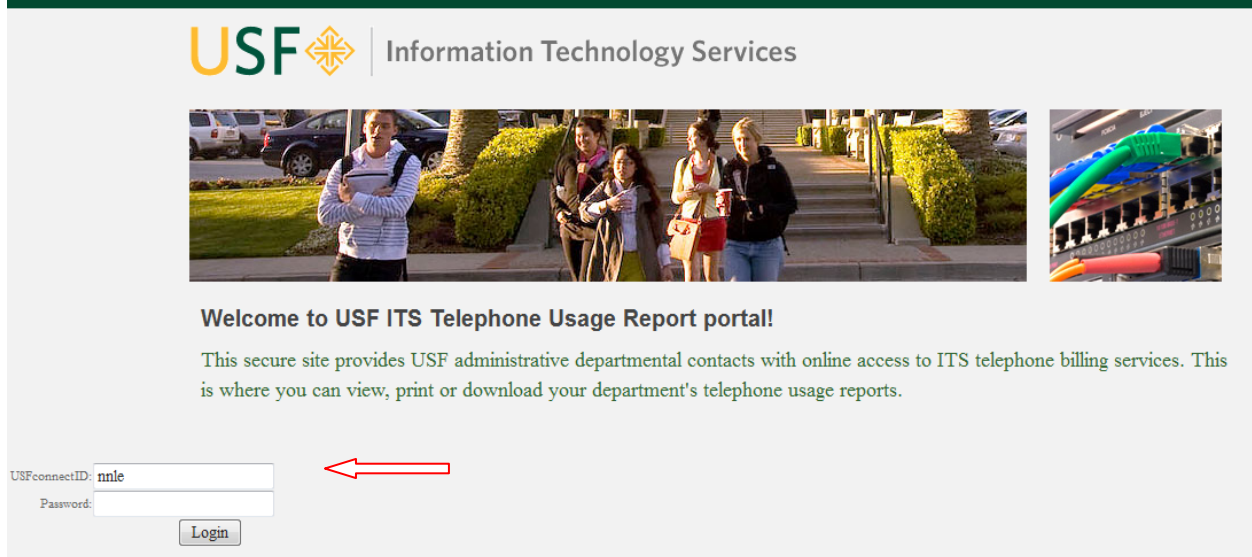


## USF Department Telephone Usage Report Access Guide

1. To retrieve your monthly department **Telephone Usage Report**, please log onto the ITS telephone usage report portal with your USFconnect username and password. A link to the portal has been set up in USFconnect under the **Employee** tab -> **Employee Resources** section. You may also access it directly by visiting the following website. Login access for budget managers can be requested via email to [itshelp@usfca.edu](mailto:itshelp@usfca.edu).

Website: <http://www.usfca.edu/phonereports>

Login



**USF** Information Technology Services

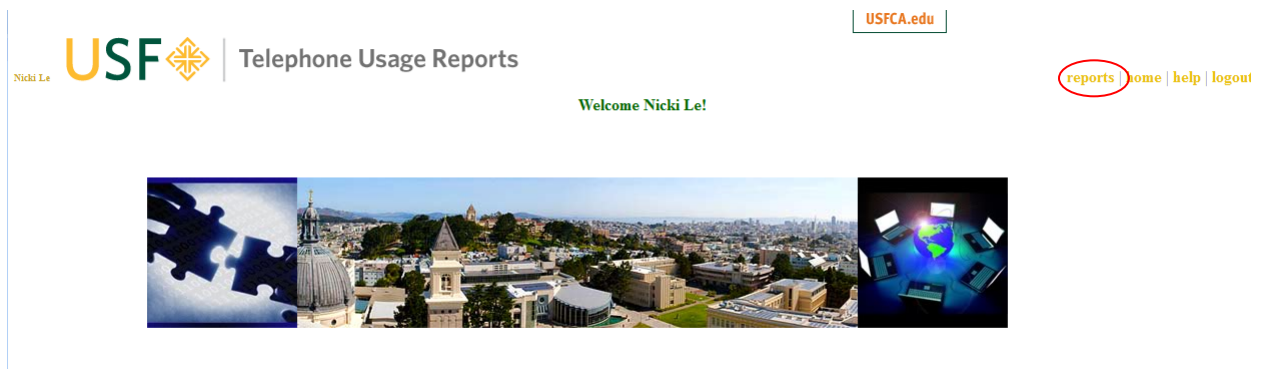
Welcome to USF ITS Telephone Usage Report portal!

This secure site provides USF administrative departmental contacts with online access to ITS telephone billing services. This is where you can view, print or download your department's telephone usage reports.

USFconnectID:  Password:

Login

2. Once you have successfully logged in, please select the **reports** link located across the top right of the page.



USFCA.edu

Nicki Le **USF** Telephone Usage Reports

Welcome Nicki Le!

reports | home | help | logout

- To retrieve the monthly usage report in PDF, HTML or excel format, click on the Dept Usage tab on the left hand side. Select the department, report output format, and billing date of report. Check the box to include individual details if you want a complete report. The PDF output format most resembles the reports you received in the past. You may also download the report in excel format for your convenience. For reports prior to 01-March-2008 billing cycle, please contact [fin@usfca.edu](mailto:fin@usfca.edu) or call 415-422-2218/415-422-6869 for assistance (see contact information on last page).

**Dept Usage** Analysis

**Select Department and Report**

- Select the department(s) from the Department drop down list below.
- Then select the Output Method for your report. To get a formatted report to print, please select output method PDF.
- Select the Billing Date. Please note that billing date **01-Jan-2009** will populate usage for **December 2008**.
- Finally, check the Include Individual Detail box to the right to see detail usage.

Department:  Output Method:   Include Individual Detail

Department	Billing Date	Total	MRC	OCC	Toll	Local	Tax
Please Select a Department							

**Dept Usage** Analysis

**Select Department and Report**

- Select the department(s) from the Department drop down list below.
- Then select the Output Method for your report. To get a formatted report to print, please select output method PDF.
- Select the Billing Date. Please note that billing date **01-Jan-2009** will populate usage for **December 2008**.
- Finally, check the Include Individual Detail box to the right to see detail usage.

Department:  Output Method:   Include Individual Detail

Department	Billing Date	Total	MRC	OCC	Toll	Local	Tax
216630-ITS FINANCE & MGT	<u>01-Feb-2009</u>	\$222.43	\$0.00	\$220.20	\$1.57	\$0.66	\$0.00
216630-ITS FINANCE & MGT	<u>01-Jan-2009</u>	\$239.81	\$0.00	\$237.94	\$1.36	\$0.51	\$0.00
216630-ITS FINANCE & MGT	<u>01-Dec-2008</u>	\$60.94	\$0.00	\$60.05	\$0.46	\$0.43	\$0.00

- Under the Analysis tab, you may display, print and download a usage analysis report based on your specific selection criteria, i.e. department, output type, billing date range, charge and usage type. Once the criteria are selected, please click “Run Analysis” to create the report.

Dept Usage | **Analysis**

**Analysis Reporting**

- Select the department(s) from the Department drop down list below.
- Select the Output Method for your report.
- Enter the Billing Date Range you wish to analyze. Please use the 1st day of the billing month to allow the display of previous month's usage. For example: select From: 1-Jan-2009 and To: 1-Feb-2009 to generate a 2-month usage report for Dec-08 and Jan-09.
- Select the Charge Types and choose from the Usage Call Types box or check Select All to view all call types.
- Click **Run Analysis** right above the Report selection criteria box to run your report.

**Run Analysis**

**Report selection criteria**

Department: 216630-ITS FINANCE & MGT \*      Output Method: HTML

Billing Date Range:

From: 1-JAN-2009 \*      To: 1-FEB-2009 \*

Charge Types:

- Usage
- Recurring
- One-Time Charges

Usage Call Types:

- 900 Access
- 911 Access
- Calling Card
- Cellular

Select All

Fields marked with \* are required.

- When you are done, please log out of the usage report portal and close the browser. If you have any questions, please contact ITS-Finance & Vendor Management unit for assistance.

## **For Help**

ITS-Finance & Vendor Management (To request training and assistance with reports)

Email: [fin@usfca.edu](mailto:fin@usfca.edu)

Office: 415-422-2218 or 415-422-6869, LMN-230

ITS-Help Desk (To request access)

Email: [itshelp@usfca.edu](mailto:itshelp@usfca.edu)

Office: 415-422-6668, LMN 2<sup>nd</sup> Floor