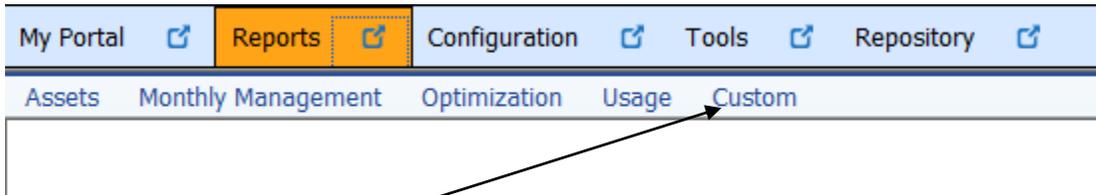
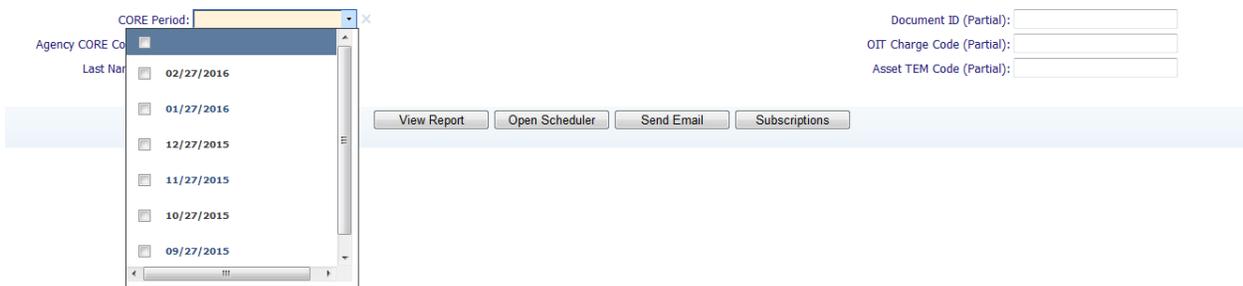


Instructions for OIT's New Custom Report

As part of our ongoing efforts to better our customer service, we have asked our vendor to create a report which will provide our customers with more documentation that will outline in greater detail the charges that make up their telecom bills. The following paragraphs will outline how to run the new custom report and will define what the different criteria fields mean.



- 1) Log into TEM Suite and click on the Reports tab. Under the Report tab click Custom which will load the State of Colorado CORE Report we have created.



- 2) Now the criteria for the report must be set. Choose the billing period you want to run the report on. Please note that our telecom billing cycle runs from the 28th to the 27th. For example, July's billing period would be June 28th to July 27th.
- 3) After the billing period is selected the following criteria must be filled in prior to running the report. These criteria fields are defined as follows:

Agency Core Code – This is the accounting template for the agency as found in CORE and is found on the IET1 document on the Second Party Accounting line.

Last Name – The last name of the employee who is being searched

Document ID – This is the Document ID for the transactions in CORE. (This would be the field populated if you were looking up a specific transaction that occurred in CORE.)

OIT Charge code – The accounting template that OIT uses for revenue recognition

Asset TEM Code – This is the Template or Asset Organization description as found in TEMS.

Instructions for OIT's New Custom Report

4) Once all the criteria is entered hit view report and the report will look like the example below.

|  | | State of Colorado CORE Lookup Report | | | | | | Page: 1 of 1 | |
|---|------------------|---|---------------------|--|------|---------|------------------------------|--------------|--|
| Generated on: 4/8/2016 9:11:44 AM | | | | Accounting Period: 01/28/2016 - 02/27/2016 | | | | | |
| Document ID | Charge Type | OIT Charge Code | Agency CORE Code | TEMS Code | Site | Asset | Employee Name | Amount | |
| AC16000913 | Audio Conf Usage | EGBA-AC-3607 | EGBA-ACAAAA001-0001 | EGBA-ACAAAA001-0001 | CAC | 1272104 | WEBER, JOHN | 30.71 | |
| AC16000913 | Audio Conf Usage | EGBA-AC-3607 | EGBA-ACAAAA001-0001 | EGBA-ACAAAA001-0001 | CAC | 4099462 | CLYMER, ABBEY | 18.64 | |
| AC16000913 | Audio Conf Usage | EGBA-AC-3607 | EGBA-ACAAAA001-0001 | EGBA-ACAAAA001-0001 | CAC | 5401771 | D'AGOSTA, SABRINA | 0.04 | |
| AC16000913 | Audio Conf Usage | EGBA-AC-3607 | EGBA-ACAAAA001-0001 | EGBA-ACAAAA001-0001 | CAC | 8533057 | Jolina Lewis, CONF MODERATOR | 5.54 | |
| Document ID AC16000913 Total: | | | | | | | | 54.94 | |
| Grand Total: | | | | | | | | 54.94 | |

Generated for: MS-COLORADO\Administrator

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4/13/2016 1:20:55 PM

The definitions for the columns are the same as provided before, and the columns not previously defined are:

Charge Type – This is the type of charge. OIT charges customers back for audio conferencing, long distance and equipment.

Site – This field is an identifier for TEMS. In the example above CAC is Century Link Audio Conferencing

Asset – This is the asset identification/ phone number and can be used to further analyze phone transactions in TEMS.

The intent of this report is to easily identify the charges occurring on our customers' telecom bills, and more detailed information can be found using the various other reports available in TEMS. We hope that agencies find this report useful in their reconciliation process. If anyone has questions in regards to this report, please contact the OIT Telecom billing team at OIT_telecombills@state.co.us