
OVERVIEW


When to Use

To view details of VoIP long distance charges and to facilitate reconciliation with month-end statements. 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](#).

FAST Resource Page

- Visit the [Month-End Reports Resource page](#) for additional support.

Helpful Hints

- Additional fields can be retrieved in the report output using the **Change Layout**  function.
- For questions related to VoIP billing charges, please contact telecom.services@utoronto.ca

Report Functionality

- Provides details for the departmental long distance charges.
- The report can be downloaded into Excel, or printed.
- Document drilldown
- Save, select and create layouts
- Sorting
- Sub-total
- Filtering
- Download to MS Excel

Report Output

- Customer number
- VoIP Billing#
- VBN Name
- User ID
- First Name

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- User Last Name
 - Call Date
 - Call Time
 - Destination Telephone
 - Destination Detail (Country)
 - Duration
 - Charge Amount
 - Funds Center
 - Fund
 - Cost Center
 - Internal Order
 - Commitment Item
 - G/L Account
 - FI Document Number
 - Document Date
 - Posting Date
 - Text
 - Bill yrmth

Menu Path

- *Telecommunications Info System → VoIP Reporting → VoIP Long Distance Call Report*

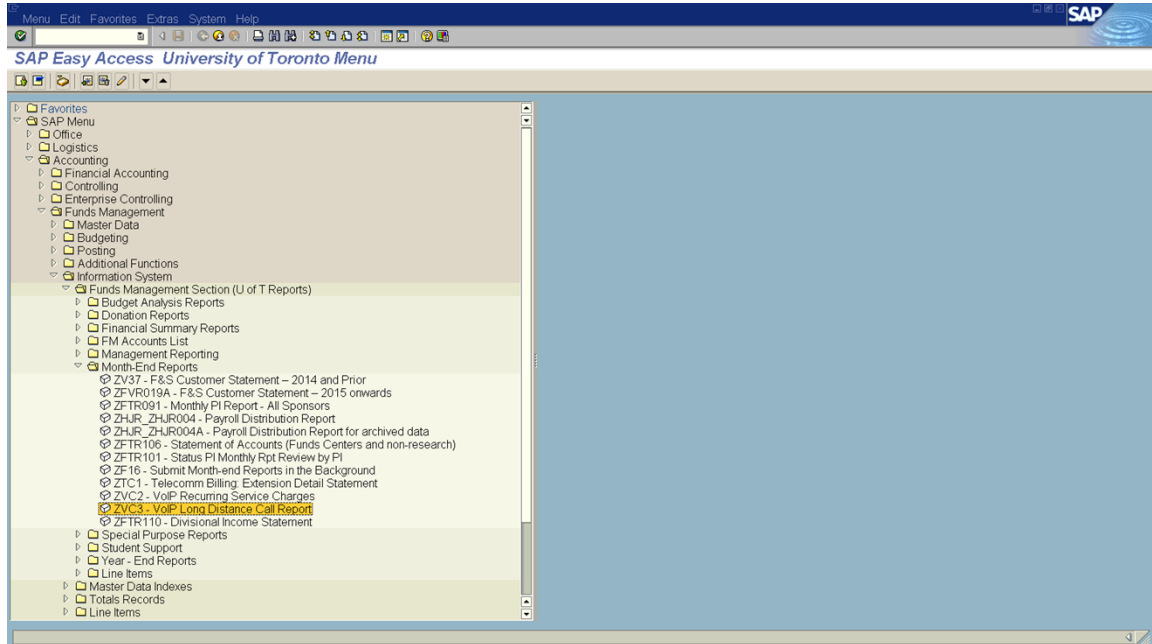
Transaction Code

ZVC3

PROCEDURE

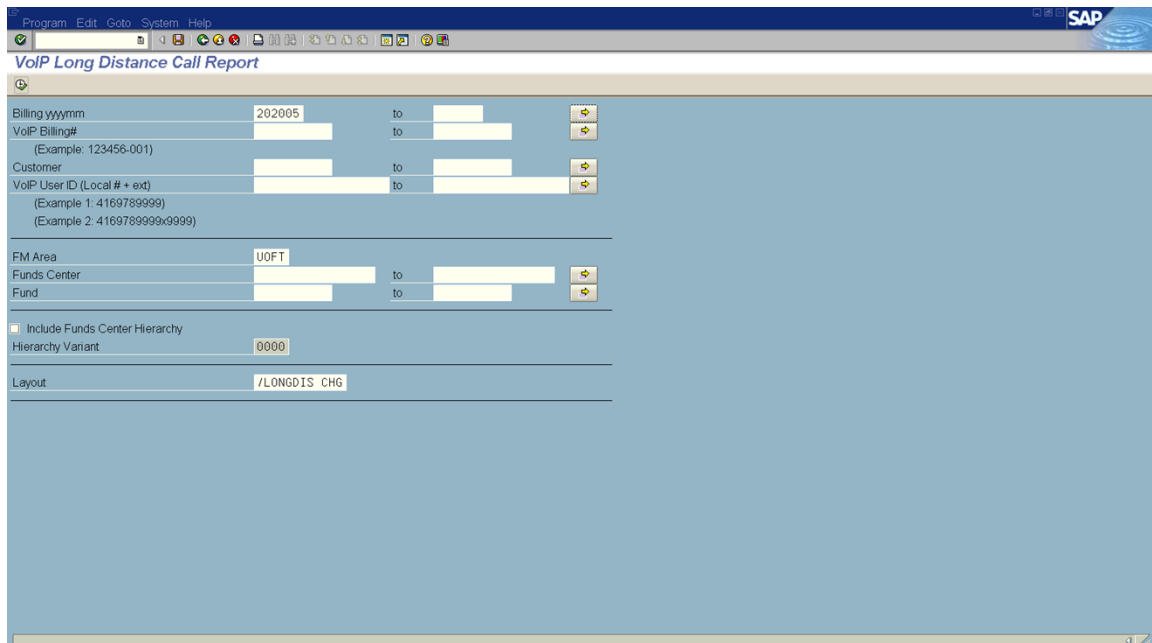
1. Start the transaction using the menu path or transaction code.

SAP Easy Access University of Toronto Menu





2. Double-click **ZVC3 - VoIP Long Distance Call Report** from the SAP Menu.

VoIP Long Distance Call Report



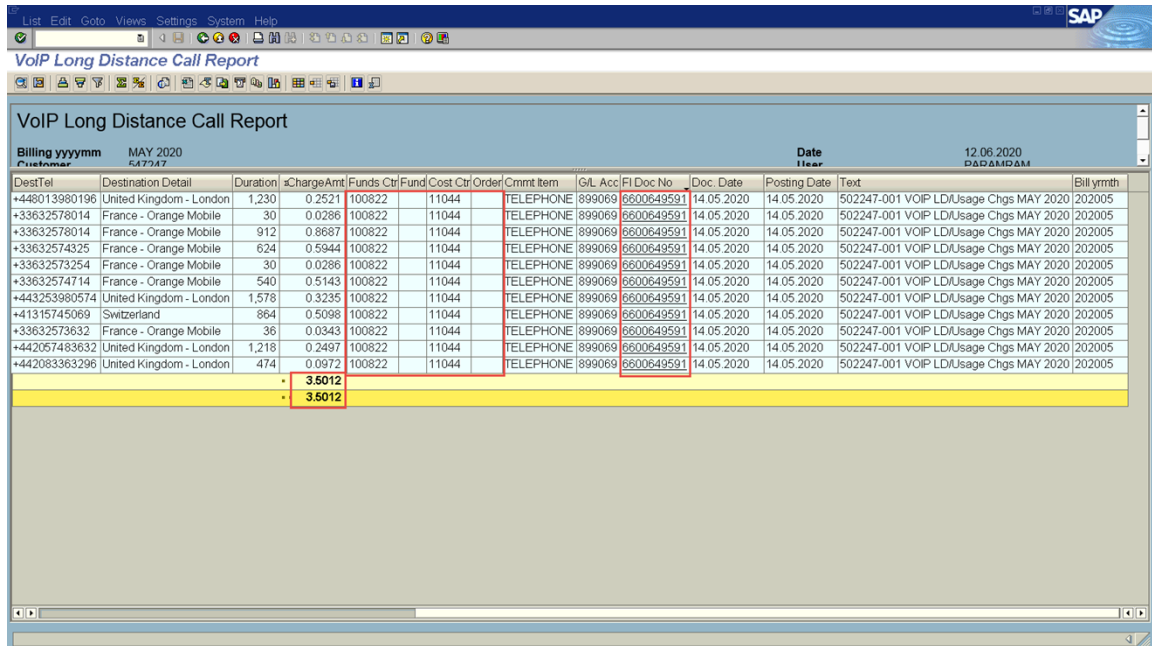
3. As required, complete/review the following fields:

Field	Required/Optional/Conditional	Description
Billing yyyyymm	Optional	<p>The calendar year and month identifying the billing period.</p> <p> 202005 = May 2020</p>
VoIP Billing#	Optional	Identifies a unique billing unit or department. Consists of a customer number suffixed with a sequence 001-999. Each billing number is unique to a department.
Customer	Optional	A 5-digit code that identifies a faculty/division or unit.
Local # (VoIP User ID)	Optional	The phone # and extension, if applicable, assigned to the user.
FM Area	Required	An organizational unit within Funds Management. Defaults to UofT.
Fund	Conditional	A six digit code, starting with 3, 4 or 5 used to record the funding and spending transactions for financial activity which typically spans more than 1 fiscal year (e.g. conference and research).

Field	Required/Optional/Conditional	Description
Funds Center	Optional	A six digit code, starting with 1 or 2 used to record the funding and spending transactions for financial activity reported on a fiscal year basis (e.g. operating or principal investigator (PI)).
Layout	Optional	<p>Previously saved report output layout that can be used to present financial data in a specific order.</p> <p> For month end reconciliation, use the default layout /VOIP LD REC to view details of all posted transactions.</p> <p>To view any rejected postings, use the /VOIP LD REJ layout.</p>

4. Click **Execute** .

VoIP Long Distance Call Report



The screenshot shows the SAP 'VoIP Long Distance Call Report' interface. The report title is 'VoIP Long Distance Call Report'. The billing period is 'MAY 2020' (Prisoners 847247) and the date is '12.06.2020' (DADAMQAM). The table below lists call records with columns for DestTel, Destination Detail, Duration, Charge Amt, Funds Ctr, Cost Ctr, Order, Cmnt Item, GI.L. Acc, FI Doc No., Doc. Date, Posting Date, Text, and Bill yymmth.

DestTel	Destination Detail	Duration	Charge Amt	Funds Ctr	Cost Ctr	Order	Cmnt Item	GI.L. Acc	FI Doc No.	Doc. Date	Posting Date	Text	Bill yymmth
+448013980196	United Kingdom - London	1,230	0.2521	100822	11044		TELEPHONE	899069	8600649591	14.05.2020	14.05.2020	502247-001 VOIP LD/Usage Chgs MAY 2020	202005
+33632578014	France - Orange Mobile	30	0.0286	100822	11044		TELEPHONE	899069	8600649591	14.05.2020	14.05.2020	502247-001 VOIP LD/Usage Chgs MAY 2020	202005
+33632578014	France - Orange Mobile	912	0.8687	100822	11044		TELEPHONE	899069	8600649591	14.05.2020	14.05.2020	502247-001 VOIP LD/Usage Chgs MAY 2020	202005
+33632574325	France - Orange Mobile	624	0.5944	100822	11044		TELEPHONE	899069	8600649591	14.05.2020	14.05.2020	502247-001 VOIP LD/Usage Chgs MAY 2020	202005
+33632573254	France - Orange Mobile	30	0.0286	100822	11044		TELEPHONE	899069	8600649591	14.05.2020	14.05.2020	502247-001 VOIP LD/Usage Chgs MAY 2020	202005
+33632574714	France - Orange Mobile	540	0.5143	100822	11044		TELEPHONE	899069	8600649591	14.05.2020	14.05.2020	502247-001 VOIP LD/Usage Chgs MAY 2020	202005
+443253980574	United Kingdom - London	1,578	0.3235	100822	11044		TELEPHONE	899069	8600649591	14.05.2020	14.05.2020	502247-001 VOIP LD/Usage Chgs MAY 2020	202005
+41315745069	Switzerland	864	0.5098	100822	11044		TELEPHONE	899069	8600649591	14.05.2020	14.05.2020	502247-001 VOIP LD/Usage Chgs MAY 2020	202005
+33632573632	France - Orange Mobile	36	0.0343	100822	11044		TELEPHONE	899069	8600649591	14.05.2020	14.05.2020	502247-001 VOIP LD/Usage Chgs MAY 2020	202005
+442057483632	United Kingdom - London	1,218	0.2497	100822	11044		TELEPHONE	899069	8600649591	14.05.2020	14.05.2020	502247-001 VOIP LD/Usage Chgs MAY 2020	202005
+442083363296	United Kingdom - London	474	0.0972	100822	11044		TELEPHONE	899069	8600649591	14.05.2020	14.05.2020	502247-001 VOIP LD/Usage Chgs MAY 2020	202005
			3.5012										
			3.5012										

5. Report Output:



Default report output is sub-totaled by **VoIP Billing #** to allow for easy reconciliation to related posted documents.



FIS account codes are displayed, and to view individual posted documents, double-click on the **FI Doc. No.**

RESULT

You have successfully generated the ZVC3 - VoIP Long Distance Call Report.