

DTS Billing Portal Training

- Phone Billing Detail
- Direct Purchases
- Agency Summary Bill



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Welcome to the State of Utah

Department of Technology Services

Get Help Products My Links

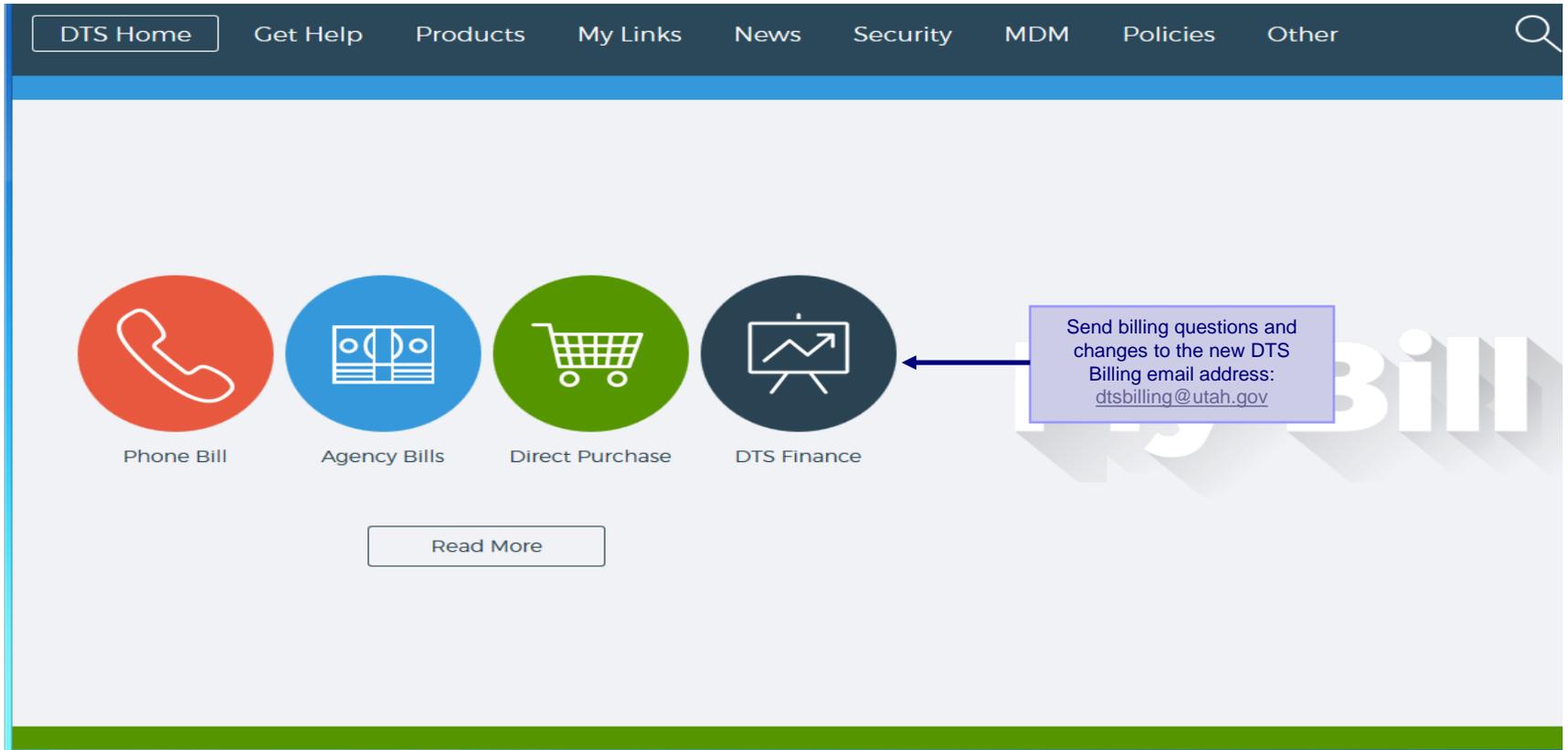
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Employee
Metrics
My Bill
Projects

<https://dts.utah.gov/my-bill>

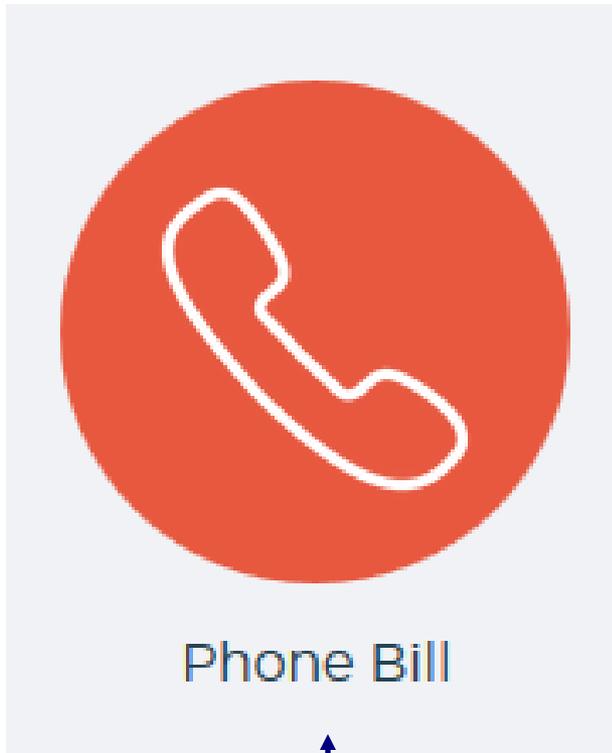
Welcome to the New DTS

- Go to <https://dts.utah.gov/>
- Go to “Other” and choose “My Bill”



- **Phone Bill:** View usage on your personal and employee's phone bill. View your Agency's phone bill usage for Units you have been given access to.
- **Direct Purchases:** View your department purchases that have gone through the DTS procurement process. Use this information to look up invoices in Service Now.
- **Agency Bills:** View DTS monthly DP and Telecom charges. Download reports or spreadsheets for your reconciliation and analysis. Drill down for detail.

Phone Billing Detail



Click on "Phone Bill"

- Viewing your personal phone bill
- Manager view staff's phone bill
- Administrator access
 - View Dept phone bill by Unit
 - Exporting phone bill into Excel
 - Giving view and grant access

Send email to dtsbilling@utah.gov with your name, phone number and email address if you see a message
“No Phone Number for Employee”

Online Telephone Lookup Screen

- Home
- Personal Manager
- Logout

Detailed Phone Bill

Billing Information

Department: Dept of Technology Servic
 Billing Id: 105572

Miscellaneous Numbers in this Billing ID

Line Items

Line Number	Description	Account Code	Quantity	Charges
	LONG DISTANCE ACCESS CHARGE	110 3121ITACCOUNTG6680	1	\$1.00
	MONTHLY TELECOMMUNICATION SVC	110 3121ITACCOUNTG6680	1	\$27.00
	VOICE MAIL BOX	110 3121ITACCOUNTG6680	1	\$3.50

Total Monthly Service Charges

3 **\$31.50**

Monthly Invoice Detail

Date	Time	Number Called	City	State	Call Type	Min	Charges
09-21	09:30	801-775-3465	CLEARFIELD	UT	Long Dist	33	\$1.65

Total Call Detail for Line Number

33 **\$1.65**

< Previous Month Current Month Next Month >

■ **Line Items**

- Regular Monthly Charges

■ **Monthly Invoice Detail**

- Long Distance Charges
- Reimburse Dept for personal calls

■ **Past Monthly Billing**

- Previous Month
- Current Month
- Next Month

If you do not see all your employees, send an email to DTS Billing with their name, phone number, and email address

Bill Boudreau

Online Telephone Lookup Screen

- Home
- Personal
- Manager
- Logout

Summary Phone Bill
Dept of Technology Servic
September 2012

Click on Manager to view list of employees

Department: Dept of Technology Servic
Manager:

Employee Summary

Billing ID	Monthly Service	Long Distance	Cellular/ Page	WAN	One Time Charges	Total
	31.50	1.15	\$0.00	\$0.00	\$0.00	32.65
	30.50	1.00	\$0.00	\$0.00	\$0.00	31.50
	31.50	2.60	\$0.00	\$0.00	\$0.00	34.10
Total					\$98.25	

View Totals by Date Range

From:

To:

- **Manager** option will show in menu on the left

- View all employees based on HR.

- **Employee Summary**

- List of manager's employees
 - Click on name to see the detail

- **Date Range:**

- Previous Month
- Current Month
- Next Month
- Select Date Range

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DTS
DEPARTMENT OF TECHNOLOGY SERVICES

Online Telephone Lookup Screen

Home
Personal Manager
Department
Export
Administration
Service Order
Logout

Summary Phone Bill
Dept of Technology Serv (DET)
September 2012

Billing Information
Department: 110 Dept of Technology Services
Administrator

Department Summary

Unit	Monthly Service	Long Distance	Cellular/ Page	WAN	One Time Charges	Total
0111	783.50	20.72	\$0.00	\$0.00	\$0.00	804.22
2101	229.00	0.00	\$0.00	\$0.00	\$0.00	229.00
2108	198.00	0.25	\$0.00	\$0.00	\$0.00	198.25
2132	157.50	34.15	\$0.00	\$0.00	\$0.00	191.65
2311	56.00	0.00	\$0.00	\$0.00	\$0.00	56.00
2312	5011.00	32.20	\$0.00	\$0.00	\$0.00	5043.20
2315	261.50	4.60	\$0.00	\$0.00	\$0.00	266.10
2321	14895.56	382.95	\$0.00	\$0.00	\$0.00	15278.51

View Totals by Date Range

From: -Select Month- -Select Year-
To: -Select Month- -Select Year-
Submit Date Range
< Previous Month Current Month Next Month >

Click on **Service Order** to request any necessary changes to phone bill. (Name, Disconnects, ELCID, etc.)

Department 110 Unit 3131
September 2012

Long Distance

Unit	Name	Date	Time	CallFromNumber	CallToNumber	City	State	Min	Charge
3131	Dts Conference Room	09-04	09:39	801-538-3094	512-263-1858	BEE CAVES	TX	01	0.05
3131	Dts Sun Room	09-25	08:29	801-538-3434	801-602-2060	PROVO	UT	87	4.35

Total Long Distance for Unit \$4.40

Monthly Service

Unit	Name	CallFromNumber	Charge	Description
3131	Block Calls	801-133-4099	3.50	VOICE MAIL BOX
3131	Department Of Technology Services	801-537-9000	1.00	LONG DISTANCE ACCESS CHARGE
3131	Department Of Technology Services	801-537-9000	27.00	MONTHLY TELECOMMUNICATION SVC
3131	Its - Conf - 15	801-538-1700	1.00	LONG DISTANCE ACCESS CHARGE
3131	Its - Conf - 15	801-538-1700	27.00	MONTHLY TELECOMMUNICATION SVC
3131	Conf Bridge 23	801-538-1711	1.00	LONG DISTANCE ACCESS CHARGE
3131	Conf Bridge 23	801-538-1711	27.00	MONTHLY TELECOMMUNICATION SVC
3131	Its - Conf - 9	801-538-1756	1.00	LONG DISTANCE ACCESS CHARGE
3131	Its - Conf - 9	801-538-1756	27.00	MONTHLY TELECOMMUNICATION SVC
3131	Dts Conference Room	801-538-3094	1.00	LONG DISTANCE ACCESS CHARGE
3131	Dts Conference Room	801-538-3094	27.00	MONTHLY TELECOMMUNICATION SVC

Long Distance detail per phone number will show in the top section.

Regular Monthly services and OTC (Adj) will show in the bottom section.

- **Department** option will show in menu on the left
- **Department Summary**
 - List of Units you have been given access to

- **Date Range**
 - Select more than one month
 - Select previous month's bill
- **Click on the Unit to view the detail**

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DTS
DEPARTMENT OF TECHNOLOGY SERVICES

Online Telephone Lookup Screen

- Home
- Personal Manager
- Department
- Export
- Administration
- Service Order
- Logout

Click on Export

Unit Export - Internet Explorer, optimized for Bing and MSN
http://billingdetails.dts.utah.gov/UnitExport.aspx

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DTS
DEPARTMENT OF TECHNOLOGY SERVICES

Export

Department: 110

Select Units to Export

- 3101
- 3103
- 3121
- 3122
- 3123
- 3131
- 3132

From: July 2012

To: September 2012

Export

Select your Department and Units you want to Export
Use the Ctrl or Shift key to select multiple units

	3	\$31.50
Type	Min	Charges
	0	\$0.00

■ Export Option

- See phone detail in an Excel document to create a more manageable report
- See your detail for all of your Departments or choose specific Units
- See your detail for a specific Month or a Range of Months

LongDistanceData.xls - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

From Access From Web From Text From Other Sources Existing Connections Refresh All Connections Sort & Filter Filter Clear Reapply Advanced Text to Columns Remove Duplicates Data Validation Data Tools Consolidate What-If Analysis Group Ungroup Subtotal Outline Analysis

B9 Dts Conference Room

1	Period: 07 - 2012 through 09 - 2012													
2	UNIT	NAME	CALLDATE	CALLTIME	CALLFROMNUMBER	CALLTONUMBER	CITY	STATE	CALLDURATION	CHARGE				
3	3131	Department Of Technology Services	16-Jul	16:00	801-537-9000	801-626-3100	OGDEN MAIN	UT	2	0.1				
4	3131	Department Of Technology Services	17-Jul	13:52	801-537-9000	703-230-4751	HERNDON	VA	4	0.2				
5	3131	Department Of Technology Services	22-Aug	13:41	801-537-9000	801-394-9774	OGDEN MAIN	UT	1	0.05				
6	3131	Department Of Technology Services	29-Aug	16:36	801-537-9000	831-262-2208	SALINAS	CA	5	0.25				
7	3131	Department Of Technology Services	29-Aug	16:52	801-537-9000	831-262-2208	SALINAS	CA	6	0.3				
8	3131	Dts Conference Room	11-Jul	12:06	801-538-3094	408-974-6078	SAN JOSE W	CA	15	0.75				
9	3131	Dts Conference Room	18-Jul	13:44	801-538-3094	435-592-5646	CEDAR CITY	UT	1	0.05				
10	3131	Dts Conference Room	19-Jul	9:36	801-538-3094	801-861-7890	PROVO	UT	18	0.9				
11	3131	Dts Conference Room	1-Aug	15:01	801-538-3094	850-559-5302	TALLAHASSE	FL	38	1.9				
12	3131	Dts Conference Room	15-Aug	13:04	801-538-3094	435-688-3110	ST GEORGE	UT	99	4.95				
13	3131	Dts Conference Room	4-Sep	9:39	801-538-3094	512-263-1858	BEE CAVES	TX	1	0.05				
14	3131	Dts Sun Room	26-Jul	8:00	801-538-3434	636-277-0131	ST CHARLES	MO	2	0.1				
15	3131	Dts Sun Room	26-Jul	8:02	801-538-3434	636-277-0131	ST CHARLES	MO	2	0.1				
16	3131	Dts Sun Room	26-Jul	8:06	801-538-3434	312-878-3078	CHICAGO	IL	62	3.1				
17	3131	Dts Sun Room	31-Jul	8:29	801-538-3434	801-602-2060	PROVO	UT	85	4.25				
18	3131	Dts Sun Room	15-Aug	15:12	801-538-3434	630-869-1013	DOWNERSGRV	IL	70	3.5				
19	3131	Dts Sun Room	15-Aug	15:01	801-538-3434	630-869-1013	DOWNERSGRV	IL	9	0.45				
20	3131	Dts Sun Room	15-Aug	15:11	801-538-3434	630-869-1013	DOWNERSGRV	IL	1	0.05				
21	3131	Dts Sun Room	25-Sep	8:29	801-538-3434	801-602-2060	PROVO	UT	87	4.35				
22	3131	Front Desk Fax 6th Flr Receipt	10-Aug	9:50	801-538-3622	801-334-4301	OGDEN NO	UT	3	0.15				
23	3131	Front Desk Fax 6th Flr Receipt	10-Aug	10:04	801-538-3622	801-764-0222	PROVO	UT	2	0.1				
24	3131	Front Desk Fax 6th Flr Receipt	31-Aug	10:57	801-538-3622	520-844-7090	TUCSON	AZ	1	0.05				
25	3131	Paul Tonks	3-Jul	11:51	801-538-9501	303-312-7290	DENVER	CO	4	0.2				
26	3131	Paul Tonks	5-Jul	14:28	801-538-9501	801-422-2034	PROVO	UT	1	0.05				
27	3131	Paul Tonks	6-Aug	16:34	801-538-9501	435-835-0762	MANTI	UT	2	0.1				
28	3131	Paul Tonks	6-Aug	16:26	801-538-9501	435-743-4225	FILLMORE	UT	7	0.35				
29	3131	Paul Tonks	8-Aug	10:45	801-538-9501	435-743-6608	FILLMORE	UT	5	0.25				
30	3131	Paul Tonks	27-Aug	9:54	801-538-9501	435-743-6522	FILLMORE	UT	2	0.1				
31	3131	Its / Training Room	11-Jul	11:45	801-538-9686	435-528-6142	GUNNISON	UT	1	0.05				
32	3131	Its / Training Room	11-Jul	9:40	801-538-9686	435-528-6142	GUNNISON	UT	2	0.1				
33	3131	Its / Training Room	12-Jul	15:36	801-538-9686	435-528-6142	GUNNISON	UT	2	0.1				
34	3131	Its / Training Room	12-Jul	15:41	801-538-9686	435-262-0957	FAIRVIEW	UT	4	0.2				
35														
36	UNIT	NAME	CALLFROMNUMBER	CHARGE	DESCRIPTION									
37	3131	Block Calls	801-133-4099	3.5	VOICE MAIL BOX									
38	3131	Department Of Technology Services	801-537-9000	1	LONG DISTANCE ACCESS CHARGE									
39	3131	Department Of Technology Services	801-537-9000	27	MONTHLY TELECOMMUNICATION SVC									
40	3131	Its Conf Rm	801-538-1700	1	LONG DISTANCE ACCESS CHARGE									

Ready

Excel Report Example

**Online Telephone
Lookup Screen**

- Home
- Personal
- Manager
- Department
- Export
- Administration ←
- Service Order
- Phone No Setup
- Logout

User/Role Administration

Administrators/Roles

EIN	Name	Role	Granted By	Date
184730	Adam Herendeen	View ▾	103856	Delete
167636	Adriana Moreno	View ▾	177548	Delete
103856	Alice Moffat	Grant ▾	112004	Delete
168766	Alisa Westenskow	View ▾	137686	Delete
169109	Alisha Johnson	View ▾	118696	Delete
135768	Alisha Pritchard	View ▾	101784	Delete
137232	Allyson Spevak	View ▾	142250	Delete
111559	Alyn Lunceford	View ▾	172009	Delete
170326	Amanda Robinson	View ▾	101784	Delete
104875	Amy Casterline	View ▾	117337	Delete
166105	Amy Daly	View ▾	177548	Delete
106723	Amy Steadman	View ▾	162309	Delete
140219	Andrea Lynn Riddle	View ▾	150155	Delete

Click on Administration to view and give access to users.

■ **Administrators**

- Give access to Units in your Dept
- Can only give access to others in your Dept
- Phone detail is private information

■ **Access to Different Roles:**

- **View:** See detail for Units allowed
- **Grant:** Give access to Units allowed

See "Online Phone Bill – Giving Access" process for instructions on how to set up users

Direct Purchases



Direct Purchase

Click on "Direct Purchases"

- View items bought by DTS on behalf of the agencies
- Billing is processed the beginning of each week
 - Bills for invoices paid the prior week
- Billed on an IET document
- View invoices in Service Now

Direct Purchases

DTS processes the direct purchases the first business day of each week for purchases made the prior week.
 Direct Purchases are items bought by DTS on behalf of the agencies. The cost for these items are then passed back to executive branch agencies.
 Please select your department and date range.

Search by Department

Departments: From: To:

Choose your Department from the drop down menu.

Search Results

Date	Unit	Document Code	Document Id	Description	Amount	Vendor
10/08/2014	4302	PRC	50000001653	HSSAMHSMHS,,FY15 CONSULTING FOR DHS - RAJINDER ARORA	1837.5	COMSYS SERVICES LLC
10/08/2014	4302	PRC	50000001652	HS6111HMSO,,FY15 CONSULTING FOR DHS - BRADLEY LOVELAND	7823.4	COMSYS SERVICES LLC
10/08/2014	4302	PRC	50000001651	HS6111HMOD,,FY15 CONSULTING FOR DHS - RAJINDER ARORA	6312.5	COMSYS SERVICES LLC
10/08/2014	4302	PRC	50000001649	HSSAMHSMHS,,FY15 CONSULTING FOR DHS - CASEY LOVELAND	1110.72	COMSYS SERVICES LLC
10/08/2014	4302	PRC	50000001650	HS8111HMOD,,FY15 CONSULTING FOR DHS - HERMANN ALMAS	7120	COMSYS SERVICES LLC
10/08/2014	4302	PRC	50000001648	HS6111HMOD,,FY15 CONSULTING FOR DHS - STUART SCHROEDER	6099.6	COMSYS SERVICES LLC
10/08/2014	4302	PRC	50000001652	HS6111HMSO,,FY15 CONSULTING FOR DHS - CASEY LOVELAND	4455	COMSYS SERVICES LLC
10/08/2014	4302	PRC	50000001663	HSSAMHMCA,,CUST #1014973	93.15	EN POINTE TECHNOLOGIES SALES INC
10/08/2014	4302	PRC	50000001663	HSSAMHMCA,,CUST #1014973	143.31	EN POINTE TECHNOLOGIES SALES INC
10/08/2014	4302	PRC	50000001663	HSSAMHMCA,,CUST #1014973	1183.53	EN POINTE TECHNOLOGIES SALES INC

Export into an Excel Spreadsheet

Trans ID	Dollars	Line Desc	Fisc Mo	Fisc Yr
IET110504B2870011	1,183.53	PRC EN POINTE TECHNOLOGIES SALES INC CUST #1014973	4	2015
IET110504B2870012	143.31	PRC EN POINTE TECHNOLOGIES SALES INC CUST #1014973	4	2015
IET110504B2870032	93.15	PRC EN POINTE TECHNOLOGIES SALES INC CUST #1014973	4	2015

■ **IET Document ID format 504B2870011**

- 1st Digit: Last number in Fiscal Year (FY15 = 5)
- 2nd & 3rd Digit: Fiscal Period (4th Period = 04)

■ **Find details on Direct Purchases**

- Select the week prior to the IET date as the Date Range
- Find the Document ID that matches the IET Description

Service Now

Dept. of Technology Services

Sara Brown

Invoices **New** Go to Payment Document Number *50000001663

All > Payment Document Number contains 50000001663

Number	Payment Document Type	Payment Document Number	Amount	Invoice Number	Purchase Order Number	Vendor
INV0006895	PRC	PRC - 110- 50000001663	\$1,419.99	92836175	DO - 110- 50000001315	EN POINTE TECHNOLOGIES SALES INC

Total \$1,419.99

Actions on selected rows...

■ Go to Service Now

- <https://utah.service-now.com>
- Enter “Invoice” into the search box under your name
- Click on the “Invoice” link under “Accounts Payable”

■ Accounts Payable

- **Go to:** Select “Payment Document Number”
- Enter “*” then the Document ID
- Click the INV# to open the payment information

Contact DTS Billing if Document ID is not in Service Now

Invoices - INV0006895
sys_attachment.do 1 / 1

Manage Attachments (1): 92836175.pdf [rename] [view] ←

Number: INV0006895

* Invoice Number: 92836175

Purchase Order Number: DO - 110- 50000001315

Request Number: REQ0022804

Contract:

Vendor: EN POINTE TECHNOLOGIES SALES INC

* Amount: \$ 1,419.99

Invoice Date:

Due Date:

AP Received Date:

Remaining Balance: 0.00

En Pointe Technologies Sales
18701 S. Figueroa St,
Gardena, CA 90248-4506

Phone: (310)337-5200
Fax: (310)258-2309
Website: www.enpointe.com

Invoice

Please Wire Payment in US Dollars To: California Republic Bank
ABA# 122244854
Acct#/Name: 3301001693/En Pointe Technologies

Please Remit Payment in US Dollars To: En Pointe Technologies Sales Inc.
P.O. Box 514429
Los Angeles, CA 90051-4429

Customer Account Number: 1014973

Billing Address

Attn : Accounts payable

UT - DEPT OF TECHNOLOGY SVC
Attn: Accounts Payable
1 STATE OFFICE BLDG FLR 6
SALT LAKE CITY UT 84114

Ship-To Party Address

UT-TECHNOLOGY SERVICES
ATTN: Michael Newman
1 State Office Building
SALT LAKE CITY UT 84114

Sold-to Party Address

UT - DEPT OF TECHNOLOGY SVC
1 STATE OFFICE BLDG FLR 6
SALT LAKE CITY UT
USA

Information

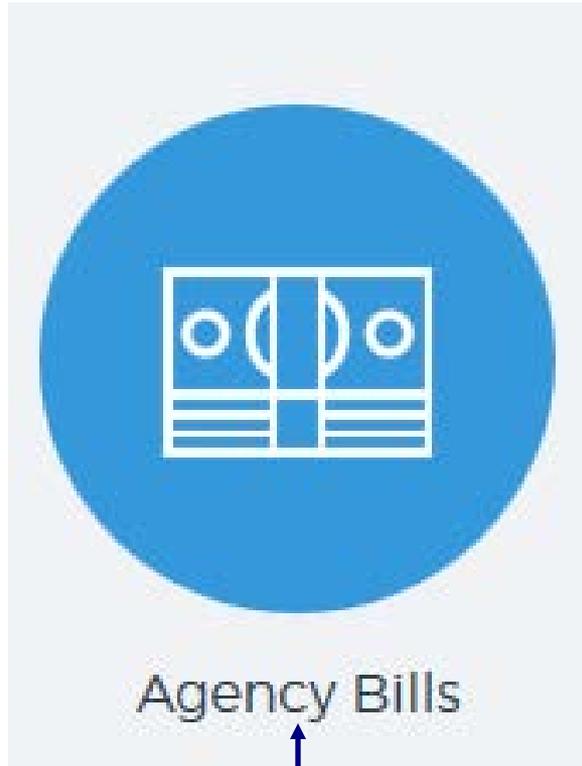
Invoice Number: 92836175
Document Date: 10/03/2014
Purchase Order No.: 50000001315
Payment Due Date: 10/28/2014
End User Contact: Michael Newman

Purchase Order Date: 10/02/2014
Sales Order Number: 2782644
Payment Terms: Net 25
Billing Date: 10/03/2014
Salesperson: Randy Everett

.....
SAVE TIME & MONEY. Receive your invoices electronically via EDI, E-mail, XML or Fax. Email your request to CreditCustomerCareCenter@enpointe.com or call 310-337-5200. We can set you up today!
.....
*To avoid late charges of 1.5% per month, pls pay by due date.
*F.O.B Destination supersedes terms on reverse.

- **View copy of invoice**
 - Click on “View” next to Manage Attachments
- **View Request**
 - Click on icon next to Request Number box

Agency Summary Bill



Click on "Agency Bills"

- **View Monthly DP & Telecom charges**
- **Download reports & spreadsheets**
- **Drilldown for detailed information about charges**



Enterprise Billing Report: Service Category

Total: 5,951,702.06

Run Report

Training Video

Account Level Reports:

Line Item

Appropriation

Unit

ELCID

FINET Doc ID

Click on HTML Icon to view as a PDF or export into Excel

Agency

- Technology Services
- Transportation
- Utah National Guard

Select all Deselect all

Fiscal Year

2016

Month

- Jan 2016
- Dec 2015
- Nov 2015

Select all Deselect all

Line Item

- HQAA DTS Chief Information Offi
- HRAA DTS Integrated Technolog
- HSA A DTS Internal Service Fund

Select all Deselect all

Appropriation

- HQA Chief Information Officer
- HRA IT Automated Geographic R
- HSB DTS ISF Enterprise Technol

Select all Deselect all

Unit

- 0111 CHIEF INFO OFFR
- 2101 DTS ENT SVCS
- 2106 ASSET MANAGEMT

Select all Deselect all

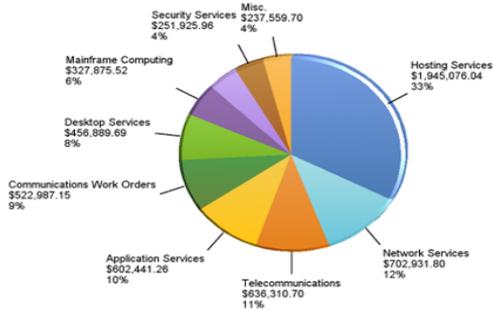
ELCID

- DTSADMIN
- ITACCOUNTG
- ITACTUATE

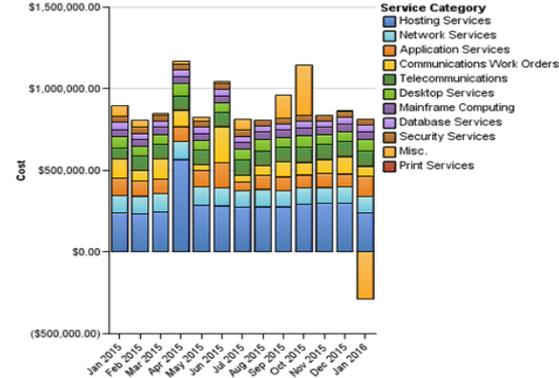
Select all Deselect all

Run Report

Service Category



13 Month History



Service Category	Jul 2015	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Total
Application Services	\$53,710.83	\$87,311.74	\$88,168.31	\$79,738.88	\$85,832.21	\$81,841.37	\$125,837.92	\$602,441.26
Communications Work Orders	\$41,419.07	\$57,830.44	\$91,774.93	\$76,849.12	\$89,080.65	\$107,055.28	\$82,177.65	\$522,987.15
Database Services	\$36,415.86	\$30,351.45	\$36,962.40	\$38,270.99	\$38,034.11	\$40,392.72	\$39,714.10	\$266,141.62
Desktop Services	\$64,225.18	\$69,292.64	\$59,157.72	\$73,798.75	\$58,637.08	\$58,637.08	\$73,141.24	\$456,889.69
Hosting Services	\$273,042.12	\$276,214.08	\$276,175.45	\$292,056.67	\$295,042.97	\$295,065.27	\$237,479.48	\$1,945,076.04
Mainframe Computing	\$45,612.13	\$46,181.83	\$45,208.15	\$48,546.63	\$45,982.18	\$48,009.82	\$48,334.78	\$327,875.52
Misc.	\$68,091.54	\$294.11	\$142,049.80	\$309,630.35	\$1,464.01	\$4,946.68	(\$288,916.79)	\$237,559.70
Network Services	\$102,298.77	\$106,742.72	\$95,511.50	\$100,031.52	\$99,687.27	\$99,853.66	\$98,808.36	\$702,931.80
Print Services	\$128.32	\$132.14	\$140.41	\$546.97	\$265.48	\$97.60	\$251.72	\$1,562.63
Security Services	\$37,151.40	\$37,151.40	\$34,062.60	\$35,967.36	\$35,967.36	\$35,967.36	\$35,658.48	\$251,925.96

■ Service Category Level

- Use the boxes on the left hand side to filter down to the Account level desired
 - Start from the top and click "Run Report" after each selection
- Click on one of the Service Categories to drill down to the service level
 - You can also click on the graphs to drill down

DTS | Department of Technology Services - Enterprise Billing: Service 5yr Drill Sara Brown Log Off About IBM

Enterprise Billing Report: Service Total: 24,465.48

Run Report Training Video

Agency: Technology Services, Transportation, Utah National Guard

Fiscal Year: 2016

Month: Jan 2016, Dec 2015, Nov 2015

Service Category: Desktop Services, Hosting Services, Mainframe Computing

Line Item: HQAA DTS Chief Information Officer, HRAA DTS Integrated Technology, HSA A DTS Internal Service Fund Ent

Appropriation: HQA Chief Information Officer, HRA IT Automated Geographic Refe, HSB DTS ISF Enterprise Technology

Unit: 0111 CHIEF INFO OFFR, 2101 DTS ENT SVCS, 2106 ASSET MANAGEMENT

ELCID: ITACCOUNTG, ITACTUATE, ITADMIN

Service

13 Month History

Service	Jul 2015	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Total
6530-DESKTOP SUPPORT	\$3,449.24	\$3,123.84	\$3,123.84	\$3,058.76	\$3,058.76	\$3,058.76	\$2,993.68	\$21,866.88
6541-EMAIL	\$197.80	\$395.60		\$678.20			\$690.00	\$1,959.60
6541-EMAIL ENCRYPTION	\$64.50	\$129.00		\$220.50			\$225.00	\$639.00
Total	\$3,711.54	\$3,648.44	\$3,123.84	\$3,955.46	\$3,058.76	\$3,058.76	\$3,908.68	\$24,465.48

Click on HTML icon to view as a PDF or export into Excel

■ Service Level

- Use the boxes on the left hand side to filter down to the Account level desired
 - Start from the top and click “Run Report” after each selection
- Click on one of the Services in the table to drill down to the detail level
 - You can also click on the graphs to drill down



Enterprise Billing Report

Agency: Technology Services

Fiscal Year: 2016

Date: Jul 2015

Service Category: Desktop Services

Service: 6530:DESKTOP SUPPORT

Click on HTML Icon to view as a PDF or export into Excel

Line Item	Appropriation Name	Unit Name	FINET Document ID	Account Code	Service Item	Service Description	Item Detail	Assignee	Date	Customer Reference	Rate	Quantity	Cost
HSA DTS Internal Service Fund Enterprise Technology	HSB DTS ISF Enterprise Technology	3121 DTS Finance	60121900858	ITACCOUNTG	2UA052190R	Networked	Desktop	Imaging Server		STATE OFFICE BUILDING	\$65.08	1	\$65.08
					4CZ1210QQ7	Networked	LAPTOP	Shannon Evans	Tax Administration Building	\$65.08	1	\$65.08	
					4CZ1210QQZ	Networked	LAPTOP	Luke Hunter	STATE OFFICE BUILDING	\$65.08	1	\$65.08	
					4CZ1210QRZ	Networked	LAPTOP	Fay Tan	STATE OFFICE BUILDING	\$65.08	1	\$65.08	
					4CZ1210QS7	Networked	LAPTOP	Clay Pitkin	STATE OFFICE BUILDING	\$65.08	1	\$65.08	
					4CZ1210QX2	Networked	LAPTOP	Travis Naegle	STATE OFFICE BUILDING	\$65.08	1	\$65.08	
					4CZ1210QYF	Networked	LAPTOP	Steve Miller	STATE OFFICE BUILDING	\$65.08	1	\$65.08	
					4CZ1210R0G	Networked	LAPTOP	Anna Sandoval	STATE OFFICE BUILDING	\$65.08	1	\$65.08	
					4XYPFQ1	Networked	Desktop	Ernie Garcia	STATE OFFICE BUILDING	\$65.08	1	\$65.08	
					5CB207605P	Networked	LAPTOP	Carlie Torres	STATE OFFICE BUILDING	\$65.08	1	\$65.08	
					5CB2081QC9	Networked	LAPTOP	Ingrid Norton	Calvin Rampton	\$65.08	1	\$65.08	
					5CB2082GC5	Networked	LAPTOP	Kellie Lewis	STATE OFFICE BUILDING	\$65.08	1	\$65.08	
					5CB2082GDD	Networked	LAPTOP	HOLLY GIFFORD	STATE OFFICE BUILDING	\$65.08	1	\$65.08	
					5CB22027WW	Networked	LAPTOP	Jason Marden	STATE OFFICE BUILDING	\$65.08	1	\$65.08	
					5CB24602VD	Networked	LAPTOP	Kent Godfrey	STATE OFFICE BUILDING	\$65.08	1	\$65.08	
					5CB24602VF	Networked	LAPTOP	Ellen Sneddon	STATE OFFICE BUILDING	\$65.08	1	\$65.08	
					5CB3060TQZ	Networked	LAPTOP	Marilynn Crenshaw	STATE OFFICE BUILDING	\$65.08	1	\$65.08	
					5CB3060TR4	Networked	LAPTOP	Todd Bary	STATE OFFICE BUILDING	\$65.08	1	\$65.08	
					5CB3081LLWG	Networked	LAPTOP	Deepa Ramkumar	STATE OFFICE BUILDING	\$65.08	1	\$65.08	
					5CB3103QXD	Networked	LAPTOP	Mark Moonie	STATE OFFICE BUILDING	\$65.08	1	\$65.08	

■ Detail Level

- See detail for the charges to help you determine where the charges come from such as employee name, or description of the service
- Level is broken out by Month and Account codes – Line Item, Appropriation, Unit, & ELCID
 - Includes IET Document Number



Enterprise Billing Report: Service Category

Total: 70,577,862.23

Run Report

Training Video

Account Level Reports:

Line Item

Appropriation

Unit

ELCID

FINET Doc ID

Agency
 Administrative Services
 Agriculture and Food
 Alcoholic Beverage Control

Select all Deselect all

Fiscal Year
 2016

Month
 Jan 2016
 Dec 2015
 Nov 2015

Select all Deselect all

Line Item
 2000 Restricted Special Reven.
 7000 Trust Funds
 AAAA LEG Senate

Select all Deselect all

Appropriation
 2020 CPB State Capitol Fund
 2070 CRC Real Estate Educatio

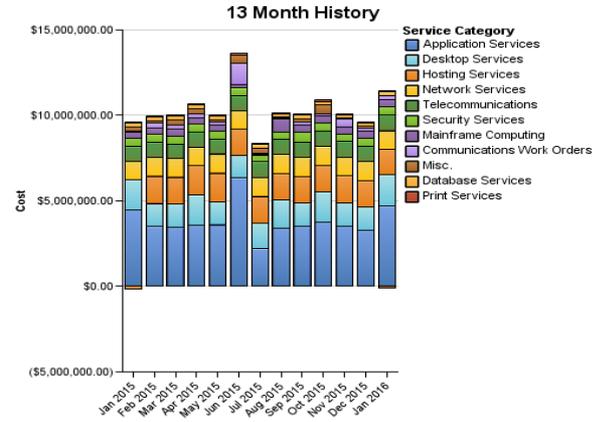
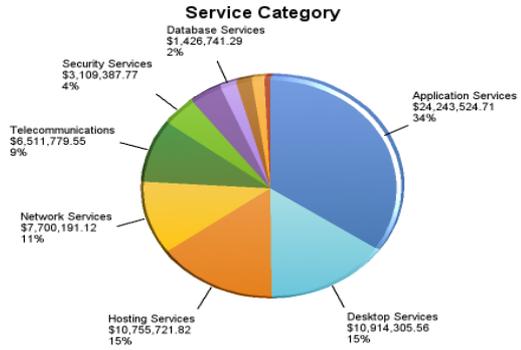
Select all Deselect all

Unit
 0015 DAS AR ADMIN
 0100 TFO Inv Mgmt
 0101 COMMISSIONERS

Select all Deselect all

ELCID
 ACRCLEARFD
 ACRKIVES
 AG1110

Select all Deselect all



Service Category	Jul 2015	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Total
Application Services	\$2,175,192.43	\$3,388,877.85	\$3,509,916.89	\$3,727,938.11	\$3,505,550.83	\$3,286,563.27	\$4,689,485.33	\$24,243,524.71
Communications Work Orders	\$78,327.85	\$95,033.52	\$165,765.76	\$131,588.21	\$454,621.87	\$205,627.26	\$260,247.22	\$1,391,211.68
Database Services	\$194,761.10	\$189,991.28	\$193,625.74	\$194,530.54	\$222,764.58	\$215,107.15	\$215,960.91	\$1,426,741.29
Desktop Services	\$1,512,520.02	\$1,657,196.17	\$1,367,093.70	\$1,794,891.25	\$1,377,565.35	\$1,368,180.54	\$1,836,858.53	\$10,914,305.56
Hosting Services	\$1,558,183.99	\$1,538,986.91	\$1,534,241.36	\$1,531,859.01	\$1,559,023.58	\$1,546,976.56	\$1,486,450.41	\$10,755,721.82
Mainframe Computing	\$55,454.07	\$768,679.40	\$411,315.73	\$416,286.38	\$409,547.57	\$414,574.57	\$414,999.37	\$2,890,857.09
Misc.	\$310,962.10	\$33,083.97	\$210,342.55	\$530,485.46	\$46,645.49	\$64,189.69	(\$82,610.04)	\$1,113,099.22
Network Services	\$1,097,204.53	\$1,105,825.96	\$1,100,094.49	\$1,099,767.19	\$1,099,029.75	\$1,099,124.36	\$1,099,144.84	\$7,700,191.12
Print Services	\$72,524.40	\$76,139.25	\$72,159.13	\$76,502.20	\$58,161.94	\$76,378.37	\$89,177.13	\$521,042.42
Security Services	\$320,027.05	\$381,917.00	\$580,265.48	\$448,578.35	\$448,400.55	\$448,550.40	\$448,567.45	\$3,109,387.77

Account Level Report

- View your charges broken out by account level or FINET Doc ID.
 - Drilldown for details about the charges
 - See Qty and Rate
- Choose an account level. Charges will be viewed based on your selection.

ELCID Report

Agency

- Administrative Services
- Agriculture and Food
- Alcoholic Beverage Control
- Attorney General
- Board of Education
- Board of Pardons and Parole
- Board of Regents
- Building Board Construction
- Capitol Preservation Board
- Career Service Review Office
- Commerce

Select all Deselect all

Refresh

Fiscal Year

- 2011
- 2012
- 2013
- 2014
- 2015
- 2016

Select all Deselect all

Refresh

Month/Year

- Jul 2015
- Aug 2015
- Sep 2015
- Oct 2015
- Nov 2015
- Dec 2015
- Jan 2016

Select all Deselect all

Refresh

Service Category

- Application Services
- Communications Work Orders
- Database Services
- Desktop Services
- Hosting Services
- Mainframe Computing
- Misc.
- Network Services
- Print Services
- Security Services
- Telecommunications

Select all Deselect all

Refresh

ELCID

- ACRCLEARFD
- ACRKIVES
- AR0015
- AS0210
- AS0210OH
- AS0210REST
- ASDCADMIN
- CS1106FNB
- CS1110FNC
- CS1130FNF
- CS1152FNG

Select all Deselect all

Report Instructions:

1. Select the agency or agencies you want to view, click refresh
2. Select the Fiscal year or years you want and click refresh
3. Select the date or date range you want to view and click refresh
4. Select the Service Category or categories you want to view and click refresh
5. Select the ELCID or ELCIDs you want to view and click refresh
6. Click the Finish button at the bottom of the page to generate the report you selected

Cancel < Back Next > Finish

■ Prompt Page

- Follow the “Report Instructions” when making the selections for each box.
- Click the “Finish” button at the bottom of the screen to view your report.

IBM Cognos Viewer - DW-FI-103 ELCID Report Sara Brown Log Off About

Dept. of Technology Services Keep this version Add this report

ELCID Service Level Report

Month(s) Selected: Nov 2015, Dec 2015, Jan 2016

View in HTML Format

View in PDF Format

View in XML Format

View in Excel Options

View in Excel 2007 Data

View in Excel 2007 Format

View in Excel 2002 Format

View in CSV Format

[< Back](#)

Agency	ELCID	Service Category	Service	Rate	Quantity	Cost	
Administrative Services	AS0210	Application Services	6593:APP MAINTENANCE - ENTERPRISE	\$77.8700	305.50	\$23,789.28	
		Application Services - Total				305.50	\$23,789.28
		Desktop Services	6530:DESKTOP SUPPORT	\$65.0800	21.00	\$1,366.68	
			6541:EMAIL	\$13.8000	10.00	\$138.00	
		6541:EMAIL ENCRYPTION	\$4.5000	10.00	\$45.00		
	Desktop Services - Total				41.00	\$1,549.68	
	AS0210 - Total				346.50	\$25,338.96	
	AS02100H	Application Services	6593:APP MAINTENANCE - ENTERPRISE	\$77.8700	24.00	\$1,868.88	
		Application Services - Total				24.00	\$1,868.88
	AS02100H - Total				24.00	\$1,868.88	
AS0210REST	Desktop Services	6530:DESKTOP SUPPORT	\$65.0800	6.00	\$390.48		
		6541:EMAIL	\$13.8000	1.00	\$13.80		
		6541:EMAIL ENCRYPTION	\$4.5000	1.00	\$4.50		
		Desktop Services - Total				8.00	\$408.78
AS0210REST - Total				8.00	\$408.78		
ASDCADMIN	Application Services	6593:APP MAINTENANCE - ENTERPRISE	\$77.8700	306.75	\$23,886.62		
		Application Services - Total				306.75	\$23,886.62
	Communications Work Orders	6360:TELEPHONE LABOR	\$1.0000	730.80	\$730.80		
		6374:TELEPHONE PARTS	\$1.0000	125.37	\$125.37		
	Communications Work Orders - Total				856.17	\$856.17	
	Database Services	6511:DATABASE ORACLE SHARED MODEL	\$64.3400	33.00	\$2,123.22		
	Database Services - Total				33.00	\$2,123.22	
	Desktop Services	6530:DESKTOP SUPPORT	\$65.0800	27.00	\$1,757.16		
		6541:EMAIL	\$13.8000	16.00	\$220.80		
		6541:EMAIL ENCRYPTION	\$4.5000	16.00	\$72.00		
Desktop Services - Total				59.00	\$2,049.96		
ASDCADMIN - Total				1,254.92	\$28,915.97		
CS1106FNB	Desktop Services	6530:DESKTOP SUPPORT	\$65.0800	99.00	\$6,442.92		
		6541:EMAIL	\$13.8000	24.00	\$331.20		
		6541:EMAIL ENCRYPTION	\$4.5000	24.00	\$108.00		

■ Service Level

- Click the “Back” button if you would like to go back to the previous screen to modify your report selection.
- Drilldown to the detail level by clicking on the “Service” you would like to see detail for.
- Export to PDF or Excel by selecting “HTML” in the upper right hand corner.

IBM Cognos Viewer - DW-FI-104 ELCID Detail Drill

Sara Brown Log Off About

Billing Report ELCID Detail

Agency: Administrative Services

Fiscal Year: 2016

Date: Nov 2015

Service Category: Application Services

Service: 6593:APP MAINTENANCE - ENTERPRISE

Account Code	Service Item	Service Description	Item Detail	Assignee	Date	Customer Reference	Rate	Quantity	Cost
AS0210	DAS-FY16-DAS IT Manager Support	DAS IT Manager Support	N/A	Tracy Pitkin	2015-10-13	N/A	\$77.87	8	\$622.96
					2015-10-16	N/A	\$77.87	8	\$622.96
					2015-10-19	N/A	\$77.87	9	\$700.83
					2015-10-20	N/A	\$77.87	8	\$622.96
					2015-10-21	N/A	\$77.87	8	\$622.96
					2015-10-22	N/A	\$77.87	9	\$700.83
					2015-10-23	N/A	\$77.87	8.5	\$661.90
					2015-10-26	N/A	\$77.87	8	\$622.96
					2015-10-27	N/A	\$77.87	8	\$622.96
					2015-10-28	N/A	\$77.87	8	\$622.96
					2015-10-29	N/A	\$77.87	8	\$622.96
					2015-10-30	N/A	\$77.87	8	\$622.96
					2015-11-02	N/A	\$77.87	6	\$467.22
					2015-11-03	N/A	\$77.87	8	\$622.96
					2015-11-04	N/A	\$77.87	4	\$311.48
					2015-11-05	N/A	\$77.87	8	\$622.96
AS0210 - Total								124.5	\$9,694.82

Date: Dec 2015

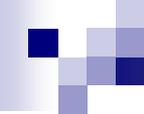
Service Category: Application Services

Service: 6593:APP MAINTENANCE - ENTERPRISE

Account Code	Service Item	Service Description	Item Detail	Assignee	Date	Customer Reference	Rate	Quantity	Cost
AS0210	DAS-FY16-DAS IT Manager Support	DAS IT Manager Support	N/A	Tracy Pitkin	2015-11-12	N/A	\$77.87	8	\$622.96
					2015-11-13	N/A	\$77.87	7.5	\$584.02
					2015-11-16	N/A	\$77.87	8	\$622.96
					2015-11-17	N/A	\$77.87	8	\$622.96
					2015-11-18	N/A	\$77.87	8	\$622.96
					2015-11-19	N/A	\$77.87	8	\$622.96
2015-11-20	N/A	\$77.87	8	\$622.96					

■ Detail Level

- See detail for the charges to help you determine where the charges come from such as employee name, or description of the service.
- Level is broken out by Month and Account code.
- Export to PDF or Excel by selecting “HTML” in the upper right hand corner.



Billing Contacts

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