

INTRODUCING THE NEW COMMUNICATIONS SERVICES ACCOUNT USAGE REPORT

Our monthly account usage report has been revised to include more information and use less paper. And soon, you will also have the option of selecting the amount of detail you wish printed for each account, and updating the campus mail code. We hope you will find the report more useful and easier to read than the previous report.

Reports are sent by campus mail code. In each package you will find a cover sheet (not shown) that provides account totals and shows how much detail is printed.

For each account number the report is divided into three sections:

- A** The **Account Summary** provides a quick overview of the total charges to the account, with breakdowns by category of charges. If you have workorder charges, this section will include a summary by workorder.
- B** The **Subscriber Summary** provides a summary of charges for each subscriber, organized by service, totaled by charge types.
- C** The **Subscriber Detail** section provides a detailed itemization for services assigned to each subscriber.

Key Points of the Usage Report

The first page printed for each account summarizes the activity for all subscribers billing to that Account Number.

- 1** The *Bill Date* shows the month for which these charges appear in the ledger. The *Bill Period* is the month when the charges were incurred (generally the previous month.) The *Account Number* is the General Ledger or BA/RC Account receiving the charges. If you have requested charges to be submitted to specific Cost Center, Cost Type, or Project elements, these will be listed following the account number, separated by dashes. Each combination of Account Number and Cost Center, Cost Type or Project will have a separate account summary.
- 2** The new "message" section provides contact information and any notices.
- 3** The *Usage Summary* shows totals for telephone call types.
- 4** The *Summary by Object Code* provides the totals corresponding to charges you see in the General Ledger. Refer to http://www.commserv.ucsb.edu/rates/mrcooc_facstaff.asp for the list of services included in each Object Code.
- 5** The new *Summary of Monthly & One Time Charges* shows totals of charges, by service type. This includes "Monthly Recurring Charges" (MRCs), and non-recurring (One-Time) "Other Charges and Credits" (OCCs).
- 6** The *Total for Account* lists the total of Usage, Monthly, and One-Time Charges for this account.
- 7** The **Subscriber Summary** has been redesigned to show totals for each service assigned to a subscriber.
- 8** The **Subscriber Detail** section provides individual call records and details of each billing code. Each subscriber will start on a new page. From our website, www.commserv.ucsb.edu, you will be able to choose to save paper by allowing more than one subscriber to be printed per page, or by eliminating the Subscriber Detail section entirely.

Account Usage Report		ACCOUNT SUMMARY		UCSB Communications Services	
Department	Bill Date	Bill Period	Account Number		
MYTHMYTHOLOGICAL STUDIES	1-FEB-2010	JAN 2010	8-99999-19900-3	1 D EXPENS	
Questions about this summary, call: 8788 or 805-893-8700 To order or change service, call: 8788 or 805-893-8700 For Repair service, call: 4600 or 805-893-4600 Visit our Customer Service Center: Public Safety Bldg., Room 1030 Or email us at: help@commserv.ucsb.edu Or visit us on the web at: http://www.commserv.ucsb.edu					
You may access your bill online at: http://www.commserv.ucsb.edu/boris/ucsb_dept_login.asp					
Usage Summary			Summary by Object Code		
Calls	Mins	Total	Category	Object	Calls
Local	11	22	Local	4120	11
Toll	72	211	Toll	4125	72
Toll Free	1	7	Phone Services	4110	150
		\$18.58	Two-Way Radio Maint.	4111	16
			Voice Mail	4140	19
			Other Phone Charges	4135	42
					\$246.83
Summary of Monthly & One-Time Charges					
Pass thru/Other	Rate	Qty	Total		
Verizon Wireless 0102310		1	42.58		
Radio					
800 Mhz Radio Maintenance	16.30	1	16.30		
Voice					
Business Line	17.50	6	105.00		
Data/Networking Surcharge	6.50	6	39.00		
Feature Package 3000	3.00	1	3.00		
Virtual Telephone Number	1.88	2	3.36		
Voice Mail					
Voice Mail, Greeting Only	2.00	2	4.00		
Voice Mail, Primary Mailbox	7.50	2	15.00		
			\$228.34		
Total for 8-99999-19900-3			\$246.83	6	

Account Usage Report		SUBSCRIBER SUMMARY		UCSB Communications Services	
Department	Bill Date	Bill Period	Account Number		
MYTHMYTHOLOGICAL STUDIES	1-FEB-2010	JAN 2010	8-99999-19900-3	SUPPLIES AND EXPENS	
Subscriber ID, Name					
Service	Service Number	Local	Local	Toll	Toll
		Calls	Mins	Calls	Mins
		Charge	Charge	Charge	Charge
		Monthly	One-Time	Total	Total
		Charge	Charge		
212810	800 Mhz, Paul Bunyan	0	0	0.00	16.30
	46A0B3551-700110	0	0	0.00	16.30
493383	Department Head	0	0	0.00	0.00
	8058937482	0	0	0.00	24.00
	8058937483	0	0	0.00	24.00
		0	0	0.00	48.00
283854	GTE Cellular Service, S. Holmes	0	0	0.00	0.00
	VZW-0504518088	0	0	0.00	42.58
		0	0	0.00	42.58
1564397	Fax Line	0	0	0.00	0.00
	8058934777	0	0	0.00	24.00
		0	0	0.00	24.00
		0	0	0.00	24.00
9833209	Modem, Cabin	0	0	0.00	24.00
	8058937114	0	0	0.00	24.00
		0	0	0.00	24.00
274737	Researcher, Staff	11	22	0.99	72
	8058937575	0	0	0.00	24.00
	7575	0	0	0.00	7.50
		11	22	0.99	72
808217	Rumor, Hotlines	0	0	0.00	0.00
	8058933000	0	0	0.00	1.88
	8058938400	0	0	0.00	1.88
	5000	0	0	0.00	2.00
	8400	0	0	0.00	2.00
		0	0	0.00	7.36
1139103	Seawatch, The	0	0	0.00	0.00
	8058937776	0	0	0.00	27.00
	7776	0	0	0.00	7.50
		0	0	0.00	34.50
Totals for 8-99999-19900-3		11	22	0.99	72
				17.80	185.66
				42.58	246.83

Account Usage Report		SUBSCRIBER DETAIL		UCSB Communications Services	
Department	Bill Date	Bill Period	Account Number		
MYTHMYTHOLOGICAL STUDIES	1-FEB-2010	JAN 2010	8-99999-19900-3	SUPPLIES AND EXPENS	
Subscriber ID: 28000000 Researcher, A					
Service: Voice 8058939001					
Local Calls					
DATE	FROM#	TO#	PLACE	DUR	CHARGE
Other Local Calls (18)					
				31.07	1.73
				Total (18)	31.07
Toll Calls					
DATE	FROM#	TO#	PLACE	DUR	CHARGE
01/20 12:01PM	805 893 9001	805 258 9999	VNTRA CNTL, CA	16.31	2.55
01/20 04:37PM	805 893 9001	805 258 9999	VNTRA CNTL, CA	2:13	0.45
01/25 09:01AM	805 893 9001	805 686 9999	SANTA VNEZ, CA	11:48	0.60
01/28 04:06PM	805 893 9001	805 258 9999	VNTRA CNTL, CA	2:32	0.45
				Total (4)	33.04
					4.05
Recurring Charges (MRC)					
ITEM CODE	DESCRIPTION	BILLNOTE	QTY	RATE	CHARGE
B-PH-SURCH01	Data/Networking Surcharge		1	6.50	6.50
B-PH-STDUN	Business Line		1	17.50	17.50
				Total (2)	24.00
Service: Voice Mail 9001					
Recurring Charges (MRC)					
ITEM CODE	DESCRIPTION	BILLNOTE	QTY	RATE	CHARGE
B-VM-PRIMARY	Voice Mail, Primary Mailbox		1	7.50	7.50
				Total (1)	7.50
Expense Summary					
CATEGORY	SUBCODE	DUR	CHARGE		
Local	4120	31.07	1.73		
Toll	4125	33.04	4.05		
MRC	4110	0.00	24.00		
MRC	4140	0.00	7.50		
				Total (4)	64.11
					37.28

For more information:

Visit: www.commserv.ucsb.edu

Call: 805-893-8700

Email: help@commserv.ucsb.edu