



Telecom Billing

When to Use

This report should be used as supporting documentation for telecommunication charges in FIS, for analysis of long distance charges, and charge back to research grants.

This report is one of the Reconciliation Reports that must be run and reviewed by the Business Officer each month, as stated in the Accountability Report. For more information about Financial Accountability, please click [here](#).

Report Functionality

- Provides details for all the departmental phone charges, including long distance, voice mail, telephone network and line charges.
- Download in Excel function.

Detailed Procedures

Access the transaction using:

Menu	<i>Accounting >> Funds Management >> Information System >> Funds Management(U of T Reports) >> Month-End Reports >> Telecom Billing: Extension Detail Statement</i>
Transaction code	ZTC1

Selection screen:

Field Name	Required (R) / Optional (O)	Description of Field Content
Billing yrmth.	R	Enter the four digits for the calendar year and two digits for the month that you wish to report on. (e.g.200303 = March 2003)
Billing No.	O	Enter the billing number or range of numbers for your department in this field. This field can be left blank if you complete the Customer Number field.
Local No.	O	In addition to either the Billing No., or the Customer No., you can enter the actual university phone number(s) that you wish to report on. The number is entered with no area code, and no dashes. (e.g. 9781700)
Customer #	O	Enter the customer number or range of numbers for your department in this field. This field can be left blank if you complete the Billing Number field.

Click on  to execute the report.

Downloading Files

The first 5 buttons located at the top of this report will allow you to download certain sections of this report to a Microsoft Excel spreadsheet. Once the file has been transferred and saved, you will be able

to open the file in excel and work with it as you would any other spreadsheet. If you click on any of these buttons, a 'Transfer to Local File' pop-up box will appear. The default setting will transfer an excel version of this report to your 'c' drive when you click on transfer. You can change the default settings to determine the drive location and the file name. Please note that the file name is the same each month. If you are retaining each months file, make sure that you rename the current file, or it will overwrite any existing file.

Output Report - Header Button Options



The screenshot shows the SAP 'Extension Call Detail Report' interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main content area displays a table with two columns: 'Field Name' and 'Description of Field Content'. The table lists several options for downloading data to a spreadsheet or printing the report.

Field Name	Description of Field Content
Download Long Dist.	Clicking on this button will allow you to download just the long distance charges to a spreadsheet. For information on rates, please click here .
Download IVMS	Clicking on this button will allow you to download just the voice mail box charges to a spreadsheet. For more information on voice mail, please click here .
Download PSTN	Clicking on this button will allow you to download just the charges for access to a public switched telephone network to a spreadsheet. This function provides the ability to dial 9 to get an outside line.
Download Centrex	Clicking on this button will allow you to download just the CENTREX Line Rebate to a spreadsheet. The entries on this report represent the per-line rebate processed by Bell Canada that reduces the regular monthly service bill that you receive directly from Bell.
Download Station CM	Clicking on this button will allow you to download just the telephone line service charges to a spreadsheet. These charges relate to Moves, Adds or Changes that are 'software only' and processed by Telecommunications Analysts. For more information, please click here .
Print no page break	Clicking on this option will take to you to the 'Print' screen, and will allow you to print the report with less pages, as there is no page break.
Print 1 tel#/page	Clicking on this option will take to you to the 'Print' screen, and will allow you to print each telephone number on a different page. This function make disbursement of the report within the department easier. Each person would be able to receive only the report for their phone number. They can then review the charges, and indicate if they are business or personel, and reimburse the department accordingly.

Output Report - Long Distance by Telephone Number Section

The next section provides detailed information about the actual report.

Extension Call Detail Report									
Download Long Dist Download IVMS Download PSTN Download Centrex Download Station CM Print no page break Print 1 tel#page									
University of Toronto - Telecommunications Long Distance By Telephone Number APRIL 2000						Page : 1	Date : 21.04.2003	User : JEFFREYC	
Customer :	Billing Number : 11311391					Local : 416 9463	Instance : QNA		
Dept :									
Date	Time	Phone #	City	Prov/State	Country	Duration	Cost	Type of LD	
05.04.2000	13:27:32	613 7414028	OTTAWAHULL	ON	CANADA	0.54	0.08	Regular	
06.04.2000	12:00:38	613 7414028	OTTAWAHULL	ON	CANADA	1.54	0.18	Regular	
06.04.2000	12:09:12	514 2530909	MONTREAL	PQ	CANADA	5.54	0.57	Regular	
07.04.2000	14:16:58	905 6591888	FREELTON	ON	CANADA	1.18	0.12	Regular	
07.04.2000	12:07:05	905 5763788	OSHAWA	ON	CANADA	0.36	0.06	Regular	
12.04.2000	16:30:48	483 2684240	CALGARY	AB	CANADA	0.42	0.07	Regular	
13.04.2000	13:18:09	250 3794237	VICTORIA	BC	CANADA	3.38	0.34	Regular	
14.04.2000	14:52:02	613 2333200	OTTAWAHULL	ON	CANADA	0.36	0.06	Regular	
19.04.2000	10:29:50	561 8335939	WPALMBEACH	FL	USA	1.12	0.15	Regular	
20.04.2000	09:44:37	509 9642684	THORP	WA	USA	1.00	0.12	Regular	
20.04.2000	08:56:05	514 6342768	LACHINE	PQ	CANADA	0.54	0.08	Regular	
20.04.2000	16:14:19	905 4731494	MT ALBERT	ON	CANADA	0.42	0.07	Regular	
24.04.2000	11:44:10	212 7889482	NEW YORK	NY	USA	2.48	0.32	Regular	
26.04.2000	15:37:11	905 4389893	WHITBY	ON	CANADA	2.38	0.24	Regular	
28.04.2000	10:23:20	941 6496687	NAPLES	FL	USA	5.54	0.68	Regular	
Total Long Distance Calls =		15				30.24	3.14		
Long Distance:									
Total Calls :		15							
Average Cost :		0.21							
Average Duration:		2.02							
Total Cost :		3.14							

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Field Name	Description of Field Content
Customer	The customer number is shown on each page of the report, on the left hand side, just beneath the header. If you didn't enter a customer number, this is one of the numbers associated with the billing number that you entered.
Dept	The name of the department associate with the customer number used is shown on each page of the report, on the left hand side, beneath the customer number.
Billing Number	The billing number that you entered is shown on each page of the report, centered on the page, just beneath the header. If you didn't enter a billing number, this is the number associated with the customer number that you entered.
Local	The actual telephone number the report is for is shown on the right hand side, beneath the header.
Date	The date of the telephone call is shown here.
Time	The actual time the call was placed is shown here.
Phone #	The long distance number that was called is shown, complete with the area code.
City	The name of the city that the call was placed to is shown here.

Prov/State	The province or state that the call was placed to is shown here.
Country	The country that the call was placed to is shown here.
Duration	The actual duration of the call is shown here. The time is recorded in minutes and seconds.
Cost	The actual amount charged in FIS. It includes taxes net of the GST rebate.
Type of LD	This column shows if the charges were direct dialed long distance, (Regular) or charges relating to a calling card (Calling Card).

The charges for each local phone number are summarized at the bottom of each page. The report shows the Total Calls, Average Cost, Average Duration and the Total Cost.

Output Report - Long Distance Departmental Summary Report

University of Toronto - Telecommunications
Long Distance Departmental Summary Report
APRIL 2003

Page : 75
Date : 21.04.2003
User : JEFFREYC
Instance : QNA

Customer :
Dept : Billing Number : 113

416 9788116	1	0.12	0	0.00
416 9788121	1	0.07	0	0.00
416 9788122	1	0.57	0	0.00
416 9788124	4	2.52	0	0.00
416 9788127	6	3.38	0	0.00
416 9788130	4	0.73	0	0.00
416 9788131	5	3.05	0	0.00
416 9788142	6	1.92	0	0.00
416 9788146	6	2.27	0	0.00
416 9788147	1	0.06	0	0.00
416 9788155	4	3.72	0	0.00
416 9788416	5	1.20	0	0.00
416 9788746	9	4.62	0	0.00
416 9788854	13	4.68	0	0.00
Total :	489	210.53	0	0.00

Long Distance:
Total Calls : 489
Average Cost : 0.43
Total Minutes : 1,566.42
Avg. Durations : 3.12
No. of Adjs : 0
Adjustments Total : 0.00

Total Cost : 210.53 Net 210.53

QNA (1) (0) Monday, April 21, 2003

This report is found at the end of all the Long Distance by Telephone Number Reports. It provides a summary of all the local numbers, the number of calls, the total cost of the calls, as well as any adjustments, and the amount of the adjustments. The last part of the report also shows the fund center, fund, cost center and/or internal order that were charged, and the amount charged.

Output Report Voice Messaging (IVMS) Departmental Summary Report

This report provides details for the voice mailbox charges.

Field Name	Description of Field Content
Extension	This column shows the last four digits of the telephone number.
Mailbox	In this column we have the mailbox number, which may or may not be the same as the extension number.
Type	This column shows the type used.
Class of Service	This column shows the class of service for the mailbox.
Mailbox Name	In this column we have the name of the mailbox. If it is an employee's mailbox, the name is usually the owner's name.
Charge	The amount charged for the voice mailbox is shown here.
Service Charge	Any additional service charges relating to the voicemail box would be shown here.
Total	The charges and service charges are added up and displayed here.

The charges for the billing number are summarized at the bottom of each page. The report shows the number of boxes, as well as the fund center, fund, cost center and/or internal order that were charged, and the amount charged.

Output Report - Public Switched Telephone Network Charges Dept Summary Report

University of Toronto - Telecommunications
Centrex Telephone Service Charges (Station CM)
APRIL 2000

Page : 80
Date : 21.04.2003
User : JEFFREYC
Instance : QNA

Customer : 50
Dept :

Billing Number : 113

Service Order	Telephone Number	Contact	Completion Date	UofT Serv. Charge
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Total Centrex Telephone Services Charges : 0.00

Fund Centre : 101114 Fund : Cost Centre : 10914 Order :

Field Name	Description of Field Content
Service Order	The service order number for the change request would be shown here.
Telephone Number	The telephone number that was on the service request.
Contact	The name of the contact person for the service request.
Completion Date	The date that the change was completed on.
UofT Serv. Charge	Any additional service charges will be shown here.

The charges for the billing number are summarized at the bottom of each page. The report shows the total amount of the service charges, as well as the fund center, fund, cost center and internal order.

Output Report - Centrex Line Rebate Department Summary Report

The report provides details for the voice mailbox charges.

Field Name	Description of Field Content
Telephone	The telephone number that the rebate applies to.
Description	A text description of the rebate, including the month and year will

	appear here.
Amount	The amount of the rebate is shown here with a negative sign to indicate that it is a refund.

The rebates and charges for the billing number are summarized at the bottom of each page. The report shows the number of centrex rebates, as well as the fund center, fund, cost center and/or internal order that were charged, and the amount charged.

The very last line of the Centrex Line Rebate summary report shows the total amount billed for services provided by telecommunications, the month that you are reporting on and the billing number. The amount shown here should reconciled to your FIS reports.

End of procedure.

Resource Information

Guide to Financial Management

Fund Accounting and FIS