How to enable the account billing popup for a user or Department

When a user's **Account requirement** is **Required**, they must choose an account for each job: for example a client or matter account (see *How to create third-party accounts*), or another user's account if their access allows. When they print, they get a popup on their computer; without a PDAgent on their computer, they enter the account code at the printer when they release their jobs. Where phone calls are tracked, they get a popup when they hang up.

The popup on the computer needs the PDAgent on the user's computer.

For one user, or several

1. Open Resource Manager.
2. In the tree, click **User Management** > **Users**, and double-click the user (or select several and edit them together).
3. Click the **Billing** tab.
4. Under **Account requirement**, set **Billing requirement** to **Required**. (When editing several users, first tick the box next to it.)
5. Click **OK**.

For a department

Set on a department, this applies to users added to the department later, so you can still make exceptions.

1. In the tree, click **User Management** > **Departments**, and double-click the department (or select several).
2. Click the **Member default settings** tab, then the **Billing** tab.
3. Under **Account requirement**, set **Requirement** to **Required**.
4. To apply it to the department's current members as well, click **Go** at the bottom of the tab.
5. Click **OK**.

PDServers and PDAgents pick up the change at their next settings refresh, within 10 minutes. To apply it straight away, click **PD Servers** in the tree, right-click a PDServer and click **Select All**, then right-click again, point to **Send command**, and click **Refresh all connected PDAgents**.

Related articles

- *How to create third-party accounts*
- *How to specify access to individual accounts for a user or Department*
- *How to deposit funds into a user's account*
- *How to manually create a Department*

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