

BILLIT

User Guide

Information Technology Department

Data Processing Billing

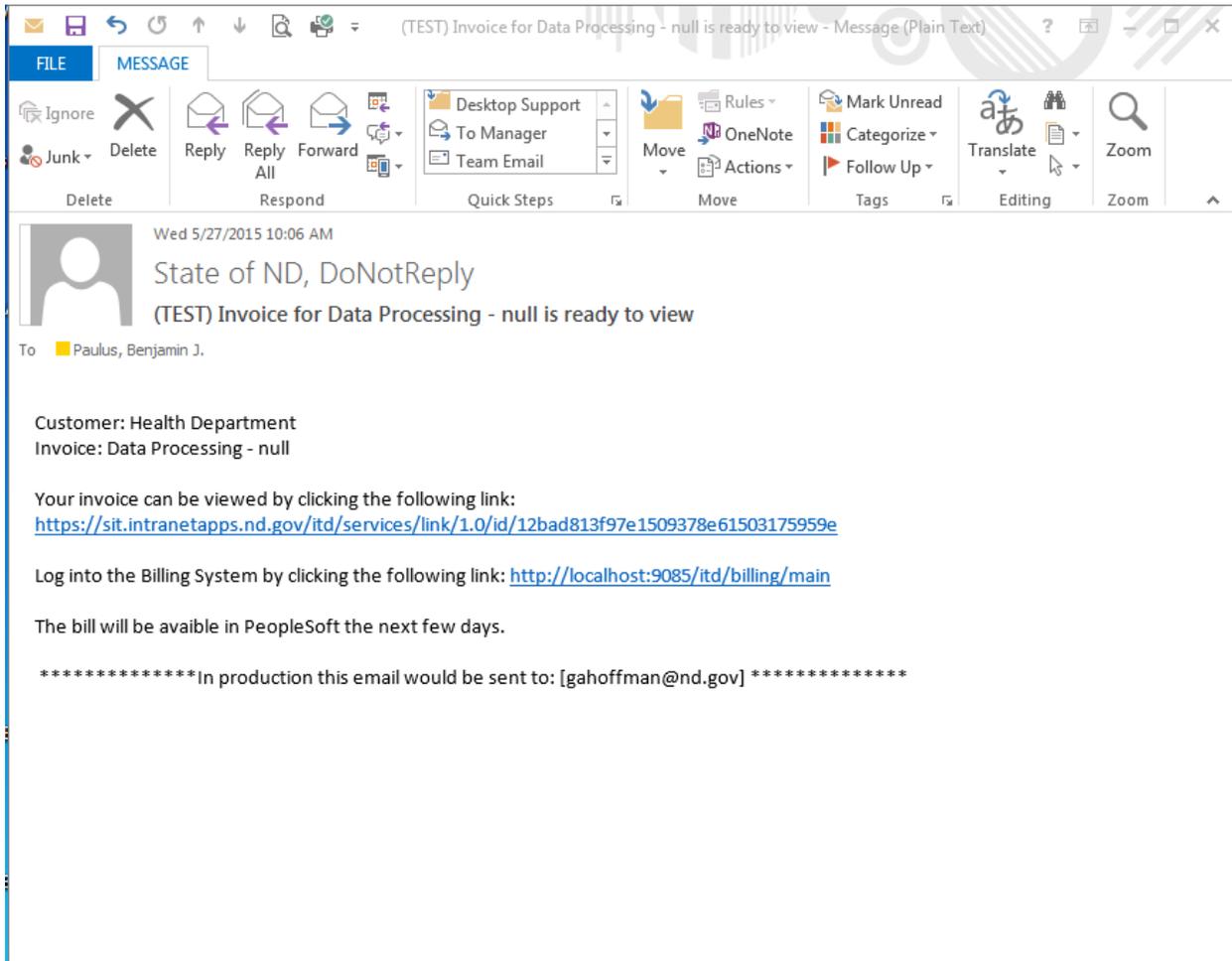
Telecommunications Billing



Table of Contents

Initial Customer Setup	4
The Login Screen	4
The Charges tab	8
Specific charge detail	9
The Reports tab.....	11
The Reference Objects tab.....	16
My Departments tab.....	24

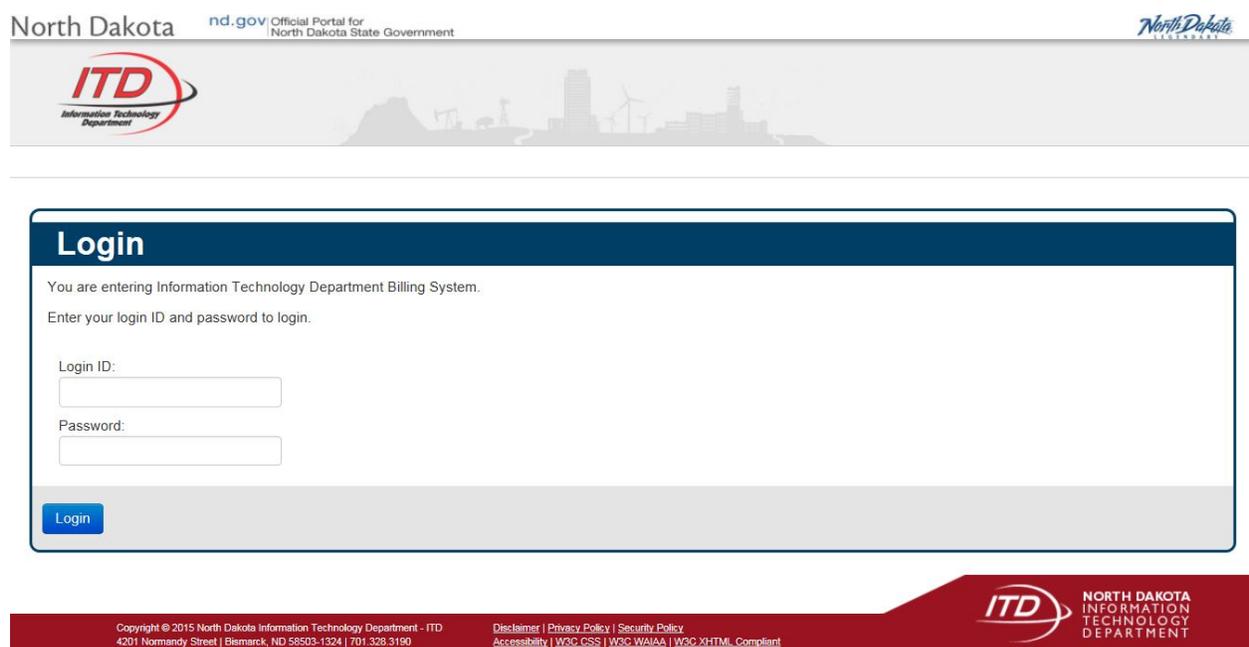
Example of Email notification:



Initial Customer Setup

The first user from your agency will need to be added by an ITD BILLIT system admin. Your first user should be the Lead Coordinator for the system. If this has not been done, please contact Brandee Rensch for Data Processing or Rose Wickham for Telecommunications.

A hyperlink for access to BILLIT can be found on ITD's website at <http://www.nd.gov/itd/billing>. All users will be required to have an Active Directory account for authenticated access to BILLIT. Once ITD has set up the Lead Coordinator, this user will have the ability to set up other Lead Coordinators or System Users within their agency. A System User has access to all areas of the application but cannot add/edit/delete other users.



The screenshot shows the login interface for the ITD Billing System. At the top, there is a header with the North Dakota logo and the text "nd.gov Official Portal for North Dakota State Government". Below this is the ITD logo and a silhouette of a city skyline. The main content area is titled "Login" and contains the following text: "You are entering Information Technology Department Billing System. Enter your login ID and password to login." There are two input fields: "Login ID:" and "Password:". A blue "Login" button is located at the bottom left of the form. The footer contains copyright information for 2015, contact details for ITD, and a list of policies including Disclaimer, Privacy Policy, Security Policy, Accessibility, W3C CSS, W3C WAIARIA, and W3C XHTML Compliant. The ITD logo and "NORTH DAKOTA INFORMATION TECHNOLOGY DEPARTMENT" are also present in the footer.

Figure 1 - Login Screen

The Login Screen (Fig. 1) is the entry point for the BILLIT application. Once logged in with your Active Directory user id and password you will be taken to the Main Menu (Fig. 2). [The Main Menu](#), or Invoices tab, will display the Departments and Systems you as a user will have access to.

Search functionality will allow the user to search for a specific invoice number or for invoices within a date range. Search results (Fig. 3) are displayed in the pane under "Invoices". Line item detail for a specific invoice can be by clicking anywhere on the display line for the invoice you are looking for.

North Dakota nd.gov Official Portal for North Dakota State Government North Dakota
LEGISLATURE

Welcome Billing Customer5 [Log Out](#)

ITD
Information Technology Department

Invoices | [Charges](#) | [Reports](#) | [Reference Objects](#) | [My Departments](#)

Invoices

Search Criteria

Invoice Number:
 [Search](#)

Departments:
 112.0 - Information Tech Dept

System:
 Data Processing
 Telecom

Bill Month Range:
 -

[Clear](#) [Search](#)

No search results found for the entered search criteria.

Figure 2 - Main Menu

North Dakota nd.gov Official Portal for North Dakota State Government North Dakota
LEGISLATURE

Welcome Billing Customer5 [Log Out](#)

ITD
Information Technology Department

Invoices | [Charges](#) | [Reports](#) | [Reference Objects](#) | [My Departments](#)

Invoices

Search Criteria

Invoice Number:
 [Search](#)

Departments:
 112.0 - Information Tech Dept

System:
 Data Processing
 Telecom

Bill Month Range:
 -

[Clear](#) [Search](#)

Expand to: [Customer Number](#) / [Bill Month](#) / [All](#)

Customer Number	Bill Month	System	Type	Invoice Number	Amount
112.0 - Information Tech Dept					\$602,222.25
Bill Month: 02/2015					\$316,224.37
112.0	02/2015	Data Processing	End of Month	DP022015.112.0	\$303,373.42
112.0	02/2015	Telecom	Manual	TC022015.112.0-m1	\$584.14
112.0	02/2015	Telecom	End of Month	TC022015.112.0	\$12,266.81
Bill Month: 01/2015					\$285,997.88
112.0	01/2015	Data Processing	End of Month	DP012015.112.0	\$273,745.17
112.0	01/2015	Telecom	End of Month	TC012015.112.0	\$12,252.71
Total: \$602,222.25					

1

Figure 3 - Search Results

5

Choosing an invoice to view displays the general details of the invoice such as invoice number, bill month, billing system and total amount. If the invoice has any attachments tied to it, a link to the pdf will be displayed to the left of the general details.

Below the general details will be the line item detail by bill code for the invoice (Fig. 4). Scrolling to the bottom of the summary line items will display the “Print” button. Clicking this will generate the invoice and allow you to print the invoice and a remittance copy.

Attachments
No Attachments

General Details
 Invoice #: DP022015.112.0
 Bill Month: 2/2015
 Customer: 112.0 - Information Tech Dept
 System: Data Processing
 Total Amount: \$303,373.42
 Submitted to PeopleSoft: 05/05/2015
 Last email notification: 02/19/2015

Summary of Charges and Credits

Bill Code	Type	Units	Unit Description	Rate	Amount	View
DP 015 - Senior Analyst	Charge	485.6 hours		\$94.00	\$45,646.40	Charges Details
DP 016 - Contract Programming	Charge	535.9 hours		Multiple	\$51,076.37	Charges Details
DP 017 - Architect/Consulting	Charge	20.5 hours		\$99.00	\$2,029.50	Charges Details

Figure 4 - Invoice Details

The Summary Table will have a column labeled “View”. This column will have two links, one for Charges and one for Details. When you select “Charges” for a particular bill code, you will be taken to the charges tab of main menu. This will display the customer/division/project breakdown of the bill code chosen (Fig. 5). When you select “Details” for a particular bill code, you will be taken to the reports tab of the main menu. This allows a user to drill down to specific work orders, service requests, applications, phone numbers, etc (Fig. 6). The features of the charges tab and reports tab will be covered later in this user’s guide.

Also at the bottom of the Summary Table will be buttons for viewing summary by accounting code and to review credits. Both buttons will redirect you to the reports tab for different reporting capabilities.

Charges

Search View

- Search Criteria

Bill Code(s): DP 015 - Senior Analyst

Invoice No.: DP022015.112.0

Bill Month Range: -

Accounting Code Select

Customer No.: - Division: - Charge Code: -

Add

Selected Accounting Code(s):
Click Add to add selected accounting code to the search.

+ Advanced Options

Clear Search Export -

Number of Results: 24

Drag a column here to group by that column.

Bill Code	Accounting Code				Bill Month	Units	Charge Amount
	Customer No.	Division	Charge Code	Description			
328046 - DP 015	112.0	51	EDMS DOC		2/2015	4.5	\$423.00
328059 - DP 015	112.0	11	RM1000-3000		2/2015	3.3	\$310.20
328053 - DP 015	112.0	12	BICC OPERATIONS		2/2015	10.5	\$967.00
328048 - DP 015	112.0	51	HEAT-QA SUPP		2/2015	66.0	\$6,204.00
328067 - DP 015	112.0	11	BILLING SYSTEM		2/2015	114.0	\$10,716.00
328054 - DP 015	112.0	11	1120		2/2015	8.5	\$799.00
328066 - DP 015	112.0	11	INVOICE SCANS		2/2015	4.5	\$423.00
328060 - DP 015	112.0	51	1.1111E+14		2/2015	1.0	\$94.00
328063 - DP 015	112.0	11	APP SECURITY		2/2015	2.0	\$188.00
328049 - DP 015	112.0	51	GH 2015 ITSM/HT		2/2015	6.5	\$611.00

Figure 5 – Charges

Reports

- Search Criteria

Report Selection: Long Distance and Directory

Invoice No.: TC012015.112.0

Bill Month Range: -

Accounting Code Select

Customer No.: - Division: - Charge Code: -

Add

Selected Accounting Code(s):
Click Add to add selected accounting code to the search.

+ Advanced Options

Clear Search Export -

Expand To: Customer No. / Division / Charge Code / Phone No. / All

Customer No. Division Charge Code Phone No.

Accounting Code	Phone No.	Call Date	Bill Month	Call To Details	Duration	Charge Amount
Customer No.: 112.0						10,899.40 \$12,252.71
+ Division:						10,899.40 \$12,252.71
+ Division: 32						0.00 \$0.00
- Charge Code:						0.00 \$0.00
+ Phone No.: 701-328-1634 (no usage)						0.00 \$0.00
+ Phone No.: 701-328-1674 (no usage)						0.00 \$0.00
+ Phone No.: 701-328-2165 (no usage)						0.00 \$0.00
+ Phone No.: 701-328-2171 (no usage)						0.00 \$0.00

Figure 6 – Details

The Charges tab is utilized to search for charges on a specific invoice or a range of invoice periods. Search capabilities can be narrowed by division or charge code. The advanced options section allows you to search by Work Management System (WMS) work order or service request number and by the charge code description. Please refer to the My Departments tab for an explanation of the charge code description.

Note the Export button midway down the page. This allows the user to export the charge records being searched for. The export format can be .csv or an excel document. You do not need to complete a search prior to doing an export. Once you have entered the search criteria, you can export directly without any results appearing on the screen.

When viewing a search, the search results will be displayed in the same manner as Figure 5 above. The columns displayed can be sorted by clicking on the column heading. They can be rearranged in any order by holding the click of a column header and dragging it to a new location. You can also group the search results by dragging a column header to the space above the display.

Charges

Search
View

Search Criteria

Bill Code(s):

Invoice No.:

Bill Month Range: -

Accounting Code Select

Customer No.:

Division:

Charge Code:

Selected Accounting Code(s):
 Click Add to add selected accounting code to the search.

Number of Results: 16
 Expand To: Division / All

Division
Accounting Code

Customer No.	Division	Charge Code	Description	Bill Code	Bill Month	Units	Charge Amount
▶ Division: 11 ▲ Division: 32							
112.0	32	3252		DP 866	2/2015	1.0	\$390.00
112.0	32	3255		DP 866	2/2015	1.0	\$390.00
112.0	32	3261-BIPP		DP 866	2/2015	3.0	\$1,470.00
112.0	32	3261-BIPP		DP 866	2/2015	1.0	\$430.00
112.0	32	3261-UPK		DP 866	2/2015	1.0	\$545.00
112.0	32	3273		DP 866	2/2015	1.0	\$650.00
112.0	32	3282		DP 866	2/2015	1.0	\$510.00
112.0	32	3282		DP 866	2/2015	1.0	\$400.00

Figure 7 - Grouping Functionality

Specific charge detail can be viewed by clicking on the line of the charge you wish to view. This page is the same page you are taken to from Figure 4 when you click the “Charges” link on the Invoices tab. Details displayed include the invoice number and date of the charge, any attachments for this specific charge, and any WMS information that may pertain to this charge. Figure 8 is an example.

Charges

Search	View
Charge Detail Charge Amount: \$390.00	
Invoice Details System: Data Processing Invoice No.: DP022015.112.0 Invoice Date: 2/2015 Amount: \$303,373.42 View Invoice	General Details Bill Code: DP 866 - Dedicated Intel App Server Hosting Accounting Code: 112.0-32-3252 Units: 1 applications Rate: \$390.00
Attachments No Attachments	Misc. Details Description: WMS Work Order No.: WMS Service Request No.:
Return	

Figure 8 - Charge Detail Screen

The charges tab will be best utilized to search for a specific charge on a bill. When looking for specific charges on historical bills prior to July 2015, some detailed information may be omitted. An example would be the application name tied to a Dedicated Server. This will be in the description field of Misc. Details. It will be blank for charges prior to July 2015 due to the inability to convert the data from the legacy mainframe.

The Reports tab contains a collection of usage and budgetary style reports that can be run with a wide variety of search criteria. All reports can be viewed on screen or exported in .csv or Excel formats. Here is a snapshot of the reports offered from the Reports tab (Fig. 9). This User's Guide will not detail all of the possible reports, but will look at a couple more commonly used examples.

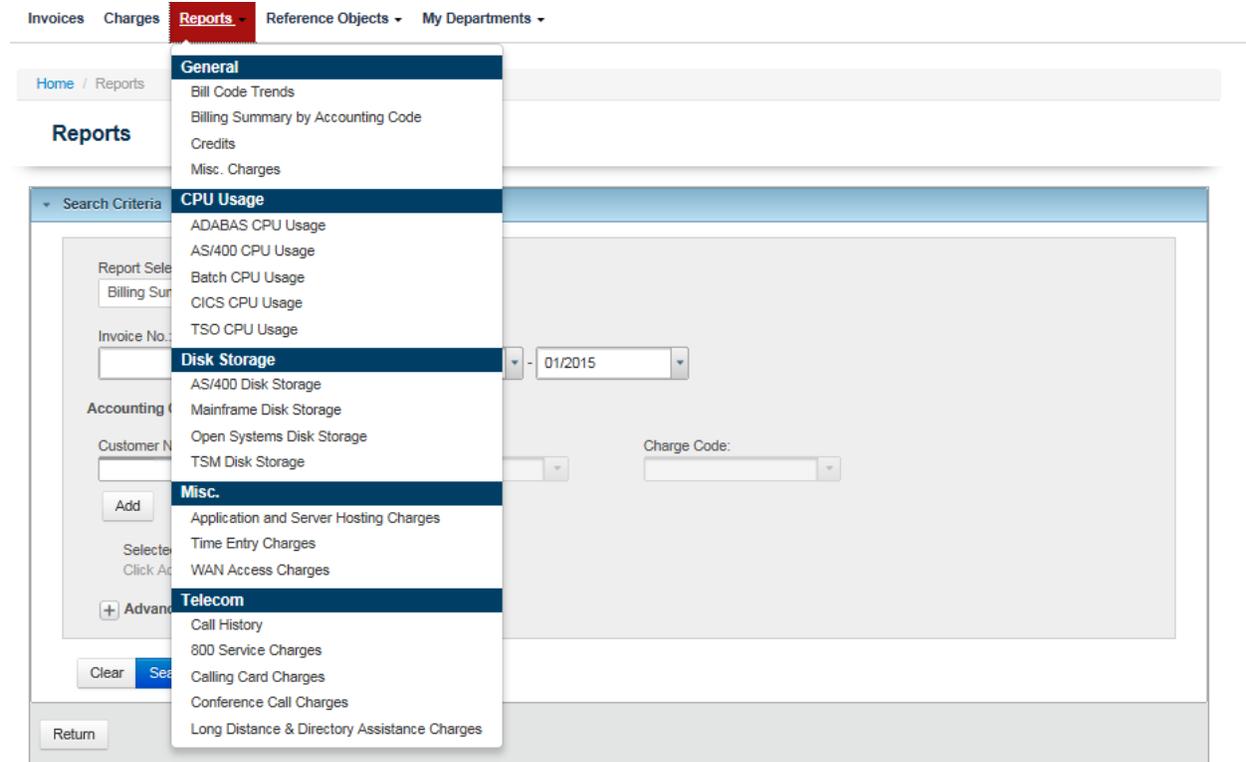


Figure 9 - List of Reports

One example of a commonly used report is the Billing Summary by Accounting Code (Fig. 10). This report gives the user a breakdown of the charges by Accounting Code (customer/division/charge code). The report can be separated by system (Data Processing or Telecom). This report is the equivalent of the legacy CD-1630-CC report from the mainframe. This page is the same page you are taken to from Figure 4 when you click the “Details” link on the Invoices tab.

This information can be printed by clicking the “Print” button at the bottom of the page (Fig. 11). The report can be exported by clicking the “Export” button from the middle of the page (Fig. 12).

A second example of a commonly used report is the Call History report (Fig. 13). This is a Telecom report that will allow the user to look at specific phone numbers and the call history tied to that phone. This report can be narrowed by specific call types (800, calling card, incoming, etc). Search results can be narrowed by choosing specific call from or call to numbers. Large agencies may need to narrow the search criteria to have the results displayed on the page (6,000 max.). There is no limit on exporting report results. Figure 14 is an example of the exported report.

An example of a budgetary report is the Bill Code Trends report (Fig. 15). This report allows the user to review charges by bill code over a period of time. Average units and cost columns are shown for trending comparisons. Figure 16 is an example of the exported report.

Expand To: Customer No. / Division / Charge Code / All								
Customer No. ▲		Division ▲		Charge Code ▲				
Accounting Code			Bill Code	Description	Units	Unit Description	Rate	Amount
Customer No. ▲	Division ▲	Charge Code ▲						
Customer No.: 112.0							\$273,745.17	
▾ Division:							\$4,438.35	
▾ Charge Code: 1052							\$2.35	
112.0			1052 888 (DP)	TSM Disk Storage (GB)	47.0 GB		\$0.05	\$2.35
▾ Charge Code: 2171							\$2,086.00	
112.0			2171 015 (DP)	Senior Analyst	1.0 hours		\$94.00	\$94.00
112.0			2171 023 (DP)	Analyst III	24.0 hours		\$83.00	\$1,992.00
▾ Charge Code: 3255							\$2,350.00	
112.0			3255 033 (DP)	Database Administrator	25.0 hours		\$94.00	\$2,350.00
▾ Division: 11							\$119,380.28	
▾ Charge Code: 1120							\$713.50	
112.0	11		1120 015 (DP)	Senior Analyst	4.5 hours		\$94.00	\$423.00
112.0	11		1120 021 (DP)	Project Manager	3.5 hours		\$83.00	\$290.50
▾ Charge Code: 1151							\$13,029.47	
112.0	11		1151 035 (DP)	Records Management	1.0 months		\$655.00	\$655.00
112.0	11		1151 888 (DP)	TSM Disk Storage (GB)	809.67 GB		\$0.05	\$40.48
112.0	11		1151 950 (DP)	Miscellaneous Billings	1.0 units		\$6200.00	\$6,200.00
112.0	11		1151 625 (DP)	ILinx Data Capture	1.0 clients		\$90.00	\$90.00
112.0	11		1151 630 (DP)	SharePoint Enterprise	225.0 users		\$15.80	\$3,555.00
112.0	11		1151 880 (DP)	Oracle Application Hosting	1.0 applications		\$1385.00	\$1,385.00
112.0	11		1151 886 (DP)	Dedicated Intel App Server Hosting	1.0 applications		\$390.00	\$390.00
112.0	11		1151 886 (DP)	Dedicated Intel App Server Hosting	1.0 applications		\$450.00	\$450.00
112.0	11		1151 881 (DP)	Disk Storage - Premium OD (GB)	880.16 GB		\$0.2999	\$263.99
▾ Charge Code: 1151-EMPCENTER							\$2,406.40	
112.0	11		1151-EMPCENTER 015 (DP)	Senior Analyst	24.8 hours		\$94.00	\$2,331.20
112.0	11		1151-EMPCENTER 033 (DP)	Database Administrator	.8 hours		\$94.00	\$75.20
▾ Charge Code: 1152							\$1,030.15	

Figure 10 - Sample Report

Billing Summary By Accounting Code						
January, 2015 System:DP						
Accounting Code	Bill Code	Description	Units	Unit Description	Rate	Amount
112.0-1052	888 (DP)	TSM Disk Storage (GB)	47	GB	\$0.05	\$2.35
112.0-2171	015 (DP)	Senior Analyst	1	hours	\$94.00	\$94.00
112.0-2171	023 (DP)	Analyst III	24	hours	\$83.00	\$1,992.00
112.0-3255	033 (DP)	Database Administrator	25	hours	\$94.00	\$2,350.00
112.0-11-1120	015 (DP)	Senior Analyst	4.5	hours	\$94.00	\$423.00
112.0-11-1120	021 (DP)	Project Manager	3.5	hours	\$83.00	\$290.50
112.0-11-1151	035 (DP)	Records Management	1	months	\$655.00	\$655.00
112.0-11-1151	625 (DP)	ILinx Data Capture	1	clients	\$90.00	\$90.00
112.0-11-1151	630 (DP)	SharePoint Enterprise	225	users	\$15.80	\$3,555.00
112.0-11-1151	880 (DP)	Oracle Application Hosting	1	applications	\$1385.00	\$1,385.00
112.0-11-1151	886 (DP)	Dedicated Intel App Server Hosting	1	applications	\$390.00	\$390.00
112.0-11-1151	886 (DP)	Dedicated Intel App Server Hosting	1	applications	\$450.00	\$450.00
112.0-11-1151	881 (DP)	Disk Storage - Premium OD (GB)	880.16	GB	\$0.30	\$263.99
112.0-11-1151	888 (DP)	TSM Disk Storage (GB)	809.67	GB	\$0.05	\$40.48
112.0-11-1151	950 (DP)	Miscellaneous Billings	1	units	\$6200.00	\$6,200.00
112.0-11-1151-EMPCENTER	015 (DP)	Senior Analyst	24.8	hours	\$94.00	\$2,331.20
112.0-11-1151-EMPCENTER	033 (DP)	Database Administrator	.8	hours	\$94.00	\$75.20
112.0-11-1152	630 (DP)	SharePoint Enterprise	65	users	\$15.80	\$1,027.00

Figure 11 - Example of Printed Report

	A	B	C	D	E	F	G	H	I
1	Customer No.	Division	Charge Code	Bill Code	Description	Units	Unit Description	Rate	Amount
2	112.0		2171	015 (DP)	Senior Analyst	1.0	hours	\$94.00	\$94.00
3	112.0	41	0	015 (DP)	Senior Analyst	2.5	hours	\$94.00	\$235.00
4	112.0	11	APP SECURITY	015 (DP)	Senior Analyst	2.5	hours	\$94.00	\$235.00
5	112.0	51	1.11111E+14	015 (DP)	Senior Analyst	4.7	hours	\$94.00	\$441.80
6	112.0	51	WMS-JAN2015	015 (DP)	Senior Analyst	66.6	hours	\$94.00	\$6,260.40
7	112.0	12	COGNOS	015 (DP)	Senior Analyst	41.5	hours	\$94.00	\$3,901.00
8	112.0	32	1120	015 (DP)	Senior Analyst	1.0	hours	\$94.00	\$94.00
9	112.0	32	3252-DELA CLEAN	015 (DP)	Senior Analyst	6.0	hours	\$94.00	\$564.00
10	112.0	11	WFS-WMS-BILLREW	015 (DP)	Senior Analyst	1.4	hours	\$94.00	\$131.60
11	112.0	11	1151-EMPCENTER	015 (DP)	Senior Analyst	24.8	hours	\$94.00	\$2,331.20
12	112.0	11	1120	015 (DP)	Senior Analyst	4.5	hours	\$94.00	\$423.00
13	112.0	11	BILLING SYSTEM	015 (DP)	Senior Analyst	123.0	hours	\$94.00	\$11,562.00
14	112.0	51	GH 2015 ITSM/HT	015 (DP)	Senior Analyst	7.0	hours	\$94.00	\$658.00
15	112.0	51	NDGOV-PORTAL	015 (DP)	Senior Analyst	3.0	hours	\$94.00	\$282.00
16	112.0	51	ITDWEBSITE2014	015 (DP)	Senior Analyst	6.3	hours	\$94.00	\$592.20
17	112.0	51	ITSM ANNUAL RPT	015 (DP)	Senior Analyst	3.5	hours	\$94.00	\$329.00
18	112.0	51	HEAT-QA SUPP	015 (DP)	Senior Analyst	42.0	hours	\$94.00	\$3,948.00

Figure 12 - Excel export of report

[Invoices](#)
[Charges](#)
[Reports](#)
[Reference Objects](#)
[My Departments](#)

Home / Reports

Reports

Search Criteria

Report Selection:

Call Date Range: -

Accounting Code Select

Customer No.: Division: Charge Code:

Selected Accounting Code(s):
Click Add to add selected accounting code to the search.

Advanced Options

Telecom Number Select

Call From No.: Call To No.:

Selected Telecom Number(s):
Click Add to add selected telecom numbers to the search.

Call Type:

800 Incoming

Calling Card Local

Conference Long Distance

Directory Assistance

Billing No.:

Figure 13 - Call History Report

	A	B	C	D	E	F	G	H
1	Call From No.	Call To No.	Call Type	Call From Details	Call To Details	Call Date	Duration	
2	3284006	3234190	Local			03/31/2011 07:56AM	00:00:04	
3	3284006	3288076	Local			03/31/2011 09:43AM	00:01:03	
4	3284006	2237137	Local			03/31/2011 09:57AM	00:00:06	
5	3284006	1-952-544-7940	Long Distance			03/31/2011 10:15AM	00:01:07	
6	3284006	3288076	Local			03/31/2011 12:27PM	00:01:00	
7	3284006	3283553	Local			04/01/2011 09:28AM	00:00:05	
8	3284006	3288076	Local			04/01/2011 09:55AM	00:00:52	
9	3284006	3283300	Local			04/01/2011 09:58AM	00:00:02	
10	3284006	3283553	Local			04/01/2011 10:29AM	00:00:02	
11	3284006	3283300	Local			04/01/2011 11:07AM	00:00:01	
12	3284006	3283300	Local			04/01/2011 11:19AM	00:00:04	
13	3284006	1-701-347-4861	Long Distance		Casselton, ND	04/04/2011 08:51AM	00:00:10	
14	3284006	3288076	Local			04/04/2011 10:20AM	00:00:15	
15	3284006	2222252	Local			04/04/2011 10:57AM	00:00:05	
16	3284006	3288076	Local			04/05/2011 08:30AM	00:00:06	
17	3284006	3283553	Local			04/05/2011 09:54AM	00:00:27	
18	3284006	3283300	Local			04/05/2011 10:41AM	00:00:01	
19	3284006	3283300	Local			04/05/2011 12:37PM	00:00:01	

Figure 14 - Call History Export

Reports

Search Criteria

Report Selection:
 Bill Code Trends

Bill Month Range:
 01/2014 - 01/2015

Accounting Code Select

Customer No.:
 Division:
 Charge Code:

Add

Selected Accounting Code(s):
 Click Add to add selected accounting code to the search.

Advanced Options

System:
 Telecom (TC)

Display:
 Units and Amounts

Clear Search Export

Bill Code	Avg.		Jan. 2015		Dec. 2014		Nov. 2014		Oct. 2014		Sept. 2014	
	Units	Amount	Units	Amount	Units	Amount	Units	Amount	Units	Amount	Units	Amount
TC 010 - Telephone Systems Analyst	0.0	\$0.00	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00
TC 020 - Network Analyst	0.0	\$0.00	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00
TC 030 - Wiring Technician	0.0	\$0.00	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00
TC 100 - Phone-Basic Service	421.84	\$8,890.15	367.000	\$7,340.00	367.000	\$7,340.00	727.000	\$14,540.00	727.000	\$14,540.00	358.000	\$7,160.00
TC 110 - Analog	50.07	\$835.00	43.000	\$645.00	43.000	\$645.00	43.000	\$645.00	87.000	\$1,305.00	43.000	\$645.00
TC 111 - 111	0.0	\$0.00	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00
TC 130 - Phone Extension	3.76	\$30.15	7.000	\$56.00	7.000	\$56.00	7.000	\$56.00	7.000	\$56.00	7.000	\$56.00
TC 152 - Speaker Phone	2.15	\$6.46	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00
TC 154 - Speaker/Display Phone	411.53	\$1,445.84	366.000	\$1,098.00	366.000	\$1,098.00	725.000	\$2,175.00	725.000	\$2,175.00	357.000	\$1,185.00
TC 156 - Add-on Display	5.0	\$0.00	5.000	\$0.00	5.000	\$0.00	5.000	\$0.00	5.000	\$0.00	5.000	\$0.00
TC 158 - Voice Mail	367.46	\$1,837.30	318.000	\$1,590.00	317.000	\$1,585.00	629.000	\$3,145.00	629.000	\$3,145.00	312.000	\$1,560.00
TC 162 - Desktop Messaging	0.15	\$0.46	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00
TC 164 - Call Center	13.07	\$130.76	13.000	\$130.00	13.000	\$130.00	13.000	\$130.00	25.000	\$250.00	12.000	\$120.00

Figure 15 - Bill Code Trends

A	B	C	D	E	F	G
1 Bill Code	Avg. Units	Avg. Amount	Jan. 2015 Units	Jan. 2015 Amount	Dec. 2014 Units	Dec. 2014 Amount
2 TC 010 - Telephone Systems Analyst	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00
3 TC 020 - Network Analyst	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00
4 TC 030 - Wiring Technician	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00
5 TC 100 - Phone-Basic Service	421.84	\$8,890.15	367.0	\$7,340.00	367.0	\$7,340.00
6 TC 110 - Analog	50.07	\$835.00	43.0	\$645.00	43.0	\$645.00
7 TC 111 - 111	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00
8 TC 130 - Phone Extension	3.76	\$30.15	7.0	\$56.00	7.0	\$56.00
9 TC 152 - Speaker Phone	2.15	\$6.46	0.0	\$0.00	0.0	\$0.00
10 TC 154 - Speaker/Display Phone	411.53	\$1,445.84	366.0	\$1,098.00	366.0	\$1,098.00
11 TC 156 - Add-on Display	5.0	\$0.00	5.0	\$0.00	5.0	\$0.00
12 TC 158 - Voice Mail	367.46	\$1,837.30	318.0	\$1,590.00	317.0	\$1,585.00
13 TC 162 - Desktop Messaging	0.15	\$0.46	0.0	\$0.00	0.0	\$0.00
14 TC 164 - Call Center	13.07	\$130.76	13.0	\$130.00	13.0	\$130.00

Figure 16 - Bill Code Trends Export

The Reference Objects tab (Fig. 17) is utilized to review lists of billable objects about your account that would create charge records. Some examples are:

- Active Directory users and the user charges associated with that user.
- Electronic Key Systems (EKS) and the phone features tied to each.
- Recurring charges – charges that are on your bill month after month at the same rate.
- Telecom numbers and the features tied to each.
- WAN circuit connections at endpoint locations on the network.

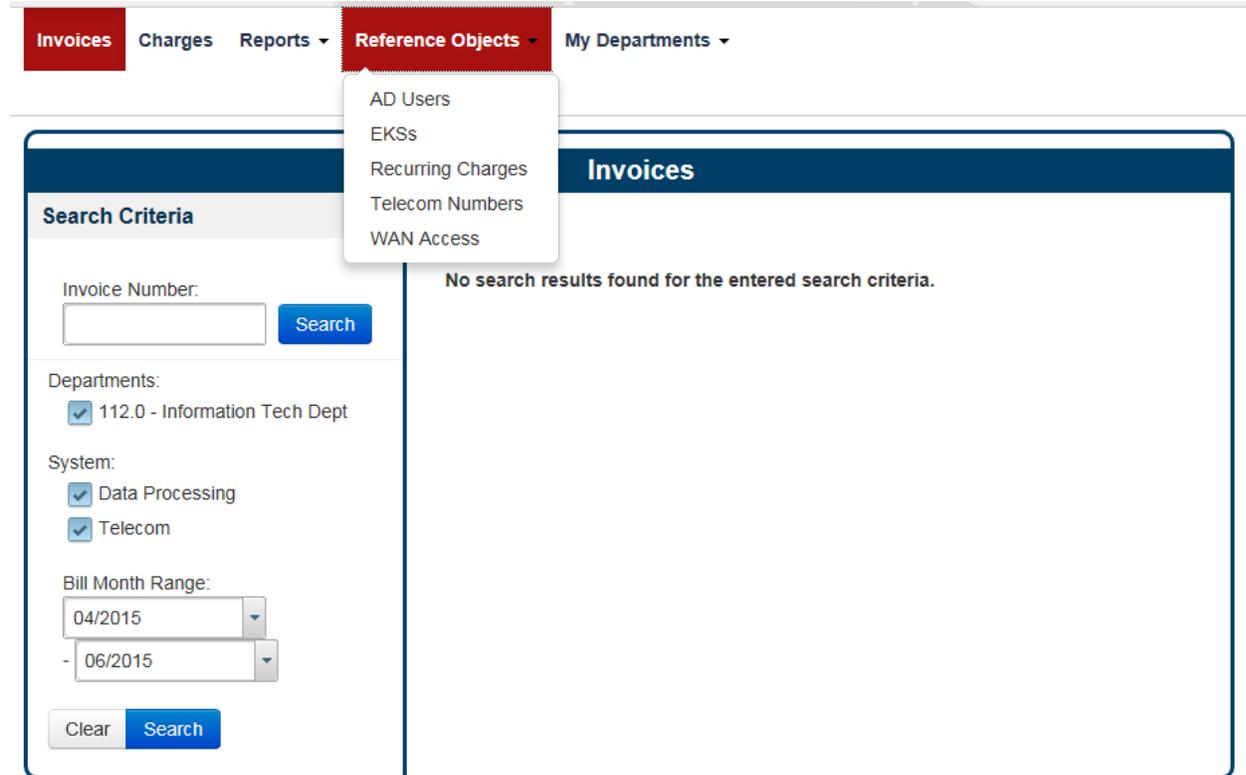


Figure 17 - Reference Objects Tab

Active Directory users will show the “User Type” charges associated with a user. EDMS, SharePoint, County Exchange Email, VPN access, File and Print, and Active Directory are examples of the information found here. Each “User Type” can have its own unique accounting code.

Users within Active Directory are managed by Organizational Unit (OU). Through the Reference Objects tab you will be able to report on what users are in what OU. A Login ID will be a member of **one** OU, but can have **multiple** User Types. When searching AD Users, clicking on a line from the returned search results will display the details of that AD user (Fig. 18). Figure 19 is an example of the exported OU search.

AD Users

Search
View

AD User: LJCASAVANT

✔ Active

Setup Fees

No Setup Fees

OU

OU Name: DHS-COUNTY/USERS/DHS
Accounting Code: 325.0-30-312000

Bill Charges

No invoiced charges found for this AD User.

General Details

First Name: _____
Last Name: _____
Login ID: LJCASAVANT
Email: _____
Accounting Code: 325.0-30-312000
Created: 05/08/2015

User Types

User Type	Accounting Code
Active Directory User Fee	(Unknown)
EDMS User Fee	325.0-30-075200
County Exchange Email	040.8

3

Return

Figure 18 - AD User Detail

	A	B	C	D	E	F	G
	Name	Login ID	OU	User Type	Customer Number	Division	Charge Code
1		ABOKNECHT	DHSLR-USERS/USERS/DHS	Shared File & Print User Fee	325.3	16	201620
2		AMCCREA	DHSLR-USERS/USERS/DHS	Shared File & Print User Fee	325.3	16	201620
3		ATOFSRUD	DHSLR-USERS/USERS/DHS	Shared File & Print User Fee	325.3	16	201620
4		AWINNEGGE	DHSLR-USERS/USERS/DHS	Shared File & Print User Fee	325.3	16	201620
5		ABORCHARDT	DHSLR-USERS/USERS/DHS	Shared File & Print User Fee	325.3	16	201620
6		AHULTGREN	DHSLR-USERS/USERS/DHS	Shared File & Print User Fee	325.3	16	201620
7		BREED	DHSLR-USERS/USERS/DHS	Shared File & Print User Fee	325.3	16	201620
8		BBOSSMAN	DHSLR-USERS/USERS/DHS	Shared File & Print User Fee	325.3	16	201620
9		CBERCIER	DHSLR-USERS/USERS/DHS	Shared File & Print User Fee	325.3	16	201620
10		CLAZETTE	DHSLR-USERS/USERS/DHS	Shared File & Print User Fee	325.3	16	201620
11		CPAULSEN	DHSLR-USERS/USERS/DHS	Shared File & Print User Fee	325.3	16	201620
12		CBRYCE	DHSLR-USERS/USERS/DHS	Shared File & Print User Fee	325.3	16	201620
13		CDEVIER	DHSLR-USERS/USERS/DHS	Shared File & Print User Fee	325.3	16	201620
14		CDEVIER	DHSLR-USERS/USERS/DHS	EDMS User Fee	325.3	63	750200
15		CDEVIER	DHSLR-USERS/USERS/DHS	Email Quota	325.3		750200
16		DMHALONE	DHSLR-USERS/USERS/DHS	Shared File & Print User Fee	325.3	16	201620
17		DSANDVIK	DHSLR-USERS/USERS/DHS	Shared File & Print User Fee	325.3	16	201620
18		DLEE	DHSLR-USERS/USERS/DHS	Shared File & Print User Fee	325.3	16	201620
19		DKIINA	DHSLR-USERS/USERS/DHS	Shared File & Print User Fee	325.3	16	201620

Figure 19 - OU Export Example

EKS searching will return the location of the EKS and the features tied to it (Fig. 20). Clicking on a line from the returned search results will display the details of the individual EKS (Fig. 21). This information can be exported into .csv or Excel.

Recurring Charges are bill codes that appear on the customer's bill monthly and are consistently the same cost each month. Examples are the Technology Fee, Records Management, Application Hosting (Websphere, SQL, Oracle, ConnectND), IVR charges, and some miscellaneous charges. These charges are searchable from a variety of options (Fig. 22). This information is exportable as .csv or Excel. Clicking on a line from the returned search results will display the details of the Recurring Charge.

Telecom Numbers allows you to search for details pertaining to a specific phone number, type of number (phone, 800, calling card, etc.) phone type (basic, analog, etc), or phone feature by expanding the Advanced Options. For example, Figure 23 shows a search for any phones with voice mail. This information is exportable as .csv or Excel. Clicking on a line from the returned search results will display the details of that specific phone number (Fig. 24).

WAN Access allows you to search for details pertaining to end point connectivity. Some advanced search options include circuit id, end point City and end point County (Fig. 25). When viewing a search, the columns displayed can be sorted by clicking on the column heading. They can be rearranged in any order by holding the click of a column header and dragging it to a new location. You can also group the search results by dragging a column header to the space above the display. This information is exportable as .csv or Excel. Clicking on a line from the returned search results will display the details of the WAN Access record (Fig. 26).

EKSs

Search
View

Search Criteria

Deactivated:

Yes

No

Accounting Code Select

Customer No.: Division: Charge Code:

Selected Accounting Code(s):
Click Add to add selected accounting code to the search.

Number of Results: 5

EKS Name	Accounting Code			Reference Phone Nos.	1FBs	Stations	Extensions	Analog Ports	Speaker Phones	Display Phones	Voice Mails
	Customer No.	Division	Charge Code								
720 DEVILS LAKE EKS	720.0	19	DEVILS LAKE	3	0	7	2	1	0	0	0
720 DICKINSON EKS	720.0	19	DICKINSON	5	0	7	1	1	0	7	5
720 LONETREE EKS	720.0	19	LONETREE	3	0	9	3	1	0	0	6
720 RIVERDALE EKS	720.0	19	RIVERDALE	7	0	6	0	1	0	6	5

Figure 20 - EKS Search Screen

EKSs

Search
View

EKS: 720 LONETREE EKS

✔ Active

Feature Details

Stations: 9

Extensions: 3

Analog Ports: 1

Speaker Phones: 0

Display Phones: 0

Voice Mail: 6

Attachments

No Attachments

General Details

Name: 720 LONETREE EKS

Accounting Code: 720.0-19-LONETREE

Associated Phone Nos.

Phone No.	Type	Accounting Code	Dept. ID
701-328-2211	EKS Reference	(Unknown)	
701-324-2214	EKS Reference	(Unknown)	
701-324-2411	EKS Reference	(Unknown)	

Return

Figure 21 - EKS Details

Recurring Charges

Search
View

Search Criteria

Bill Code(s):
2 Selected

Accounting Code Select

Customer No.: Division: Charge Code:

Selected Accounting Code(s):
Click Add to add selected accounting code to the search.

Advanced Options

Description: WMS Work Order #: Start Month Range: -

Comments: WMS Service Req. #: End Month Range: -

Number of Results: 2

Drag a column here to group by that column.

Bill Code	Units	Rate	Charge Amount	Accounting Code(s)	Active Months
DP 570 - Technology Fee	152.0	\$49.50	\$7,524.00	720.0-19-BASE All	
TC 400 - Interactive Voice Response	1.0	\$130.00	\$130.00	720.0 All	

Figure 22 - Recurring Charges

20

Telecom Numbers

Search View

Search Criteria

Telecom No.: Type: Phone Type:

Accounting Code Select

Customer No.: Division: Charge Code:

Add

Selected Accounting Code(s):
Click Add to add selected accounting code to the search.

Advanced Options

Agent ID: Reference No.: Vendor: Customer Note:

Deactivated: Deactivated Date Range: -

Features

Has Extensions:

Add-on Display Call Recording Mobile Suite Cell Phone Mobile Suite Smart Phone

Symposium Call Center Voice Mail

Clear Search Export

Number of Results: 72

Telecom No.	Type	Accounting Code			Features
		Customer No.	Division	Charge Code	
701-253-6487	Phone	720.0	19	JAMESTOWN	Voice Mail
701-253-6485	Phone	720.0	19	JAMESTOWN	Voice Mail
701-253-6484	Phone	720.0	19	JAMESTOWN	Voice Mail
701-253-6483	Phone	720.0	19	JAMESTOWN	Voice Mail

Figure 23 - Voice Mail Search

Telecom Numbers

Search View

Telecom Number: 701-253-6485

Active

Setup Fees

No Setup Fees

Bill Charges

No invoiced charges found for this telecom number.

General Details

Deactivated: No

Deactivation Month:

Telecom No.: 701-253-6485

Type: Phone

Phone Type: Display

Accounting Code: 720.0-19-JAMESTOWN

Features

Extensions: 0

Feature
<input checked="" type="checkbox"/> Add-on Display
<input checked="" type="checkbox"/> Call Recording
<input checked="" type="checkbox"/> Mobile Suite Cell Phone
<input checked="" type="checkbox"/> Mobile Suite Smart Phone
<input checked="" type="checkbox"/> Call Center
<input checked="" type="checkbox"/> Voice Mail

Return

Figure 24 - Telecom Number Detail

WAN Access

Search
View

▼ Search Criteria

Bill Code(s):

Accounting Code Select

Customer No.:

Division:

Charge Code:

Selected Accounting Code(s):
 720.0

⊖ Advanced Options

Circuit ID:

County:

Connection Month Range: -

City:

Disconnection Month Range: -

WAN Type:

WAN Code:

Number of Results: 7 (8 Charge Records)

Drag a column here to group by that column.

WAN Access						Charge Records				
Circuit ID	City	County	Location	Circuit Cost	Total Charge	Bill Code	Units	Rate	Charge	Accounting Code
12929351	Riverdale	McLean	RIVERDALE GAME AND FISH		\$175.00	DP 505	1.0	\$175.00	\$175.00	720.0-19-RIVERDALE
23046BSMRWLST	Williston	Williams	Game & Fish		\$815.00	DP 510	1.0	\$765.00	\$765.00	720.0-19-Base
						DP 520	1.0	\$50.00	\$50.00	720.0-19-Base

Figure 25 - WAN Access Search

22

WAN Access

Circuit ID: 12929351
Charge Amount: **\$175.00**

Setup Fees
No Setup Fees

Attachments
No Attachments

General Details

Circuit ID: 12929351

Wan Access Code: Broadband

City: Riverdale

County: McLean

Location: RIVERDALE GAME AND FISH

Circuit Cost:

Comments:

Charge Records

Accounting Code: 720.0-19-RIVERDALE
Charge Amount: **\$175.00**

Expense Details

Bill Code: DP 505 - WAN Access Broadband Addon

Units: 1.0

Rate: \$175.00

Accounting Code: 720.0-19-RIVERDALE

Dept. ID: 1150 (Overhead)-br/>3950

Overhead: Yes

Billable: Yes

Misc Details

WAN Access Type:

Account ID: 12929351

Bill-Back Charge: \$205.00

WMS Work Order #:

WMS Service Request #:

Connection Month: 01/2015

Disconnection Month:

Description:

Comments:

Figure 26 - WAN Access Record Detail

My Departments tab will allow you to do some system setup for your account. This tab is used to add unique descriptions to the charge codes on your ITD bill, add/edit/remove user access to BILLIT, and to view or print ITD’s latest rate sheet.

The Charge Code Description can be used for your own needs. An example may be to tie a Federal Grant number to the charge code on your ITD bill. This field has a maximum length of 35 alpha-numeric characters (Fig. 27).

Invoices Charges Reports ▾ Reference Objects ▾ My Departments ▾

Home / Settings / Charge Code Descriptions

Charge Code Descriptions

Search Criteria

Customer Number Select

112.0 - Information Tech Dept

Charge Code: Description:

Expand To: [Customer Number](#) / [All](#)

Customer Number ✕

Customer Number	Charge Code	Description
Customer Number: 112.0		
112.0	2011 WFS GEN	
112.0	2012 WFS GEN	
112.0	2013-ES-GENERAL	Federal Grant #123456789ABCDEFGH
112.0	2014 GENERAL	
112.0	2014-ES-GENERAL	
112.0	2015 GENERAL	
112.0	ADMIN GEN HDR	

Figure 27 - Charge Code Description

People section is used to manage who has access to your account within BILLIT. Only ITD Admins can set up Lead Coordinators. From there, a Lead Coordinator can set up another Lead Coordinator or a System User. System Users can utilize the application, but cannot edit users.

Only ITD Admins can grant “first time” access to an account to a Lead Coordinator. A Lead Coordinator can then grant account access to any user they add as long as the Lead Coordinator has access to the account themselves (Fig. 28).

The View Rate Schedule will create a document from the current rates for ITD services. This is displayed in a web page format and can be printed or saved as needed.

People

Search Add View

Add Person

General Details

*Person Type:

*First Name:

Middle Initial:

*Last Name:

*Login ID:

*Email:

*Phone No.:

Misc. Details

*Receives Invoices:
 Yes No

*Can View Call Records:
 Yes No

WMS Work Order No.:

WMS Service Request No.:

Customers

Add Customer

Cancel Add

Figure 28 - Add People

The BILLIT application will be supported on the following web browsers:

Internet Explorer 11.0 and higher.

Chrome 43 and higher.

Firefox 36 and higher.