INTRODUCING THE NEW COMMUNICATIONS SERVICES
ACCOUNT USAGE REPORT

Our monthly account usage report has been revised to include more information and use less paper. And soon, you will also have the option of selecting the amount of detail you wish printed for each account, and updating the campus mail code. We hope you will find the report more useful and easier to read than the previous report.

Reports are sent by campus mail code. In each package you will find a cover sheet (not shown) that provides account totals and shows how much detail is printed.

For each account number the report is divided into three sections:

A The **Account Summary** provides a quick overview of the total charges to the account, with breakdowns by category of charges. If you have workorder charges, this section will include a summary by workorder.

B The **Subscriber Summary** provides a summary of charges for each subscriber, organized by service, totaled by charge types.

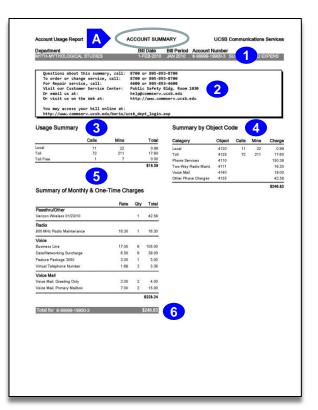**C** The **Subscriber Detail** section provides a detailed itemization for services assigned to each subscriber.

Key Points of the Usage Report

The first page printed for each account summarizes the activity for all subscribers billing to that Account Number.
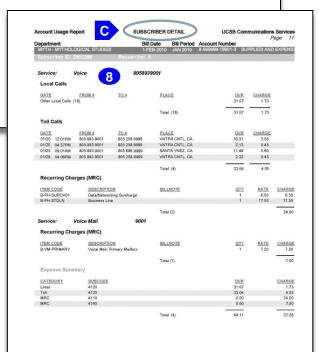
1 The *Bill Date* shows the month for which these charges appear in the ledger. The *Bill Period* is the month when the charges were incurred (generally the previous month.) The *Account Number* is the General Ledger or BA/RC Account receiving the charges. If you have requested charges to be submitted to specific Cost Center, 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 new "message" section provides contact information and any notices.

3 The *Usage Summary* shows totals for telephone call types.

4 The *Summary by Object Code* provides the totals corresponding to charges you see in the General Ledger. Refer to http://www.commserv.ucsb.edu/rates/mrcocc_facstaff.asp for the list of services included in each Object Code.

5 The new *Summary of Monthly & One Time Charges* shows totals of charges, by service type. This includes "Monthly Recurring Charges" (*MRCs),* and non-recurring (One-Time) "Other Charges and Credits" (*OCCs).*

6 The *Total for Account* lists the total of Usage, Monthly, and One-Time Charges for this account.

7 **The Subscriber Summary has been redesigned to show totals for each service assigned to a subscriber.**

8 **The Subscriber Detail section provides individual call records and details of each billing code. Each subscriber will start on a new page. From our website, www.commserv.ucsb.edu, you will be able to choose to save paper by allowing more than one subscriber to be printed per page, or by eliminating the Subscriber Detail section entirely.**

For more information:
Visit: www.commserv.ucsb.edu
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