UNDERSTANDING YOUR COMMUNICATIONS SERVICES
ACCOUNT USAGE REPORT

Each month you will receive a report of charges. The reports are organized and summarized by General Ledger Account Number, then by customer (referred to as a subscriber), then itemized for each service. All charges for a service are listed under the service.

Services you may see listed on your summary are:

Voice – with a campus telephone number.

Voice Mail – with a mailbox number. Child mailboxes are each listed as an individual service with their mailbox numbers.

Calling Card – with the Calling Card Number.

Authorization Code – with the identifier AUTH-nnnn, where nnnn is a fictitious 4-digit number.

Cable Television – with the service location.

Passthru/Other – for off-campus lines or circuits. These charges may originate from external vendors.

Private Line – Used for dedicated cable pair rentals.

Radio – with the 800Mhz Radio Serial Number.

Infrastructure – This section may contain workorder charges which are not associated with a particular service, such as wiring installation or system setup.

Key Areas of the Usage Report

The first page printed for each account summarizes the activity for all subscribers billing to that Account Number.

1 The *Account Number* is the General Ledger Account receiving the charges. If you have requested charges to be submitted to specific Cost Centers, Cost Type, or Project elements, these will be listed following the account number, separated by dashes. Each combination of Account Number and Cost Center, Cost Type or Project will have a separate account summary.

2 The month during which the charges were incurred (*Billing Period*), and the date of the bill (*Bill Date*).

3 The *Subscriber Summary* lists the totals of charges, by type, for all services for each individual subscriber. This includes "Monthly Recurring Charges" (*MRCs),* and non-recurring (one-time) "Other Charges and Credits" (*OCCs).*

4 The *Account Summary* lists the totals of all charges for this account, totaled by the *Category* and General Ledger *Object Code*. Refer to http://www.commserv.ucsb.edu/rates/mrcocc_facstaff.asp for the list of services included in each Object Code.

Following the Subscriber Summary and Account Summary listings are the detail statements for each subscriber. All services assigned to that subscriber are listed, and charges for each service are itemized under the service.

5 The subscriber detail section will start on a new page for each subscriber, and lists services assigned to that subscriber.

6 Charges associated with each service will be listed in a section for that service. This may include workorder/repair charges.

7 Monthly (*Recurring*) and One-Time (*Non Recurring*) Charges, and different call types are summarized in their own sections.

8 The *Subscriber Detail Summary* lists the totals of charges for all services for each individual subscriber summarized by charge type and General Ledger *Object Code*. These totals will also be found by category in the *Subscriber Summary* (item 3).

For more information:
Visit: www.commserv.ucsb.edu
Call: 805-893-8700
Email: help@commserv.ucsb.edu

Page 1 detail:

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Account Usage Report
UCSB Communications Services            Billing Period: FEB 2005
Bill Cycle: BG                          Bill Date:      01-MAR-2005
Account Number: 8-999999-19900-3
Title:          MYTH-MYTHOLOGICAL STUDIES


Subscriber Summary

Subscriber              Local    Toll     MRC     OCC     Tax    Total

Anders, Julie            1.82     5.35   32.50   20.00    0.00   59.67
De Santo, Phillip        3.28    11.55   25.00    0.00    0.00   39.83
Konich, Mara             0.63    18.25   25.00    0.00    0.00   43.88
Waller, Andrea           5.95    11.55   25.00    0.00    0.00   42.50
Zist, Franklin           0.00     0.00   41.15    0.00    0.00   41.15

   Totals  (5)          11.68    46.70  148.65   20.00    0.00  227.03


Account Summary

Category         Object Code              Min:SS     Charge

Total Local      4120                     185:18      11.68
Total Toll       4125                     320:30      46.70
Total MRC        4110                                107.50
Total MRC        4155                                 41.15
Total OCC        4130                                 20.00

   Total  (5)                             505:48     227.03
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Page 2 detail:

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Account Usage Report                                          P.   2
UCSB Communications Services            Billing Period: FEB 2005
Bill Cycle: BG                          Bill Date:      01-MAR-2005
Account Number: 8-999999-19900-3
Title:          MYTH-MYTHOLOGICAL STUDIES


Subscriber: Anders, Julie              SubID:        9999999

Service:  Voice                8058931234


Recurring Charges (MRC)
Description                    Note          Qty      Rate     Charge
Feature Package 2000                           1      1.00       1.00
Data/Networking Surcharge                      1      6.50       6.50
Business Line                                  1     17.50      17.50

   Total  (3)                                                   25.00


Non Recurring Charges (OCC)
Description                    Note          Qty      Rate     Charge
Activate New Phone Line                        1     20.00      20.00

   Total  (1)                                                   20.00


Local Calls of significant duration or cost
Date  Time From #     To #        Place      St P C  Min:SS      Net

   Sub-Total  (0)                                     0:00      0.00

   Other Local Calls  (20)                           21:56      1.82
   Total  (20)                                       21:56      1.82


Overseas Calls
Date  Time From #     To #        Place      St P C  Min:SS      Net
02/02 12:12 8058939999 1491234567890 GERMANY    S      9:15      1.75
02/10 11:20 8058939999 134567890123 SPAIN       S      0:35      0.45
   Total  (2)                                          9:50      2.20


Toll Calls
Date  Time From #     To #        Place      St P C  Min:SS      Net
02/01 09:30 8058939999 4089991111 SOMEWHERE   CA W D    1:10      0.30
02/01 10:03 8058939999 9289992222 ANYWHERE    AZ W D    0:53      0.15
02/10 11:25 8058939999 4352221111 SOMEPLACE   UT W D   17:15      2.70
   Total  (3)                                          19:18      3.15


Service:  Voice Mail        31234


Recurring Charges (MRC)
Description                    Note          Qty      Rate     Charge

Voice Mail, Primary Mailbox                    1      7.50       7.50

   Total  (1)                                                    7.50


Subscriber Detail Summary

Category         Object Code              Min:SS     Charge

Total Local      4120                      21:56       1.82
Total Toll       4125                      29:08       5.35
Total MRC        4110                                 32.50
Total OCC        4130                                 20.00

   Total  (4)                              51:04      59.67
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