



Project Accounting Codes - Overview For All Audio Services

**Everest
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*Everest Communications, LLC
Sales & service of audio, web
and video conferencing
services since 2003.*

Become more efficient when charging back for billable hours by using Project Accounting Codes (PAC). They are ideal for attorneys, consultants and other professionals who track projects by cost center. We can capture your expense center, department or location, and the information will appear on your monthly invoice.

PAC Code Types

PAC codes can be applied to your invoice by using one of the following options:

STANDARD PHONE PAC (NUMERIC ONLY)

- Available with audio services.
- Enter your code via your telephone keypad before you start your call.
- Obtain your PAC code details from within your organization as this information is not stored within our systems and cannot be provided by an operator.
- Bypass the option of entering a phone PAC by pressing #.
- Use between 1 and 25 digits.
- Provision at the company, account or owner level.

MANDATORY PHONE PAC (NUMERIC ONLY)

- Available with Reservationless-Plus service.
- Establish a minimum/maximum number of digits required and provide up to 12 different prompts to play prior to entering the PAC value.
- Obtain your PAC code details from within your organization as this information is not stored within our systems and cannot be provided by an operator.
- Our systems do not validate the digits you have entered, however it ensures you entered your organization's desired minimum/maximum number of digits.
- If the incorrect minimum/maximum number of digits is entered after three attempts, the system will not allow you to start your call and you will be disconnected.
- Use between 1 and 25 digits.
- Provision at the company, account or owner level.

The mandatory phone PAC custom prompts listed below are available for your use:

- Please enter your numeric-only customer ID, followed by the pound or hash sign.
- Please enter your numeric-only employee ID, followed by the pound or hash sign.
- Please enter your numeric-only department ID, followed by the pound or hash sign.
- Please enter your numeric-only client number, followed by the pound or hash sign.
- Please enter your numeric-only meeting number, followed by the pound or hash sign.

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- Please enter your numeric-only client matter number, followed by the pound or hash sign.
- Please enter your numeric-only matter number, followed by the pound or hash sign.
- Please enter your numeric-only case number, followed by the pound or hash sign.
- Please enter your numeric-only project account code, followed by the pound or hash sign.
- Please enter your numeric-only SAP cost center, followed by the pound or hash sign.
- Please enter your numeric-only network user ID, followed by the pound or hash sign.
- Please enter your numeric-only subscriber ID, followed by the pound or hash sign.

PERMANENT PAC (ALPHA AND NUMERIC)

- Available with all audio services.
- Required at the owner level or on the actual reservation.
- Stored as a permanent value in system.
- Listed in a variety of ways (i.e., department codes, division numbers, client matter numbers, etc.).
- Use up to 45 characters.

MULTI PAC (ALPHA AND NUMERIC)

- Available with all audio services.
- Set at your organization's account level in our system.
- Requires multiple pieces of information for account tracking purposes.
- Captures up to 10 fields of information (subject to 250 total characters).
- Specify if field is required or optional.
- Specify minimum/maximum length (cannot exceed 45 characters).
- Specify numeric only or alpha-numeric values.
- Assign up to 30 values for any field selectable via a drop-down menu.
- Requires backend development within our system with a turnaround time of approximately 30 days once submission of final requirements is completed.

Presentation in Invoices

Below you will find examples of how your PAC values will appear on your invoices:

PAPER INVOICES

- Your PAC value will be displayed in the Conference Detail section and the Project Account Summary.
- If Multi PAC is used, the PAC will be displayed with both the PAC label and PAC value for each field separated by a comma (i.e., Cost Center=ABC, Employee ID=123).
- In the Conference Detail section, the PAC will be listed under the summary charges line.

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CONFERENCE DETAIL

Owner: Roberts 1, Peter

Conference	Date	Time	Attendees	Minutes	Total Charges
1551576	10/14/05	10:00CT	8	191	\$104.50

Reserved By: Peter Roberts

Project Accounting Code: PJR-5270

- In the Project Accounting Summary, a Conference Charges Total will be provided for each PAC displayed within the invoice.

PROJECT ACCOUNTING SUMMARY

PAC:

Owner Name	Conference	Date	Minutes	Conf Charge
Fogel, Rick	1890570	10/25/05	298	\$140.48
Clisham, Patrick	1552934	10/14/05	137	\$68.67
Swanson, Matthew	1273478	10/05/05	3	\$11.61
Fishman 1, Robert	1204360	10/03/05	20	\$10.95
Total Conferences:	4		458	\$231.71

PAC: 9022

Owner Name	Conference	Date	Minutes	Conf Charge
Roberts 1, Peter	2039672	10/28/05	264	\$132.60
Total Conferences:	1		264	\$132.60

PAC: PJR-5270

Owner Name	Conference	Date	Minutes	Conf Charge
Roberts 1, Peter	1551576	10/14/05	191	\$104.50
Total Conferences:	1		191	\$104.50

ELECTRONIC INVOICES

- PAC values are provided in each of our twelve standard electronic invoice formats.
- Phone PACs will be displayed in electronic invoices that show detail at the participant level, conference level or PAC level. They will not be displayed in owner level files (COT and AOT).
- If Multi PAC is used, the PAC will be displayed with both the PAC label and PAC value for each field separated by a comma (i.e., Cost Center=ABC, Employee ID=123).
- PAC values are also provided in our standard EDI 811 file.

Presentation in Reports

PAC values are provided in most reporting that provides detail at the owner or conference level.

Phone PACs will be displayed in electronic reports that show detail at the participant level or conference level. They will not be displayed in owner level files (YTD Invoice Totals by Leader, Owner Contact Details, Comprehensive Owner Details and History, Billing Owners, Implemented but Never Used or Sixty Day Owners).

If Multi PAC is used, the PAC will be displayed with both the PAC label and PAC value for each field separated by a comma (i.e., Cost Center=ABC, Employee ID=123).

