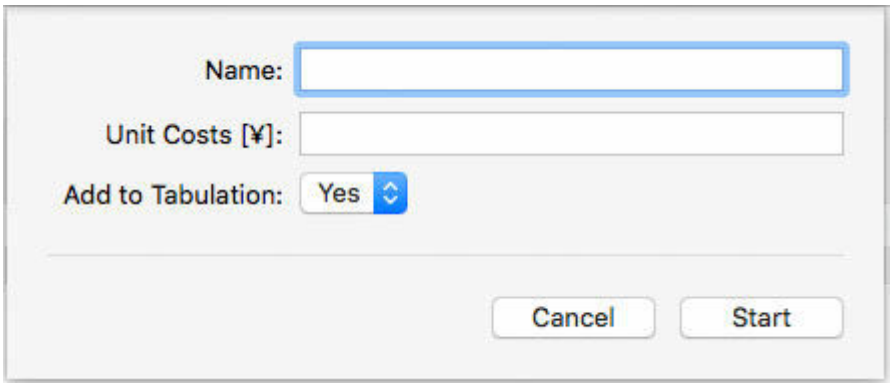
Click **Others** tab to display it.



Adding Other Unit Costs

1. Click the **Add** button.

   The **Add Other Unit Costs** dialog box appears.



2. Set each item.

   Set **Name**, **Unit Costs**, and **Add to Tabulation**.

3. Click the **Start** button.

   The unit cost settings you added are added to the **Unit Cost List**.

Editing Other Unit Costs

The procedure for editing other unit costs is shown below.

Editing the Unit Cost List in the List

1. Directly edit in list.

   Edit **Unit Costs** and **Allocate** in **Unit Cost List** directly in list.

To enable editing, double-click the item to be edited.

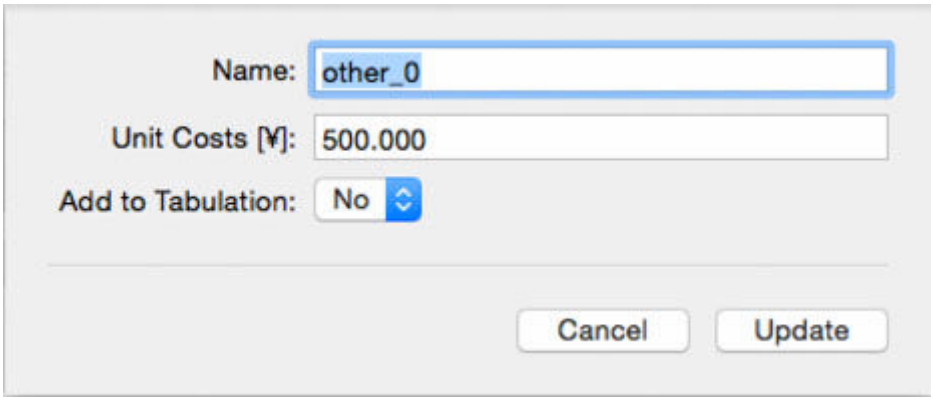
2. Click the **OK** button.

   When you finish editing, click **OK** button.

Editing with Edit Other Unit Cost Dialog Box

1. Click **Edit** button.

   The **Edit Other Unit Costs** dialog box appears.



2. Edit.

   Edit items to be changed.

3. Click the **Update** button.

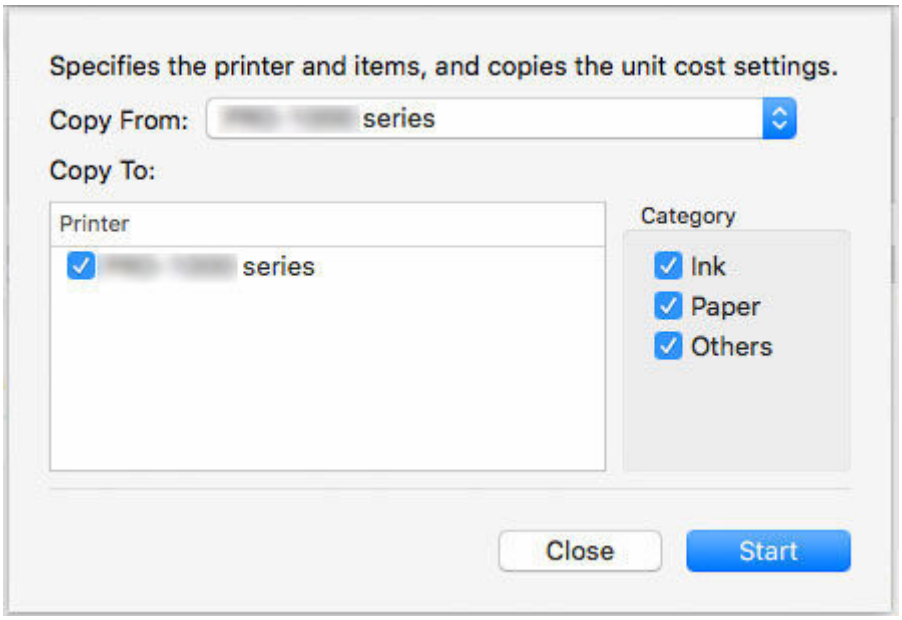
   When you finish editing, click **Update** button and close Edit screen.

4. Click the **OK** button.

Copying Unit Costs

Clicking the **Copy Unit Cost** button in the **Unit Costs** dialog box displays the **Copy Unit Cost** dialog box.

You can copy unit costs set on a printer to another printer.



1. Select printer to copy from.

Select the printer from which the unit costs will be copied in **Copy From**.

2. Select printer to copy to.

   Select the printer to be copied to in **Copy To**.

3. Select items to be copied.

   Select the items to be copied in **Category**.

4. Click **Start** button.

Note

- For details on each item, see "Unit Costs Dialog Box."

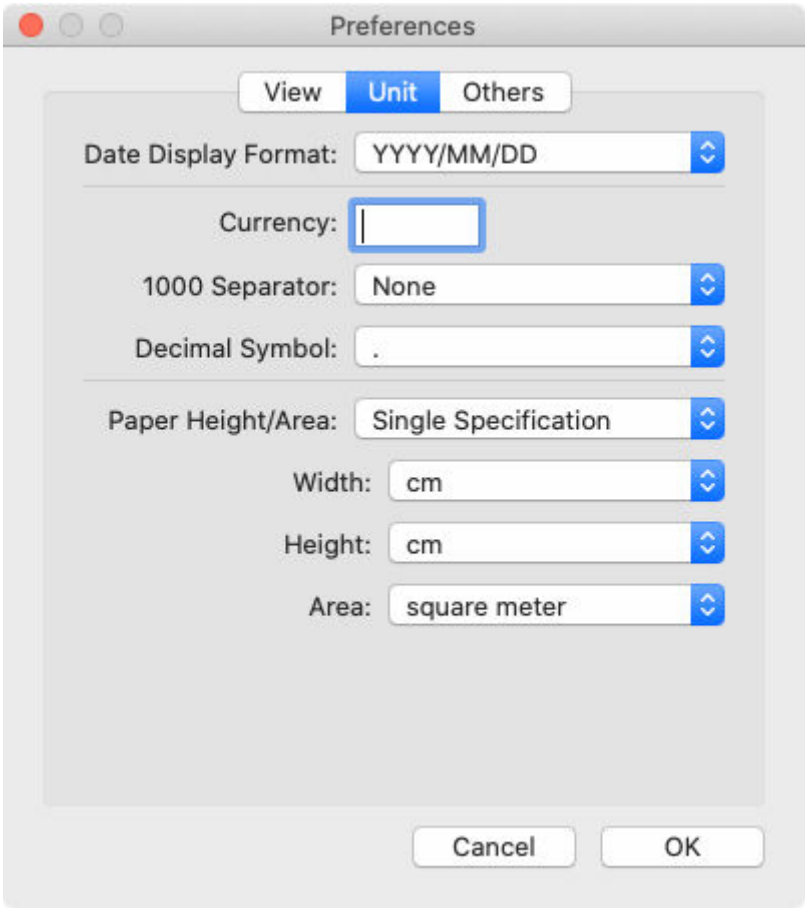
Setting Units Displayed

Set the units displayed in Accounting Manager.

To open the **Preferences** dialog box, select **Preferences** in the **Canon Accounting Manager** menu.

Setting Units

Set the units displayed in Accounting Manager on the **Unit** sheet in the **Preferences** dialog box.



Date Display Format

Use this option to select the display format for dates.

"YYYY" indicates the year, "MM" the month and "DD" the day.

Currency

Enter the currency unit.

Enter a text string up to 3 characters long.

1000 Separator

Use this option to select the symbol used as a separator in numbers.

The symbol is inserted every 3 digits.

Decimal Symbol

Use this option to select the symbol used as a decimal point.

Paper Height/Area

Select paper dimension specification from **Single Specification**, **In metric units**, or **In US customary units**.

Width

Use this to select the unit used for paper width.

Enabled when you select **Single Specification** in **Paper Height/Area**.

Height

Use this to select the unit used for paper length.

Enabled when you select **Single Specification** in **Paper Height/Area**.

Area

Use this to select the unit used for paper area.

Enabled when you select **Single Specification** in **Paper Height/Area**.

Setting List Display

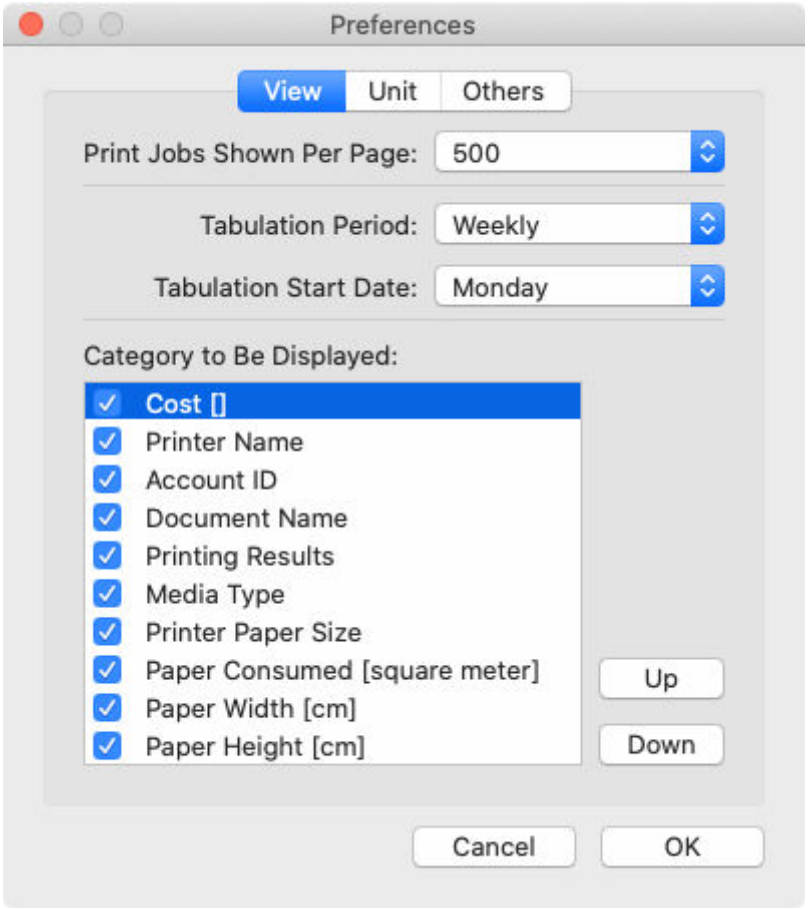
Configure settings related to Accounting Manager display.

To open the **Preferences** dialog box, select **Preferences** in the **Canon Accounting Manager** menu.

Setting Category to Be Displayed

Set the items displayed in the Job Cost list on the main screen.

Configure the settings in **Category to Be Displayed** on the **View** sheet in the **Preferences** dialog box.



Print Jobs Shown Per Page

Specify the number of display items per page for job costs displayed in the Job Cost list.

Tabulation Period

Set the units for the tabulation period.

Tabulation Start Date

Set the tabulation start date for **Tabulation Period**.

Note

- You can display job logs for each period set in **Tabulation Period** and **Tabulation Start Date**.

Category to Be Displayed

Specify the job log items to be displayed in job cost.

Selected items appear in the Job Cost list on the main screen starting from the left according to the list's sort order.

Resident Service Settings

Configure the Resident Service Settings.

The resident service must be started to acquire job logs regularly.

Starting the resident service enables the resident service to start automatically when the user logs in.

Note

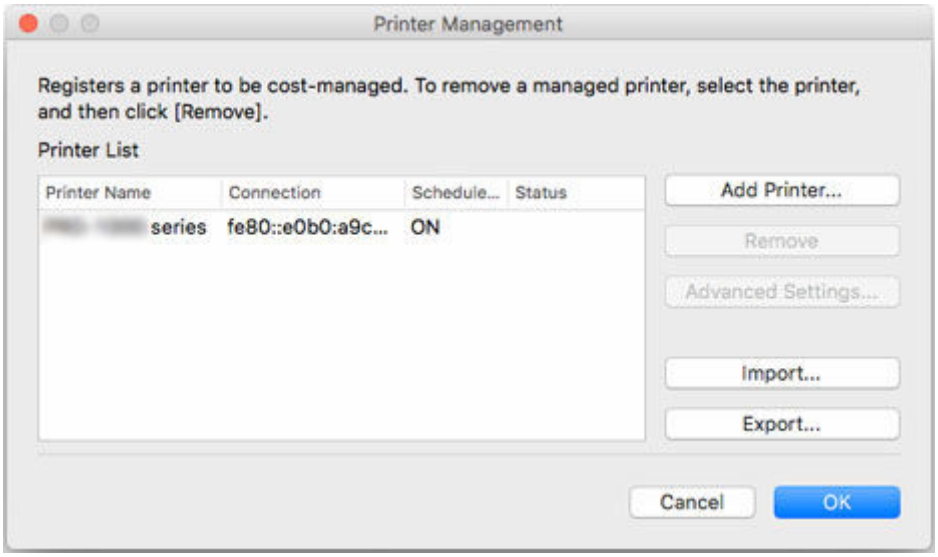
- For details, see "Resident Service Settings Dialog Box".
- The resident service must be configured for each logged in user.

  To acquire job logs regularly, remain logged in with the user name that started the service.

Unregistering Managed Printer

Unregisters managed printers.

1. Click **Printer Management** button or select **Manage Printer** from **Printer** of **File** menu.



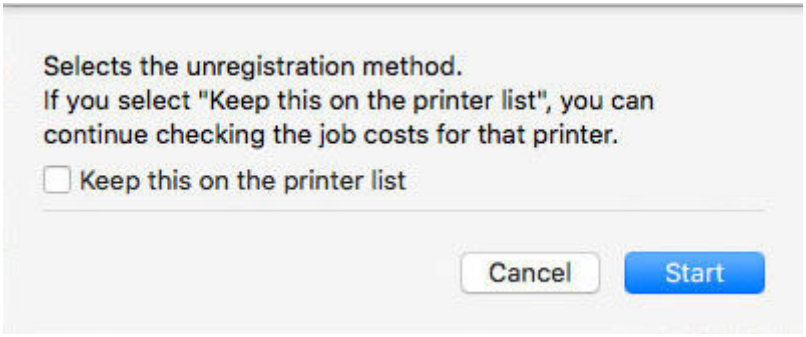
   The **Printer Management** dialog box appears.

2. Select printer to unregister.

   Select the printer you want to unregister from the printer list.

3. Click **Remove** button.

   The **Select Removal Method** screen appears.



   To keep the selected printer in the printer list even after it was unregistered, select the **Keep this on the printer list** check box.

Note

- Job logs are not acquired from the printer after it is unregistered.

- If you selected **Keep this on the printer list**, the printer remains in the printer list labeled as **(removed)**. You can view job logs acquired prior to unregistration even after the printer is unregistered.

  If it is not necessary to view the job logs, leave the **Keep this on the printer list** check box cleared.
- To re-register a printer to be managed that was unregistered with the Keep this on the printer list setting, delete it from the list, and then re-register it.

  To delete the managed printer from the printer list, open the **Select Removal Method** screen, and clear the **Keep this on the printer list** check box.

4. Click **Start**.

   The settings are applied to the printer list.

5. Click **OK**.

   The selected printer is unregistered.

Note

- For details on the **Printer Management** dialog box, see "Printer Management Dialog Box."

Various Accounting Manager Features

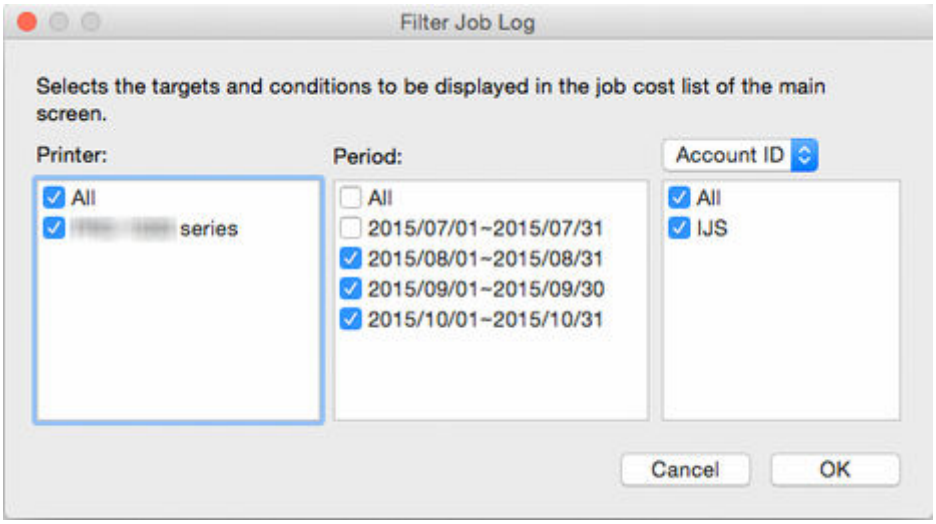
- Filtering Settings
- Tabulating Costs
- Exporting Cost Tabulation Results to CSV File
- Exporting/Importing Job Logs as File

Filtering Settings

You can display filtered items by configuring the **Filter Job Logs**.

1. Click **Filter Job Logs** on main screen.

   The **Filter Job Log** dialog box appears.



2. Select objects to be displayed.

   Select the items to be displayed in the Job Cost list on the main screen.

   Specify a range for **Printer**, **Period**, and **Account ID**/**Department (Account ID2)**/**Owner** for each item.

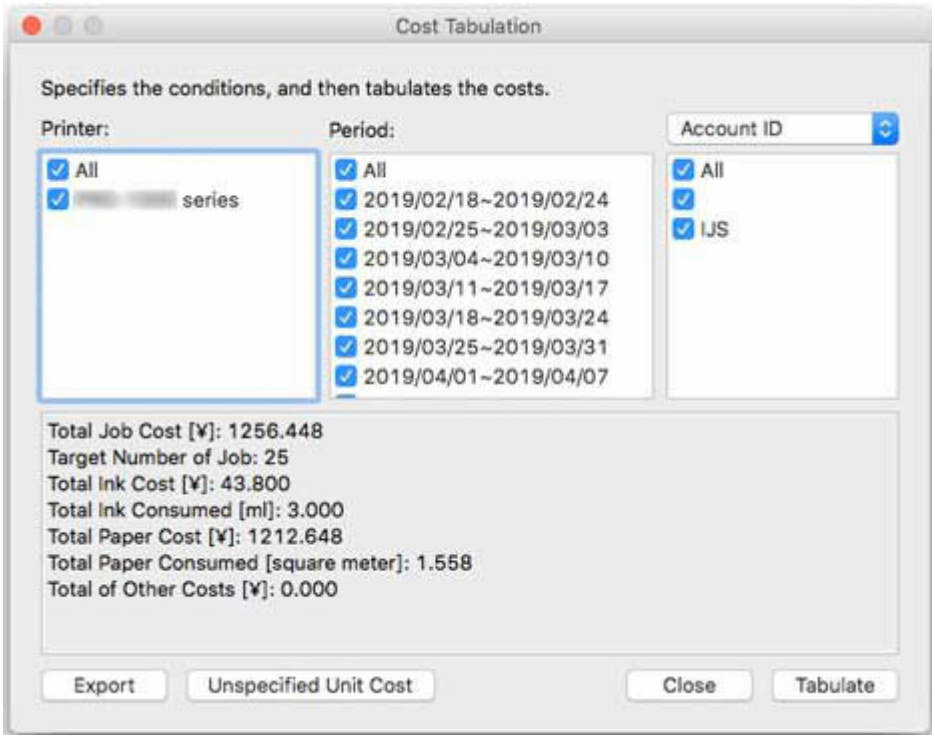
3. Click **OK**.

   The job log selected in the Job Cost list on the main screen appears.

Tabulating Costs

You can specify the tabulation criteria and display the cost tabulation results in the **Cost Tabulation** dialog box.

Click the **Cost Tabulation** button or select **Cost Tabulation** in **Job Cost** from the **File** menu to open the **Cost Tabulation** dialog box.



Setting Tabulation Criteria and Tabulating Cost

1. Specify tabulation criteria.

   Specify the criteria for tabulation targets in **Printer**, **Period**, and **Account ID**/**Department (Account ID2)**/**Owner**.

2. Click the **Tabulate** button.

   The tabulation results for the specified criteria appear at the bottom of the **Cost Tabulation** dialog box.

3. Export tabulation results to file.

   Export the tabulation results to a file if necessary.

   You can export the tabulation results to a CSV file by clicking the **Export** button.

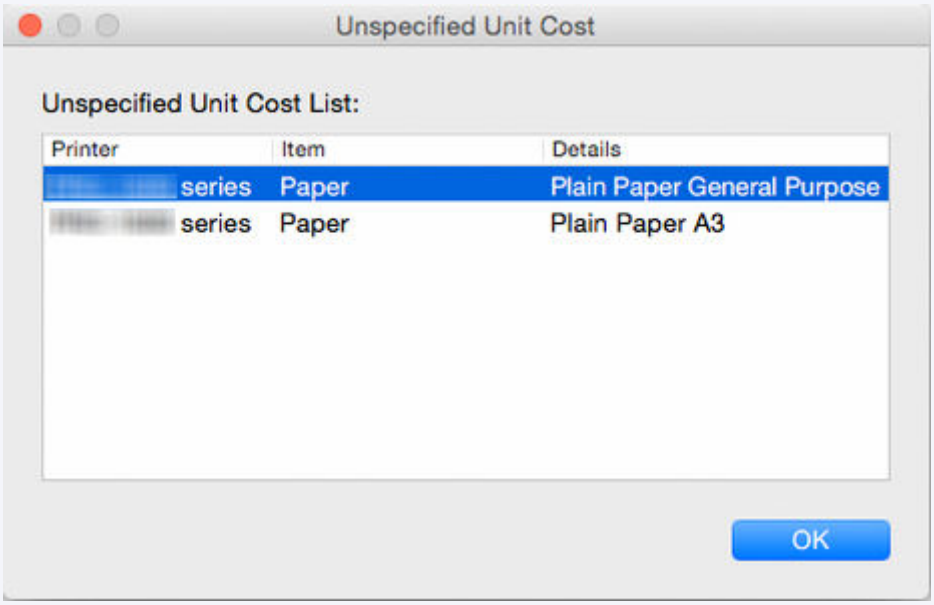
Note

- If there is even one record for which a cost cannot be calculated, because the unit cost is not set, "**Cannot calculate the values to be tabulated because a unit cost has not been set.**" appears.

In this case, set the unit cost, and then tabulate the cost again.

➡ Configure unit costs, including the costs of ink and paper

You can check the items without unit costs by clicking **Unspecified Unit Cost**.



- If an overflow of records for a tabulation target has occurred, "**Cannot calculate the values to be tabulated because a unit cost has not been set.**" also appears.

Important

- If "**Cannot calculate the values to be tabulated because a unit cost has not been set.**" appears because an overflow occurred in the records of the tabulation target, nothing appears in **Unspecified Unit Cost List**.

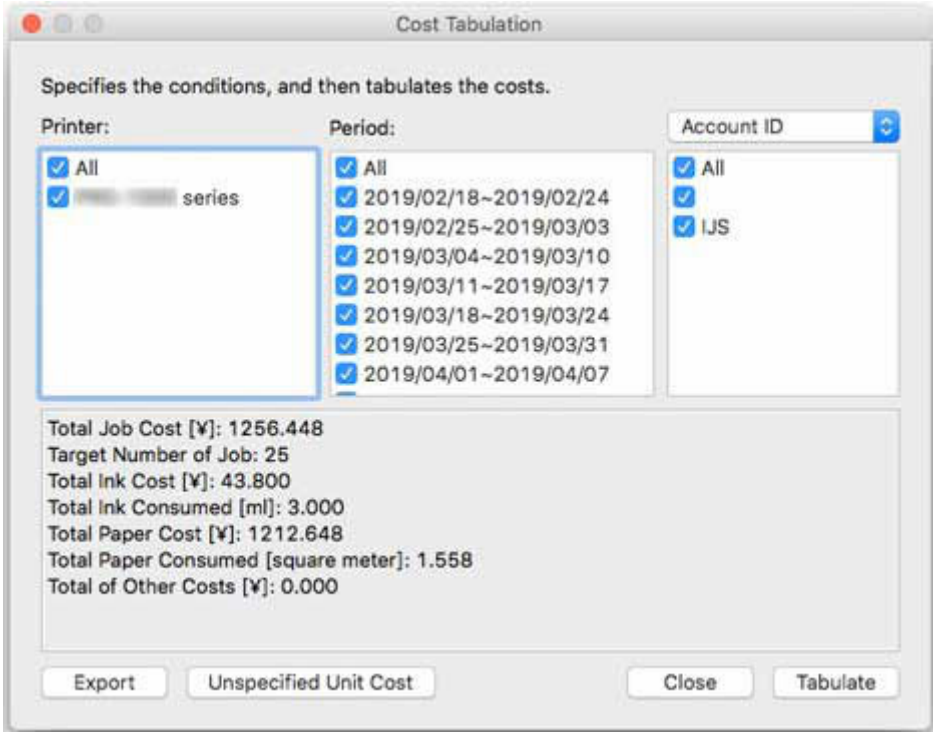
Exporting Cost Tabulation Results to CSV File

You can export cost tabulation results to a file in CSV format. You can use this file when you want to perform detailed analysis using tools such as spreadsheet software.

You can export the cost tabulation results to a CSV file by clicking the **Export** button in the **Cost Tabulation** dialog box.

1. Open **Cost Tabulation** dialog box.

   Select **Cost Tabulation** in **Job Cost** from the **File** menu to open the **Cost Tabulation** dialog box.



2. Set tabulation criteria.

   Specify the **Printer**, **Period**, and **Account ID**/**Department (Account ID2)**/**Owner** for cost tabulation.

3. Click the **Tabulate** button.

   The cost tabulation results appear.

Note

- Clicking the **Cancel** button in the progress screen that displays the processing progress cancels acquisition and tabulation and displays blank tabulation results.
- If there is even one record in the tabulation target for which a cost cannot be calculated, because the unit cost is not set, "**Cannot calculate the values to be tabulated because a unit cost has not been set.**" appears.
- If an overflow of records for a tabulation target has occurred, "**Cannot calculate the values to be tabulated because a unit cost has not been set.**" also appears.

4. Export cost tabulation results.

   Click the **Export** button.

   Specify a file name and destination, and then click the **Save** button.

   You can export the tabulation results to a file in CSV format.

   Note

   - If the tabulation results do not appear, the **Export** button is disabled.

Exporting/Importing Job Logs as File

You can export and import collected job logs as a file. This file can be used if you are replacing the computer used for management, changing the job log destination, or increasing hard disk capacity.

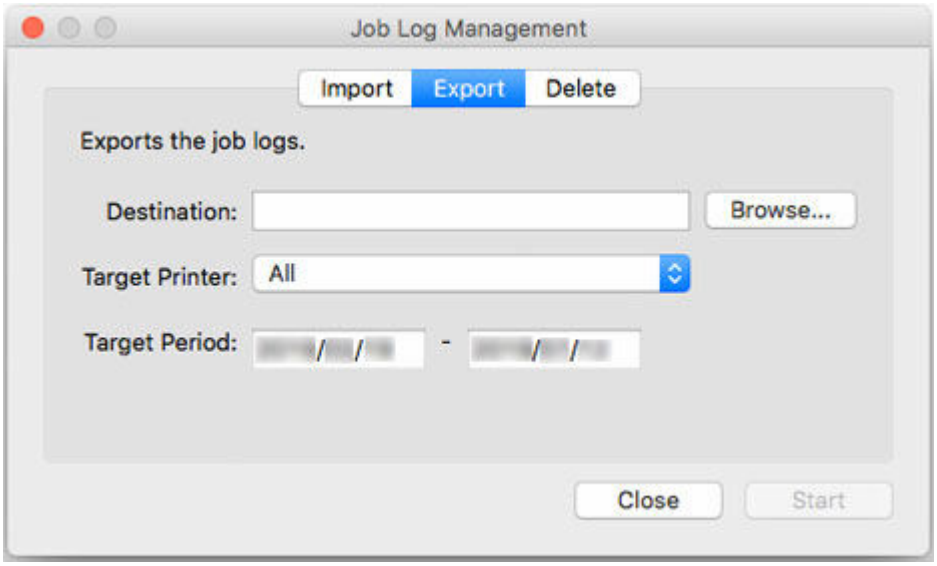
Exporting Job Logs

You can export collected job information with the **Export** sheet in the **Job Log Management** dialog box.

1. Open **Export** sheet in **Job Log Management** dialog box.

   Select **Manage Job Logs** from the **File** menu.

   Click the **Export** tab in the **Job Log Management** dialog box.



2. Specify destination.

   Specify the destination for the job logs in **Destination**.

3. Specify target printer.

   Specify the printer for export in **Target Printer**.

   Selecting **All** includes all managed printers.

   Note

   - Printers that were previously registered as managed printers but are no longer registered appear with their MAC addresses.

4. Specify target period.

   Specify the **Target Period**.

5. Execute export.

   Click the **Start** button.

Job logs are saved in the folder specified in **Destination**.

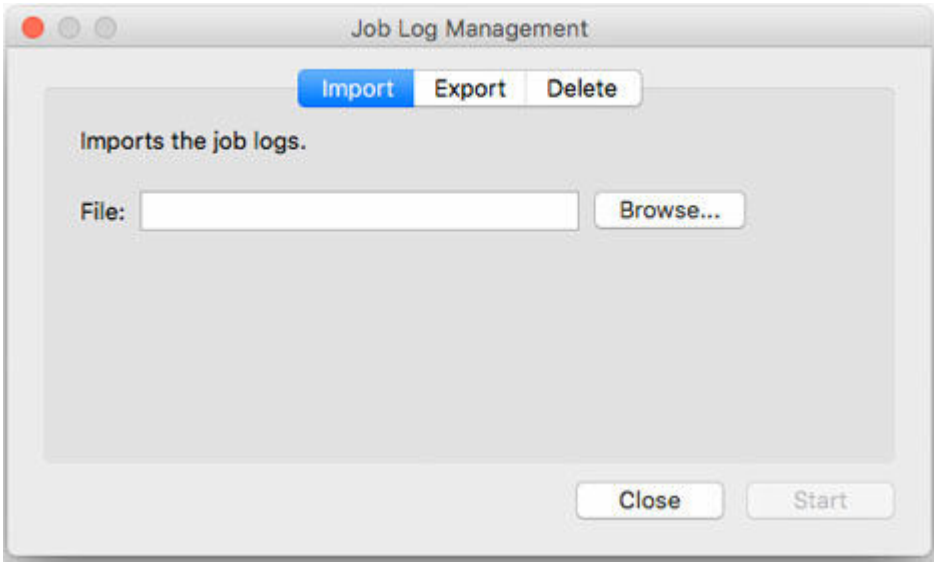
Importing Job Logs

You can import an exported job information file with the **Import** sheet in the **Job Log Management** dialog box.

1. Open **Import** sheet in **Job Log Management** dialog box.

   Select **Manage Job Logs** from the **File** menu.

   Click the **Import** tab in the **Job Log Management** dialog box.



2. Specify file.

   Specify the file to be imported in **File**.

   Click the **Browse** button to open the dialog box for specifying a file.

3. Execute import.

   Click the **Start** button.

   The job log specified in **File** is imported.

Displaying Various Information

- Checking Unit Costs Set on Printer
- Checking Consumption
- Checking Errors During Job Log Acquisition

Checking Unit Costs Set on Printer

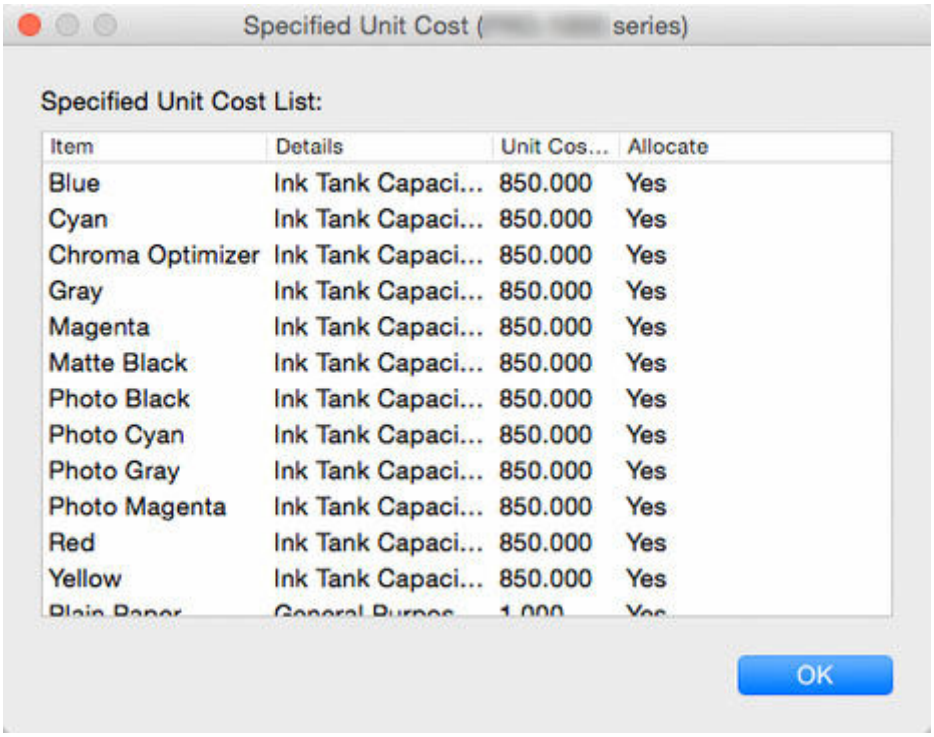
You can display a list of unit costs set for the selected printer in the **Specified Unit Cost** dialog box.

1. Select printer whose unit costs will be checked.

2. Display **Specified Unit Cost** dialog box.

   Select **Specified Unit Cost** in **Job Cost** from the **File** menu.

   The **Specified Unit Cost** dialog box appears.



Note

- For details on **Specified Unit Cost**, see "Specified Unit Cost Dialog Box."

Checking Consumption

You can check the ink and paper consumed for each printer or for each job.

Checking Ink and Paper Consumed Per Printer

You can check the consumed ink and paper up to present for the selected printer in the **Ink and Paper Consumed** dialog box.

Note

- For details, see "Ink and Paper Consumed Dialog Box."

Checking Consumption Per Job

The **Job Properties** dialog box displays detailed information about the selected job, including cost information.

Note

- For details, see "Job Properties Dialog Box."

Checking Errors During Job Log Acquisition

Errors that occur during job log acquisition can be displayed in the **Check Operation Status** dialog box.

Click **Check Operation Status** in the **Tools** menu to display.

Note

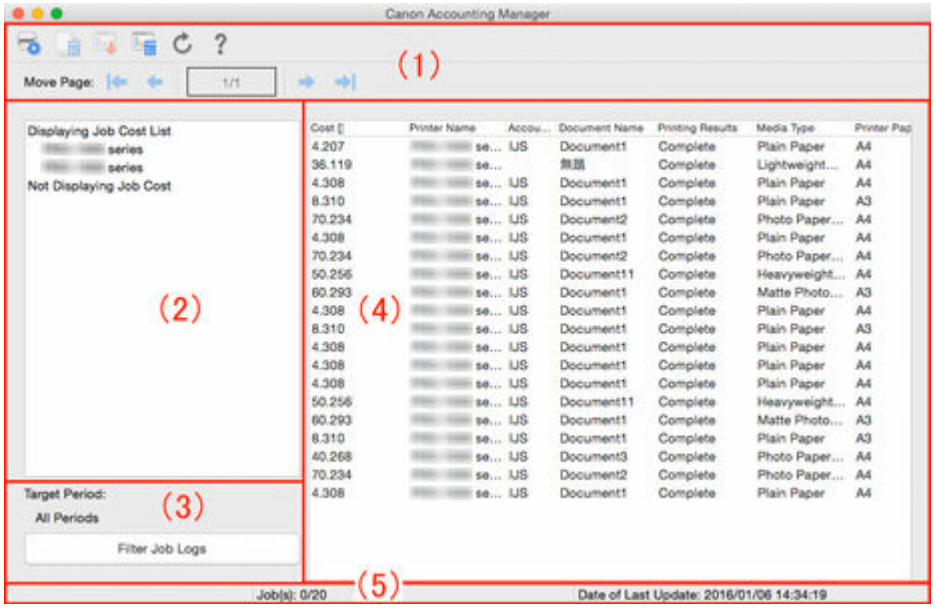
- For details, see "Check Operation Status Dialog Box."

Description of Accounting Manager Screen

- Main Window
- Filter Job Log Dialog Box
- Cost Tabulation Dialog Box
- Specified Unit Cost Dialog Box
- Ink and Paper Consumed Dialog Box
- Job Properties Dialog Box
- Unit Costs Dialog Box
- Resident Service Settings Dialog Box
- Printer Management Dialog Box
- Check Operation Status Dialog Box
- Preferences Dialog Box
- Job Log Management Dialog Box

Main Window

The Accounting Manager main screen consists of the title bar, main menu (toolbars), job cost list area, printer list area, status bar, and target period and filtering button area.



- (1) Toolbars
- (2) Printer List Area
- (3) Target Period/Filtering Button Area
- (4) Job Cost List Area
- (5) Status Bar
- Main Menu (Menu Bar)

(1) Toolbars

The toolbars include the Standard toolbar and the Navigation toolbar.

You can opt to either show or hide the toolbars with **Toolbars** in the **View** menu.

Standard Toolbar

Execute buttons for most frequently used features are located here.

- **Printer Management** button

  The Printer Management Dialog Box appears.

  Register and unregister managed printers and change their settings.

- **Unit Costs** button

  The Unit Costs Dialog Box appears.

  Set unit costs for ink, paper, and other unit costs.

  Enabled when the target printer is selected in printer list.

- **Export Job Cost Data** button

  Export the selected job cost information to a CSV file.

  Enabled when job cost is selected in the Job Cost list.

- **Cost Tabulation** button

  The Cost Tabulation Dialog Box appears.

  Specify the criteria and tabulate cost.

- **Refresh** button

  Acquire and display the latest job logs.

- **Help** button

  Display the Help.

Navigation Toolbar

Features related to page navigation are located here.

- **Show First Page** button

  Go to the first page.

  Several pages comprise the Job Cost list and this button is enabled except on the first page.

- **Show Previous Page** button

  Go to the previous page.

  Several pages comprise the Job Cost list and this button is enabled except on the first page.

- **Show Next Page** button

  Go to the next page.

  Several pages comprise the Job Cost list and this button is enabled except on the last page.

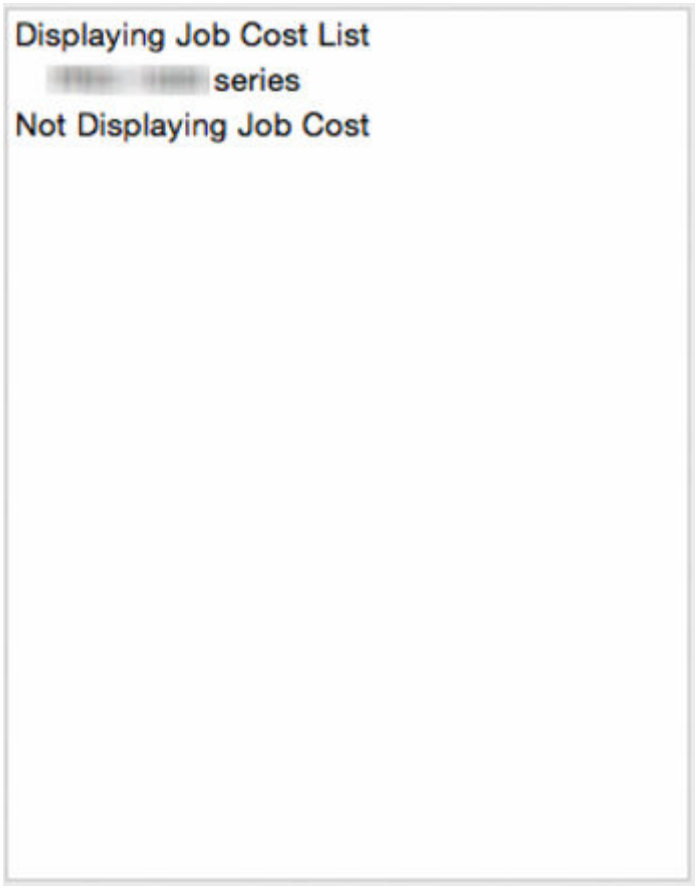
- **Show Last Page** button

  Go to last page.

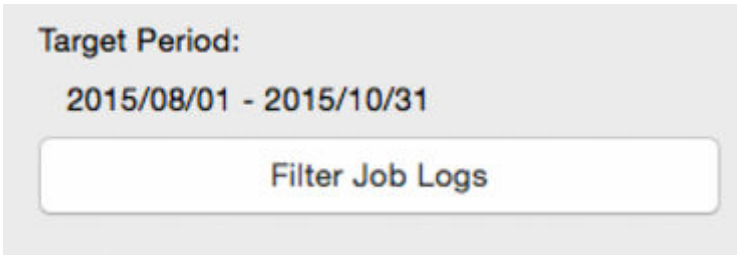
  Several pages comprise the Job Cost list and this button is enabled except on the last page.

(2) Printer List Area

A list of printers registered as currently managed printers appears.



(3) Target Period/Filtering Button Area



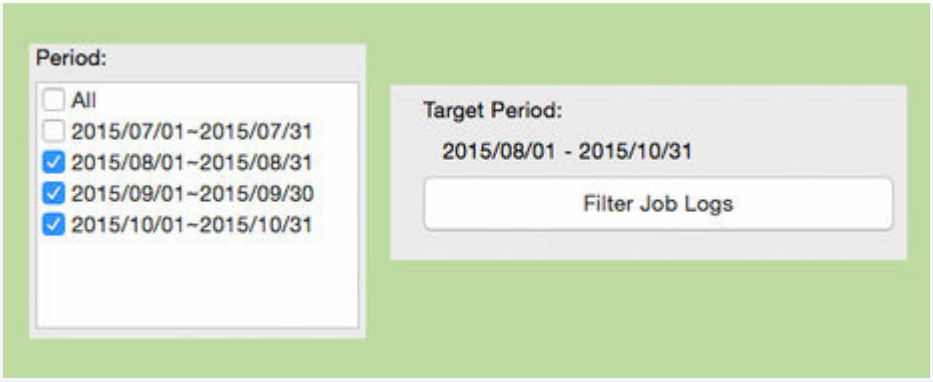
Target Period

Target Period displays the current display criteria for the Job Cost list.

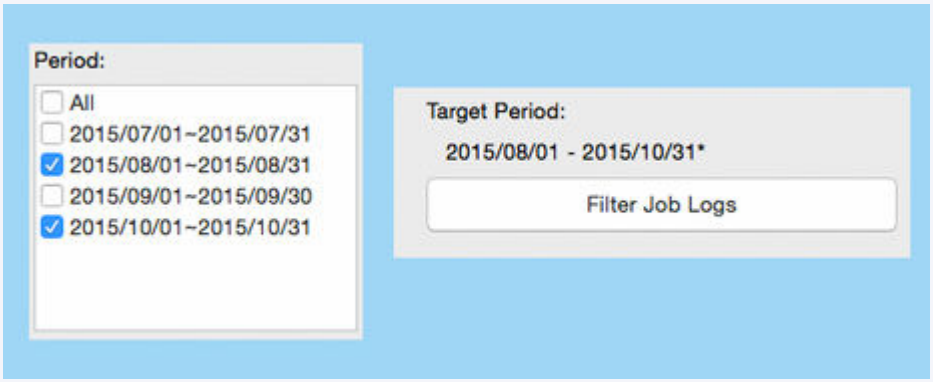
Configure the period in Filter Job Log.

Note

- If the specified target period is a consecutive period, this period appears.



If non-consecutive periods are specified, the period appears with an * (asterisk) appended to the end.



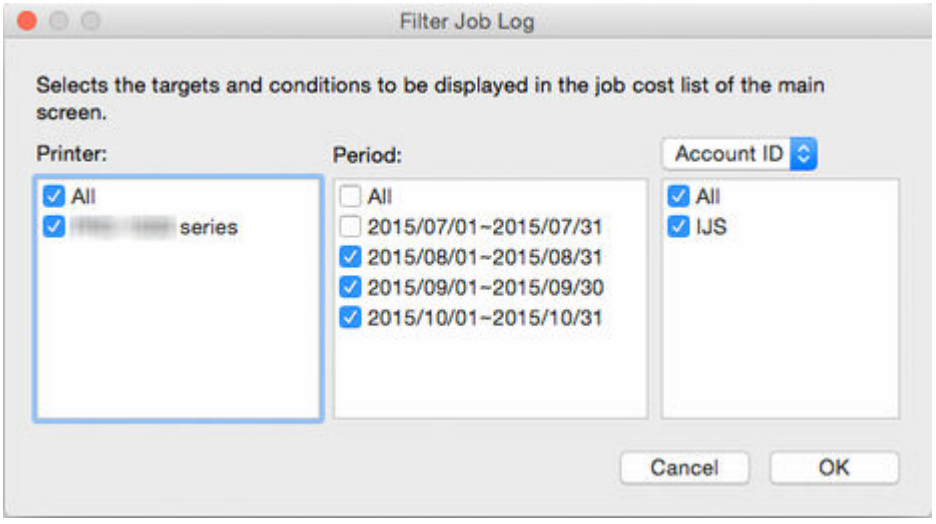
Filter Job Logs button

Click the **Filter Job Log** button to display the Filter Job Log Dialog Box.

Filter Job Log dialog box

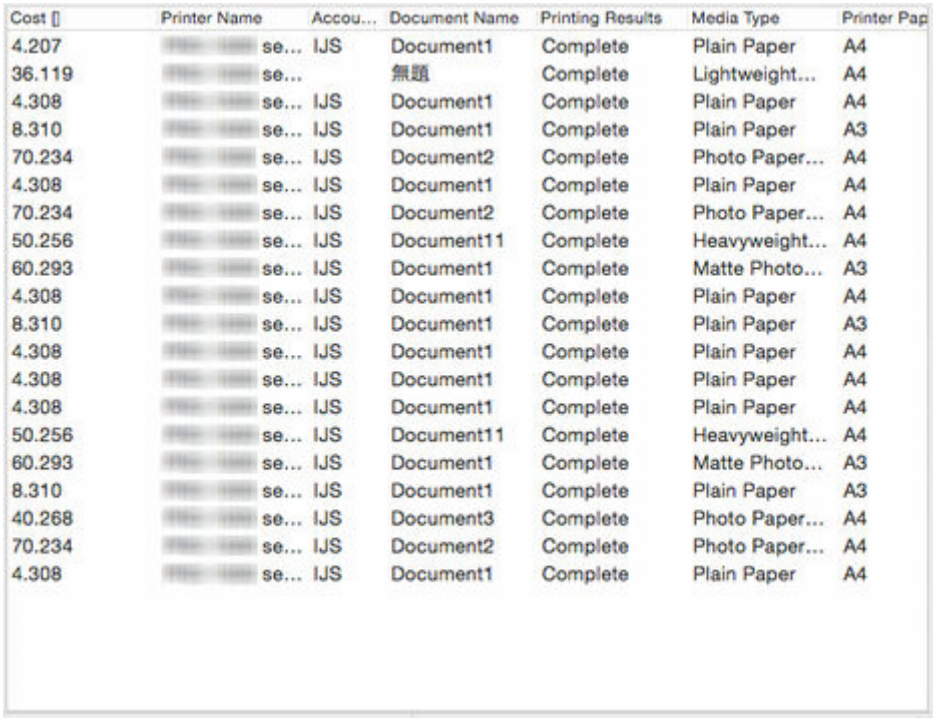
Select the items to be displayed in the Job Cost list on the main screen.

Specify a range for **Printer**, **Period**, and **Account ID**/**Department (Account ID2)**/**Owner** for each item.



(4) Job Cost List Area

Items including **Cost**, **Account ID**, **Document Name**, **Printing Results**, **Media Type**, and **Paper Consumed** appear.



Cost []	Printer Name	Accou...	Document Name	Printing Results	Media Type	Printer Pap
4.207	[redacted] se...	IJS	Document1	Complete	Plain Paper	A4
36.119	[redacted] se...		無題	Complete	Lightweight...	A4
4.308	[redacted] se...	IJS	Document1	Complete	Plain Paper	A4
8.310	[redacted] se...	IJS	Document1	Complete	Plain Paper	A3
70.234	[redacted] se...	IJS	Document2	Complete	Photo Paper...	A4
4.308	[redacted] se...	IJS	Document1	Complete	Plain Paper	A4
70.234	[redacted] se...	IJS	Document2	Complete	Photo Paper...	A4
50.256	[redacted] se...	IJS	Document11	Complete	Heavyweight...	A4
60.293	[redacted] se...	IJS	Document1	Complete	Matte Photo...	A3
4.308	[redacted] se...	IJS	Document1	Complete	Plain Paper	A4
8.310	[redacted] se...	IJS	Document1	Complete	Plain Paper	A3
4.308	[redacted] se...	IJS	Document1	Complete	Plain Paper	A4
4.308	[redacted] se...	IJS	Document1	Complete	Plain Paper	A4
4.308	[redacted] se...	IJS	Document1	Complete	Plain Paper	A4
50.256	[redacted] se...	IJS	Document11	Complete	Heavyweight...	A4
60.293	[redacted] se...	IJS	Document1	Complete	Matte Photo...	A3
8.310	[redacted] se...	IJS	Document1	Complete	Plain Paper	A3
40.268	[redacted] se...	IJS	Document3	Complete	Photo Paper...	A4
70.234	[redacted] se...	IJS	Document2	Complete	Photo Paper...	A4
4.308	[redacted] se...	IJS	Document1	Complete	Plain Paper	A4

Cost

The cost of printing.

- Total cost of job: (ink + paper + other costs)

If the cost cannot be calculated because the ink and paper unit costs have not be set, *** appears.

Printer Name

The name of the printer that printed the job appears.

Account ID

The Account ID set for the job appears.

Important

- When a user (the person printing) sends a job to the printer, they must include identifying information connected to the person who sent the job (Account ID, Department (Account ID2), or Owner).

  For details, see the User Manual for your model from the Home of the Online Manual.

Document Name

This is the name of the printed document.

Printing Results

The printing results for the job appears.

Displays **Complete** if the printing is executed, **Canceled** if the printing is not executed, **Error** if an error occurs, and **Warning** if an error occurs in the print job data.

Media Type

This is the type of paper used in printing.

The paper name based on the information acquired from the printer appears.

Note

- Displays **Unknown Paper** if the relevant paper name cannot be acquired.

Printer Paper Size

Size indicating the print area of the job.

Paper Consumed

This is the area of paper used in printing.

Paper Width

This is the width of paper used in printing.

Paper Height

This is the length of paper used in printing.

Ink Consumed

Amount of ink used in printing (total consumption for each color).

Owner

The sender (owner's name) of the job.

The user name of the user logged into the OS is assigned.

Print Job Start Time

Time printing started.

The **Print Job Start Time** that will appear in the Job Cost list is as follows:

When Time Zone Set on Printer

Displays the time converted from the time zone set on the computer running Accounting Manager.

When Time Zone Not Set on Printer

Displays the time in the time zone set on the computer running Accounting Manager.

Print Time

Time it took to print the job.

Pages

The number of pages printed.

The number of impressions (number of surfaces) for the job appears.

For a job where 3 copies of a 2-page original are printed, it is "6".

Print Quality

Level of print quality for the job.

Paper Cost

The cost of paper used for printing.

Total Ink Cost

Total cost of ink used in printing (total ink cost for each color).

Total of Other Costs

The total value of costs other than paper and ink.

Ink Cost Details

The cost per color of ink appears.

Ink Consumption Details

The amount of each color of ink used.

job_description

The ID set for the job appears.

Print Priority

The **Print Priority** settings selected when printing appear.

Paper Source

The **Paper Source** when printing appears.

Department (Account ID2)

Displays the Account ID2 specified in the job.

Project number

Displays the project number specified in the job.

Order number

Displays the order number specified in the job.

Customer ID

Displays the customer ID specified in the job.

Job number

Displays the job number specified in the job.

Comment

Displays comments specified in the job.

Note

- The items shown vary depending on your model.
- In the Preferences Dialog Box, set the number of jobs, items, and sort order displayed in the Job Cost list.
- If all of the jobs extracted based on the filtering criteria do not fill up the configured number of jobs, they all appear on one page. The most recent job logs on the first page appears if the configured number of jobs is exceeded. The portion exceeding the configured number of jobs appears on the second and subsequent pages.
- If overflow occurs in the calculation results, **---** appears.

(5) Status Bar

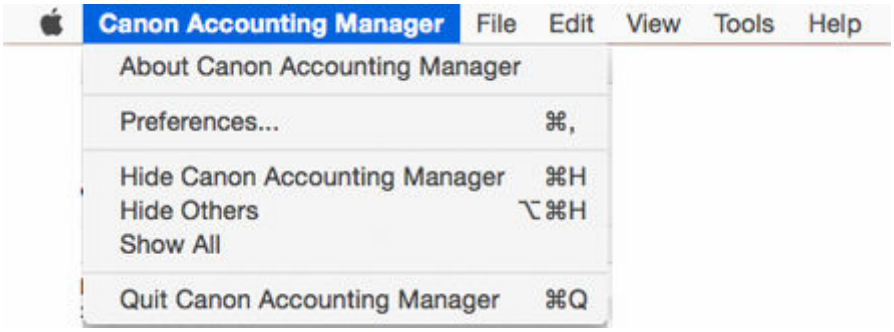
Messages including notifications that job log acquisition errors have occurred, descriptions of functions, job selection status, and last update date/time appear.

Main Menu (Menu Bar)

Select the menu items for the necessary operations.

- **Canon Accounting Manager** Menu
- **File** Menu
- **View** Menu
- **Tools** Menu
- **Help** Menu

Canon Accounting Manager Menu



About Canon Accounting Manager

The **About** dialog box appears.

Preferences

The Preferences Dialog Box appears.

Specify your preferences (settings related to displayed content and displayed items) for Accounting Manager.

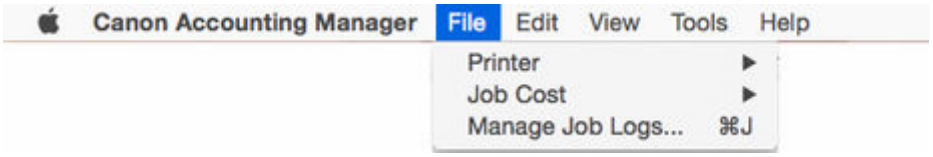
Quit Canon Accounting Manager

Close the main window and exit Accounting Manager.

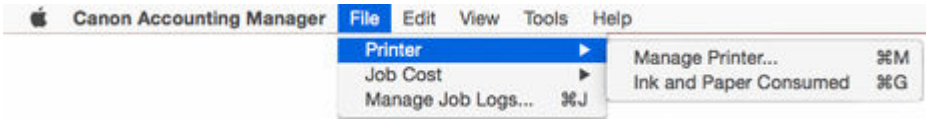
Note

- If **Start** is set in **Resident Service Settings**, job logs are acquired regularly in the background even after exiting.

File Menu



Printer



Manage Printer

The Printer Management Dialog Box appears.

Register and unregister managed printers, and change settings for managed printers in the **Printer Management** dialog box.

Also, you can import and export managed printers.

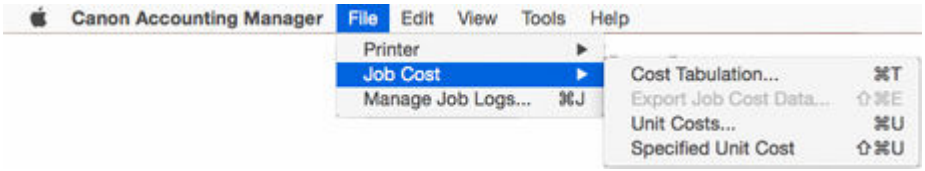
Ink and Paper Consumed

The Ink and Paper Consumed Dialog Box appears.

You can check the ink and paper consumed up to the present for this printer.

Enabled if a printer is selected in the printer list.

Job Cost



Cost Tabulation

The Cost Tabulation Dialog Box appears.

You can specify tabulation criteria and tabulate costs here.

Export Job Cost Data

Export cost information in CVS format for jobs selected in the Job Cost list on the main screen.

Enabled when a job is selected in the Job Cost list.

Unit Costs

Displays the Unit Costs Dialog Box for the printer of the job selected in the Job Cost list on the main screen.

Enabled if a printer is selected in the printer list.

Specified Unit Cost

The Specified Unit Cost Dialog Box appears.

You can check the list of unit costs set on the printer here.

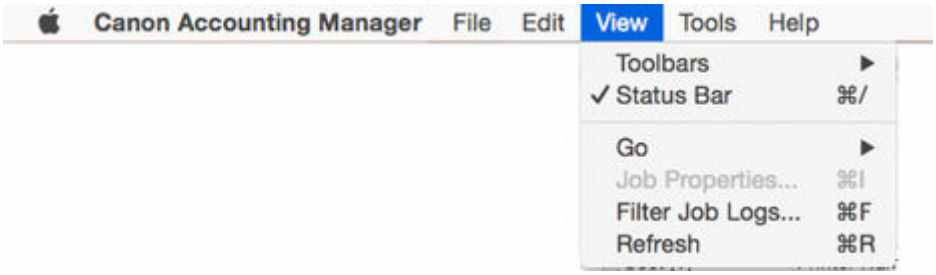
Enabled if a printer is selected in the printer list.

Manage Job Logs

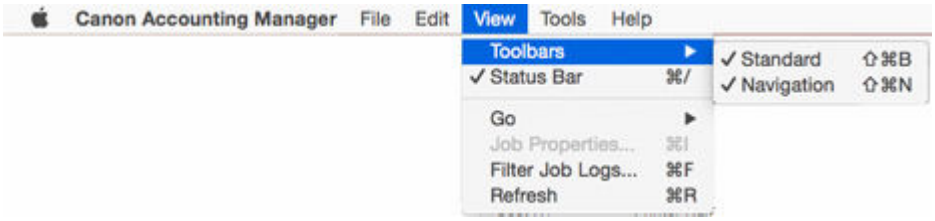
The Job Log Management Dialog Box appears.

Execute operations related to job logs (import, export, move, and delete).

View Menu



Toolbars



Show or hide **Toolbars**.

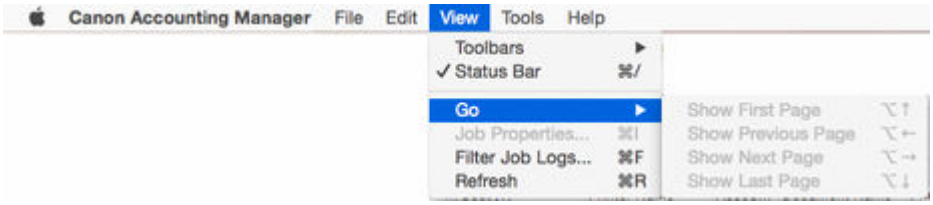
Toolbars include the Standard Toolbar and Navigation Toolbar, and you can show and hide each toolbar.

Status Bar

Show or hide **Status Bar**.

Messages including notification for job log acquisition errors settings, descriptions of functions, job selection status, and last update date/time appear.

Go



Navigate between pages.

Choose from the following methods of navigation.

- **Show First Page**

  Several pages comprise the Job Cost list and this button is enabled except on the first page.

- **Show Previous Page**

  Several pages comprise the Job Cost list and this button is enabled except on the first page.

- **Show Next Page**

  Several pages comprise the Job Cost list and this button is enabled except on the last page.

- **Show Last Page**

  Several pages comprise the Job Cost list and this button is enabled except on the last page.

Job Properties

The Job Properties Dialog Box appears.

You can check detailed information for job costs.

Enabled when a job is selected in the Job Cost list.

Filter Job Logs

The Filter Job Log Dialog Box appears.

Select the items to be displayed in the Job Cost list.

Refresh

Acquires and displays the latest job logs.

Acquires the most recent job logs from printers specified in the extraction criteria to update the Job Cost list.

Tools Menu

Resident Service Control

The Resident Service Settings Dialog Box appears.

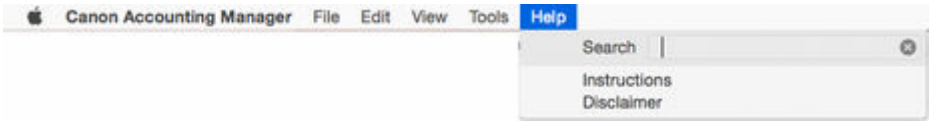
Displays the operating status of the resident service, and controls the start and stop of the resident service.

Check Operation Status

Displays the Check Operation Status Dialog Box.

Displays a list of errors that occurred during job log acquisition from the printer.

Help Menu



Instructions

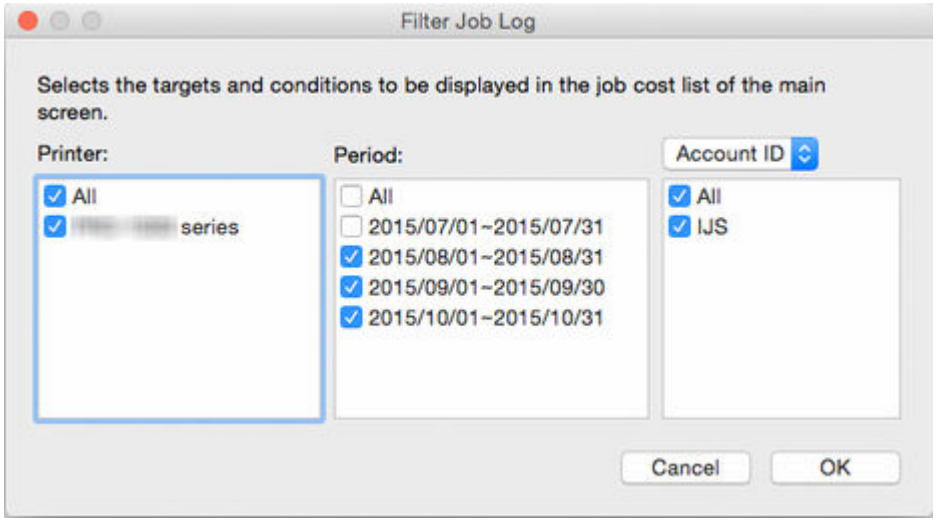
Displays the Accounting Manager guide.

Disclaimer

Displays a disclaimer.

Filter Job Log Dialog Box

Select **Filter Job Logs** from the **View** menu to open the **Filter Job Log** dialog box.



Printer

Displays the list of **All** printers or printers registered as managed printers in the Printer Management dialog box.

Period

Displays a period list created based on **All** or Tabulation Period and Tabulation Start Date settings and the print date for the oldest record among the job logs saved to the local database.

Account ID/Department (Account ID2)/Owner

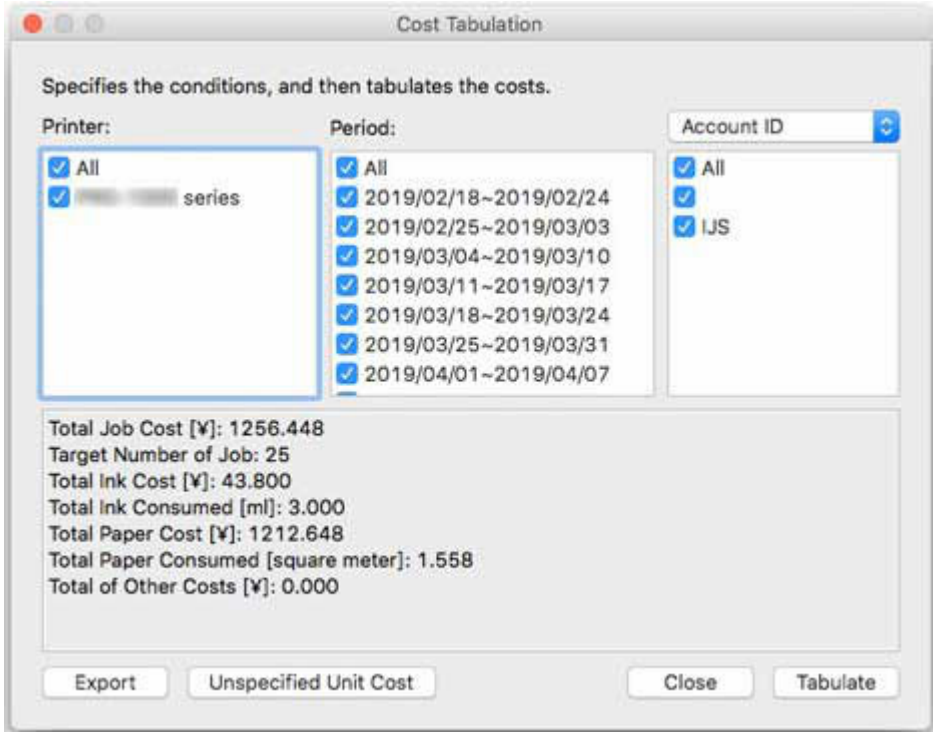
In the drop-down menu, specify either **Account ID**, **Department (Account ID2)**, or **Owner** as extraction criteria.

The **Account ID**, **Department (Account ID2)**, or **Owner** list will appear, including an **All** option, as well as all printers and job logs saved to the local database.

Cost Tabulation Dialog Box

Select **Cost Tabulation** in **Job Cost** from the **File** menu to open the **Cost Tabulation** dialog box.

You can specify tabulation criteria and tabulate costs.



Printer

All and the list of printers registered as managed printers in the Printer Management dialog box are displayed.

Period

Displays a period list created based on **All** or Tabulation Period and Tabulation Start Date settings and the print date for the oldest record among the job logs saved to the local database.

Account ID/Department (Account ID2)/Owner

In the drop-down menu, specify either **Account ID**, **Department (Account ID2)**, or **Owner** as extraction criteria.

The **Account ID**, **Department (Account ID2)**, or **Owner** list will appear, including an **All** option, as well as all printers and job logs saved to the local database.

Total Job Cost

The total costs for extracted jobs appears.

*** appears if jobs for which the cost cannot be calculated because the unit cost is not set are included in the target jobs.

Number of Target Jobs

The total number of extracted jobs appears.

Total Ink Cost

The total ink costs for extracted jobs appears.

*** appears if jobs for which the cost cannot be calculated because the unit cost is not set are included in the target jobs.

Total Ink Consumed

The total ink consumed for extracted jobs appears.

Total Paper Cost

The total paper costs for extracted jobs appears.

*** appears if jobs for which the cost cannot be calculated because the unit cost is not set are included in the target jobs.

Total Paper Consumed

The total paper consumed for extracted jobs appears.

Total of Other Costs

The total costs other than ink and paper for extracted jobs appears.

Export button

Exports the tabulation results and the job cost records of the extracted jobs in CSV format.

Enabled if tabulation results exist.

Unspecified Unit Cost button

Calculates costs according to extraction criteria and lists unit costs with inadequate settings.

Job logs are not acquired from the printer at this time.

The list of unspecified unit costs appear in the **Unspecified Unit Cost** Dialog Box.

Tabulate button

Tabulates costs.

To acquire job logs from the target printers, click the **Tabulate** button.

Extracts job logs, calculates costs, and displays tabulation results when job log acquisition from all target printers is completed.

Note

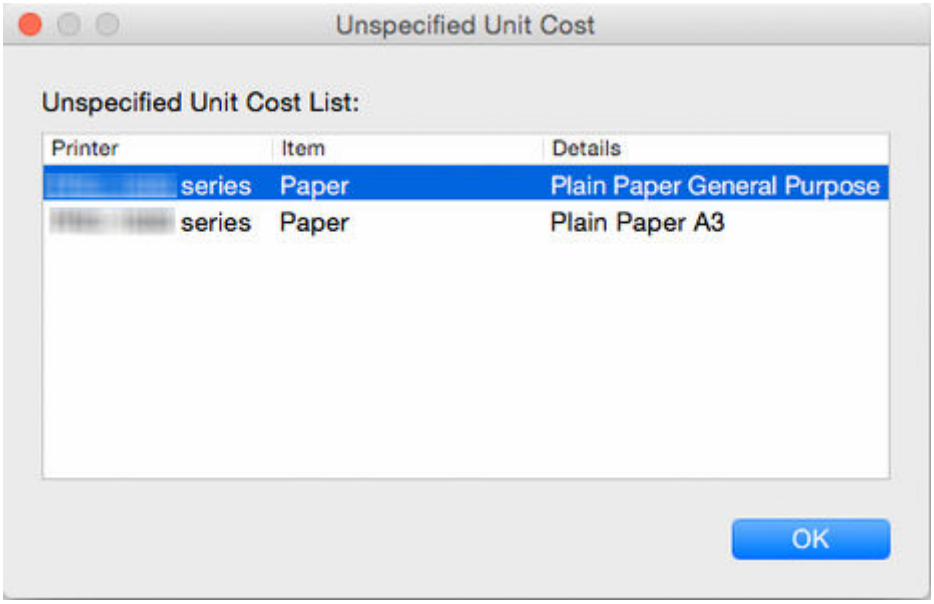
- Clicking the **Cancel** button in the progress screen that displays the processing progress cancels acquisition and tabulation and displays blank tabulation results.
- If there is even one record in the tabulation target for which a cost cannot be calculated, because the unit cost is not set, "**Cannot calculate the values to be tabulated because a unit cost has not been set.**" appears.
- If an overflow of records for a tabulation target has occurred, "**Cannot calculate the values to be tabulated because a unit cost has not been set.**" also appears.

Note

- If overflow occurs in the calculation results, **---** appears.
- If **---** appears, check the unit costs and tabulation period settings are appropriate.

Unspecified Unit Cost Dialog Box

When the job cost calculation is performed using the criteria specified in the Tabulate screen, inadequate unit cost settings are extracted and appear in the **Unspecified Unit Cost** dialog box.



Unspecified Unit Cost List

Printer

The printer name appears.

Item

Ink or **Paper** appears.

Details

The details for target items appear.

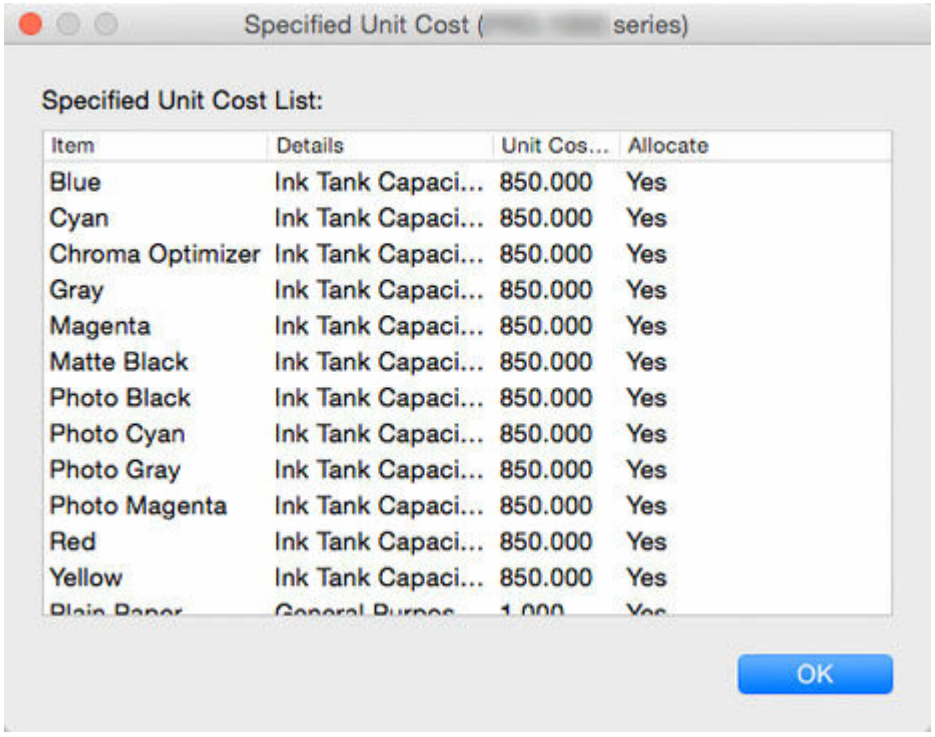
Important

- If "**Cannot calculate the values to be tabulated because a unit cost has not been set.**" appears because an overflow occurred in the records of the tabulation target, nothing appears in **Unspecified Unit Cost List**.

Specified Unit Cost Dialog Box

You can check a list of unit costs set for this printer in the **Specified Unit Cost** dialog box.

Select **Specified Unit Cost** in **Job Cost** from the **File** menu to open the **Specified Unit Cost** dialog box.



Specified Unit Cost List

Item

The item names of unit cost settings specified for **Ink**, **Paper**, and **Others** appear.

Details

The details for items appear.

Unit Costs

The unit costs set for items appear.

Allocate

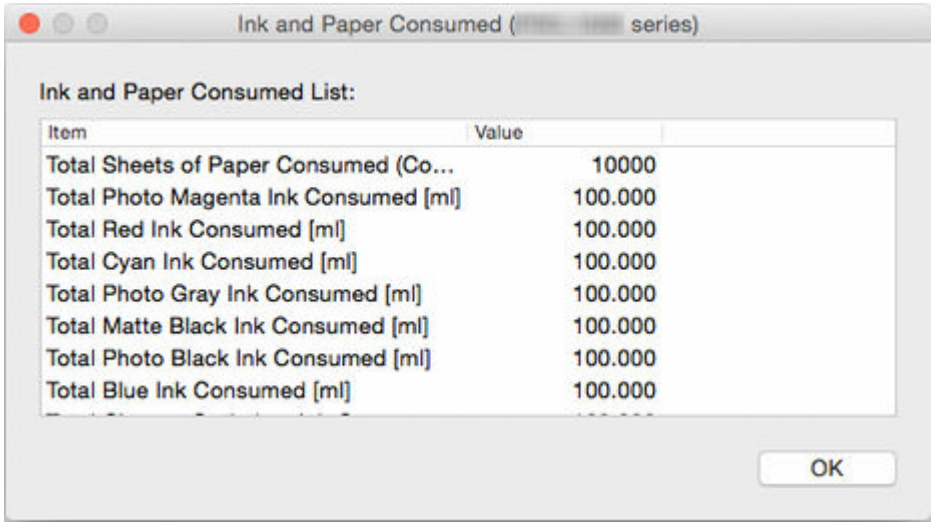
Yes appears when the set unit cost is used in job cost calculation.

Items that are not used are blank.

Ink and Paper Consumed Dialog Box

You can check the ink and paper up consumed to the present for this printer in the **Ink and Paper Consumed** dialog box.

To display the dialog box, click **Ink and Paper Consumed** from **Printer** in the **File** menu.



Ink and Paper Consumption List

Item

Item names appear.

Value

For ink

- Ink consumed based on the units settings appear.

For paper

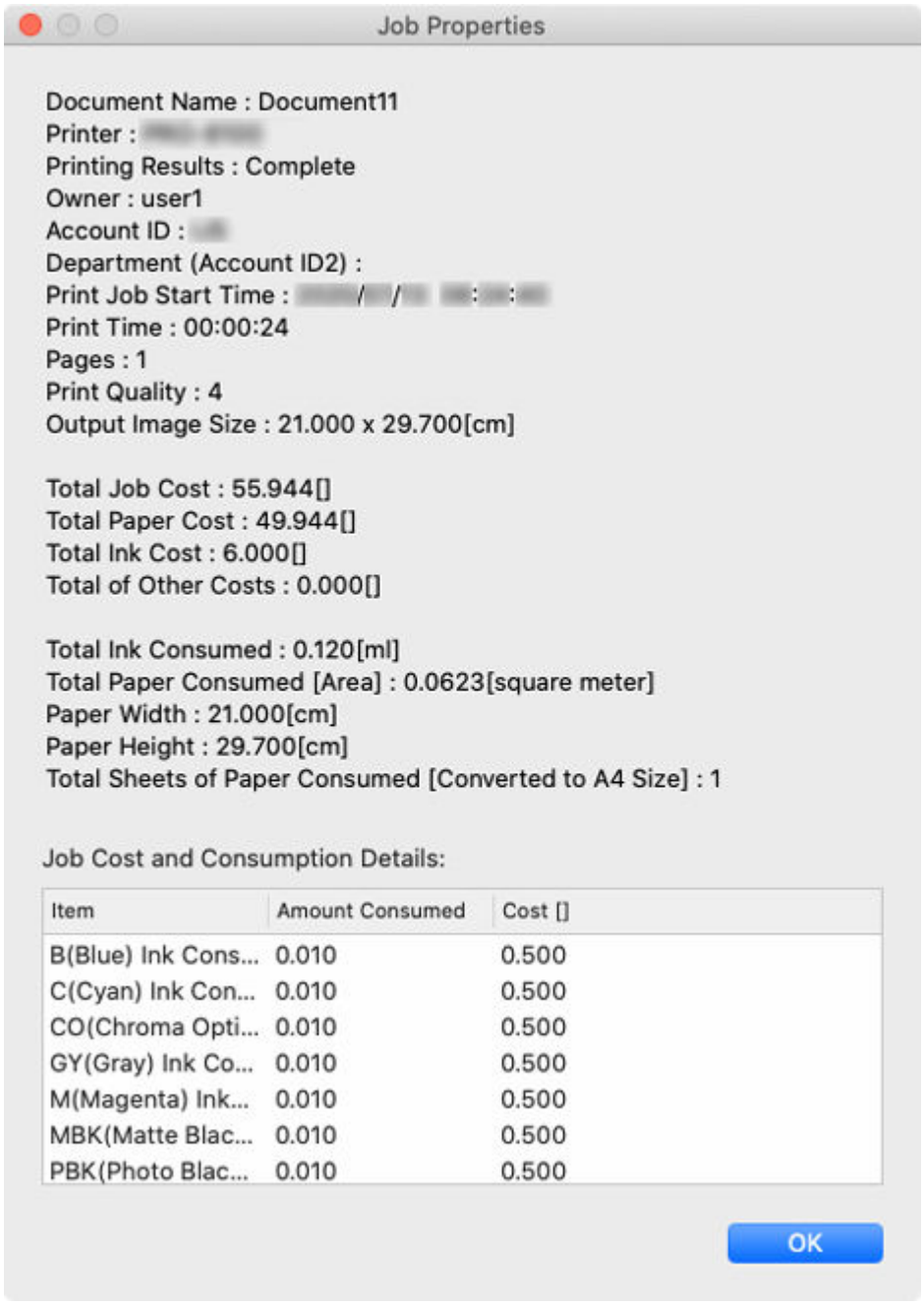
- The print area consumed for paper appear based on the units settings.
- The number of sheets printed in A4 appears.

Job Properties Dialog Box

The **Job Properties** dialog box displays detailed information about the selected job.

To open the **Job Properties** dialog box, from the **View** menu, select **Job Properties** or press Enter on the keyboard.

Additionally, you can open it by double-clicking a job in the Job Cost list that you want to check the properties of.



Document Name

The name of the job appears.

Printer

The name of the printer that printed the job appear.

Printing Results

The printing results for the job appears.

Owner

The name of the owner of the job appear.

Account ID

The Account ID for the job appears.

Department (Account ID2)

The Account ID2 for the job will appear here.

Print Job Start Time

The print start time for the job appears.

The **Print Job Start Time** that will appear is as follows:

When Time Zone Set on Printer

Displays the time converted from the time zone set on the computer running Accounting Manager.

When Time Zone Not Set on Printer

Displays the time in the time zone set on the computer running Accounting Manager.

Print Time

The print time for the job appears.

Calculates the print time based on the print start time and the print completion time included in the job cost.

Pages

The number of pages for the job appears.

Print Quality

The level of print quality for the job appears.

Output Image Size

The output image size for the job appears.

Displayed according to unit cost settings based on the logical paper size included in the job cost.

Total Job Cost

The total costs for target jobs appear.

*** appears if jobs for which the cost cannot be calculated because the unit cost is not set are included in the target jobs.

Total Paper Cost

The total paper costs for target jobs appear.

*** appears if jobs for which the cost cannot be calculated because the unit cost is not set are included in the target jobs.

Total Ink Cost

The total ink costs for target jobs appear.

*** appears if jobs for which the cost cannot be calculated because the unit cost is not set are included in the target jobs.

Total of Other Costs

The total value of other costs for target jobs appears.

Total Ink Consumed

The total value of ink consumed for target jobs appears.

Total Paper Consumed [Area]

The total value of paper consumed for target jobs appears.

Total Sheets of Paper Consumed [Converted to A4 Size]

Calculates the A4 conversion value from the total value of the area of paper consumed for target jobs.

Paper Width

The width of the paper used by the job appears.

Displays the logical paper width information and the width information for paper used, according to the unit settings based on the information acquired from the printer.

Paper Height

The length of the paper used by the job appears.

The cut sheet length information and the width information for paper used appears according to the unit settings based on the information acquired from the printer.

Job Cost and Consumption Details

The cost and total consumption per ink color and per media type appear.

Item

The ink color and paper name appear.

Amount Consumed

The total consumption per item appears.

******* appears if jobs for which the cost cannot be calculated because the unit cost is not set are included in the target jobs.

Cost

The total costs for each item appear.

******* appears if jobs for which the cost cannot be calculated because the unit cost is not set are included in the target jobs.

Note

- If overflow occurs in the calculation results, **---** appears.
- If **---** appears, check the unit costs and tabulation period settings are appropriate.

Unit Costs Dialog Box

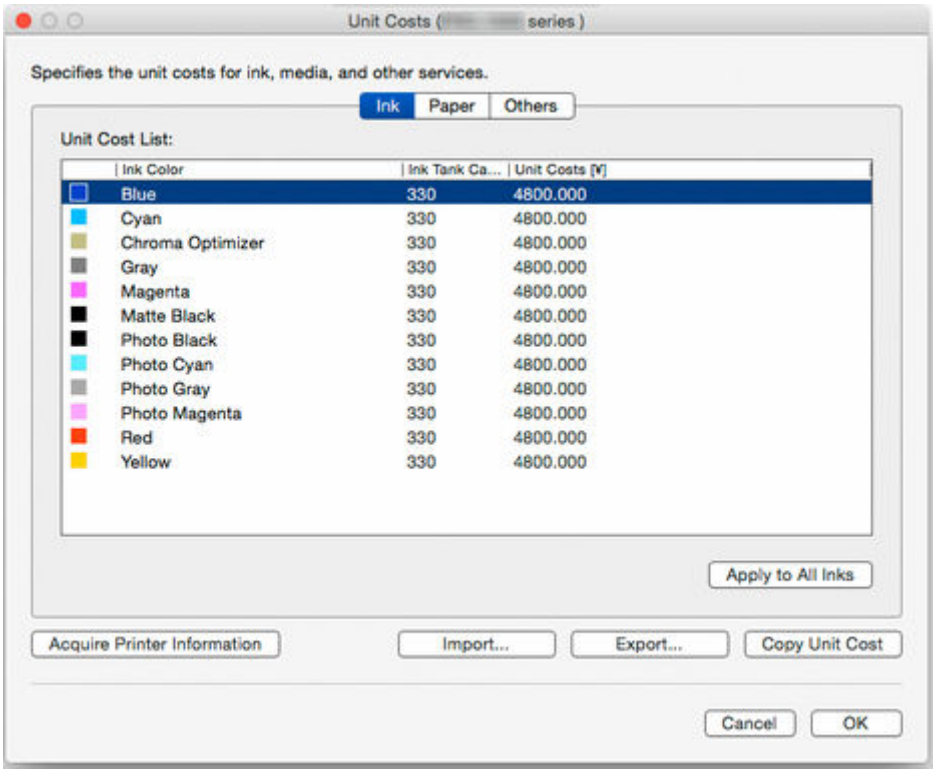
Set the unit costs used to calculate job cost in the **Unit Costs** dialog box. Set the unit costs for ink, paper, and items other than ink and paper.

Select **Unit Costs** in **Job Cost** from the **File** menu to open the **Unit Costs** dialog box.

The **Unit Costs** dialog box consists of the following sheets.

- **Ink** sheet
- **Paper** sheet
- **Others** sheet
- Common to All Sheets

Ink sheet



Ink Color

Ink Color and an icon indicating the ink color appear.

The ink list that appears is acquired from the selected printer.

Ink Tank Capacity

The ink tank capacity appears according to the units setting.

Unit Costs

The unit costs for **Ink Color** and **Ink Tank Capacity** appear.

If the unit costs are not set, **Not set** appears.

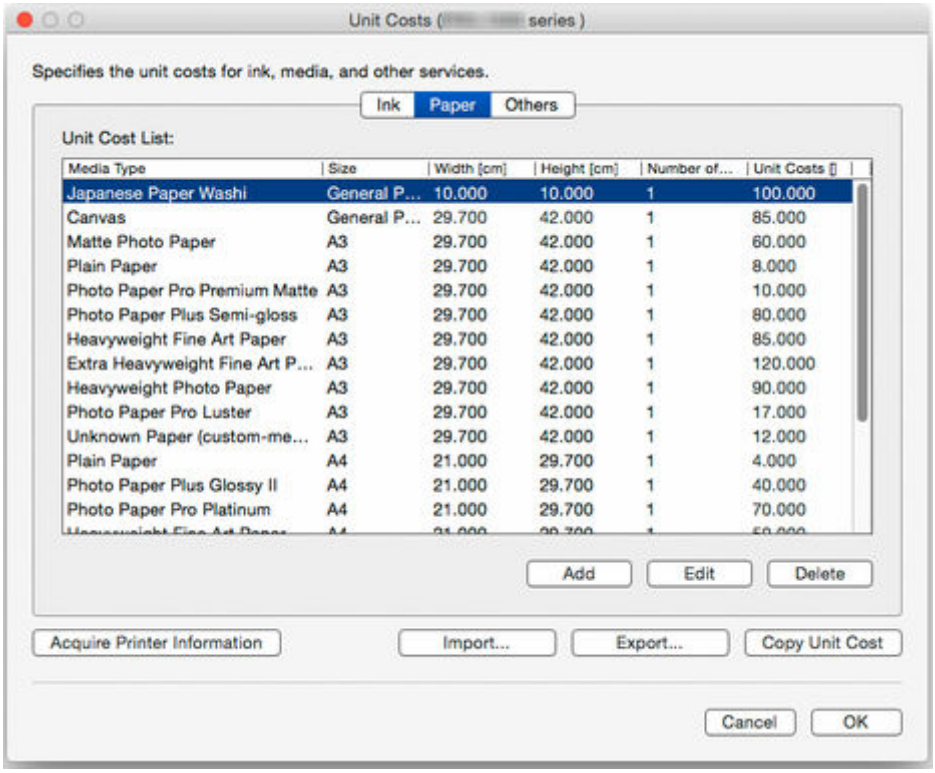
To change the unit costs settings, edit the list directly.

Apply to All Inks button

Applies the currently selected **Unit Costs** and **Ink Tank Capacity** in **Ink Color** to all ink colors displayed in **Unit Cost List**.

Disabled if one ink or less is displayed in **Unit Cost List** or no ink has been selected.

Paper sheet



Media Type

The paper name appears.

The name that appeared in the printer driver is applied.

Size

General Purpose, Regular Size Name, or Roll Paper Width Name appears.

Width

The paper width appears according to the units setting.

You can edit the list directly if **Size** is **General Purpose**.

Height

The paper length appears according to the units setting.

You can edit the list directly if **Size** is **General Purpose** or Roll Paper Width Name.

Number of Sheets/Rolls

The number of sheets in a package appears when the price per paper package is set.

If you select **Roll Paper**, the number of rolls appears.

Unit Costs

The price per paper package appears.

The unit cost settings you added are added to the **Unit Cost List**.

Add button

Adds a new unit cost setting for paper.

The unit cost settings you added are added to **Unit Cost List**.

For details on **Add Paper Unit Cost**, see "**Add Paper Unit Cost** Dialog Box."

Edit button

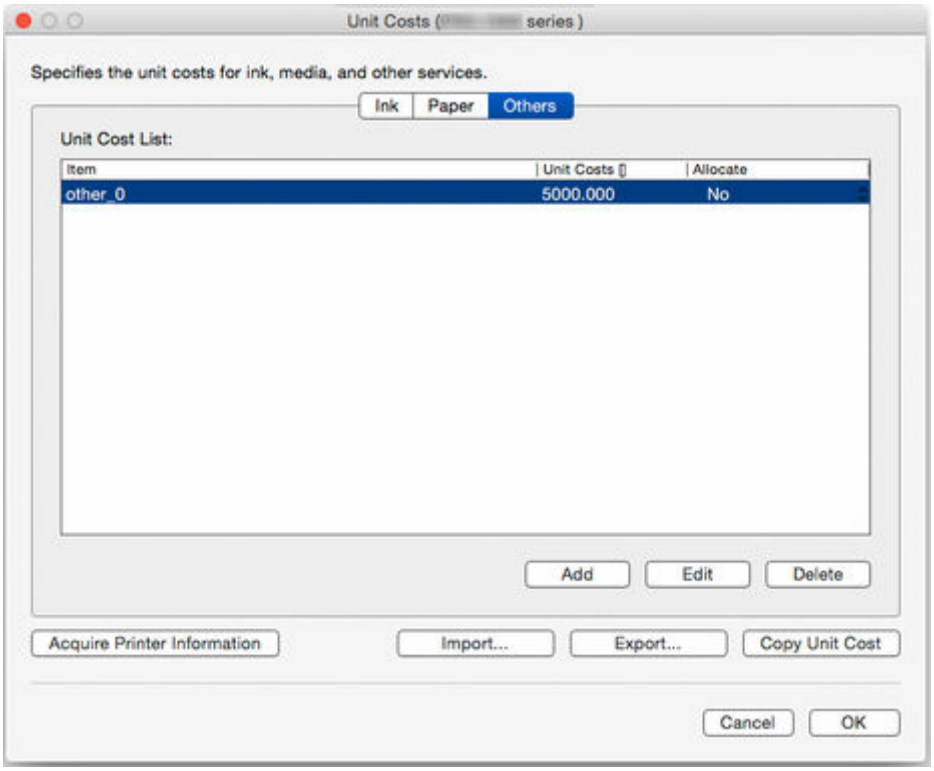
Enables editing of the unit cost settings for paper.

Delete button

Deletes the selected paper unit costs.

Deleted paper unit costs are deleted from **Unit Cost List**.

Others sheet



Item

Item names set for unit costs appear.

Unit Costs

The unit costs for item names appear.

Allocate

Yes or **No** appears for whether to include this unit cost setting when calculating job costs.

To change the settings, change them directly in the list.

Add button

Adds a new other unit cost setting.

The unit cost settings you added are added to the **Unit Cost List**.

Edit button

Enables editing of the settings for this unit cost.

Delete button

Deletes the selected unit cost settings.

Deleted unit cost settings are deleted from **Unit Cost List**.

Common to All Sheets

Import button

Imports unit cost settings.

Export button

Exports unit cost settings.

Copy Unit Cost button

Copies unit costs.

For details on **Copy Unit Cost**, see "**Copy Unit Cost** Dialog Box."

Acquire Printer Information button

Acquires printer information.

OK button

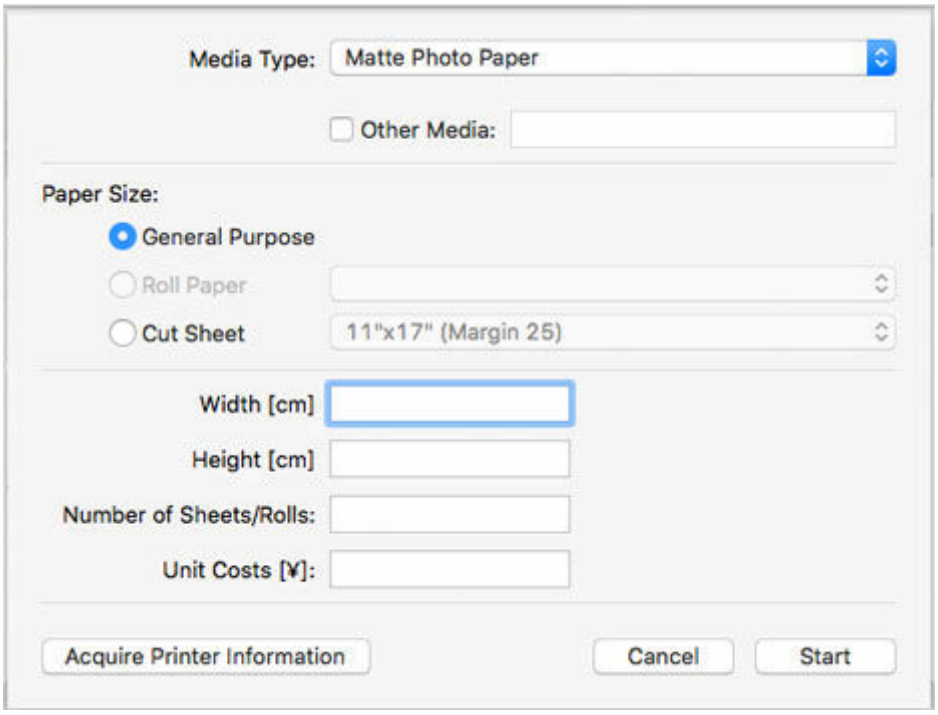
Saves changes to the unit cost settings and closes the **Unit Costs** dialog box.

Cancel button

Discards changes and closes the **Unit Costs** dialog box.

Add Paper Unit Cost Dialog Box

Adds a new unit cost setting for paper.



Media Type

Specify the **Media Type**.

A list of the media types supported by the target printer appears.

Other Media

To set a unit cost for a paper not displayed in **Media Type**, select Other Media and enter the paper ID.

You can check the paper ID on the **Unspecified Unit Cost** screen or in **Unit Cost List** on the **Paper** tab of the **Unit Costs** screen.

"**Unknown Paper** [Paper ID]" appears for paper not appearing in **Media Type**, so enter this paper ID.

Paper Size

Set the size type for the paper.

Select **General Purpose**, **Roll Paper**, or **Cut Sheet** for the size type.

Width

Specify the paper width.

If **Roll Paper** or **Cut Sheet** is selected in **Paper Size**, it is entered automatically.

Note

- If you have specified a custom size roll width in the printer driver, select **Paper Size** > **Roll Paper** > **User-defined**, and then input the same value as has been set for **Width** in the printer driver.

Height

Specify the paper length.

If **Cut Sheet** is selected in **Paper Size**, it is entered automatically.

Number of Sheets/Rolls

Specify the count per paper package (number of sheets).

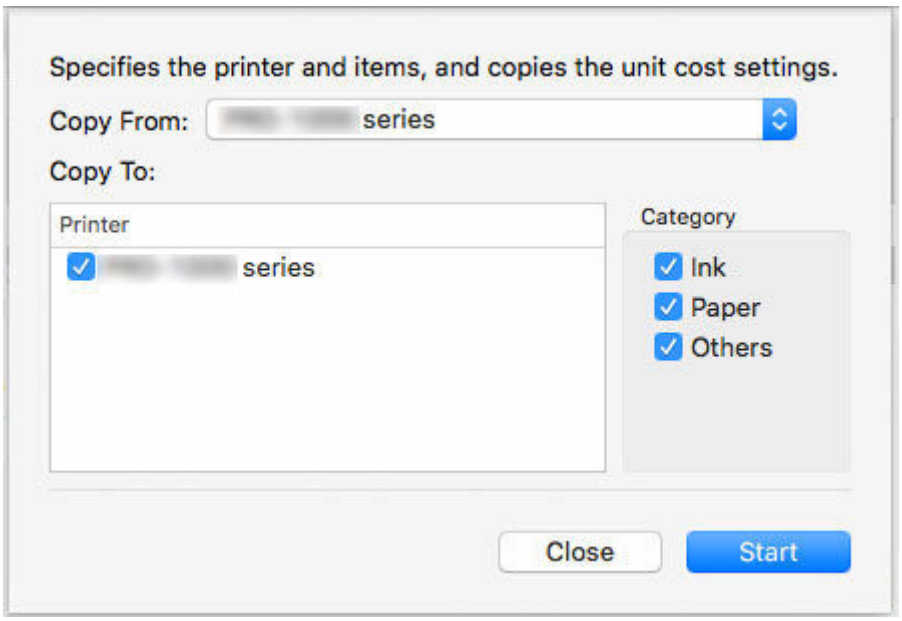
If **Roll Paper** is selected in **Paper Size**, specify the number of rolls.

Unit Costs

Enter the price per paper package.

Copy Unit Cost Dialog Box

Specifies the printer and items, and copies the unit cost settings.



Copy From

From the list of registered printers (same printers as displayed in the printer list on the main screen), select the printer to copy from.

Copy To

Select the printer to copy to.

Category

Select the items to be copied.

You can select **Ink**, **Paper**, and **Others** individually.

Note

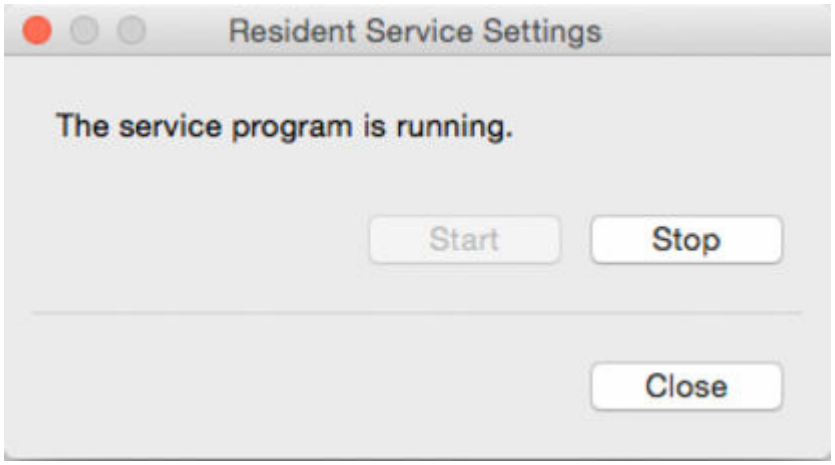
- If you copy unit costs, all the unit cost settings on the printer copied to will be overwritten with the unit cost settings on the printer copied from.

Resident Service Settings Dialog Box

You can display the operating status of the resident service, and control the start and stop of the resident service in the **Resident Service Settings**.

To open the **Resident Service Settings** dialog box, select **Resident Service Control** in the **Tools** menu.

The resident service must be started to acquire job logs regularly.



Start button

Starts the resident service.

The resident service starts automatically when the operating system is started.

Stop button

Stops the resident service.

Important

- If the user logs out, job logs cannot be acquired.
- If resident service is set to **Stop**, job logs will not be acquired regularly even if **Scheduled Acquisition Settings** is set to **ON** for the managed printer.

  To acquire job logs regularly, remain logged in with the user name that started the service.

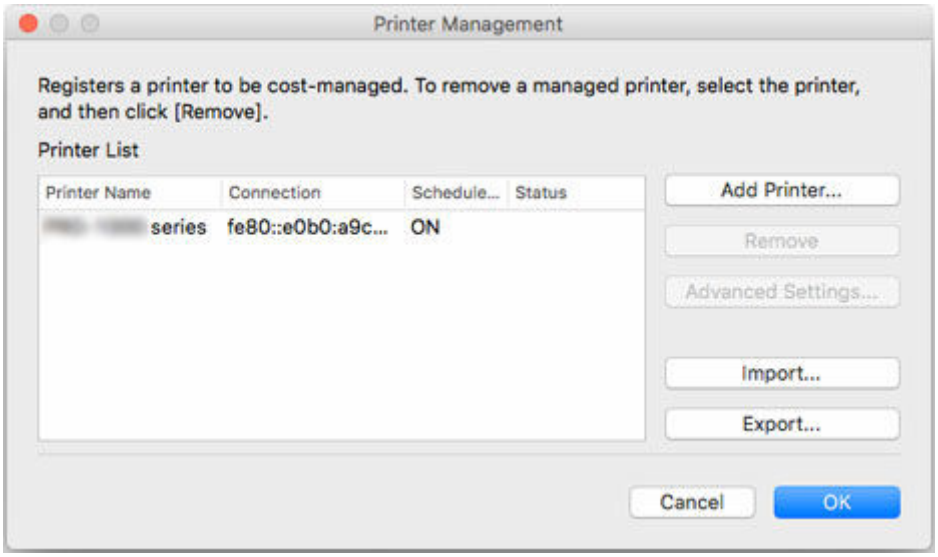
Printer Management Dialog Box

You can register and unregister managed printers.

You can also change settings, and export and import information for managed printers.

Printer Management Dialog Box

Click the **Printer Management** button or select **Manage Printer** in **Printer** from the **File** menu to open the **Printer Management** dialog box.



Printer List

Displays the list of managed printers.

Printer Name

The printer name appears.

Connection

The found printer address information (connection) appears.

The Bonjour name for printers connected via **Bonjour**, the IP address for printers connected via **IPv4** and **IPv6**, and the connection port name for printers connected via **USB** will appear.

Scheduled Acquisition

ON appears for printers performing scheduled acquisition and **OFF** appears for printers not performing scheduled acquisition.

Status

Information about the printers found appears.

Add Printer button

The **Add Printer**Dialog Box appears.

Printers added in the **Add Printer** dialog box appear in the printer list.

Remove button

The selected printer is removed (unregistered) from the managed printers.

You can also leave unregistered printers in the printer list and continue to check job costs.

Disabled if no printers are selected or if multiple printers are selected.

Advanced Settings button

The **Advanced Printer Settings** Dialog Box appears.

You can check and change **Printer Name**, check **Serial Number**, check **Scheduled Acquisition Settings**, set **Authentication Password**, and perform **Auth. Test**.

Disabled if no printers are selected or if multiple printers are selected.

Import button

Imports the managed printer(s) from a file.

The managed printers that are imported in **Printer List** appears.

Important

- When importing a printer connected with **IPv6**, you must turn on the printer and establish communications.

  If you import while communications are not established, **Not Found** appears under **Status** in the **Printer List**, and the printer cannot be registered. If this happens, temporarily delete the printer from the **Printer List** with the **Remove** button, turn on the printer, and import again after the communications have been established.

Export button

Exports the managed printers displayed in **Printer List** to a file.

Note

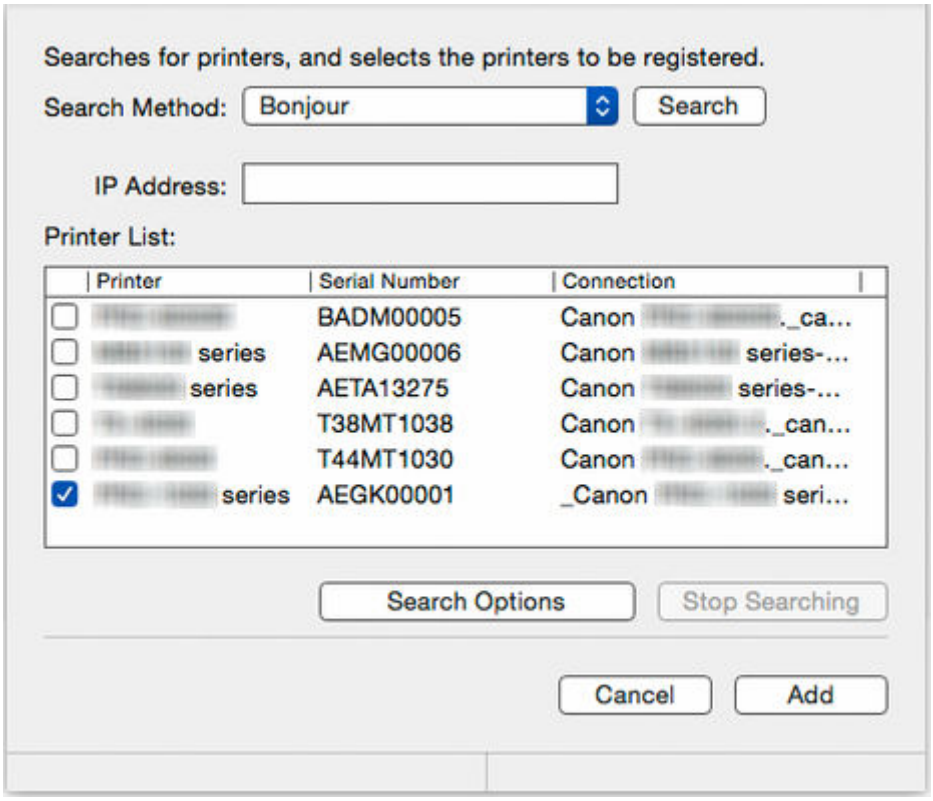
- The print list to be exported does not include the authentication password used at the time of job log acquisition.

  After importing, an authentication password must be set.
- A printer connected by USB cannot be exported.

Add PrinterDialog Box

Search for printers to be registered in the printer list on the main screen, and register managed printers.

Click **Add Printer** button on **Printer Management** dialog box to display **Add Printer** dialog box.



Search Method

Select the printer search method.

IP Address

Enter an IP address.

Disabled if something other than **IPv4** or **IPv6** is selected in **Search Method**.

Search button

Searches for printers using the selected **Search Method**.

Printer List

A list of printers found appears.

Printer

The model names of the printers found appears.

Serial Number

The serial numbers of printers found appear.

Connection

The found printer address information (connection) appears.

The Bonjour name for printers connected via **Bonjour**, the IP address for printers connected via **IPv4** and **IPv6**, and the connection port name for printers connected via USB will appear.

Stop Searching button

Click to stop the search.

The search stops after waiting until the information acquisition is completed for printers that have been found already.

Search Options Button

Opens the **Search Options** dialog box.

Configure this when searching by **SNMP Community**.

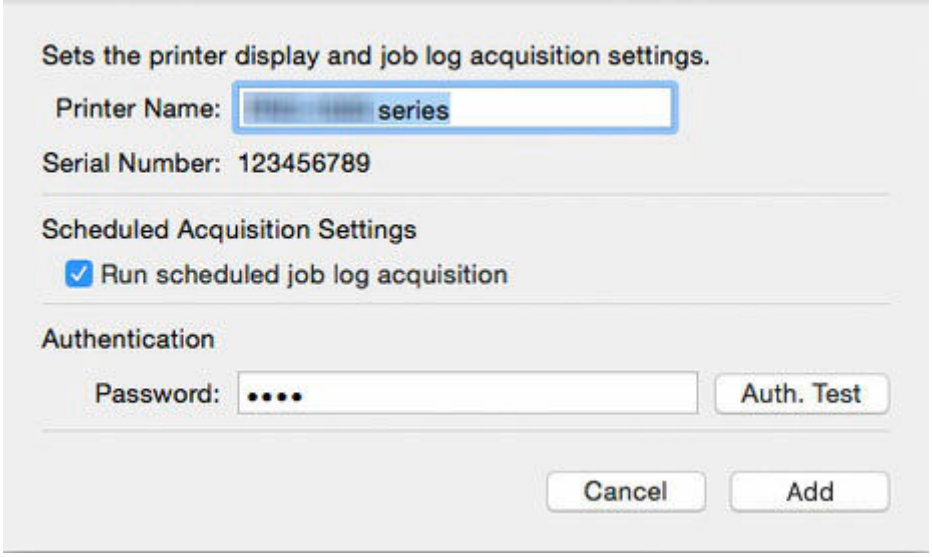
Add button

Closes the **Add Printer** dialog box.

Printers selected in the printer list appear in **Printer List** of the **Printer Management** dialog box as managed printers.

Advanced Printer Settings Dialog Box

You can configure advance settings for managed printers.



Printer Name

Specify the printer's display name in Accounting Manager.

Serial Number

The serial numbers of printers appear.

Scheduled Acquisition Settings

Set whether to perform scheduled acquisition of job logs.

To stop regular acquisition of job logs, clear the **Run scheduled job log acquisition** option.

Important

- Scheduled acquisition settings are enabled when the printer is registered. Job logs cannot be collected if the scheduled acquisition settings are disabled.

Authentication

Set an authentication password for job log acquisition.

Note

- Enter the password set for the printer.
- For details, search for and refer to the "Administrator Password" page from the home page of the Online Manual for your model.

Important

- If the job history is set to hide on the printer control panel, authentication information is required when acquiring job logs.

Auth. Test button

To perform an authentication test for job log acquisition, enter the **Password** and click the **Auth. Test** button.

The authentication test results for job log acquisition appear in a message dialog box.

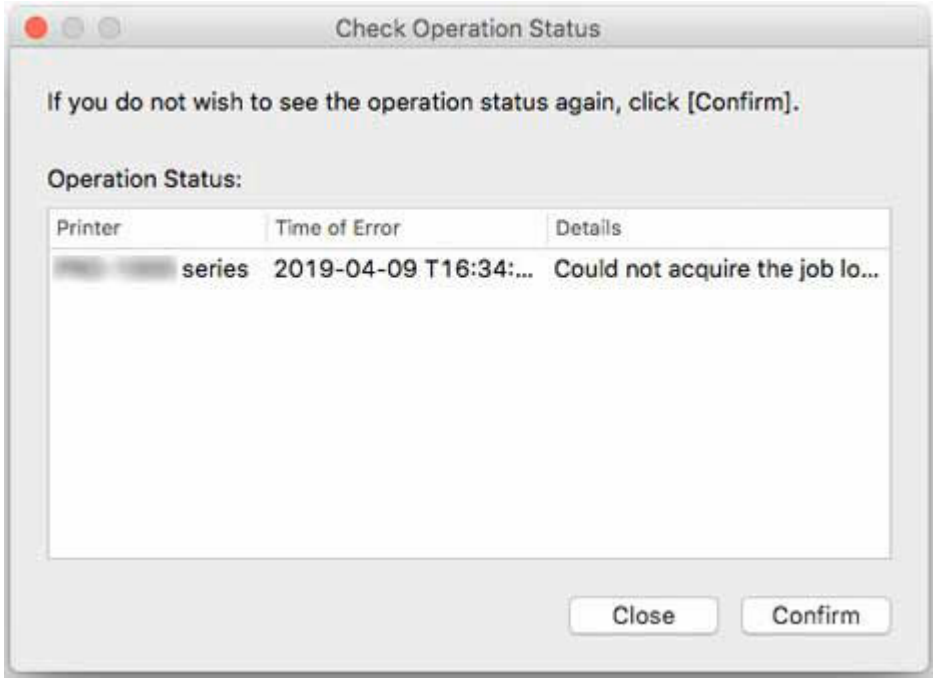
Add button

Changes the settings for the managed printer, and then closes the **Advanced Printer Settings** dialog box.

Check Operation Status Dialog Box

Select **Check Operation Status** from the **Tools** menu to display.

A list of errors that occurred during job log acquisition appear.



Operation Status

The acquisition status in a list appear.

Printer

The printer name appears.

Time of Error

The time the error occurred appears according the display format setting.

If the same error occurred multiple times, displays the time the error last occurred.

Details

A description of the error appears.

Note

- The numbers that appear at the end of **Details** are added for internal identification in the software.

Confirm button

Errors currently shown do not appear in the future.

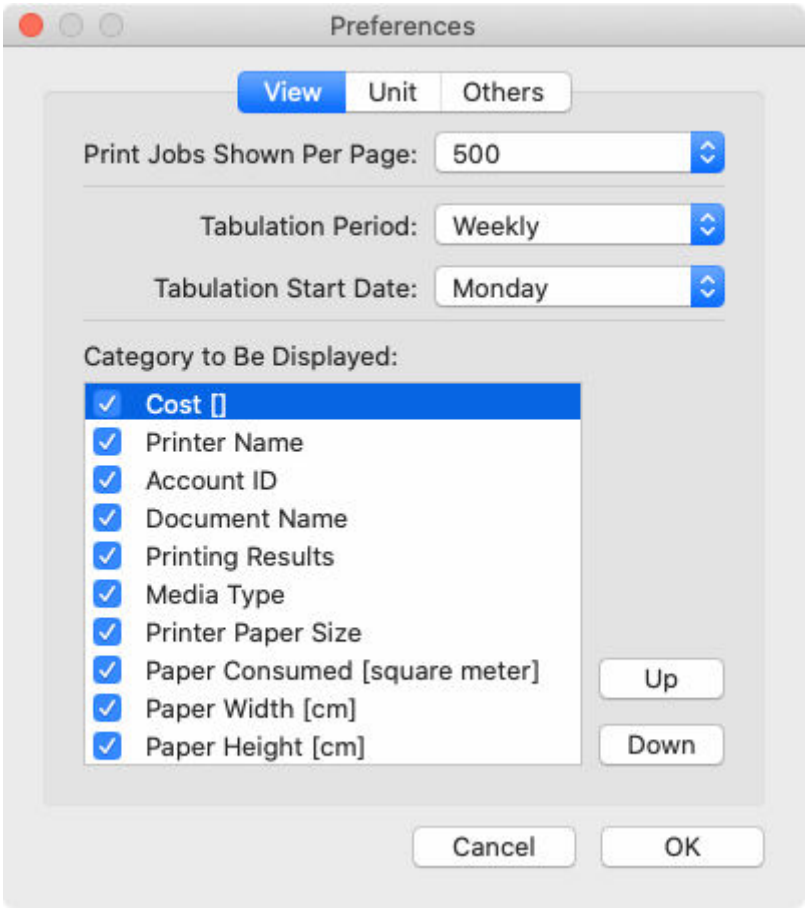
Preferences Dialog Box

Specify your preferences (settings related to displayed content and displayed items) for Accounting Manager.

This dialog box consists of the **View**, **Unit**, and **Others** sheets.

To display, select **Preferences** from the **Canon Accounting Manager** menu.

View sheet



Print Jobs Shown Per Page

Specify the number of display items per page for job costs displayed in the list.

Tabulation Period

Set the units for the tabulation period.

Tabulation Start Date

Specify the tabulation start date for **Tabulation Period**.

The items that can be specified correspond to the items set in **Tabulation Period** and change dynamically.

Note

- If you specified **Annually**, "1-12" (January to December) is listed.

Category to Be Displayed

Specify the job log items to be displayed in job cost.

Selected items appear in the list on the main screen according to the list's sort order.

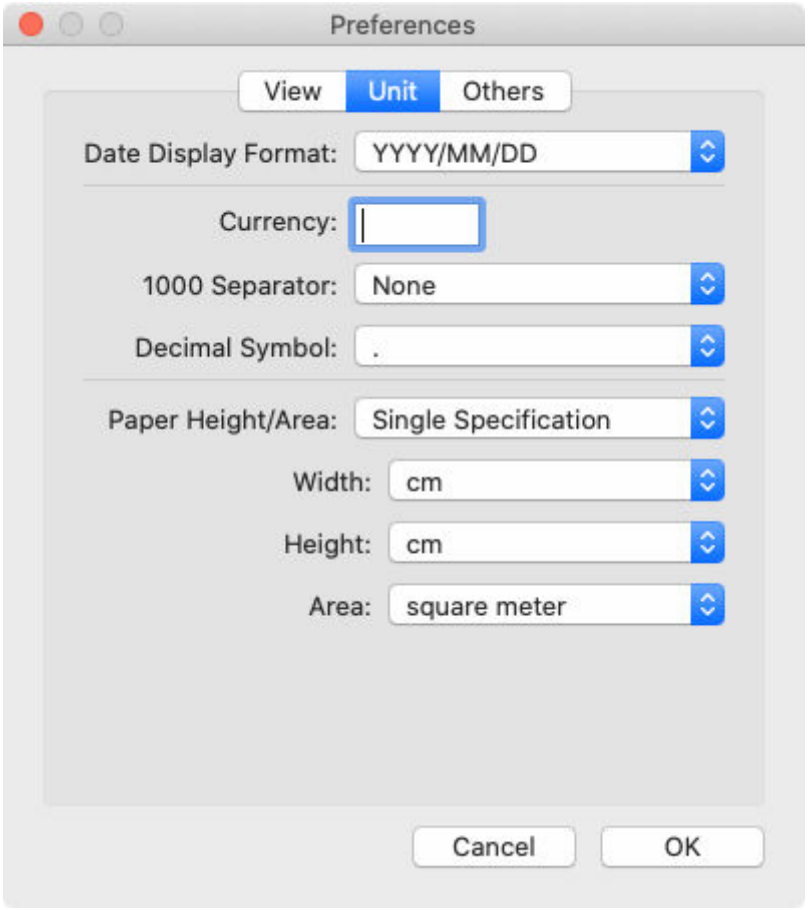
Up button

Moves up the selected item one row.

Down button

Moves down the selected item one row.

Unit sheet



Date Display Format

Use this option to select the display format for dates.

"YYYY" indicates the year, "MM" the month and "DD" the day.

Currency

Enter the currency unit.

Enter a text string up to 3 characters long for the currency unit.

1000 Separator

Use this option to select the symbol used as a separator in numbers.

Decimal Symbol

Use this option to select the symbol used as a decimal point.

Paper Height/Area

Select how to specify the paper dimensions.

Select **Single Specification** to specify the units for **Width**, **Height**, and **Area**.

Select **In metric units** to display units in **mm** for **Width**, **m** for **Height**, and **square meter** for **Area**.

Select **In US customary units** to display units in **inch** for **Width**, **ft.** for **Height**, and **square feet** for **Area**.

Note

- The unit for **Height** will appear as **mm** when you select **In metric units** and as **inch** when you select **In US customary units** in all dialog boxes other than the **Unit Costs** dialog box and **Specified Unit Cost** dialog box.

Width

Use this to select the unit used for paper width.

Enabled when you select **Single Specification** in **Paper Height/Area**.

Height

Use this to select the unit used for paper length.

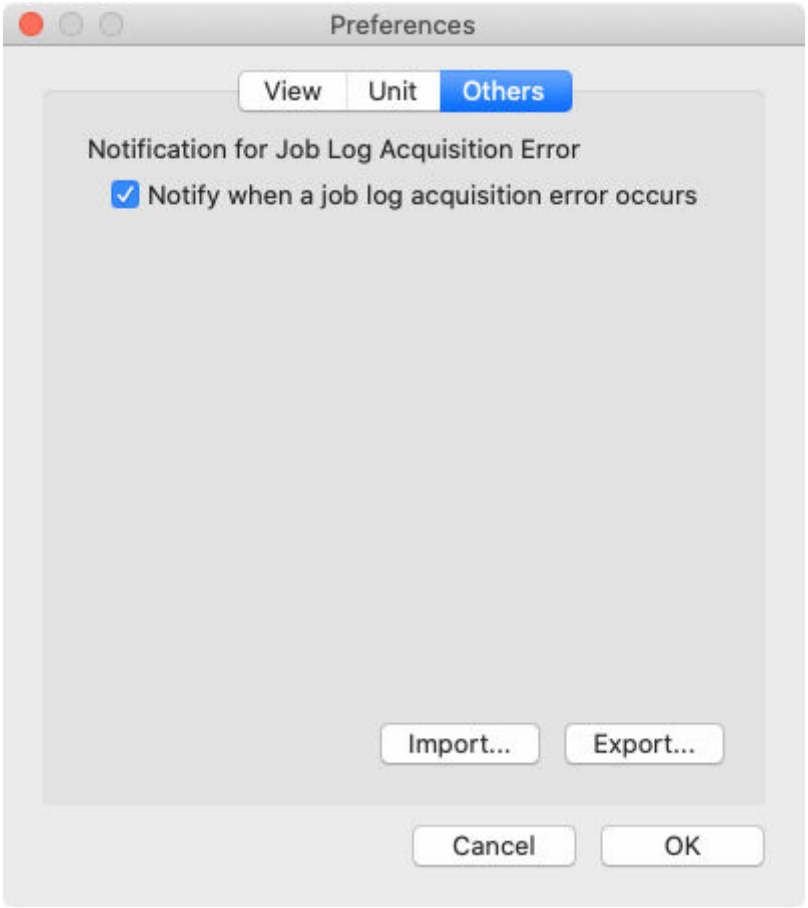
Enabled when you select **Single Specification** in **Paper Height/Area**.

Area

Use this to select the unit used for paper area.

Enabled when you select **Single Specification** in **Paper Height/Area**.

Others sheet



Notification for Job Log Acquisition Error

Select whether a notification appears on the main screen when a job log acquisition error occurs.

- Selected: Notify
- Not selected: Do not notify

Import button

Imports preferences.

Information that can be set in Preferences is imported.

Export button

Exports preferences.

Information that can be set in Preferences is imported.

Job Log Management Dialog Box

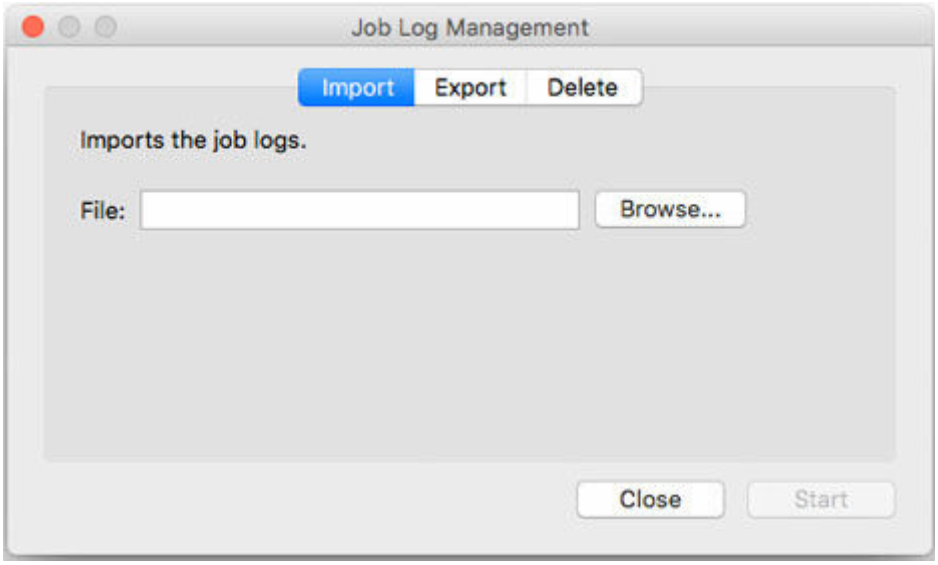
Executes operations related to job logs (**Import**, **Export**, and **Delete**).

This dialog box is used if you are replacing the computer used for management, changing the job log destination, or increasing hard disk capacity.

To display, select **Job Log Management** from the **File** menu.

Import sheet

Imports job logs.



File

Specify the file to be imported.

Browse button

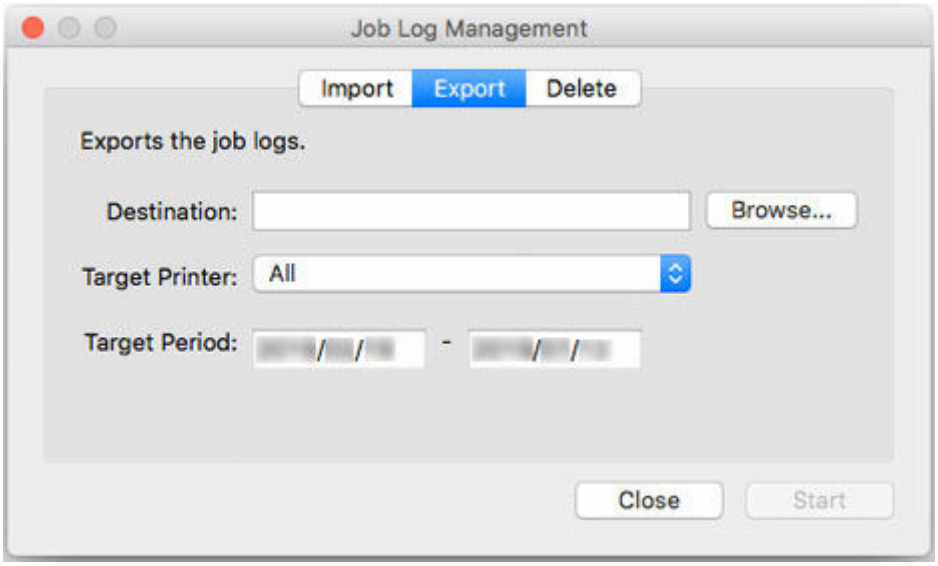
A dialog box for specifying a file appears.

Start button

The job log specified in **File** is imported.

Export sheet

Exports job logs. Exports the collected job information to a file.



Destination

Specify an export destination.

Browse button

A dialog box for specifying a file appears.

Target Printer

Select the printer for export.

Note

- Previously managed printers that have been unregistered appear with their MAC addresses.

Target Period

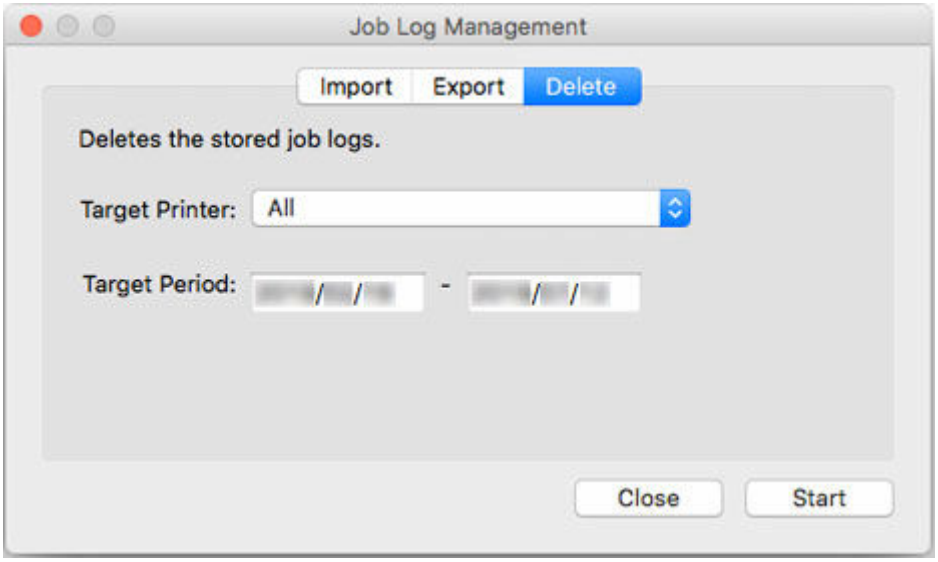
Specify an export target period.

Start button

Exports the job logs to the specified destination.

Delete sheet

Deletes the job logs.



Target Printer

Select the printer for which job logs are deleted.

Note

- Previously managed printers that have been unregistered appear with their MAC addresses.

Target Period

Specify the period for deletion.

Start button

Deletes the job logs that meet the specified criteria.