### Updating the Organization Table

- 1. Start from the CAS main menu.
- 2. Highlight Organization Configuration Menu and press Enter.
- To reassign an existing cost center extension, or personnel entry (along with its detail records) to another department, cost center, or extension (respectively), highlight the appropriate Move... Between function and press Enter. Then:
  - Press D.
  - Follow screen instructions to select the destination, the origin, and effect the transfer.
  - Press E to exit.
- To add, delete, or, change individual entries, highlight Edit Organization Table and press Enter Then:
  - Press D.
  - To view the next entry on this level, press N.
  - To view the prior entry on this level, press P.
  - To add an entry, press A, enter values and press .
  - To remove an entry, press 

     **R** and confirm.
  - To change an entry, press U, change values, and press s.
  - To move to a detail level, press D.
  - To return to master level, press M.
  - Press E to exit.

### Updating the Account Code Table

- 1. Start from the CAS main menu.
- 2. Highlight **Site Configuration Menu** and press Enter.
- 3. Highlight Edit Account Code Table and press Enter.
- 4. Press D Then:
  - To display the next entry, press  $\mathbb{N}$ .
  - To display the previous entry, press  $\boxed{P}$ .
  - To add a new entry, press A, enter an account code and account name and press
  - To remove an entry, press R, type y to confirm, and press Enter.
  - To change an entry, press U, enter changes and press Enter.
  - To exit, press E.

# Deleting Call Records from Storage

- 1. Start from the CAS main menu.
- 2. Highlight **System Configuration Menu** and press Enter.
- 3. Highlight Delete Call Records from Storage and press Enter.
- 4. Press S, enter a *cut-off date*, and press S.
- 5. Press E to exit.





# Call Accounting System Quick Reference

### **Running Reports**

- 1. Start from the CAS main menu.
- 2. Highlight Reports Menu and press Enter
- 3. Highlight desired report type and press Enter.
- 4. For a Selection Report, press N until report of interest appears on display. Then:
  - to define report, press  $\bigcirc$ , enter values and  $\boxed{}$
  - to generate report now, press G. If
     necessary, press U, enter values and
    - or, simply, press G.
- 5. For other reports, highlight desired report and press Enter Then:
  - For an Abandonded Calls Report:
    - to define report, press U, enter values and .
    - to generate report now, press G. If necessary, press U, enter values and word, simply, press G.
  - For any Organization Report, press N until report of interest appears on display. Then:
    - to define report, press U, enter values and .
    - to generate report now, press G if necessary, press U, enter values and s or, simply, press G.
  - For any other report, press U, enter changes, and so or, simply, press G to generate report now.

### **Running Reports**

### NOTE

If you sent the report to the terminal, the screen shows one page at a time. Move through the pages using the arrow keys, the Enter key, or the Enter keys.

### Scheduling Reports

- 1. Start from the CAS main menu.
- 2. Highlight **Reports Menu** and press Enter.
- 3. Highlight **Schedule Reports** and press
- 4. Press N until schedule of interest appears on display.
- 5. Press U and enter a *report code* from the list in the next panel.
- 6. Enter any other values and press
- 7. For a Selection Report, the procedure is complete.
- For other reports, press D. Then, if necessary, press U, change values on display, and press S.
- 9. Press E to exit.

## Report Codes

Code	ANI/Demograhics Reports
NPAI	Area Code Report for Incoming Calls
NPAO	Area Code Report for Outgoing Calls
CSI	City/State Report for Incoming Calls
CSO	City/State Report for Outgoing Calls
ACR	Abandoned Calls Report
Code	Selection Report
SR <i>n</i>	Selection Report ( $n = 1$ to 30)
Code	Organization Reports by Site
ODSn	Organization Detail Report ( $n = 1$ to 9)
DSSn	Department Summary ( $n = 1$ to 9)
CSSn	Cost Center Summary ( $n = 1$ to 9)
ESSn	Extension Summary Report ( $n = 1$ to 9)
OSSn	All Summary by Site Reports ( $n = 1$ to 9)
<i>Code</i>	Account Code Reports
ACD	Account Code Detail Report
ACS	Account Code Summary Report
Code	CDR Analysis Reports
BDT	Busy Day Trunk Utilization Report
BHT	Trunk Group Busy Hour Report
CTY	Call Type Report
DATE	Date Report
DURA	Duration Report
STRF	Site Report
TIME	Time of Day Report
TRNK	Trunk Group Report
ACDR	All CDR Analysis Reports