

4.3 Access Accounting Feature

Access Accounting Feature

The Access Accounting feature is useful for situations where you may want to charge Users for access to a facility in your building or to limit the number of times a day that Users can access a facility in your building. For example, you may want to charge Users for the use of a car park or you may want to limit the number of times a day that Users can access the canteen.

It is important to understand that the Access Accounting feature is limited to events that occur at only two doors, regardless of the number of panels in your system. Your security system installer will setup these two doors for you at the AcceptNet Server. See

[Setting Up Access Accounting at AcceptNetServer](#) .

The Access Accounting feature can be setup to work in different ways depending on which Pay Type option is selected. The four different Pay Types are:

Purse Option

When the Purse option is selected, the Purse value must be greater than the Debit value for an access to be allowed. Once the Purse value is less than the Debit value the Invalid User Type is activated. Use these topics to learn more about the Purse Option for Access Accounting.

Pay Option

When Pay option is selected the Purse value may fall below zero. The user can be billed for the amount owing in the Purse. Additionally, access to the system is always allowed regardless of the value of the Purse. However, once the Valid To date has been reached, the Invalid User Type is activated. Use these topics to learn more about the Pay Option for Access Accounting.

Reset Option

When the Reset option is selected, the Purse value must be greater than the Debit value for an access to be allowed. Once the purse value is less than the Debit value the Invalid User Type is activated. However, once the Next Reset date/time value has been reached then the purse is reset to the Reset Purse value. The Next Reset value is set to the date dictated by the Repeat Every value. Use these topics to learn more about the Reset Option for Access Accounting.

None Option

If you have selected the None option then the Purse and Debit values will be ignored. However, the Valid To date will still function. Once the Valid To date has been reached, the Invalid User Type will be activated. Use these topics to learn more about the None Option for Access Accounting.

4.3.1 Setup Access Accounting at AcceptNet Server

Setup Access Accounting at AcceptNet Server

To setup Access Accounting at AcceptNet Server you must do four things:

1. Enable Access Accounting in your hardware key. The Access Accounting feature can only be enabled if you have purchased this feature off your Security System Installer Company.
2. Enable Access Accounting in the Preferences window.
3. Enable Access Accounting in the Permissions window.
4. Setup Access Accounting in the Access Counter Setup window. A special [Car Park Feature](#) can be setup from this window.

To enable Access Accounting in your hardware key:

Step by step

1. Log In to AcceptNet Server.
2. Select the Help/Hardware Key menu item. The Hardware Key Values window will be displayed
3. Features that are enabled will appear with a check marked next to them. Features that are disabled will have the word disabled written next to them.
4. Consult your Security System Installer Company if the Access Accounting feature has not been enabled in your Hardware Key. The Access Accounting feature can be purchased from your Security System Installer Company.

To enable Access Accounting in the Preferences window:

Step by step

1. Ensure that you are Logged In to AcceptNet Server.
2. Select the Setup/Preferences menu item. The Preferences window will be displayed.
3. Select the Miscellaneous page.
4. Ensure the Access Counting option is checked.

To enable Access Accounting in the Permissions window:

Step by step

1. Ensure that you are Logged In to AcceptNet Server.
2. Select the Admin/Permissions menu Item. The Permissions Sets window will be displayed.
3. Select the Access page.
4. Check the Summary, Watch Stats. and Setup check boxes.

To Setup Access Accounting in the Access Counter Setup window:

Step by step

1. Ensure that you are Logged In to AcceptNet Server.
2. Select the Accounting/Setup menu item. The Access Counter Setup window will be displayed.
3. Check the Invalidate User Type on Empty Purse check box.
4. Ensure that either or both of Door 1 and Door 2 have been set up by your Security Installer Company. These are the doors that will be monitored for Access Accounting.

The Access Counter Setup window allows the control of a [Car Park feature](#).

4.3.2 Purse Option

Purse Option

In this option, a User is allocated an amount in a Purse. The Purse is then reduced by a Debit amount, each time an access to a facility is made. For example, Users might be charged for access to a staff car park. A User might be allocated \$50 in the Purse and the Debit value for each access to the car park is set to \$10. Each time the User accesses the car park their User Purse will decrease by \$10. Once the User has accessed the staff car park five times they will no longer be allowed access to the facility until more value is added to their Purse.

The User is no longer allowed access to the facility, because, once the value in the Purse is less than the Debit value then the User's User Type will change to their Invalid User Type. The Invalid User Type is set up to deny access to the selected doors while still allowing access to essential areas of the building. So in the case of the car park, the Invalid User Type will allow the User their usual security and access permissions except for access to the car park facility.

Additionally, a User's Type can be made Invalid using a Valid To date that can be setup. When the current date is greater than the Valid To date the User's Type changes to their Invalid User Type and they will be denied access to the facility.

To setup the Purse option:

Step by step

1. At the Access Accounting page of the User Editor for Panel window click the Purse Pay Type option.
2. At the bottom of the Access Accounting page select either \$ or Units to add to the purse. Note that if you choose \$ the figure shown at the Purse field will convert the \$ value to units.
3. In the Amount Paid field enter a figure that you wish to add to the purse. Click the Add to Purse button and the value at the Purse field at the top of the Access Accounting page will be increased by the value that you added in the Amount Paid field and the current date will appear in the Last Paid field directly above the Amount Paid field.
4. Enter a value in the Debit field. This is the amount that the Purse will reduce by every time an access is made.
5. Set the Valid User Type by clicking on the ellipsis to reveal a list of User Types to select from. The Valid User Type should be the same as the User Type set up on the General page of the User Editor for Panel window.
6. Set the Invalid User Type by clicking on the ellipsis to reveal a list of User Types to select from. The Security consultant who programmed your Concept panel should have set up an Invalid User Type for you to select. This User Type will share all the same security and access permissions as the Valid User Type, however, will not allow access to the facility such as the canteen or the car park that the Access Accounting feature is setup to monitor.
7. The Facility field is an optional field that can store a name for the facility that Access Accounting is monitoring. For example if access to the canteen is being monitored then you could type Canteen in the Facility field to remind you of what is being monitored.
8. On the day after the date that is typed into the Valid To field the User's User Type will change to their Invalid User Type. This field may be left blank.
9. A User's User Type that has become Invalid may be changed back to their Valid User Type by clicking the Activate button. By clicking the Deactivate button the User type may be changed to their Invalid User Type.

4.3.3 Pay Option

Pay Option

In the pay option, the Purse is reduced by a Debit amount, each time an access to a facility is made, however, Users will still be allowed access to the facility regardless of the value in their purse. Their User Type always remains valid even if the amount in their purse drops below zero. A report can be printed that shows the amount that is owing in each User's purse. From these figures Users may be invoiced.

In this option, their User Type may be invalidated using a Valid To date that can be setup. When the current date is greater than the Valid To date the User's Type changes to their Invalid User Type and they will be denied access to the facility.

To setup the Pay option:

Step by step

1. At the Access Accounting page of the User Editor for Panel window click the Pay, Pay Type option.
2. At the bottom of the Access Accounting page select either \$ or Units. Note that if you choose \$ the figure shown at the Purse field will convert the \$ value to units.
3. Set the Purse value to zero.
4. Enter a value in the Debit field. This is the amount that the Purse will reduce by every time an access is made.
5. Set the Valid User Type by clicking on the ellipsis to reveal a list of User Types to select from. The Valid User Type should be the same as the User Type set up on the General page of the User Editor for Panel window.
6. Set the Invalid User Type by clicking on the ellipsis to reveal a list of User Types to select from. The Security consultant who programmed your Concept panel should have set up an Invalid User Type for you to select. This User Type will share all the same security and access permissions as the Valid User Type, however, will not allow access to the facility such as the canteen or the car park which is being accessed.
7. The Facility field is an optional field that can store a name for the facility. For example if access to the canteen is being monitored then you could type Canteen in the Facility field to remind you of what is being monitored.
8. On the day after the date that is typed into the Valid To field the User's User Type will change to their Invalid User Type. This field may be left blank.
9. A User's User Type that has become Invalid may be changed back to their Valid User Type by clicking the Activate button. By clicking the Deactivate button the User type may be changed to their Invalid User Type.

Printing reports:

Step by step

Follow these instructions to print a report that tells you how much each User owes for use of the facility, :

1. At the User Editor for Panel window click the printer button. The Select Range window will be displayed.
2. To select a range of Users to report on, click the Range of Records option and use the filter

facility to specify the range of Users that you wish to report on. To report on all Users click the All Records option. The Setup and Print Tables - Users window will be displayed.

3. To select fields to print click on the Change Grid Format button. Select fields for print by checking the Visible check box for each field that you would like to print. It is essential that you print the User's Name and the Purse. If you have too many fields in your report it will not fit on the page. If this is the case uncheck some of the fields to leave only the essential ones. Click the tick button to confirm your selection.
4. Click the Print Preview icon to view your report before printing. Click the Print button to print your report.

4.3.4 Reset Option

Reset Option

The reset option is useful for limiting Users access to a facility to a set number of times a day. For example Users may only be allowed to access the canteen three times in a day. The Purse value would in this case be set to three and the debit value to one. Each time a User accesses the canteen their purse value is reduced by one. After three accesses the User type changes to Invalid and no more access to the canteen is allowed until after the next Reset date which in this case would be the next day. The next day the system resets itself and the Purse value resets itself to three again and the User Type changes to their Valid User Type, allowing them access to the canteen again.

To setup the Reset option:

Step by step

1. At the Access Accounting page of the User Editor for Panel window click the Reset Pay Type option.
2. At the bottom of the Access Accounting page select either \$ or Units to add to the purse. Note that if you choose \$ the figure shown at the Purse field will convert the \$ value to units.
3. In the Amount Paid field enter a figure that you wish to add to the purse. Click the Add to Purse button and the value at the Purse field at the top of the Access Accounting page will be increased by the value that you added in the Amount Paid field and the current date will appear in the Last Paid field directly above the Amount Paid field.
4. Enter a value in the Debit field. This is the amount that the Purse will reduce by every time an access is made.
5. Enter a value in the Reset Purse field. This is the amount that the Purse will reset too at the date and time of Next Reset.
6. Set the Valid User Type by clicking on the ellipsis to reveal a list of User Types to select from. The Valid User Type should be the same as the User Type set up on the General page of the User Editor for Panel window.
7. Set the Invalid User Type by clicking on the ellipsis to reveal a list of User Types to select from. The Security consultant who programmed your Concept panel should have set up an Invalid User Type for you to select. This User Type will share all the same security and access permissions as the Valid User Type, however, will not allow access to the facility such as the canteen or the car park that the Access Counting feature is setup to monitor.
8. The Facility field is an optional field that can store a name for the facility that Access Accounting is monitoring. For example if access to the canteen is being monitored then you could type Canteen in the Facility field to remind you of what is being monitored.
9. Click the arrow button in the Next Reset field to select a date for the next reset.
10. Select the period of time to repeat the reset.
11. A User's User Type that has become Invalid may be changed back to their Valid User Type by clicking the Activate button.

4.3.5 None Option

None Option

If you have selected None for Pay Type then the Purse and Debit fields will be ignored. However, the Valid To field will still function. Once the current date is greater than the Valid To date, the Invalid User Type will be activated .

4.3.6 Car Park Feature

Car Park Feature

This feature can be used to control the exit out of and the auto-debiting of Users within a two boom car park.

This feature uses AcceptNet rather than the panel to control access within the security system. This is not recommended for systems where the following conditions exist: The AcceptNet Server PC is disabled or powered down regularly; There is no UPS present; Fast reaction and auxiliary control time is required. Please consult your Security Installer Company before you proceed with this feature.

The Car Park feature works as follows: When entering the car park Users activate an input to raise a boom gate and indicate that there has been an entry. To exit the car park Users swipe their card at a reader, the reader acknowledges their User number and debits their Purse. If there is not sufficient funds remaining in their Purse then the boom gate will not raise. Users will then have to put coins in a coin drop to raise the boom gate and enable them to exit the car park.

These following instructions are a guide to how the Car Park feature is setup. It is recommended that your Security Installer Company sets this up for you.

Step by step

1. Ensure that you are Logged In to AcceptNet Server.
2. Select the Accounting/Setup menu item. The Access Counter Setup window will be displayed.
3. At the Max Entry Count field enter the number of accesses that are allowed before the car park is deemed full. This is the number of parking spaces that the car park contains.
4. At the Curnt Entry Count field enter the number of cars that are in the car park when Access Accounting is first set up. This is so that the Access Accounting feature can determine when the car park becomes full.
5. At the Entry Input field enter the name of the door auxiliary that will count Users as they enter the car park. Note that Users are not identified as they enter the car park, however, they are identified as they exit the car park.
6. Check the Full Aux check box to ensure that once the car park is full the Full Auxiliary will be enabled. The Full Auxiliary is usually a sign stating the words Full on it. The Full Auxiliary is setup in the Full Aux field.
7. Door 1 and Door 2 should be set up with their associated Exit Auxiliaries which are boom gates. Check the Exit Auxiliary check box to place the Exit Auxiliaries under the control of AcceptNet.
8. When a User swipes the reader at Door 1 their User number will be acknowledged by AcceptNet and their Purse will be debited and the Exit auxiliary boom gate will be raised. If there is not sufficient finds in the User's Purse then their User Type will be Invalidated and the Exit Auxiliary boom gate will not raise. (This is assuming that the User is set up as [Purse Pay Type](#) in the User Editor and the Invalidate User Type on empty purse check box in the Access Counter Setup window is checked)
9. If the boom gate will not raise then the User must put coins into the Exit Input 1 which is a coin drop. The Exit 1 Value is set to the amount in cents that must be put into the coin drop. It is important to note that when the Exit Input 1 coin drop is used the User's account is not debited. Instead, an accumulated income will be recorded for each Exit Input according to the value that you set in the Exit Value field. Reports can be generated on this information at the AcceptNet Client, Accounts/Summary menu item. The Accounts/Watch stats. menu item displays the Access Statistic window which graphically represents Access information for the current time.