Account Coding Solution
For M-PWR ME Billing

User Guide

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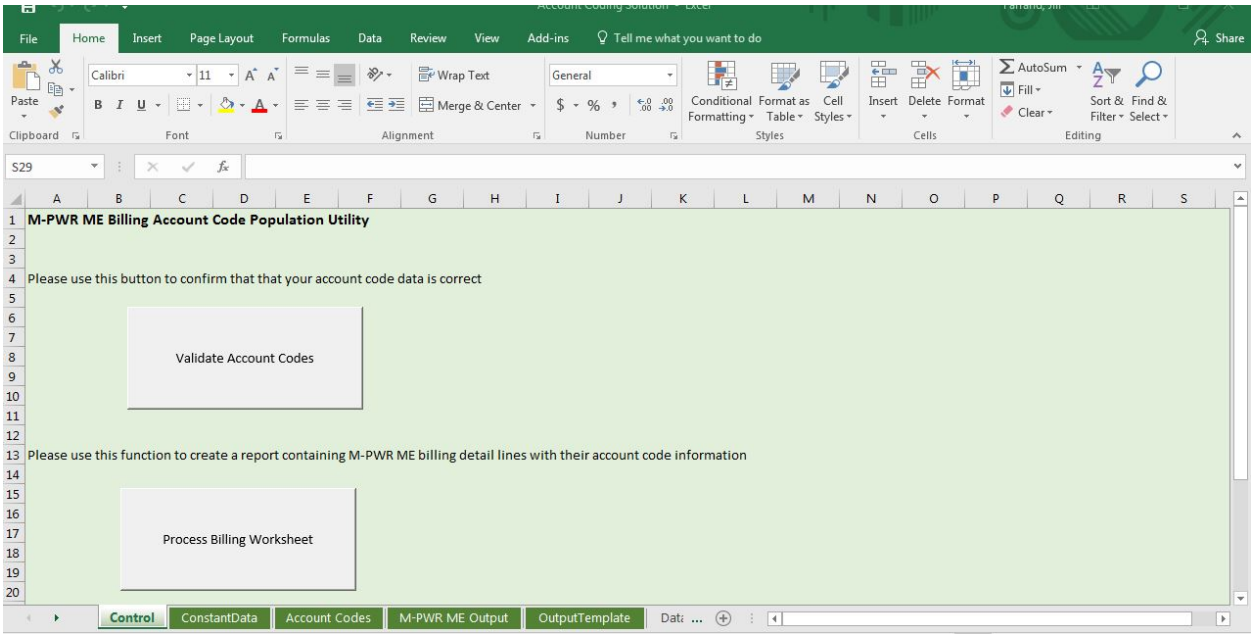
The Account Coding Solution (ACS) is used to:

- Find and assign the account coding for all billing lines
- Split billing charges into 2 or more account codes
- Maintain a list of active account codes for your agency
- Maintain any optional data you would like to track and report with your billing (i.e. budget template, office, in budget or not, etc.)

ACS is an excel spreadsheet macro solution. The workbook is divided into five tabs:

- Control
- Constant Data
- Account Codes
- M_PWR ME Output
- Output Template

Control Tab

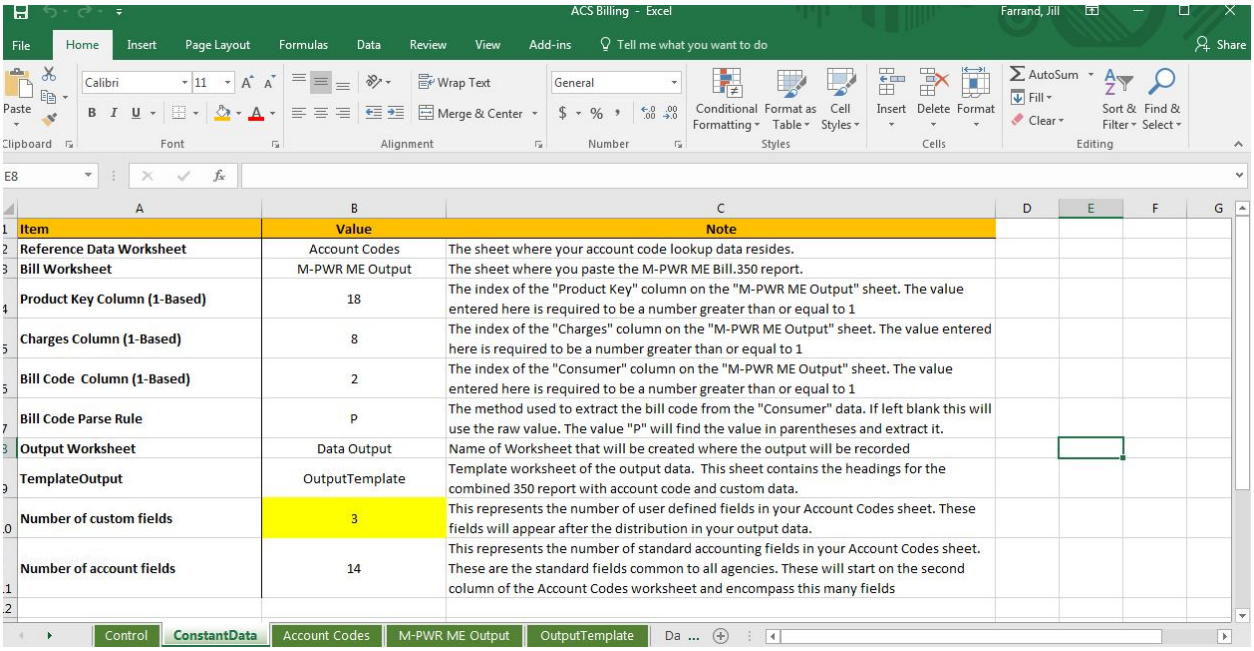


From this sheet you can:

- Validate Account Codes – This macro validates the Account Code information on the Account Codes sheet to ensure information was entered correctly for the Process Billing Worksheet function.
- Process Billing Worksheet – This macro runs the Validate Account Codes macro to ensure that all lines billed have appropriate account coding assigned. If there are no errors, this macro appends the Account Code data and any additional tracking data to the end of the bill detail lines producing the Data Output tab(s).

See Account Codes Tab for more information on the above processes.

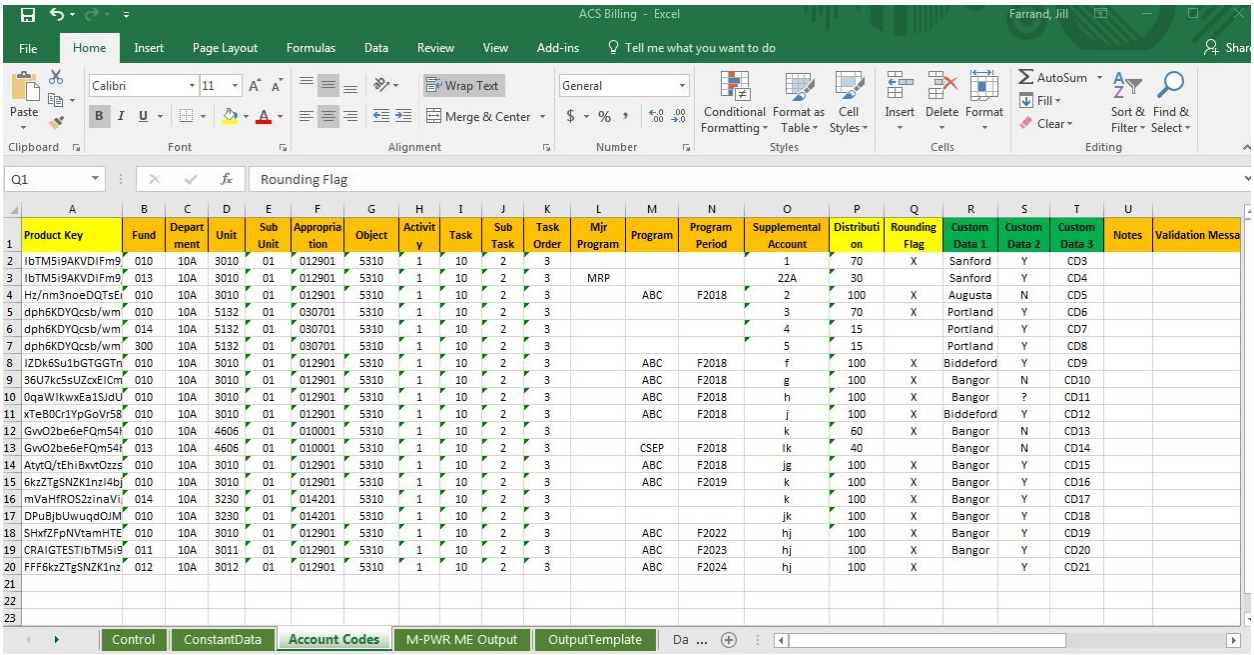
Constant Data Tab



Item	Value	Note
Reference Data Worksheet	Account Codes	The sheet where your account code lookup data resides.
Bill Worksheet	M-PWR ME Output	The sheet where you paste the M-PWR ME Bill.350 report.
Product Key Column (1-Based)	18	The index of the "Product Key" column on the "M-PWR ME Output" sheet. The value entered here is required to be a number greater than or equal to 1
Charges Column (1-Based)	8	The index of the "Charges" column on the "M-PWR ME Output" sheet. The value entered here is required to be a number greater than or equal to 1
Bill Code Column (1-Based)	2	The index of the "Consumer" column on the "M-PWR ME Output" sheet. The value entered here is required to be a number greater than or equal to 1
Bill Code Parse Rule	P	The method used to extract the bill code from the "Consumer" data. If left blank this will use the raw value. The value "P" will find the value in parentheses and extract it.
Output Worksheet	Data Output	Name of Worksheet that will be created where the output will be recorded
TemplateOutput	OutputTemplate	Template worksheet of the output data. This sheet contains the headings for the combined 350 report with account code and custom data.
Number of custom fields	3	This represents the number of user defined fields in your Account Codes sheet. These fields will appear after the distribution in your output data.
Number of account fields	14	This represents the number of standard accounting fields in your Account Codes sheet. These are the standard fields common to all agencies. These will start on the second column of the Account Codes worksheet and encompass this many fields

This is a control values worksheet. It contains information that the excel macros utilize to process correctly. **<u>These values should never be changed, unless</u>** you decide to track more or less data than provided on the Account Codes tab. To track more or less data, please see Modifying Tracking Data.

Account Codes Tab



Product Key	Fund	Department	Unit	Sub Unit	Appropriation	Object	Activity	Task	Sub Task	Task Order	Mjr Program	Program	Program Period	Supplemental Account	Distribution	Rounding Flag	Custom Data 1	Custom Data 2	Custom Data 3	Notes	Validation Messa
IbTM5i9AKVDIFm9	010	10A	3010	01	012901	5310	1	10	2	3				1	70	X	Sanford	Y	CD3		
IbTM5i9AKVDIFm9	013	10A	3010	01	012901	5310	1	10	2	3	MRP			22A	30		Sanford	Y	CD4		
Hz/nm3noeDQTsE	010	10A	3010	01	012901	5310	1	10	2	3		ABC	F2018	2	100	X	Augusta	N	CD5		
dph6KDYQcsb/wm	010	10A	5132	01	030701	5310	1	10	2	3				3	70	X	Portland	Y	CD6		
dph6KDYQcsb/wm	014	10A	5132	01	030701	5310	1	10	2	3				4	15		Portland	Y	CD7		
dph6KDYQcsb/wm	300	10A	5132	01	030701	5310	1	10	2	3				5	15		Portland	Y	CD8		
IZDk6Su1bGTGGTn	010	10A	3010	01	012901	5310	1	10	2	3		ABC	F2018	f	100	X	Biddeford	Y	CD9		
36U7kc5sUZcxElCm	010	10A	3010	01	012901	5310	1	10	2	3		ABC	F2018	g	100	X	Bangor	N	CD10		
0qaWlkwxEa1SJdU	010	10A	3010	01	012901	5310	1	10	2	3		ABC	F2018	h	100	X	Bangor	?	CD11		
xTeB0Cr1YpGoVr58	010	10A	3010	01	012901	5310	1	10	2	3		ABC	F2018	j	100	X	Biddeford	Y	CD12		
GvvO2be6eFQm54l	010	10A	4606	01	010001	5310	1	10	2	3				k	60	X	Bangor	N	CD13		
GvvO2be6eFQm54l	013	10A	4606	01	010001	5310	1	10	2	3		CSEP	F2018	lk	40		Bangor	N	CD14		
AtytQ/tEhiBxvtOzzs	010	10A	3010	01	012901	5310	1	10	2	3		ABC	F2018	jg	100	X	Bangor	Y	CD15		
6kzZTgSNZK1nzI4bj	010	10A	3010	01	012901	5310	1	10	2	3		ABC	F2019	k	100	X	Bangor	Y	CD16		
mVaHfROS2zinaVi	014	10A	3230	01	014201	5310	1	10	2	3				k	100	X	Bangor	Y	CD17		
DPuBjbUwuqdOJM	010	10A	3230	01	014201	5310	1	10	2	3				jk	100	X	Bangor	Y	CD18		
SHxfZFpNVtamHTE	010	10A	3010	01	012901	5310	1	10	2	3		ABC	F2022	hj	100	X	Bangor	Y	CD19		
CRAIGTESTIbTM5i9	011	10A	3011	01	012901	5310	1	10	2	3		ABC	F2023	hj	100	X	Bangor	Y	CD20		
FFF6kzZTgSNZK1nz	012	10A	3012	01	012901	5310	1	10	2	3		ABC	F2024	hj	100	X		Y	CD21		

This sheet contains the account coding for the billing detail. The data on this sheet is:

Product Key - Each bill line from M-PWR ME will contain a unique product key. The product key can be found in the attribute 5 column on the M-PWR ME 350 report. This report is downloaded and is in input into the Account Coding Solution. See M-PWR ME Output Sheet for more information.

Your agency's Advantage accounting fields, including but not limited to:
Fund

Department

Unit – formerly report org

Sub Unit

Appropriation

Object

Activity

Task

Sub Task

Task Order

Mjr Program

Program

Program Period

Supplemental Account

Note: Since agencies and service centers do their accounting differently, none of the above Advantage account code fields are required. On the account code tab, required data elements are denoted by their yellow background on their column header (product key, distribution and rounding flag are required).

Distribution – Specifies how to distribute/allocate the billed line amount into the account codes.
If the amount is to be billed to just one account, specify 100 for the distribution value.
If the amount is to be billed to 2 or more accounts:

- enter the percentage that is allocated to this account as a whole number (i.e. 10% equals 10),
- ensuring that the total percentage for all accounts the billed amount is distributed to equals 100.

Rounding Flag – If the billing charge will not be split, set the rounding flag to be the single line of coding by entering a 'X'. For billing charges that are split between multiple accounts, set the rounding flag for the one account you want to receive the rounded amount.

Custom Data 1, 2 and 3 – If you would like to track additional data than the data on the Account Code tab, here is where you can do this. These 3 custom data fields can be used to store numeric or alphanumeric data. You can also add additional columns or subtract these columns. To do that please see Modifying Tacking Data.

Notes – You can enter whatever notes you would like.

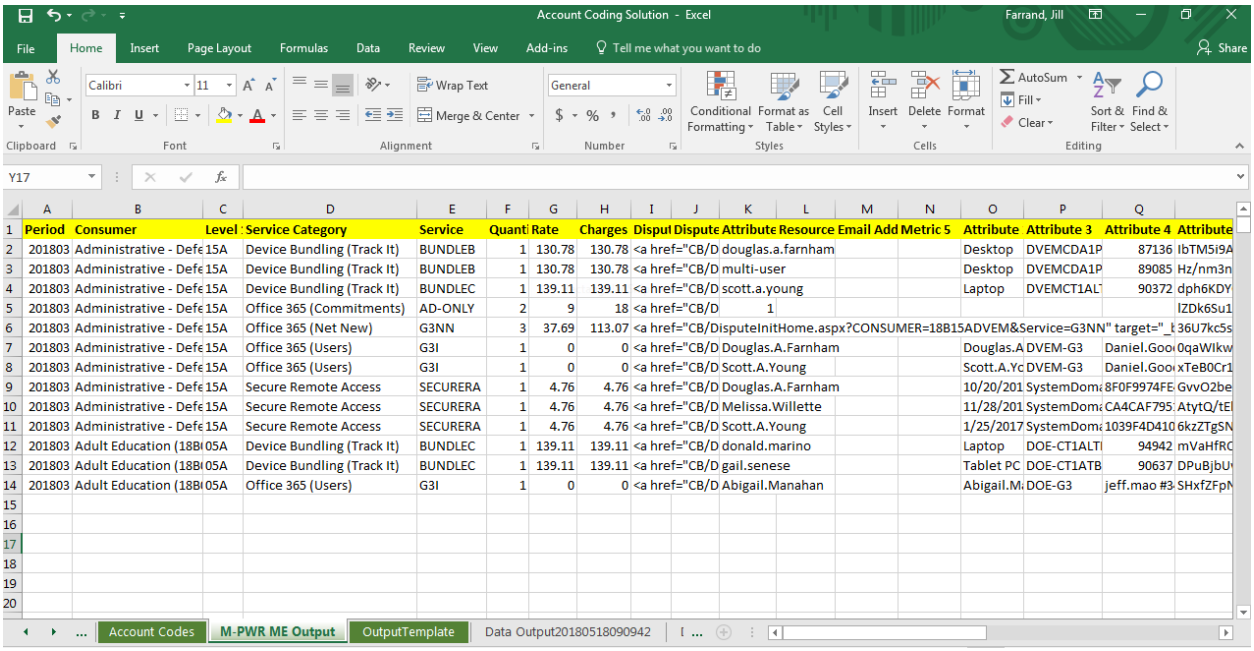
Validation Message – This is the column that will contain the error message if there are any errors in your Account Codes sheet.

Recommendations/Guidance:

After you update the Account Codes sheet, you should validate it. To do that, click on the Control Sheet tab and click on the 'Validate Account Codes' box. For further instructions, please see Validating the Account Codes tab.

Because agency account coding varies, no Advantage account code fields are required.

M-PWR ME Output Tab



Period	Consumer	Level	Service Category	Service	Quant	Rate	Charges	Dispu	Dispute	Attribute	Resource	Email Add	Metric 5	Attribute	Attribute 3	Attribute 4	Attribute
201803	Administrative - Defe	15A	Device Bundling (Track It)	BUNDLEB	1	130.78	130.78	<a	href="CB/D	douglas.a.farnham				Desktop	DVEMCDA1P	87136	IbTM5i9A
201803	Administrative - Defe	15A	Device Bundling (Track It)	BUNDLEB	1	130.78	130.78	<a	href="CB/D	multi-user				Desktop	DVEMCDA1P	89085	Hz/nm3n
201803	Administrative - Defe	15A	Device Bundling (Track It)	BUNDLEC	1	139.11	139.11	<a	href="CB/D	scott.a.young				Laptop	DVEMCT1AL	90372	dph6KDY
201803	Administrative - Defe	15A	Office 365 (Commitments)	AD-ONLY	2	9	18	<a	href="CB/D	1							lZDk6Su1
201803	Administrative - Defe	15A	Office 365 (Net New)	G3NN	3	37.69	113.07	<a	href="CB/Dispute	InitHome.aspx?CONSUMER=18B15				ADVEM&Service=G3NN" target="_t			36U7kc5s
201803	Administrative - Defe	15A	Office 365 (Users)	G3I	1	0	0	<a	href="CB/D	Douglas.A.Farnham				Douglas.A	DVEM-G3	Daniel.Goo	0qaWlkw
201803	Administrative - Defe	15A	Office 365 (Users)	G3I	1	0	0	<a	href="CB/D	Scott.A.Young				Scott.A.Yc	DVEM-G3	Daniel.Goo	xTeB0Cr1
201803	Administrative - Defe	15A	Secure Remote Access	SECURERA	1	4.76	4.76	<a	href="CB/D	Douglas.A.Farnham				10/20/201	SystemDom	8F0F9974FE	GvvO2be
201803	Administrative - Defe	15A	Secure Remote Access	SECURERA	1	4.76	4.76	<a	href="CB/D	Melissa.Willette				11/28/201	SystemDom	CA4CAF795	AtytQ/tE
201803	Administrative - Defe	15A	Secure Remote Access	SECURERA	1	4.76	4.76	<a	href="CB/D	Scott.A.Young				1/25/2017	SystemDom	1039F4D410	6kzZTgSN
201803	Adult Education (18B	05A	Device Bundling (Track It)	BUNDLEC	1	139.11	139.11	<a	href="CB/D	donald.marino				Laptop	DOE-CT1ALT	94942	mVaHfR
201803	Adult Education (18B	05A	Device Bundling (Track It)	BUNDLEC	1	139.11	139.11	<a	href="CB/D	gail.senese				Tablet PC	DOE-CT1ATB	90637	DPuBjbU
201803	Adult Education (18B	05A	Office 365 (Users)	G3I	1	0	0	<a	href="CB/D	Abigail.Manahan				Abigail.M	DOE-G3	jeff.mao #3	SHxfZFpN

This tab contains the input file for ACS and the account coding process. It is the BILL.350 Billing Details by Consumer and Service Report that you exported into a CSV file from M-PWR ME.

To load the bill.350 data into the ACS spreadsheet:

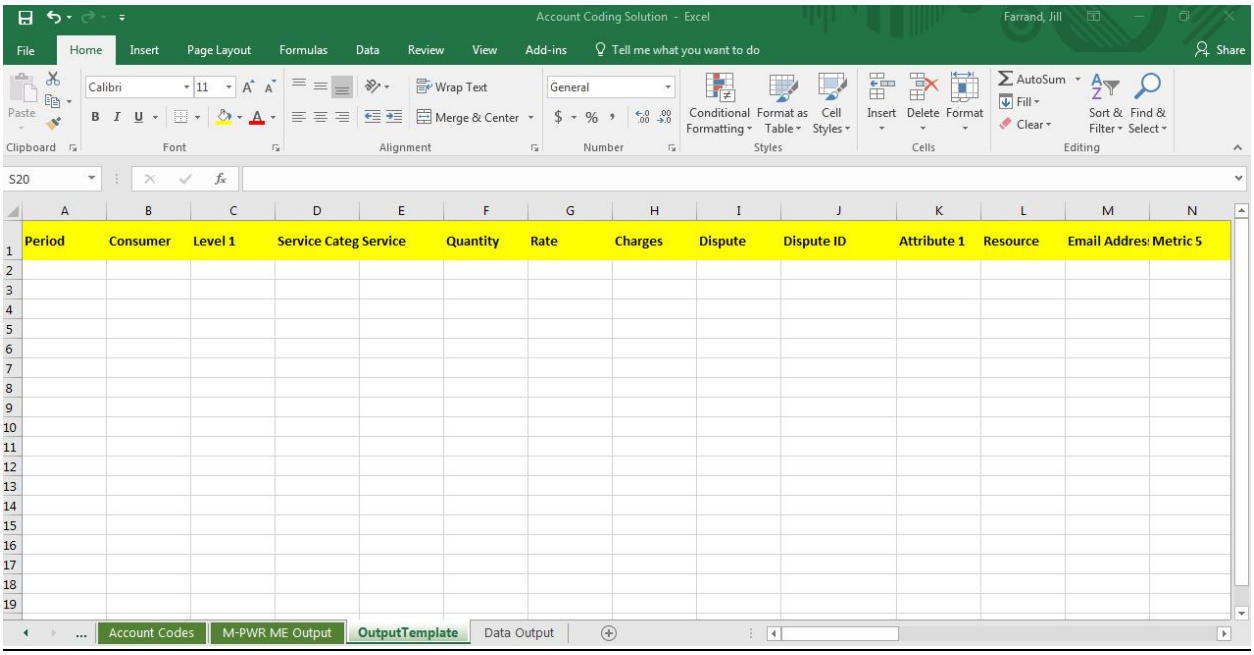
- View the Bill.350 report for the most current billing period within M-PWR ME
- Click on the 'Open in CSV' option in the upper left-hand side of the screen
- Save the CSV file
- Open a new Excel workbook
- Open the CSV file you just saved
- Copy the populated worksheet to the worksheet on the M-PWR ME Output Tab (overlaying the existing data) in the ACS spreadsheet.

Product key values are located in the attribute 5 column.

For most services:

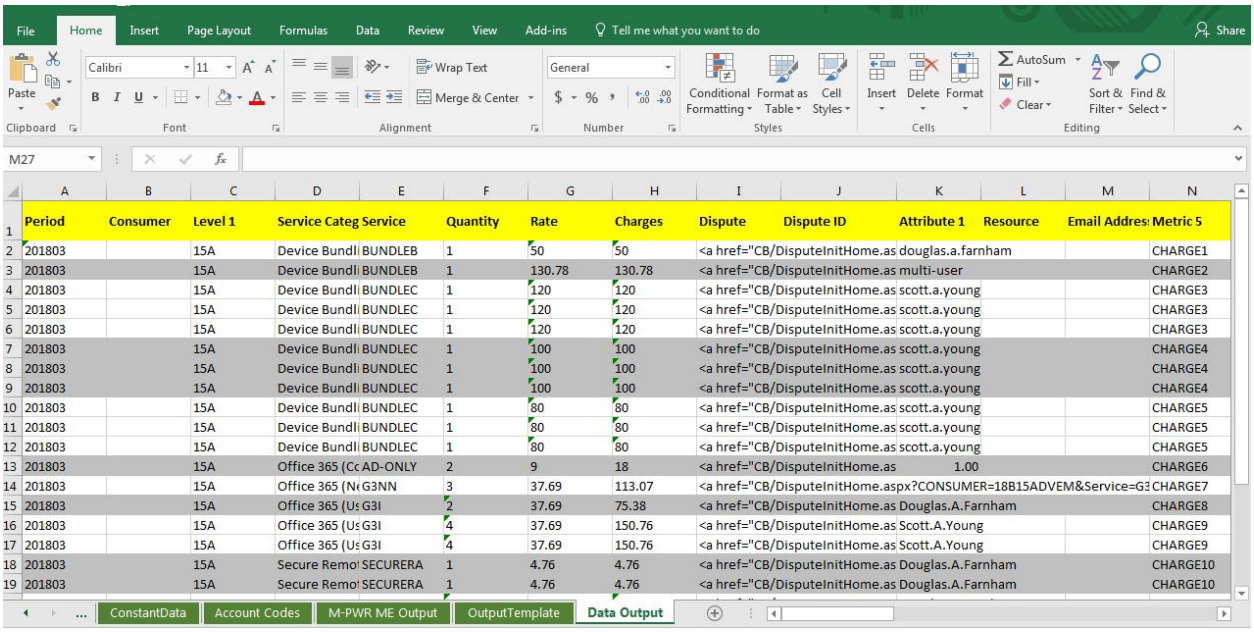
- the metric 1 column contains the footprints ticket associated with providing the service
- the attribute 1 column contains the name of the person who received the service

Output Template Tab



This tab lists the headings of the output columns which will be displayed on the report generated to the Data Output tab. If you are using the custom data fields, change their headings on this tab to a label that reflects your usage of the columns. Account code and custom data fields can be found by scrolling to the right.

Data Output Tab



Period	Consumer	Level 1	Service Categ	Service	Quantity	Rate	Charges	Dispute	Dispute ID	Attribute 1	Resource	Email Addres	Metric 5
201803		15A	Device Bundli	BUNDLEB	1	50	50	<a href="CB/DisputeInitHome.as		douglas.a.farnham			CHARGE1
201803		15A	Device Bundli	BUNDLEB	1	130.78	130.78	<a href="CB/DisputeInitHome.as		multi-user			CHARGE2
201803		15A	Device Bundli	BUNDLEC	1	120	120	<a href="CB/DisputeInitHome.as		scott.a.young			CHARGE3
201803		15A	Device Bundli	BUNDLEC	1	120	120	<a href="CB/DisputeInitHome.as		scott.a.young			CHARGE3
201803		15A	Device Bundli	BUNDLEC	1	120	120	<a href="CB/DisputeInitHome.as		scott.a.young			CHARGE3
201803		15A	Device Bundli	BUNDLEC	1	100	100	<a href="CB/DisputeInitHome.as		scott.a.young			CHARGE4
201803		15A	Device Bundli	BUNDLEC	1	100	100	<a href="CB/DisputeInitHome.as		scott.a.young			CHARGE4
201803		15A	Device Bundli	BUNDLEC	1	100	100	<a href="CB/DisputeInitHome.as		scott.a.young			CHARGE4
201803		15A	Device Bundli	BUNDLEC	1	80	80	<a href="CB/DisputeInitHome.as		scott.a.young			CHARGE5
201803		15A	Device Bundli	BUNDLEC	1	80	80	<a href="CB/DisputeInitHome.as		scott.a.young			CHARGE5
201803		15A	Device Bundli	BUNDLEC	1	80	80	<a href="CB/DisputeInitHome.as		scott.a.young			CHARGE5
201803		15A	Office 365 (Cc	AD-ONLY	2	9	18	<a href="CB/DisputeInitHome.as		1.00			CHARGE6
201803		15A	Office 365 (N	G3NN	3	37.69	113.07	<a href="CB/DisputeInitHome.aspx?CONSUMER=18B15ADVEM&Service=G3					CHARGE7
201803		15A	Office 365 (U	G3I	2	37.69	75.38	<a href="CB/DisputeInitHome.as		Douglas.A.Farnham			CHARGE8
201803		15A	Office 365 (U	G3I	4	37.69	150.76	<a href="CB/DisputeInitHome.as		Scott.A.Young			CHARGE9
201803		15A	Office 365 (U	G3I	4	37.69	150.76	<a href="CB/DisputeInitHome.as		Scott.A.Young			CHARGE9
201803		15A	Secure Remo	SECURERA	1	4.76	4.76	<a href="CB/DisputeInitHome.as		Douglas.A.Farnham			CHARGE10
201803		15A	Secure Remo	SECURERA	1	4.76	4.76	<a href="CB/DisputeInitHome.as		Douglas.A.Farnham			CHARGE10

This tab shows your final report containing the data from Bill.350 report with account coding and custom data appended at the end of each row.

Once these Data Output reports are generated, they should be saved either as separate workbooks or as separate sheets within a workbook. The dispute column can only be utilized within M-PWR ME – therefore, we recommend deleting this column from your copy of the final data output report.

<u>Considerations:</u>
A separate excel sheet is created each time you click on 'Process Billing Worksheet'.

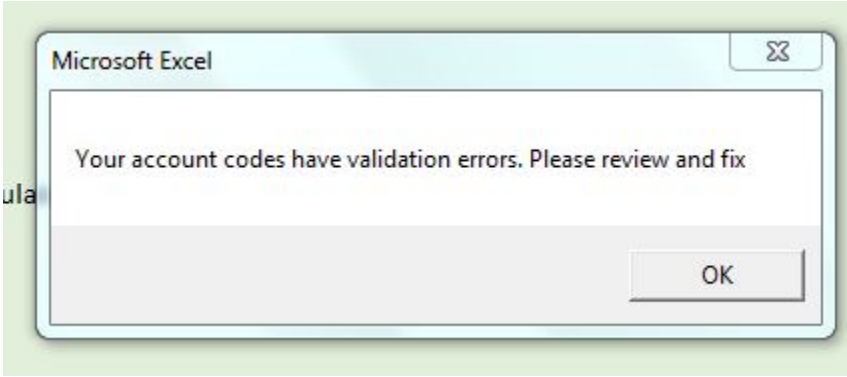
When you run the "Process Billing Worksheet" process, the macro process first copies the Data Output sheet to a new worksheet named Data OutputYYYYMMDDHHMMSS where YYYYMMDD equals the current date and HHMMSS equals the current time. It then copies the contents of the Output Template with the Account Codes information appended on the end of each line to the Data Output sheet.

We recommend you delete previously created Output sheets that you do not want to keep.

Validating the Account Codes tab

After you update your Account Codes Worksheet, you should validate it. Go to the Control Tab and Click on the 'Validate Account Code' box.

If there are errors on the Account Codes sheet, the following error message will be displayed:



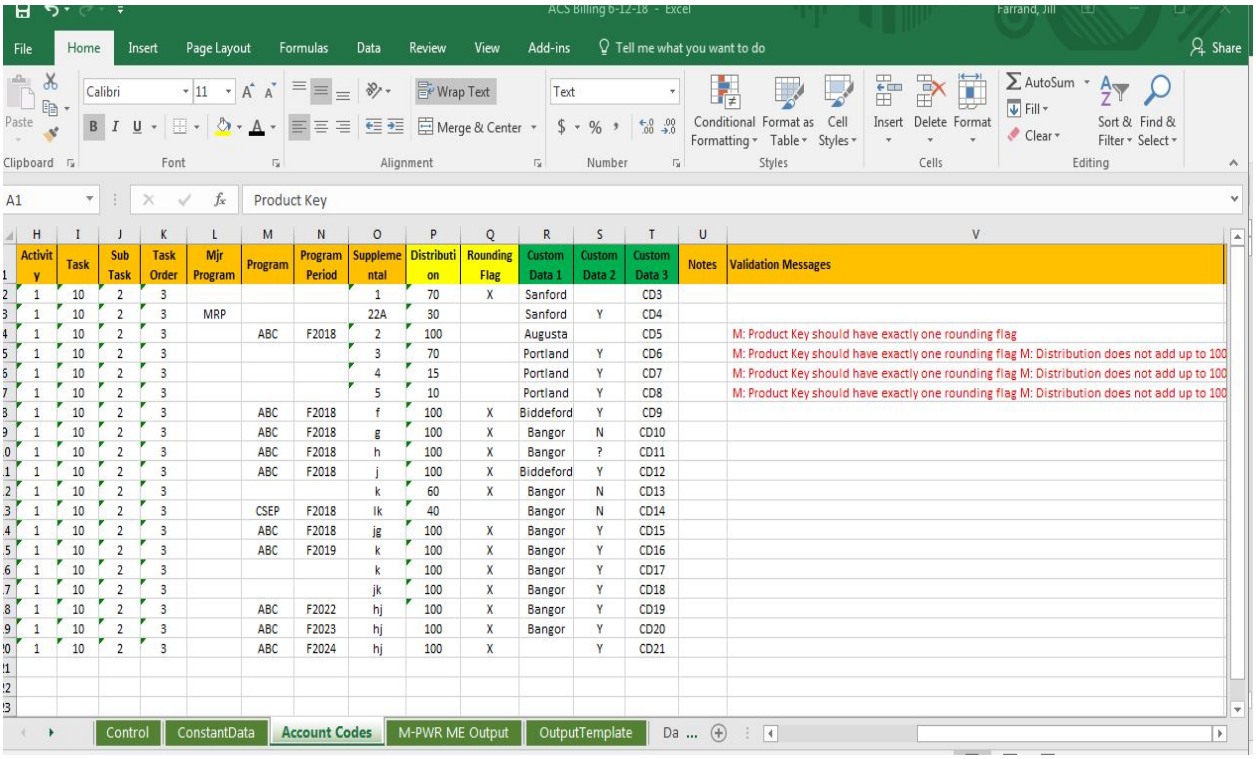
After you click the OK button on this error, click on the Accounts Code tab to see what errors were generated. Error messages are listed in the "Validation Messages" column.

<u>Validation Performed:</u>

Ensures the total distribution for a product key adds up to 1. If total allocations sum to more or less than 1, the error message 'M: Distribution does not add up to 1' is generated for each row of the product key in error.

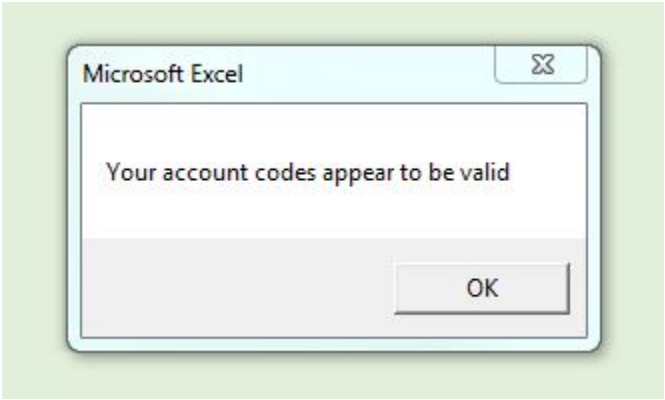
Ensures that one of the rounding flags is indicated for each product key. If the rounding flag has not been selected for a product key, or more than one rounding flag has been selected for the same product key, the error message 'M: Product Key should have exactly one rounding flag' is generated for each row of the product key in error.

An example of both errors follow.



Activity	Task	Sub Task	Task Order	Mjr Program	Program	Program Period	Supplemental	Distribution	Rounding Flag	Custom Data 1	Custom Data 2	Custom Data 3	Notes	Validation Messages
1	10	2	3				1	70	X	Sanford		CD3		
1	10	2	3	MRP			22A	30		Sanford	Y	CD4		
1	10	2	3		ABC	F2018	2	100		Augusta		CD5		M: Product Key should have exactly one rounding flag
1	10	2	3				3	70		Portland	Y	CD6		M: Product Key should have exactly one rounding flag M: Distribution does not add up to 100
1	10	2	3				4	15		Portland	Y	CD7		M: Product Key should have exactly one rounding flag M: Distribution does not add up to 100
1	10	2	3				5	10		Portland	Y	CD8		M: Product Key should have exactly one rounding flag M: Distribution does not add up to 100
1	10	2	3		ABC	F2018	f	100	X	Biddeford	Y	CD9		
1	10	2	3		ABC	F2018	g	100	X	Bangor	N	CD10		
1	10	2	3		ABC	F2018	h	100	X	Bangor	?	CD11		
1	10	2	3		ABC	F2018	j	100	X	Biddeford	Y	CD12		
1	10	2	3				k	60	X	Bangor	N	CD13		
1	10	2	3		CSEP	F2018	lk	40		Bangor	N	CD14		
1	10	2	3		ABC	F2018	jg	100	X	Bangor	Y	CD15		
1	10	2	3		ABC	F2019	k	100	X	Bangor	Y	CD16		
1	10	2	3				k	100	X	Bangor	Y	CD17		
1	10	2	3				jk	100	X	Bangor	Y	CD18		
1	10	2	3		ABC	F2022	hj	100	X	Bangor	Y	CD19		
1	10	2	3		ABC	F2023	hj	100	X	Bangor	Y	CD20		
1	10	2	3		ABC	F2024	hj	100	X		Y	CD21		

If there are no validation errors on the Account Codes sheet, you will get the following message:



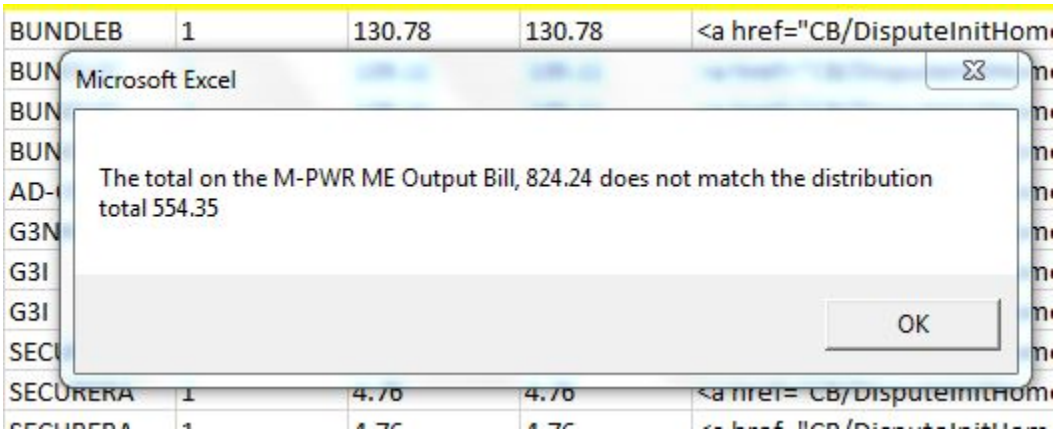
You are now ready to generate your report with account code information.

Process Billing Worksheet:

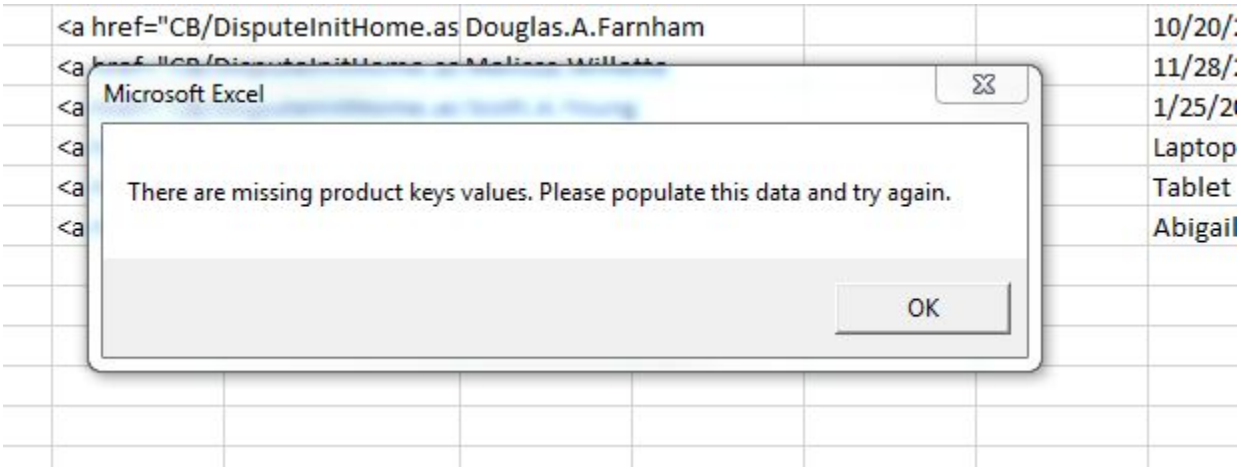
After you have downloaded the M-PWR ME 350 report to a CSV and copied it to the M-PWR ME Output sheet, you are ready to identify new billing line items and/or apply account codes to the billing detail. Go to the Control sheet (tab) and click on the “Process Billing Worksheet” box.

The Process Billing Worksheet macro runs the Validate Account Codes macro to ensure there are no errors in the Account Codes. If there are no errors, the ‘Processing Billing Worksheet’ macro appends the Account Code data and any additional data previously entered for tracking (the custom columns) to the end of the bill detail lines from the M-PWR ME Output tab, producing the Data Output sheet(s).

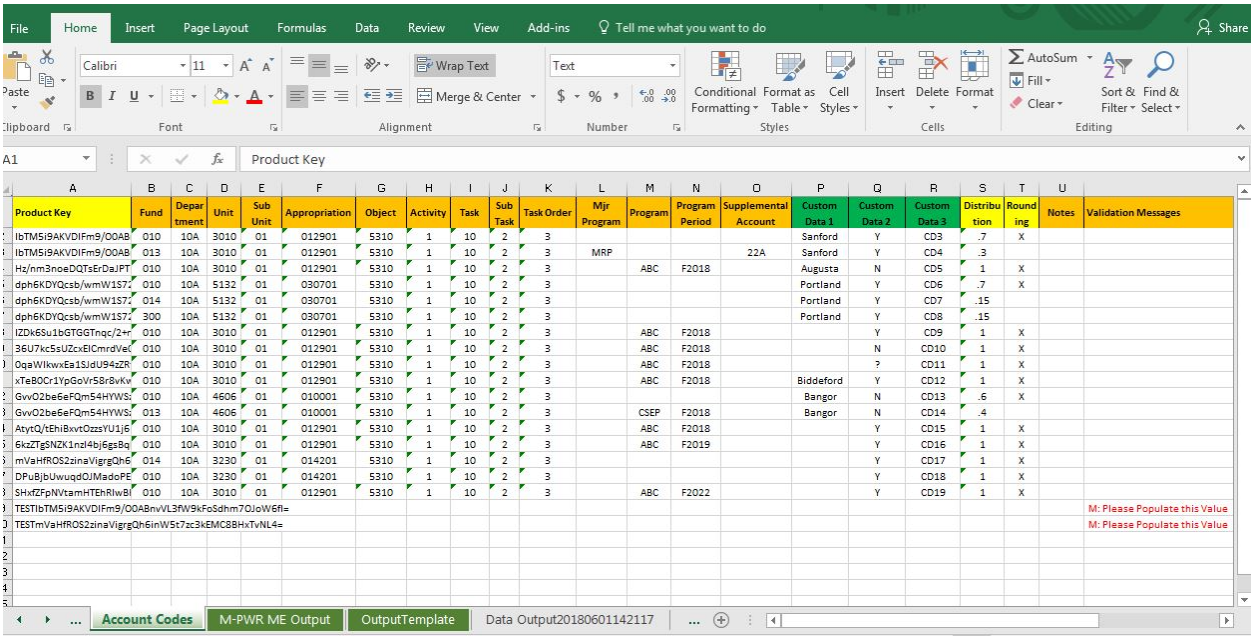
If the 350 report (in the M-PWR ME Output tab) contains new product keys that are not listed on the Account Codes tab, the following error will be generated:



When you click OK, ACS will tell you that there are missing product keys on the Account Codes tab.



When you click on the OK button, you are brought to the Account Codes tab where any missing product keys are added to the end of the Account Codes list with a message stating “Please Populate this Value”.



Product Key	Fund	Department	Unit	Sub Unit	Appropriation	Object	Activity	Task	Sub Task	Task Order	Mjr Program	Program	Program Period	Supplemental Account	Custom Data 1	Custom Data 2	Custom Data 3	Distribution	Rounding	Notes	Validation Messages
IbTM5i9AKVDIFm9/O0AB	010	10A	3010	01	012901	5310	1	10	2	3					Sanford	Y	CD3	.7	X		
IbTM5i9AKVDIFm9/O0AB	013	10A	3010	01	012901	5310	1	10	2	3	MRP			22A	Sanford	Y	CD4	.3			
Hz/nm3noeDQTsErDaJPT	010	10A	3010	01	012901	5310	1	10	2	3		ABC	F2018		Augusta	N	CD5	1	X		
dph6KDYQcsb/wmW1S7	010	10A	5132	01	030701	5310	1	10	2	3					Portland	Y	CD6	.7	X		
dph6KDYQcsb/wmW1S7	014	10A	5132	01	030701	5310	1	10	2	3					Portland	Y	CD7	.15			
dph6KDYQcsb/wmW1S7	300	10A	5132	01	030701	5310	1	10	2	3					Portland	Y	CD8	.15			
IZDk6Su1bGTGGTnqc/2+r	010	10A	3010	01	012901	5310	1	10	2	3		ABC	F2018			Y	CD9	1	X		
36U7kc5sUZcxElCmrdVe	010	10A	3010	01	012901	5310	1	10	2	3		ABC	F2018			N	CD10	1	X		
OqaWIkwxEa1SJdU94zZR	010	10A	3010	01	012901	5310	1	10	2	3		ABC	F2018			?	CD11	1	X		
xTeB0Cr1YpGoVr58r8vKw	010	10A	3010	01	012901	5310	1	10	2	3		ABC	F2018		Biddeford	Y	CD12	1	X		
GvvO2be6eFQm54HYWS	010	10A	4606	01	010001	5310	1	10	2	3					Bangor	N	CD13	.6	X		
GvvO2be6eFQm54HYWS	013	10A	4606	01	010001	5310	1	10	2	3		CSEP	F2018		Bangor	N	CD14	.4			
AtytQ/tEhiBxvtOzzsYU1j6	010	10A	3010	01	012901	5310	1	10	2	3		ABC	F2018			Y	CD15	1	X		
6kzZTgSNZK1nzl4bj6gsBq	010	10A	3010	01	012901	5310	1	10	2	3		ABC	F2019			Y	CD16	1	X		
mVaHfROS2zinaVigrgQh6	014	10A	3230	01	014201	5310	1	10	2	3						Y	CD17	1	X		
DPuBjbUwuqdOJMadoPE	010	10A	3230	01	014201	5310	1	10	2	3						Y	CD18	1	X		
SHxfZFpNVtamHTEhRlwB	010	10A	3010	01	012901	5310	1	10	2	3		ABC	F2022			Y	CD19	1	X		
TESTIbTM5i9AKVDIFm9/O0ABnvVL3fW9kFoSdhm7OJoW6fl=																					M: Please Populate this Value
TESTmVaHfROS2zinaVigrgQh6inW5t7zc3kEMC8BHxTvNL4=																					M: Please Populate this Value

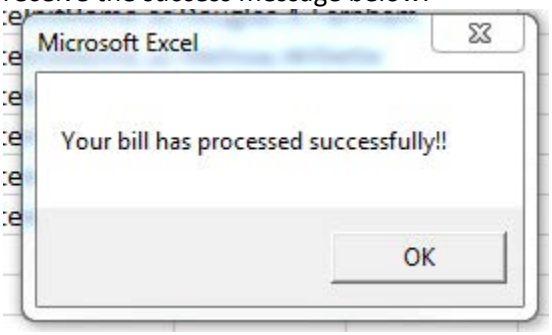
To find the billing detail lines for the new product keys, you have two choices:
If you only have one or two new product keys, you can copy a new product key from the end of the account code list and on the M-PWR ME Output tab you can do a find (find and select in upper right hand corner on the excel ribbon) on the product key. Or:

On the M-PWR ME Output tab, all new product keys will have their font changed to red and will be bolded. You can filter the new product keys by adding a filter to the Attribute 5 column (column R where product key is stored) on the M-PWR ME tab and then filtering on red font. For instructions on how to do this, please see [How to Filter All New Product Keys on the M-PWR ME Output Tab](#).

Determine your account code values for your new product keys. If you need additional data, the metric 1 column lists the footprint ticket for many services so you can research the ticket.

Now enter your Account Code information and additional custom data for the new product key(s) and click on the 'Process Billing Worksheet' macro box on the Control tab.

Upon completion, you will be brought to the Data Output tab where your report is populated and you receive the success message below:



Things to Remember:
All final output reports should be saved as separate workbooks or as separate sheets within an annual workbook. Note: Because the dispute column is only utilized within M-PWR ME, we recommend deleting this column from your copy of the final report.

A separate excel sheet is created each time you click on 'Process Billing Worksheet'.

When you run the "Process Billing Worksheet" process, the macro first copies the Data Output sheet to a new worksheet named Data OutputYYYYMMDDHHMMSS where YYYYMMDD equals the current date and HHMMSS equals the current time. It then copies the contents of the Output Template with the Account Code and tracking data appended on the end of each bill line (from the M-PWR ME Output tab) to the Data Output sheet.

Your most current output is always on the Data Output tab.

We recommend you delete previously created Output sheets that you do not want to keep.

Modifying Tracking Data

If you would like to track additional or less data with your Account Coding data, you can by:

On the Account Codes tab:

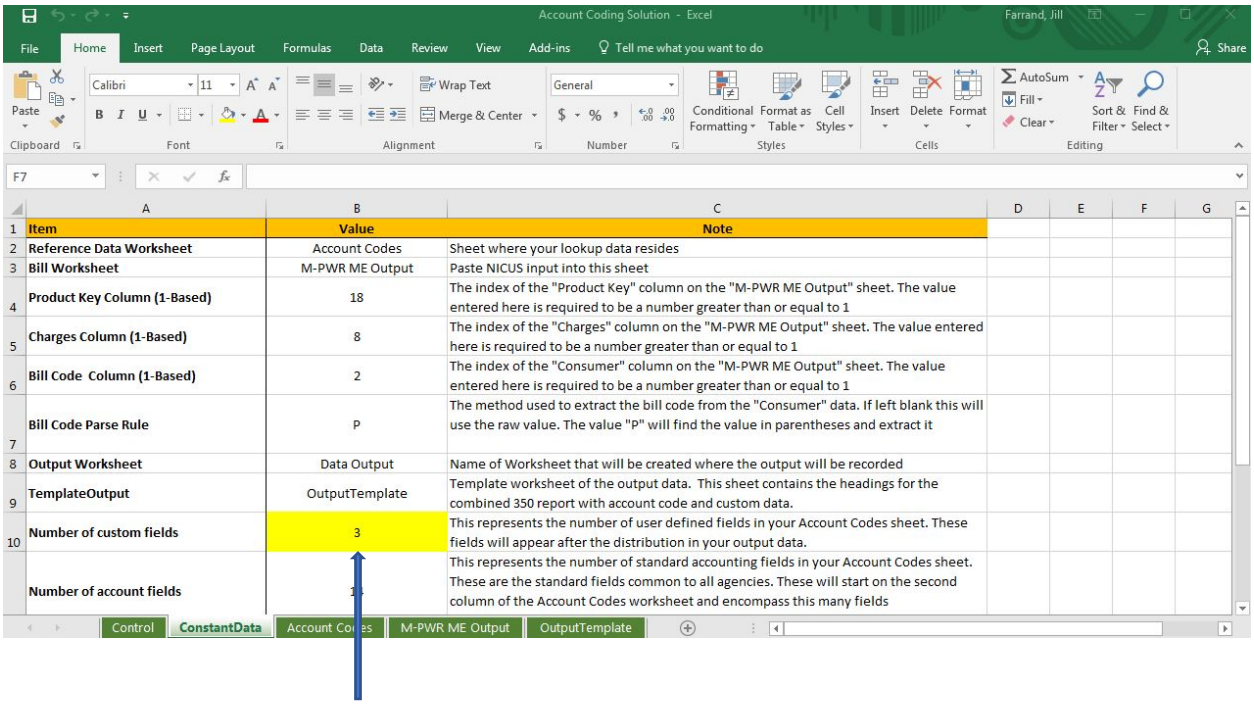
Insert any additional columns between the Custom Data 3 and Distribution columns.
Or delete any of the Custom Data columns if you want to track less data.

On the Output Template tab:

Give heading names to the additional columns you added. Enter these column names (labels) in the first row after the Custom Data 3 column.
Or delete columns containing custom data labels for any custom data you do not want to track.

On the Constant Data Tab:

If you added additional custom data fields to track, add 1 to the number stored in the following row for every column you added.
Or if you deleted custom tracking data, subtract 1 from the number stored in the following row for every column you deleted.
Number of custom fields

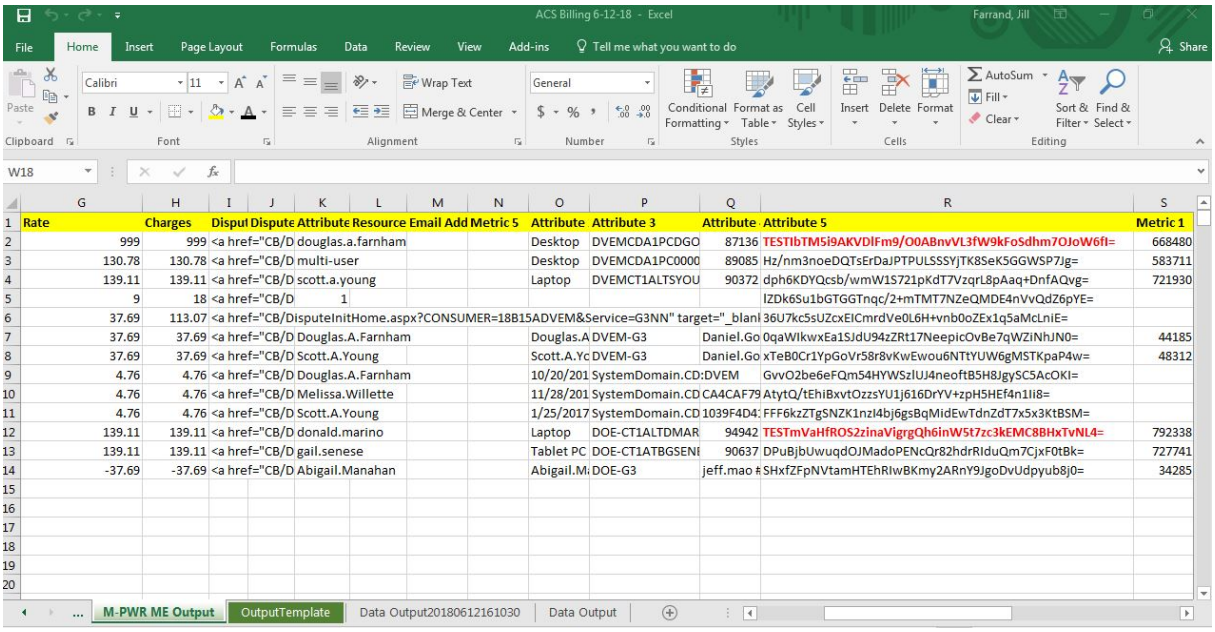


Item	Value	Note
Reference Data Worksheet	Account Codes	Sheet where your lookup data resides
Bill Worksheet	M-PWR ME Output	Paste NICUS input into this sheet
Product Key Column (1-Based)	18	The index of the "Product Key" column on the "M-PWR ME Output" sheet. The value entered here is required to be a number greater than or equal to 1
Charges Column (1-Based)	8	The index of the "Charges" column on the "M-PWR ME Output" sheet. The value entered here is required to be a number greater than or equal to 1
Bill Code Column (1-Based)	2	The index of the "Consumer" column on the "M-PWR ME Output" sheet. The value entered here is required to be a number greater than or equal to 1
Bill Code Parse Rule	P	The method used to extract the bill code from the "Consumer" data. If left blank this will use the raw value. The value "P" will find the value in parentheses and extract it
Output Worksheet	Data Output	Name of Worksheet that will be created where the output will be recorded
TemplateOutput	OutputTemplate	Template worksheet of the output data. This sheet contains the headings for the combined 350 report with account code and custom data.
Number of custom fields	3	This represents the number of user defined fields in your Account Codes sheet. These fields will appear after the distribution in your output data.
Number of account fields	11	This represents the number of standard accounting fields in your Account Codes sheet. These are the standard fields common to all agencies. These will start on the second column of the Account Codes worksheet and encompass this many fields

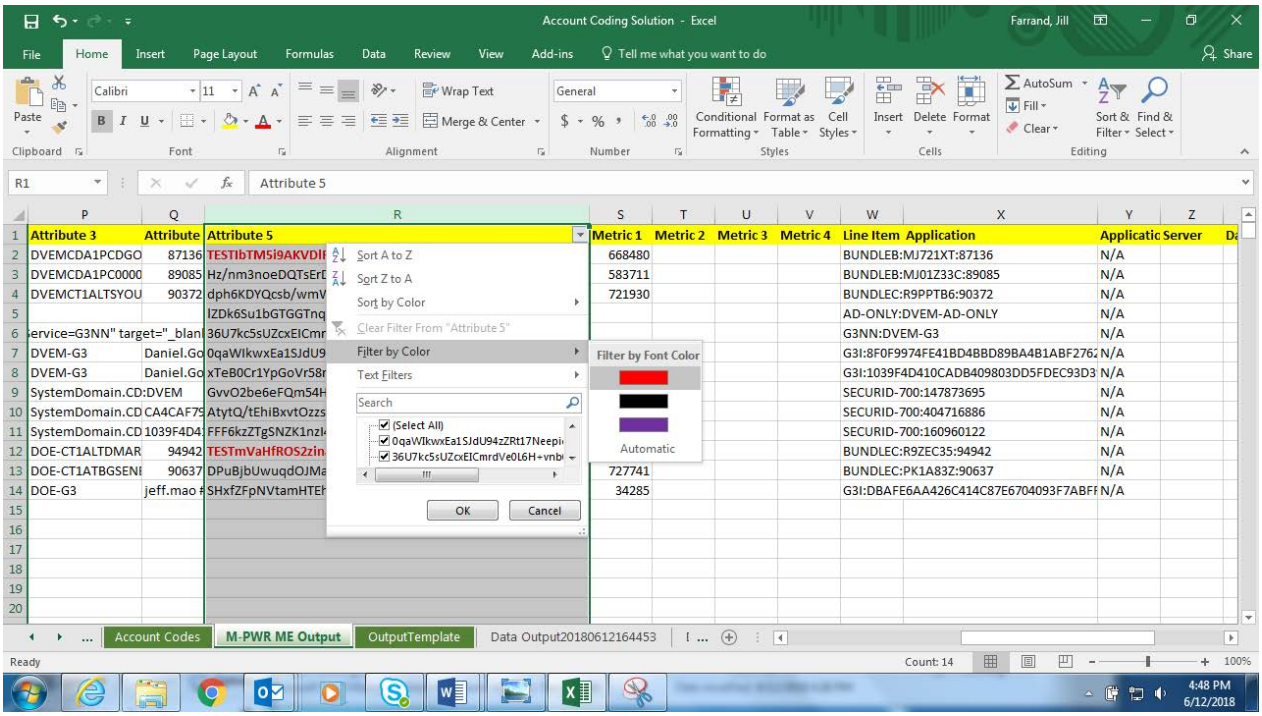
Add 1 for every column of tracking data
Or subtract 1 for every column of tracking data deleted to the values of:
Number of custom fields

How to Filter All New Product Keys on the M-PWR ME Output Tab

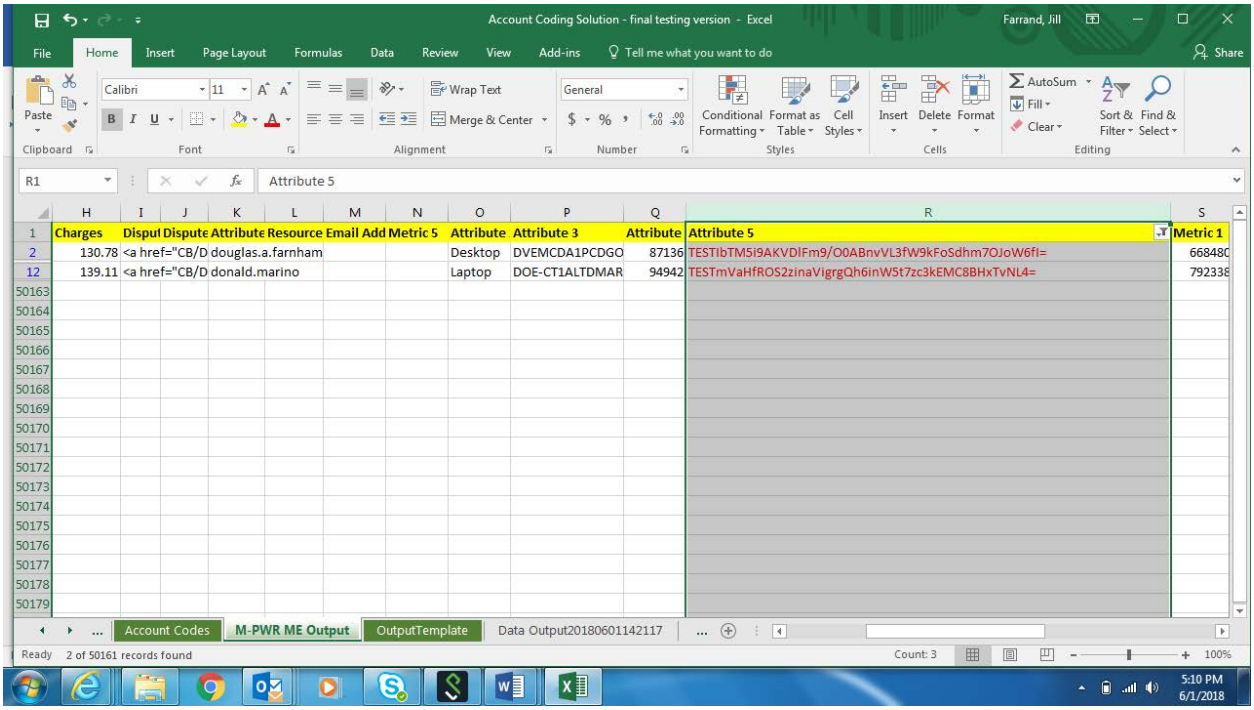
Product key is stored in the Attribute 5 column. Select the Attribute 5 column (column R) by clicking on the Attribute 5 column, then click on the Sort & Filter icon located in the upper right hand corner of the excel ribbon. Select filter and a filter is added to the product key column.



Click on the filter and put your cursor on the 'Filter by Color' entry, then click on the red rectangle in the 'Filter by Font Color' box.



Viola! You can now review your billing detail line and data to determine your account code coding.



	H	I	J	K	L	M	N	O	P	Q	R	S
1	Charges	Disput	Dispute	Attribute	Resource	Email Add	Metric 5	Attribute	Attribute 3	Attribute	Attribute 5	Metric 1
2	130.78	<a href="CB/D		douglas.a.farnham				Desktop	DVEMCDA1PCDGO	87136	TESTIbTM5i9AKVDlFm9/O0ABnvVL3fW9kFoSdhm7OJoW6fI=	668480
12	139.11	<a href="CB/D		donald.marino				Laptop	DOE-CT1ALTDMAR	94942	TESTmVaHfROS2zinaVigrgQh6inW5t7zc3kEMC8BHxTvNL4=	792338