

# Welcome to Usage Accounting Reports Training

- **A few housekeeping items:**
  - Please place your phone on mute
  - The training presentation will start at 10:05 to allow everyone to join
  - Please send the Host a note from the Webinar window if you have a question
  - If time permits, questions sent via the note feature will be addressed at the end of the presentation
  - Questions not addressed during the presentation will be addressed through email

Kevin Schultz

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# **GTA CHARGEBACK TRAINING- USAGE ACCOUNTING REPORTS**

# Purpose of this Training Presentation

- **Provide instructions on how to get access to the Usage Accounting Reports for Chargeback**
- **Explain the basic functions of the Usage Accounting Reports including navigation, download, and print**
- **Provide an overview of report content for the following types of reports:**
  - Invoice
  - Report Group Invoice Detail
  - Resource Usage Trend & Variance

# What is Usage Accounting Reports?

- **Usage Accounting Reports (UAR) is a Web-based reporting solution accessible via the Georgia Enterprise Technology Services (GETS) portal**
- **UAR provides GTA, State agencies and municipalities, and IBM account management and support teams a way to view invoices, invoice detail, and trend reports**

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# ACCESS INSTRUCTIONS

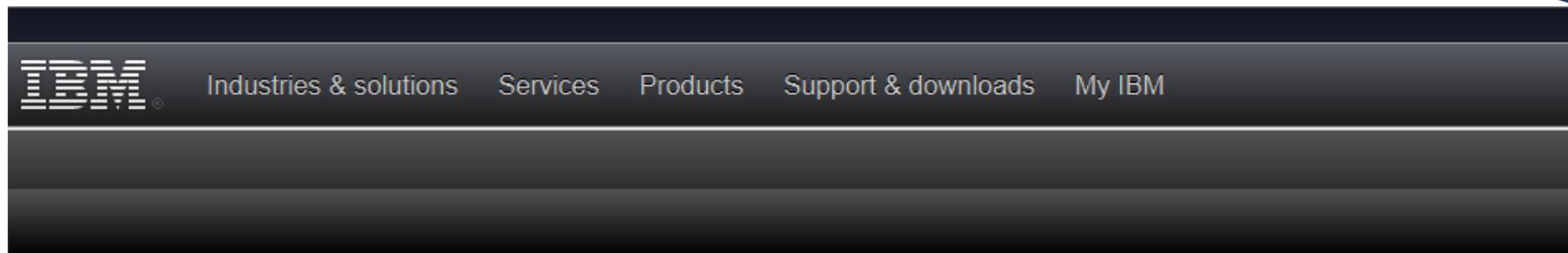
# GETS Portal Sign-in Page

- Go to the GETS Portal Sign-in page at URL <https://www.ibm.com/services/connection/portal>
- If you have not registered for the GETS Portal:
  - Click the register now link at top of screen and you will be presented with the IBM registration page
  - All Users have to self-register to complete the GETS portal boarding process
  - GETS Portal access is required to access UAR
  - Super Users have the ability to request UAR access through the OrderNow! Service Catalog for users in their agencies

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# UAR OVERVIEW

# Sign in to GETS Portal



- Enter your IBM ID
- Enter your Password
- Click Log in

Sign in

Please enter your IBM ID and Password in the sign in area below. If you are not currently registered with our site please [register](#) now.

IBM ID:

Password:

Resume last session

Please note: After some time of inactivity, the system will sign you off automatically and ask you to sign in again.

[→ Forgot your IBM ID?](#)

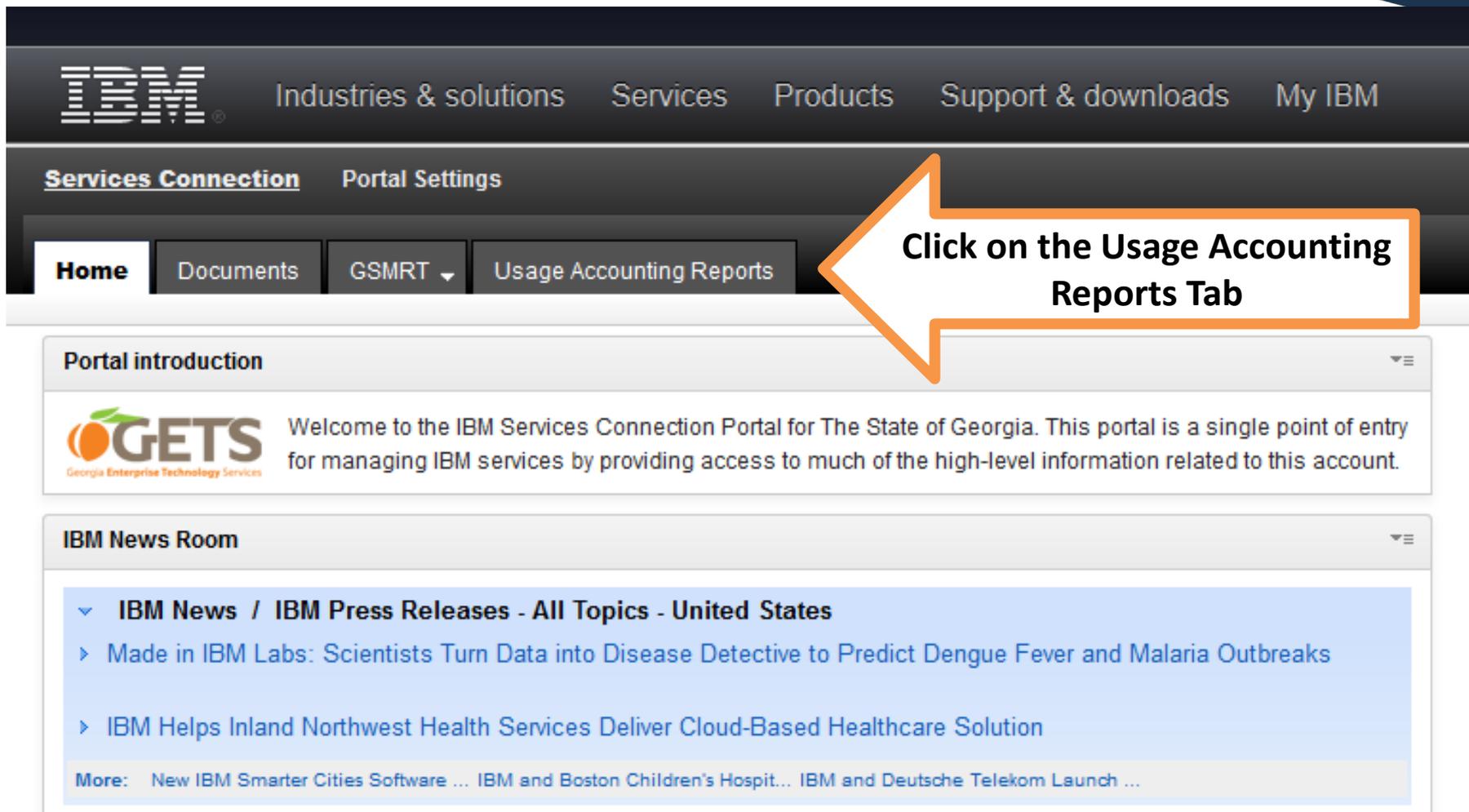
.....

[→ Forgot your password?](#)

.....

[→ Change password](#)

# Navigation to UAR within GETS Portal



IBM Industries & solutions Services Products Support & downloads My IBM

Services Connection Portal Settings

Home Documents GSMRT Usage Accounting Reports

Click on the Usage Accounting Reports Tab

Portal introduction

 Welcome to the IBM Services Connection Portal for The State of Georgia. This portal is a single point of entry for managing IBM services by providing access to much of the high-level information related to this account.

IBM News Room

- IBM News / IBM Press Releases - All Topics - United States
  - Made in IBM Labs: Scientists Turn Data into Disease Detective to Predict Dengue Fever and Malaria Outbreaks
  - IBM Helps Inland Northwest Health Services Deliver Cloud-Based Healthcare Solution

More: [New IBM Smarter Cities Software ...](#) [IBM and Boston Children's Hospit...](#) [IBM and Deutsche Telekom Launch ...](#)

# Report List



Industries & solutions Services Products Support & downloads My IBM

Services Connection Portal Settings

Home Documents GSMRT Usage Accounting Reports

Usage Accounting Reports

Signed in as: kevin.schultz@gtga.gov



Georgia Technology Authority

**State of Georgia**  
Reports will be ready Oct 15, 2013

**Invoices**

- [Infrastructure Invoice](#)
- [MNS Invoice](#)
- [Account Total Invoice](#)
- [Run Total Invoice](#)

**Invoice Detail**

- [Detail with Identifiers by RateGroup](#)
- [Report Group End User Computing](#)
- [Report Group Server and Storage](#)
- [Report Group Mainframe](#)
- [Report Group LAN Services](#)
- [Report Group Voice Services](#)
- [Report Group WAN Services](#)

**Trend**

- [Infrastructure Resource Usage Trend & Variance](#)
- [MNS Resource Usage Trend & Variance](#)
- [Cost Trend](#)
- [Cost Trend by Rate](#)
- [Resource Usage Trend](#)

**Top Usage Report**

- [Top 10 Cost](#)

MNS - Managed Network Services reports are available on or about the 10th work day of each month

INF - Infrastructure reports are available on or about the 15th work day of each month



New Report Group Invoice Detail reports have all supporting detail for invoices by Tower



Trend reports show history for cost and resource usage



# GTA Account Code Structure

Name	Length	Total Length
GA	4	4
Agency	6	10
Customer Defined	9	19
Identification	16	35

Length includes leading period

## Examples

GA	Agency	Customer Defined	Identification
GA01	.42230	.00000000	.00000000GETSSAN
GA01	.46200	.00000000	. EUC462031020000
GA01	.98000	.00000000	.0000000000000980171

Cost Center

***The Account Code structure is used to define which agency will be included in the generated reports and invoices.***

*Note: Security allows the user to only view data for the user's Agency or Customer Account.*

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# INVOICE REPORT EXAMPLE

# Invoice Reports

## Usage Accounting Reports

Signed in as: kevin.schultz@ga.ga.gov



### State of Georgia

Reports will be ready Oct 15, 2013

#### Invoices

- [Infrastructure Invoice](#)
- [MNS Invoice](#)
- [Account Total Invoice](#)
- [Run Total Invoice](#)

This example uses the MNS Invoice Report

#### Invoice Detail

- [Detail with Identifiers by RateGroup](#)
- [Report Group End User Computing](#)
- [Report Group Server and Storage](#)
- [Report Group Mainframe](#)
- [Report Group INF Miscellaneous Charges](#)
- [Report Group LAN Services](#)
- [Report Group Voice Services](#)
- [Report Group WAN Services](#)
- [Report Group MNS Miscellaneous Charges](#)

#### Trend

- [Infrastructure Resource Usage Trend & Variance](#)
- [MNS Resource Usage Trend & Variance](#)
- [Cost Trend](#)
- [Cost Trend by Rate](#)
- [Resource Usage Trend](#)

#### Top Usage Report

- [Top 10 Cost](#)

# Invoice Parameter Selection Interface

## Parameter Selection

### Account

Account Structure *	Standard	▼
Account Code Level *	GA ( 1 - 4 )	▼
Starting Account Code *	Lowest Possible Account	▼
Ending Account Code *	Highest Possible Account	▼

**Account Structure** is to be left as **Standard** by default

**Account Code Level** defines at what level of the Account Code the report will be generated

### Date Range

Select desired date range for report *	Date Range (below)	▼
Year	2013	▼
Month	09	▼

The **Date Range** defines which invoice month will be used to pull the invoices report.

The **Starting and Ending Account Code** define the range of Account Codes that will be included in the Invoice. All account codes within the range will be included in the generated invoices.

# Invoice Parameter Selection Interface

## Parameter Selection

Account

Account Structure *	Standard
Account Code Level *	GA ( 1 - 4 )
Starting Account Code *	Account Level Long Description -----
Ending Account Code *	GA ( 1 - 4 ) Agency ( 1 - 10 ) Customer Defined ( 1 - 19 ) Identification ( 1 - 35 )

Date Range

Select desired date range for report *	Date Range (below)
Year	2013
Month	09

For this example, the **Identification (1 – 35) Account Code Level** is used in order to have the results return at the Cost Center Level.



# Invoice Parameter Selection Interface

## Parameter Selection

### Account

Account Structure*	Standard	▼
Account Code Level*	Identification ( 1 - 35 )	▼
Starting Account Code*	Lowest Possible Account	▼
Ending Account Code*	Highest Possible Account	▼

When making selections, the “Working” hourglass box may appear momentarily.

### Date Range

Select desired date range for report*	Date Range (below)	
Year	2013	
Month	09	

Cancel < Back Finish

# Invoice Parameter Selection Interface

**Parameter Selection**

---

Account

Account Structure \* Standard

Account Code Level \* Identification ( 1 - 35 )

Starting Account Code \* Lowest Possible Account

Ending Account Code \* Highest Possible Account

---

Date Range

Select desired date range for report \* Date Range (b

Year 2013

Month 09

In addition, when making selections, the “Your report is running.” message may appear momentarily.

 Your report is running.

Instead of waiting, you can select a delivery method to run the report in the background.  
[Select a delivery method.](#)

Cancel

The feature to “Select a delivery method” is currently not available.

Cancel < Back Finish

# Invoice Parameter Selection Interface

## Parameter Selection

---

Account

**Account Structure\*** Standard

**Account Code Level\*** Identification ( 1 - 35 )

**Starting Account Code\*** Lowest Possible Account

**Ending Account Code\***

**Date Range**

**Select desired date range for report**

**Year**

**Month**

- GA01.94700 - Chehaw Park Authority
- GA01.95000 - Firefighters Pension Fund
- GA01.95100 - Ga Association of Public Pension Trustees
- GA01.95200 - State Employees Credit Union
- GA01.95500 - Georgia Superior Court Clerks Cooperative Authority
- GA01.95600 - Central State Hospital Credit Union
- GA01.96000 - Georgia Rail Passenger Authority
- GA01.96400 - City of Atlanta Police Dept
- GA01.96800 - Georgia Military College
- GA01.97100 - Metropolitan Atlanta Rapid Transit Authority
- GA01.97300 - Georgia Lottery Corporation
- GA01.97600 - Georgia Regional Transportation Authority
- GA01.97700 - Georgia Public Broadcasting
- GA01.97900 - Foundation for Public Broadcasting in Georgia
- GA01.98000 - Georgia Technology Authority
- GA01.98001 - Georgia Technology Authority
- GA01.98100 - One Georgia Authority
- GA01.98999 - Needs Research
- GA0X - IBM
- GA0X.99900 - IBM

**Use Starting Account Code to choose the agency code.**

Cancel < Back Finish

# Invoice Parameter Selection Interface

## Parameter Selection

Account

Account Structure\* Standard

Account Code Level\* Identification ( 1 - 35 )

Starting Account Code\* GA01.98000 - Georgia Technology Authority

Ending Account Code\* Highest Possible Account

Date Range

Select desired date range\*  
for report

Year

Month

- GA01.94700 - Chehaw Park Authority
- GA01.95000 - Firefighters Pension Fund
- GA01.95100 - Ga Association of Public Pension Trustees
- GA01.95200 - State Employees Credit Union
- GA01.95500 - Georgia Superior Court Clerks Cooperative Authority
- GA01.95600 - Central State Hospital Credit Union
- GA01.96000 - Georgia Rail Passenger Authority
- GA01.96400 - City of Atlanta Police Dept
- GA01.96800 - Georgia Military College
- GA01.97100 - Metropolitan Atlanta Rapid Transit Authority
- GA01.97300 - Georgia Lottery Corporation
- GA01.97600 - Georgia Regional Transportation Authority
- GA01.97700 - Georgia Public Broadcasting
- GA01.97900 - Foundation for Public Broadcasting in Georgia
- GA01.98000 - Georgia Technology Authority**
- GA01.98001 - Georgia Technology Authority
- GA01.98100 - One Georgia Authority
- GA01.98999 - Needs Research
- GA0X - IBM
- GA0X.99900 - IBM

Use **Ending Account Code** to choose the same agency code as the Starting Account Code for only one agency.

For agencies with multiple account codes, choose the first agency in the Starting Account Code and the last agency in the Ending Account Code.

Cancel

< Back

Finish

# Invoice Parameter Selection Interface

**Parameter Selection**

---

Account

---

**Account Structure** \* Standard

**Account Code Level** \* Identification ( 1 - 35 )

**Starting Account Code** \* GA01.98000 - Georgia Technology Authority

**Ending Account Code** \* GA01.98000 - Georgia Technology Authority

---

Date Range

---

**Select desired date range** \* Date Range (below)

**Year** 2013

**Month** 09

When all parameter selections have been made, click on **Finish** to run the report.

**Date Range** dropdown has Current Month and Last Month selections.

In addition, the **Year** and **Month** can be selected separately in the dropdowns without changing the Date Range dropdown.

Cancel < Back Finish

# Running an Invoice Report

**Parameter Selection**

---

Account

**Account Structure** \* Standard

**Account Code Level** \* Identification ( 1 - 35 )

**Starting Account Code** \* GA01.98000 - Georgia Technology Authority

**Ending Account Code** \* GA01.98000 - Georgia Technology Authority

Date Range

**Select desired date range for report** \* Date Range (below)

**Year** 2013

**Month** 09

 Working.  
Please wait...

Cancel < Back Finish

When running a report, the “Working” hourglass box may appear momentarily.

# Running an Invoice Report

**Parameter Selection**

Account

Account Structure *	Standard
Account Code Level *	Identification ( 1 - 35 )
Starting Account Code *	GA01.98000 - Georgia Technology Authority
Ending Account Code *	GA01.98000 - Georgia Technology Authority

Date Range

Select desired date range for report *	Date Range (below)
Year	2013
Month	09

Your report is running.

Instead of waiting, you can select a delivery method to run the report in the background.  
[Select a delivery method.](#)

Cancel

Cancel < Back Finish

When running reports, the “Your report is running.” message may appear momentarily.

The feature to “Select a delivery method” when running a report is currently not available but will come online in the future.

# Invoice Report Results in Browser

The details in the header of the invoice report have recently been updated. Notice the new **Invoice Date**, **Payment Terms**, and **Due Date** on the face of the invoice. If an agency needs a PO number or a Contract number added to the invoice, the number would display in the **Reference Number** field.

Managed Network Services Invoice



Georgia Technology Authority

For billing inquiries, please call (404) 657-9421

Agency: GA01.98000.00000000.000000000101665 - GTA-Executive Operations Div  
**Georgia Technology Authority**  
 47 Trinity Avenue SW  
 Floor 6  
 Atlanta, GA 30334-9006

**Invoice Number: 924-980000913**  
**Invoice Date: 9/17/2013**  
**Payment Terms: NET 30**  
**Due Date: 10/17/2013**  
 Reference Number:

**Agency Totals for: GA01.98000.00000000.000000000101665 - GTA-Executive Operations Div**

	<u>Units</u>	<u>Rate</u>	<u>Amount</u>	<u>GTA Admin Fee</u>	<u>Charge</u>
Voice Mailbox	<u>1.0000</u>	3.9800	3.98	0.34	4.32
<b>Voice Services</b>			<b>3.98</b>	<b>0.34</b>	<b>4.32</b>
<b>Total for: GA01.98000.00000000.000000000101665 - GTA-Executive Operations Div</b>			<b>3.98</b>	<b>0.34</b>	<b>4.32</b>

⌂ Top ⌂ Page up [Page down](#) [Bottom](#)

The **Page down** link navigates the report to the next page. The **Bottom** link will navigate to the last page of the report. In this example, the next slide shows the next page.

# Invoice Report Results in Browser

Managed Network Services Invoice

Georgia Technology Authority  
P.O. Box 945941  
Atlanta, GA 30394-5941

Keep this version | Add this report

---

Agency: GA01.98000.00000000.000000000113798 - 980160 - Information Security  
Georgia Technology Authority  
47 Trinity Avenue SW  
Floor 6  
Atlanta, GA 30334-9006

For billing inquiries, please call (404) 657-9421

Invoice Number: 924-980000913  
Invoice Date: 9/17/2013  
Payment Terms: NET 30  
Due Date: 10/17/2013  
Reference Number:

---

Agency Totals for: GA01.98000.00000000.000000000113798 - 980160 - Information Security

	<u>Units</u>	<u>Rate</u>	<u>Amount</u>	<u>GTA Admin Fee</u>	<u>Charge</u>
WAN Type B	1.0000	409.1300	409.13	34.86	443.99
WAN Link without CoS Capability - 1.5Mbps	1.0000	371.6200	371.62	31.66	403.28
<b>WAN Services</b>			<b>780.75</b>	<b>66.52</b>	<b>847.27</b>

Total for: GA01.98000.00000000.000000000113798 -

Top Page up Page down Bottom

Once the **Page down** link has been clicked, the **Top** and **Page up** links become available for navigation. The **Top** link navigates to the first page of the report. The **Page up** link navigates the report to the prior numerical page.

# Drilling Down on Resource Units

- **In order to validate the number of resource units billed, the GTA customer can drill down on the quantity (Units) and view additional information**
- **For each resource unit, a limited number of fields, called identifiers, will be available to allow the customer to better understand what is being billed**
- **Because the RUs represent a wide range of services, the identifiers are unique to the resources being counted**

# Drilling Down on Resource Units

## Parameter Selection

Identifier

Identifier 1 *	Ship To Number
Identifier 2 *	**Optional**
Identifier 3 *	Identifier Description
Identifier 4 *	**Optional**
Identifier 5 *	Accounting Dates
	Usage Dates
	Account Code
	Adjustment Description
	Agency
	CALL_DATE_TIME
	Cost Center
	Description
	HOST_NAME
	HOST_NUMBER
	IDENT3
	NUM_ATTENDEES
	Phone Number
	Room Number
	Ship To Number
	Type

Use the drop downs to select identifier details from 1 to 5 different identifiers

Identifier options are associated with the selected RU

Select up to five Identifiers for the drilldown report.

The Identifiers will be returned in a "nested" order.

The drilldown report will include one line for each unique set of selected Identifiers.

# Drill Down Results

Keep this version ▾ | ▶ | + | + | ▾ | ▾ | ▾ | Add this report ▾ | ▾

## Invoice Detail

---

GA01.98000.00000000.000000000101665

Voice Mailbox

Invoice Number: 924-980000913

Billing Period: 9/1/13 to 9/30/13

The detail report is grouped by the Identifiers selected by the user.

Ship To Number  
Phone Number

<b>000000000101665</b>	
<b>4046562293_VM</b>	
4046562293_VM	1.0000
000000000101665	1.0000
<b>Total</b>	<b>1.0000</b>

# Downloading Reports

**Managed Network Services Invoice**



Georgia Technology Authority

Technology Authority  
945941  
GA 30394-

Keep this version | Add this report

- View in HTML Format
- View in PDF Format
- View in XML Format
- View in Excel Options
- View in Excel 2007 Format
- View in Excel 2002 Format
- View in CSV Format

To download the invoice report, click on the page icon with a globe in it.

Select the format desired. To download to Excel – hover the **View in Excel Options** item.

From the Excel menu, select the desired version of Excel. Choosing **View in CSV Format** will result in a flat file which is easy to add Pivot Tables. In this example, **View in Excel 2007 Format** is selected.

Agency: GA01.98000.00000000.000000000113798 - 980160 - Information Security  
Georgia Technology Authority  
47 Trinity Avenue SW  
Floor 6  
Atlanta, GA 30334-9006

Agency Totals for: GA01.98000.00000000.000000000113798 - 980160 - Information Security

WAN Type B  
WAN Link without CoS Capability - 1.5Mbps

**WAN Services**

Total for: GA01.98000.00000000.000000000113798 - 980160 - Information Security

For billing inquiry

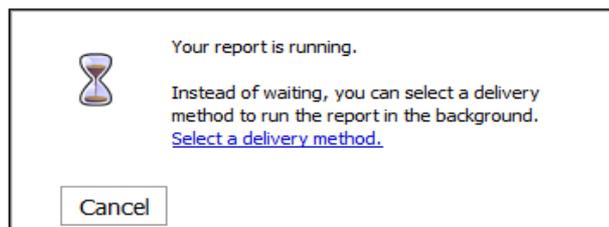
Invoice Number: 945941  
Invoice Date: 10/1/2010  
Payment Term: 10  
Invoice Number:

GTA Admin Fee	Charge
34.86	443.99
31.66	403.28
<b>66.52</b>	<b>847.27</b>
<b>66.52</b>	<b>847.27</b>

Top | Page up | Page down | Bottom

# Downloading Reports

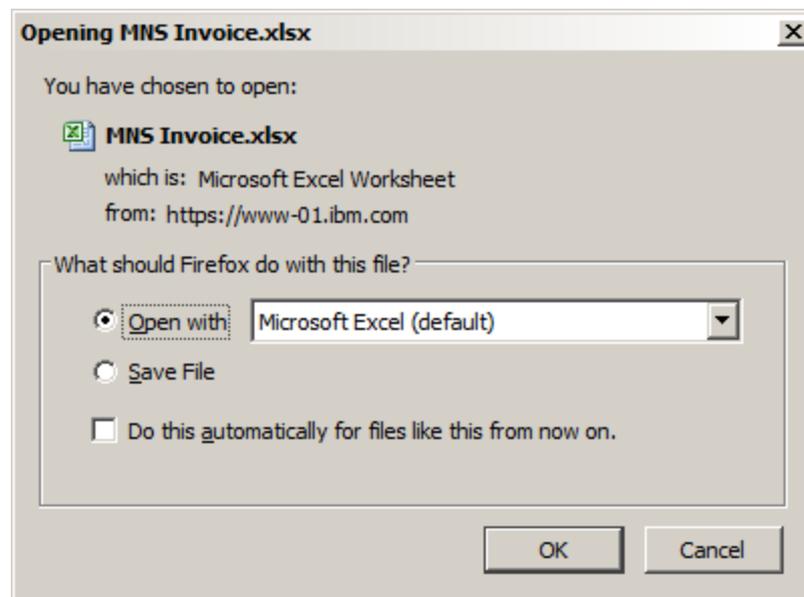
When downloading the report to Excel, a new window opens and indicates the report is running.



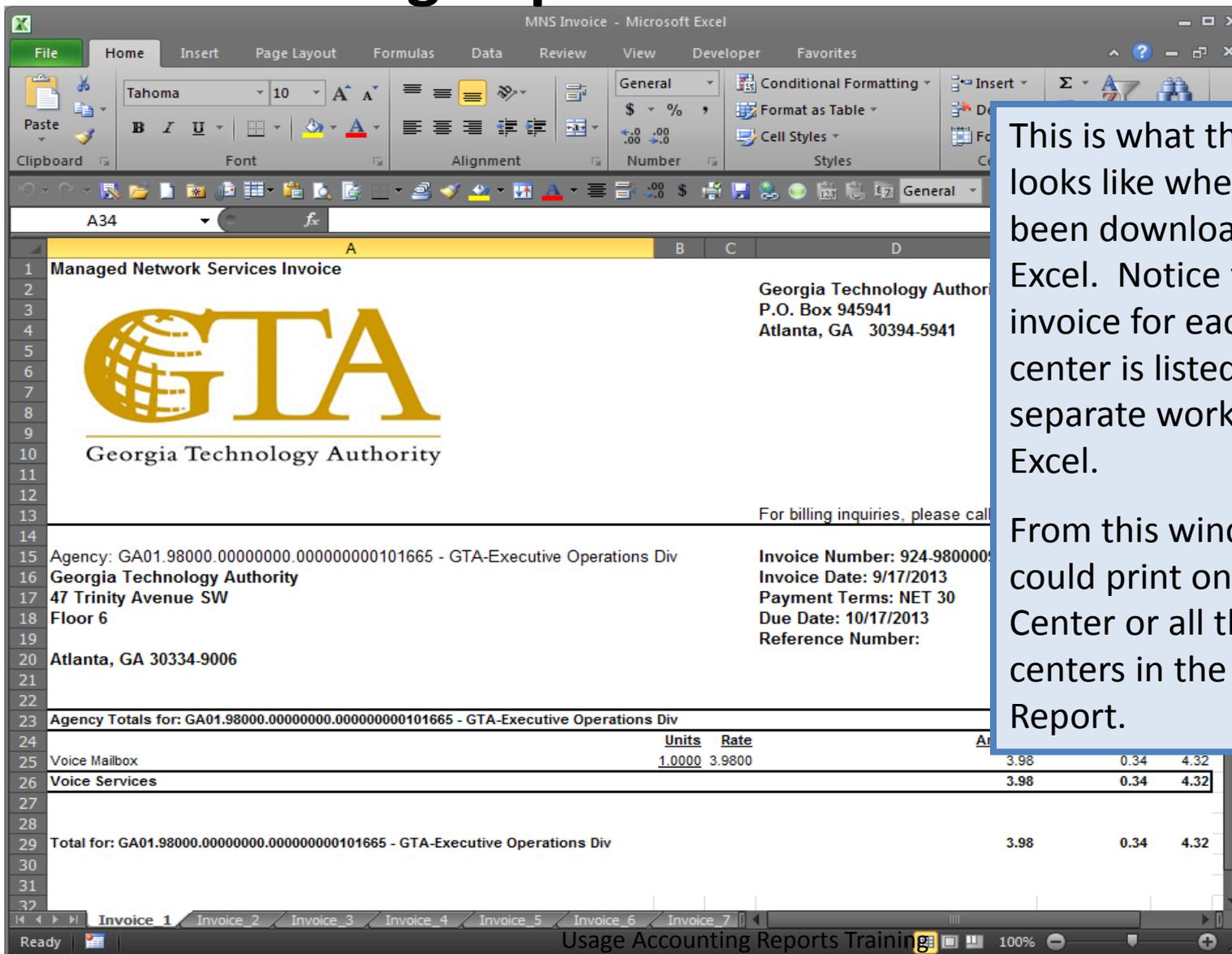
# Downloading Reports

When the report is ready, a window may pop up asking for the user to open or save the report, depending on the browser used and its settings.

This report was run in the Firefox Browser. IBM recommends this browser for Usage Accounting Reporting use.



# Downloading Reports



**Managed Network Services Invoice**

**Georgia Technology Authority**  
P.O. Box 945941  
Atlanta, GA 30394-5941

**Georgia Technology Authority**  
Georgia Technology Authority  
47 Trinity Avenue SW  
Floor 6  
Atlanta, GA 30334-9006

Invoice Number: 924-980000  
Invoice Date: 9/17/2013  
Payment Terms: NET 30  
Due Date: 10/17/2013  
Reference Number:

	Units	Rate			
Voice Mailbox	1.0000	3.9800	3.98	0.34	4.32
Voice Services			3.98	0.34	4.32
<b>Total for: GA01.98000.00000000.000000000101665 - GTA-Executive Operations Div</b>			<b>3.98</b>	<b>0.34</b>	<b>4.32</b>

This is what the report looks like when it has been downloaded to Excel. Notice the invoice for each cost center is listed on a separate worksheet in Excel.

From this window you could print one cost center or all the cost centers in the Invoice Report.

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# **INVOICE DETAIL REPORT GROUP EXAMPLE**

# Invoice Detail Reports

IBM Industries & solutions Services Products Support & downloads My IBM

Services Connection Portal Settings

Home Documents GSMRT Usage Accounting Reports

## Usage Accounting Reports

Signed in as: kevin.schultz@gta.ga.gov



Georgia Technology Authority

### State of Georgia

Reports will be ready Oct 15, 2013

#### Invoices

- [Infrastructure Invoice](#)
- [MNS Invoice](#)
- [Account Total Invoice](#)
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#### Invoice Detail

- [Detail with Identifiers by RateGroup](#)
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- [Report Group Server and Storage](#)
- [Report Group Mainframe](#)
- [Report Group INF Miscellaneous Charges](#)
- [Report Group LAN Services](#)
- [Report Group Voice Services](#)
- [Report Group WAN Services](#)
- [Report Group MNS Miscellaneous Charges](#)

This example uses the Report Group Voice Services Report

#### Trend

- [Infrastructure Resource Usage Trend & Variance](#)
- [MNS Resource Usage Trend & Variance](#)
- [Cost Trend](#)
- [Cost Trend by Rate](#)
- [Resource Usage Trend](#)

#### Top Usage Report

- [Top 10 Cost](#)

# Report Group Parameter Selection Interface

**Parameter Selection**

Account

Account Structure \* Standard

Account Code Level \* Agency ( 1 - 10 )

Starting Account Code \* Custom

Ending Account Code \* Custom

Date Range

Select desired date range for report \* Last month

Start Date \* Sep 1, 2013

End Date \* Sep 30, 2013

GA01.98000

GA01.98000

Cancel < Back Finish

The Parameter Selection for **Account** section is the same as the Invoice Report

**TIP:** It is possible to type in the Account Codes instead of using the dropdown menus for the Starting and Ending Account Code.

**Date Range** dropdown has Current Month and Last Month selections dependent on the current day of the month.

In addition, the **Start Date** and **End Date** can be selected separately in the dropdowns without changing the Date Range dropdown to pull multiple months. The larger the date range chosen, the longer the report will run. Click Finish once all selections are made.



# Report Group Results in Browser

Report Category	Resource Description	Phone Number	Rate Code	Invoice Number	Usage Dates	Units	Rate	Amount Charged	GTA Admin Fee	Total Amount Charged	Agency Code	Agency Defined	Agency Defined Description	Cost Center	Cost Center Description
01 - Voice Services	Audio Conferencing		2AUCONF	924-980009-13	20130831	249	\$0.03	\$6.97	\$0.59	\$7.57	98000	00000000	Georgia Technology Authority	000000000980151	Human Resource:
01 - Voice Services	Audio Conferencing		2AUCONF	924-980009-13	20130831	249	\$0.03	\$6.97	\$0.59	\$7.57	98000	00000000	Georgia Technology Authority	000000000980151	Human Resource:
01 - Voice Services	Audio Conferencing		2AUCONF	924-980009-								00000000	Georgia Technology Authority	000000000980151	Human Resource:
01 - Voice Services	Audio Conferencing		2AUCONF	924-980009-								00000000	Georgia Technology Authority	000000000980151	Human Resource:
01 - Voice Services	Audio Conferencing		2AUCONF	924-980009-								00000000	Georgia Technology Authority	000000000980151	Human Resource:
01 - Voice Services	Audio Conferencing		2AUCONF	924-980009-								00000000	Georgia Technology Authority	000000000980151	Human Resource:
01 - Voice Services	Audio Conferencing		2AUCONF	924-980009-								00000000	Georgia Technology Authority	000000000980151	Human Resource:
01 - Voice Services	Audio Conferencing		2AUCONF	924-980009-								00000000	Georgia Technology Authority	000000000980151	Human Resource:
01 - Voice Services	Audio Conferencing		2AUCONF	924-980009-								00000000	Georgia Technology Authority	000000000980151	Human Resource:
01 - Voice Services	Audio Conferencing		2AUCONF	924-980009-13	20130831	22	\$0.03	\$0.62	\$0.05	\$0.67	98000	00000000	Georgia Technology	000000000980151	Human Resource:

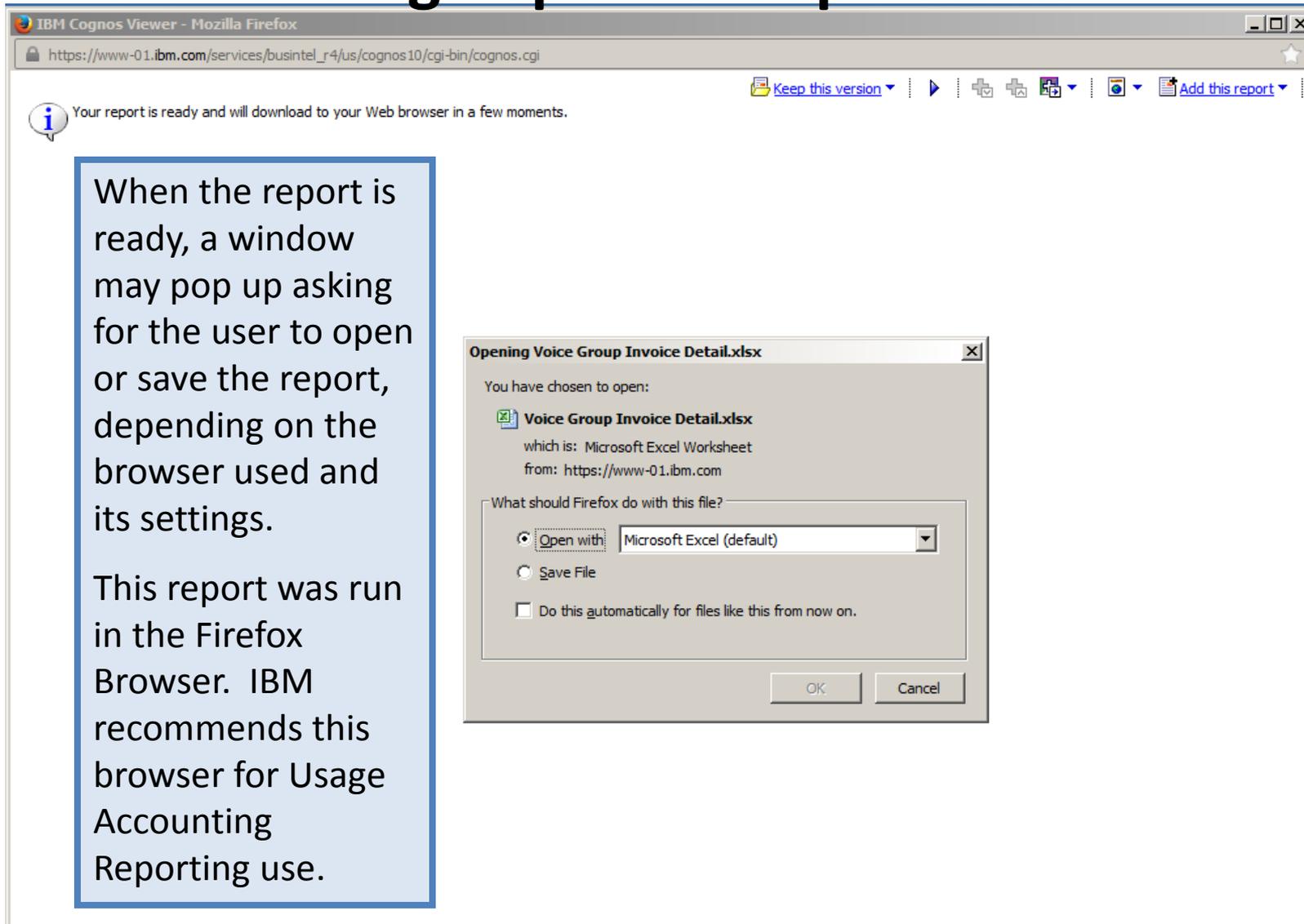
Clicking on the **Page down** link in the bottom left corner on the cover page brought up the next page and the first page of the Report Group spreadsheet. All the navigation from the Invoice Report applies here.

Clicking **Page down** again displays the next page of detail.

[Top](#)
[Page up](#)
[Page down](#)
[Bottom](#)



# Downloading Report Group Results

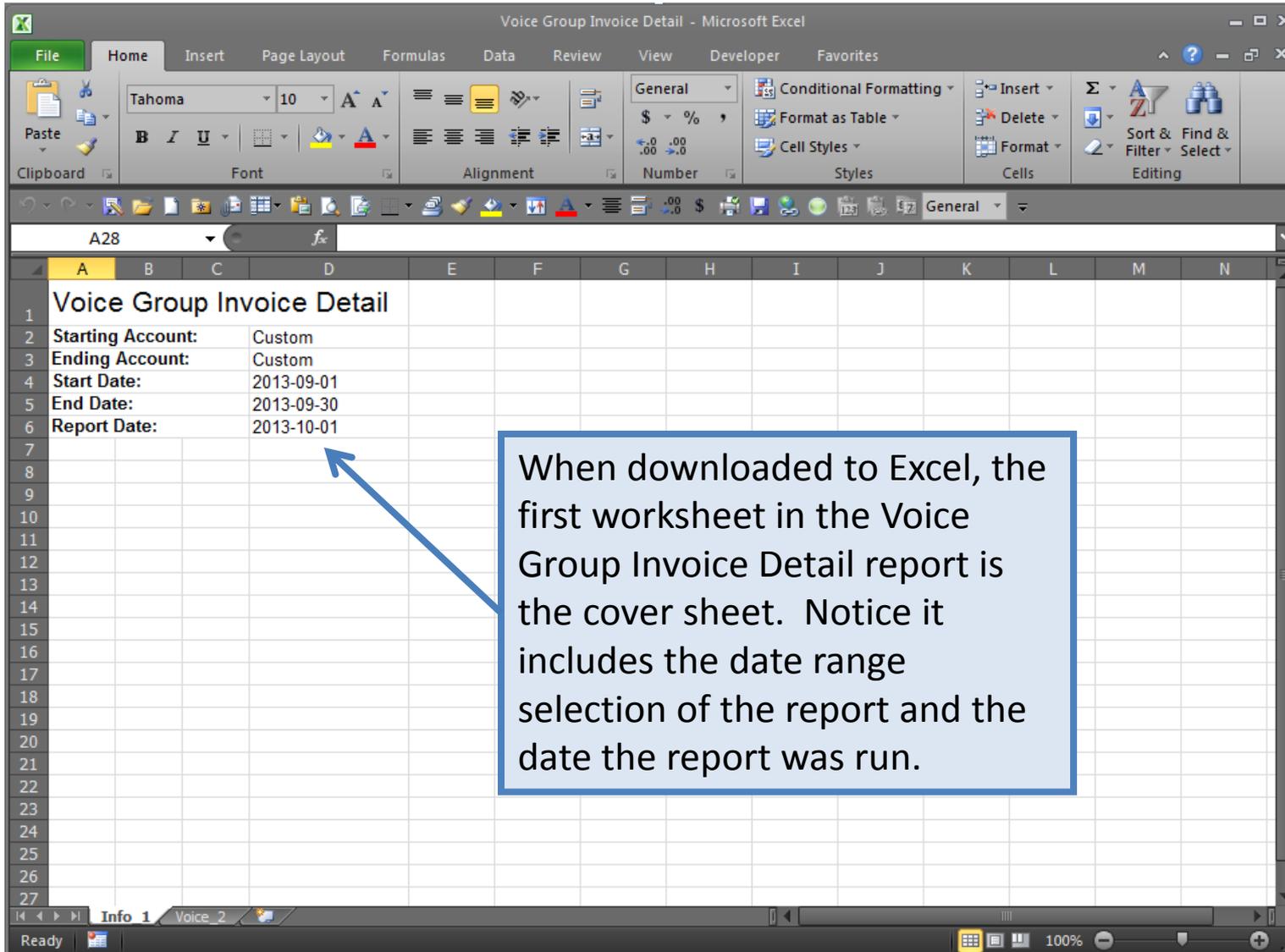


The screenshot shows a Mozilla Firefox browser window titled "IBM Cognos Viewer - Mozilla Firefox". The address bar contains the URL "https://www-01.ibm.com/services/busintel\_r4/us/cognos10/cgi-bin/cognos.cgi". A message icon on the left indicates "Your report is ready and will download to your Web browser in a few moments." The browser toolbar includes a "Keep this version" button and an "Add this report" button. A dialog box titled "Opening Voice Group Invoice Detail.xlsx" is open, displaying the file name and type ("Voice Group Invoice Detail.xlsx", "Microsoft Excel Worksheet") and the source ("https://www-01.ibm.com"). The dialog asks "What should Firefox do with this file?" and offers three options: "Open with" (selected, with a dropdown menu showing "Microsoft Excel (default)"), "Save File", and "Do this automatically for files like this from now on." (unchecked). "OK" and "Cancel" buttons are at the bottom.

When the report is ready, a window may pop up asking for the user to open or save the report, depending on the browser used and its settings.

This report was run in the Firefox Browser. IBM recommends this browser for Usage Accounting Reporting use.

# Report Group Invoice Detail



The screenshot shows the Microsoft Excel interface with the following data in the worksheet:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Voice Group Invoice Detail													
2	Starting Account:			Custom										
3	Ending Account:			Custom										
4	Start Date:			2013-09-01										
5	End Date:			2013-09-30										
6	Report Date:			2013-10-01										

A callout box with a blue border and arrow points to the 'Report Date' field, containing the following text:

When downloaded to Excel, the first worksheet in the Voice Group Invoice Detail report is the cover sheet. Notice it includes the date range selection of the report and the date the report was run.

# Report Group Invoice Detail

Microsoft Excel - Voice Group Invoice Detail

Report Category

A	B	C	D	E	F	G	H	I	J
Report Category	Resource Description	Phone Number	Rate Code	Invoice Number	Usage Dates	Units	Rate	Amount Charged	GTA Admin
01 - Voice Services	Audio Conferencing		2AUCONF	924-980009-13	20130831	249	\$0.03	\$6.97	\$0
01 - Voice Services	Audio Conferencing							\$6.97	\$0
01 - Voice Services	Audio Conferencing							\$2.69	\$0
01 - Voice Services	Audio Conferencing							\$2.69	\$0
01 - Voice Services	Audio Conferencing							\$12.21	\$1
01 - Voice Services	Audio Conferencing							\$12.21	\$1
01 - Voice Services	Audio Conferencing							\$16.72	\$1
01 - Voice Services	Audio Conferencing							\$16.72	\$1
01 - Voice Services	Audio Conferencing							\$0.62	\$0
01 - Voice Services	Audio Conferencing							\$0.62	\$0
01 - Voice Services	Audio Conferencing							\$4.17	\$0
01 - Voice Services	Audio Conferencing							\$4.17	\$0
01 - Voice Services	Audio Conferencing							\$6.36	\$0
01 - Voice Services	Audio Conferencing							\$6.36	\$0
01 - Voice Services	Audio Conferencing							\$3.39	\$0
01 - Voice Services	Audio Conferencing							\$3.39	\$0
01 - Voice Services	Audio Conferencing							\$0.03	\$0
01 - Voice Services	Audio Conferencing							\$0.03	\$0
01 - Voice Services	Audio Conferencing							\$1.09	\$0
01 - Voice Services	Audio Conferencing							\$1.09	\$0
01 - Voice Services	Audio Conferencing							\$0.17	\$0
01 - Voice Services	Audio Conferencing							\$0.17	\$0
01 - Voice Services	Audio Conferencing							\$1.96	\$0
01 - Voice Services	Audio Conferencing							\$1.96	\$0
01 - Voice Services	Audio Conferencing							\$0.73	\$0
01 - Voice Services	Audio Conferencing							\$0.73	\$0
01 - Voice Services	Audio Conferencing							\$0.39	\$0

When downloaded to Excel, the Voice Group Invoice Detail report's second worksheet contains all the invoice detail for the date range selected.

Included details are tower, resource description, cost center, units, rate, GTA admin fee, total charge, and any pertinent details to the RUs, like phone numbers for the Voice Tower.

---

# TREND AND VARIANCE REPORT EXAMPLE

# Trend Reports

## Usage Accounting Reports

Signed in as: kevin.schultz@gta.ga.gov



### State of Georgia

Reports will be ready Oct 15, 2013

#### Invoices

- [Infrastructure Invoice](#)
- [MNS Invoice](#)
- [Account Total Invoice](#)
- [Run Total Invoice](#)

#### Invoice Detail

- [Detail with Identifiers by RateGroup](#)
- [Report Group End User Computing](#)
- [Report Group Server and Storage](#)
- [Report Group Mainframe](#)
- [Report Group INF Miscellaneous Charges](#)
- [Report Group LAN Services](#)
- [Report Group Voice Services](#)
- [Report Group WAN Services](#)
- [Report Group MNS Miscellaneous Charges](#)

#### Trend

- [Infrastructure Resource Usage Trend & Variance](#)
- [MNS Resource Usage Trend & Variance](#)
- [Cost Trend](#)
- [Cost Trend by Rate](#)
- [Resource Usage Trend](#)

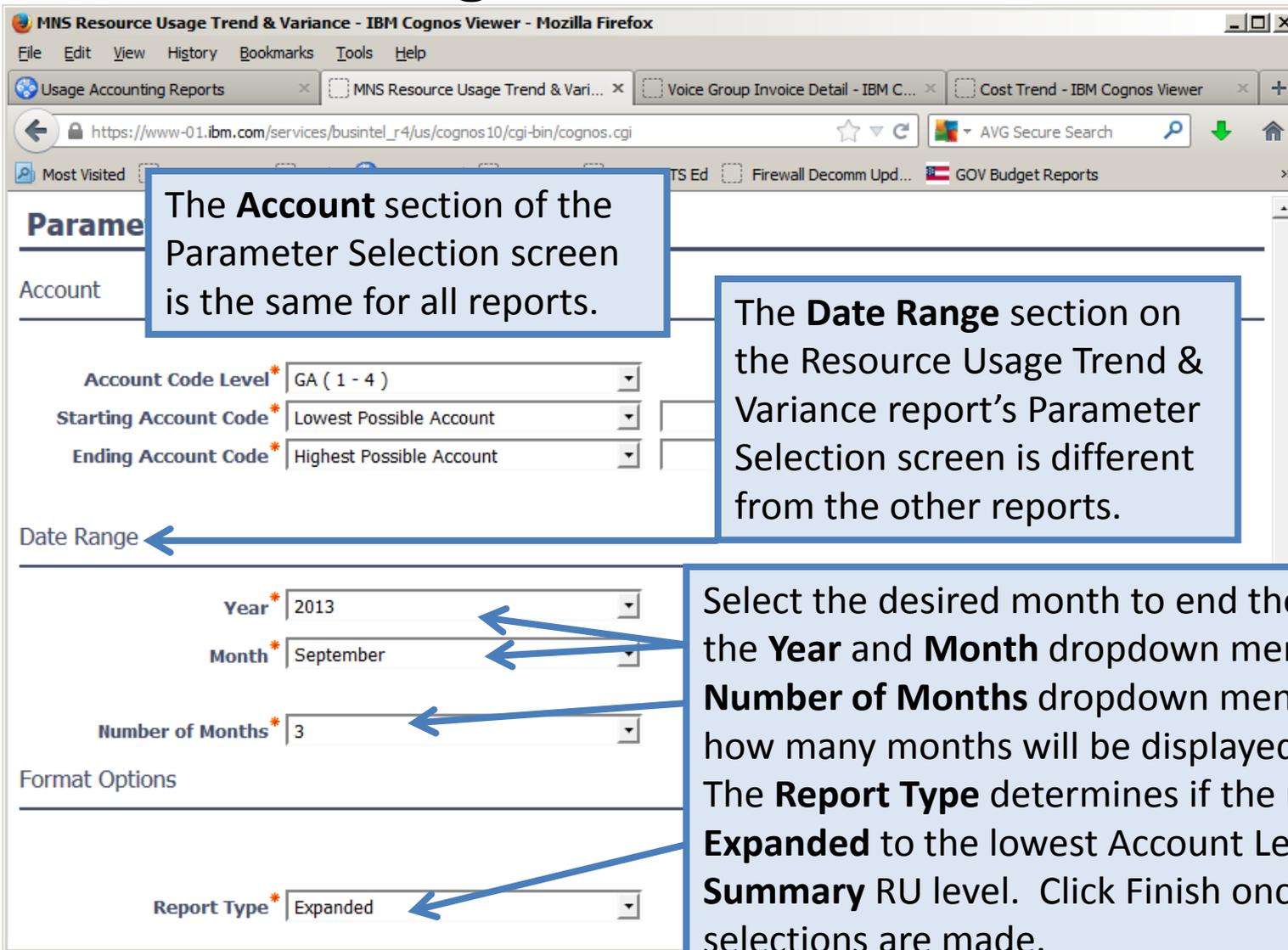
#### Top Usage Report

- [Top 10 Cost](#)

This example uses the Resource Usage Trend & Variance Report



# Resource Usage Trend & Variance Interface



The **Account** section of the Parameter Selection screen is the same for all reports.

The **Date Range** section on the Resource Usage Trend & Variance report's Parameter Selection screen is different from the other reports.

Select the desired month to end the report using the **Year** and **Month** dropdown menus. Use the **Number of Months** dropdown menu to select how many months will be displayed in the trend. The **Report Type** determines if the results are **Expanded** to the lowest Account Level or at the **Summary** RU level. Click Finish once all selections are made.

# Resource Usage Trend & Variance Results

Keep this version | Add this report



## Managed Network Services GTA Resource Usage Trend & Variance GA01.98000 - Georgia Technology Authority - GA01.98000 - Georgia Technology Authority

Georgia Technology Authority  
P.O. Box 945941  
Atlanta, GA 30394-5941

Notice the three months below with the **Variance** and **Delta** columns included on this report

	<u>Jul 2013</u>	<u>Aug 2013</u>	<u>Sep 2013</u>	<u>(Current Month vs Last Month)</u>	
				<u>Variance</u>	<u>Delta</u>
<b>WAN Services</b>					
WAN Type A	1.000	1.000	1.000	0.000	0.00%
GA01.98000.00000000.000000000999999 - Valid Cost Center (Ship-to) Number Needed	1.000	1.000	1.000	0.000	0.00%
WAN Type B	1.000	1.000	1.000	0.000	0.00%
GA01.98000.00000000.000000000113798 - 980160 - Information Security	1.000	1.000	1.000	0.000	0.00%
Capitol Hill Fiber WAN Link - 1 Gbps	2.000	2.000	2.000	0.000	0.00%
GA01.98000.00000000.000000000999999 - Valid Cost Center (Ship-to) Number Needed	2.000	2.000	2.000	0.000	0.00%
Point to Point - 1.5Mbps	2.000	2.000	2.000	0.000	0.00%
GA01.98000.00000000.000000000999999 - Valid Cost Center (Ship-to) Number Needed	2.000	2.000	2.000	0.000	0.00%
WAN Link without CoS Capability - 1.5Mbps	1.000	1.000	1.000	0.000	0.00%
GA01.98000.00000000.000000000113798 - 980160 - Info					
Remote VPN Subscriber - SSL Only Single Factor Authentica					
GA01.98000.00000000.000000000980111 - CTO/Executiv					
GA01.98000.00000000.00000000000121 - GTA / Adminis					
GA01.98000.00000000.000000000980131 - Communicatio					

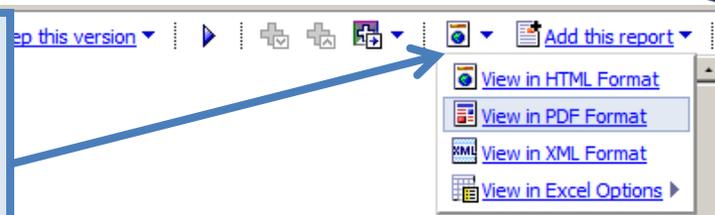
The **Page down** link navigates the report to the next page.  
The **Bottom** link will navigate to the last page of the report.  
In this example, the next slide shows the next page.

Top Page up Page down Bottom

# Downloading Trend Results as a PDF

Again, from any page in any of the reports in UAR, use the page icon with a globe to download reports.

In this example, the Trend report will be downloaded to PDF format. To do this, click on the page icon with a globe in it and then click on **View in PDF Format**.



Atlanta, GA 30394-5941

	(Current Month vs Last Month)				
	<u>Jul 2013</u>	<u>Aug 2013</u>	<u>Sep 2013</u>	<u>Variance</u>	<u>Delta</u>
<b>WAN Services</b>					
WAN Type A	1.000	1.000	1.000	0.000	0.00%
GA01.98000.00000000.000000000999999 - Valid Cost Center (Ship-to) Number Needed	1.000	1.000	1.000	0.000	0.00%
WAN Type B	1.000	1.000	1.000	0.000	0.00%
GA01.98000.00000000.000000000113798 - 980160 - Information Security	1.000	1.000	1.000	0.000	0.00%
Capitol Hill Fiber WAN Link - 1 Gbps	2.000	2.000	2.000	0.000	0.00%
GA01.98000.00000000.000000000999999 - Valid Cost Center (Ship-to) Number Needed	2.000	2.000	2.000	0.000	0.00%
Point to Point - 1.5Mbps	2.000	2.000	2.000	0.000	0.00%
GA01.98000.00000000.000000000999999 - Valid Cost Center (Ship-to) Number Needed	2.000	2.000	2.000	0.000	0.00%
WAN Link without CoS Capability - 1.5Mbps	1.000	1.000	1.000	0.000	0.00%
GA01.98000.00000000.000000000113798 - 980160 - Information Security	1.000	1.000	1.000	0.000	0.00%
Remote VPN Subscriber - SSL Only Single Factor Authentication	157.000	159.000	158.000	-1.000	-100.00%
GA01.98000.00000000.000000000980111 - CIO/Executive Director	2.000	2.000	2.000	0.000	0.00%
GA01.98000.00000000.000000000980121 - GTA / Administrative Support	5.000	7.000	7.000	0.000	0.00%
GA01.98000.00000000.000000000980131 - Communications	5.000	5.000	5.000	0.000	0.00%

⌂ Top ⌂ Page up ⌂ Page down ⌂ Bottom

# Resource Usage Trend & Variance as PDF

Depending on your browser settings, the report will open within the browser or your PDF reader application. Once downloaded the report can be printed.

Managed Network Services GTA Resource Usage Trend & Variance  
 ga01.98000 - ga01.98000

Georgia Technology Authority  
 P.O. Box 945941  
 Atlanta, GA 30394-5941

	(Current Month vs Last Month)				
	Jul 2013	Aug 2013	Sep 2013	Variance	Delta
<b>WAN Services</b>					
WAN Type A	1.000	1.000	1.000	0.000	0.00%
GA01.98000 - Georgia Technology Authority	1.000	1.000	1.000	0.000	0.00%
WAN Type B	1.000	1.000	1.000	0.000	0.00%
GA01.98000 - Georgia Technology Authority	1.000	1.000	1.000	0.000	0.00%
Capitol Hill Fiber WAN Link - 1 Gbps	2.000	2.000	2.000	0.000	0.00%
GA01.98000 - Georgia Technology Authority	2.000	2.000	2.000	0.000	0.00%
Point to Point - 1.5Mbps	2.000	2.000	2.000	0.000	0.00%
GA01.98000 - Georgia Technology Authority	2.000	2.000	2.000	0.000	0.00%
WAN Link without CoS Capability - 1.5Mbps	1.000	1.000	1.000	0.000	0.00%

# How to Get Help

- If you need further assistance in using Usage Accounting Reporting, please contact your Customer Relationship Manager
- If you have technical issues with Usage Accounting Reporting, please call the GETS Consolidated Service Desk at 877-482-3233
- This presentation will be posted to <https://gta.georgia.gov/managing-your-gets-services>